

Bradford Public Library

Bradford, VT 05033

BPL Mission: The Bradford Public Library is committed to supporting and enhancing learning, creativity, and opportunities for personal growth and community connections with reliable information and resources, and the support necessary to navigate those resources, in a safe and welcoming environment.

Board of Trustees Monthly Meeting Minutes

DATE: March 14, 2024

Those who were present:

- Gail Trede
- Jill Baron
- Larry Coffin
- Angela Conrad-Schlager
- Sean Fleming
- Will Giblin
- Arvid Johnson
- Brad Johnston
- Laura Lornitzo
- Denise Shannon
- Dotti Unkles
- Elaina Vitale

Year:

Library Director
2025
Trustee Emeritus
2027
2026
Town Representative
2026
2025
2025
2027
2026
2027

Those not present:

- Eris Eastman Trustee Emerita
- Bud Haas Trustee Emeritus
- Tony Brainerd Trustee Emeritus
- David Sammataro

Meeting called to order at 6:31 pm by President, Angela Conrad-Schlager.

Denise motioned, Dotti seconded, a motion to approve the minutes of February 2024. All voted in favor.

Public Comment: n/a

Guest(s) at tonight's meeting: none

Treasurer's Report:

- A monthly Treasurer's report was submitted to the Board. [February 2024 Treasurer Report.pdf](#)
- Arvid motioned, Elaina seconded, a motion to approve the Treasurer's Report. All voted in favor. Angela and Laura will calculate costs of paid holidays requests.

Library Director's Report:

- The Library Director emailed an extensive Librarian's Report to the Board of Trustees.
- Arvid motioned, Brad seconded, a motion to approve the Library Director's report. All voted in favor. Gail amends that the Create program for March is actually watercolor painting. Patsy is creating a book club for 4th-6th graders on Saturdays. Gail shows the eclipse displays she's received for the library. A Riverbend student is exploring an internship and two Oxbow students are volunteering at BPL.
- Trustee Training for interested trustees: <https://vtlib.libcal.com/event/12009839>

2023-24 Annual Appeal:

- 2023-24 Annual Appeal Docations [2023-24 Annual Appeal Donations \(BPL\)](#); Paypal donations are still not incorporated but will be soon.
- Angela proposes an Annual Appeal Season declaration from November 1-February 28. Laura adds it would be helpful from a bookkeeping perspective. Trustees don't see a downside to this declaration. Brad moves, Elaina seconds, the declaration to set an official Annual Appeal season from November 1-February 28. All vote in favor.

Committee Assignments 2024: [BPL Board of Trustees Committee Assignments: 2024](#)

- **Budget**
 - n/a
- Buildings and Grounds:**
 - Angela and Brad submitted the 1772 Foundation Grant for the granite step; we will be notified of the decision in May
 - Camera installment & electrical preparation is in the works
 - Drainage and water mitigation (Spring 2024 project)
 - Sill work on windows (Spring 2024 project)
 - Angela asks that B&G committee meet sometime at the end of March or early April to solidify plans for above projects.
- Fundraising & Annual Appeal:**
 - Cookbook**
 - Angela will schedule a time to generate plan
 - Memorial Day Book/Plant/Yard Sale**
 - 5/25 (5/26 rain date)

- Planning doc:
 - Spread the word!
- Communications and Marketing:**
 - Promote Annual Appeal
 - Promote programs
 - Comm & Marketing group will set up a time to meet with Gail in the next few weeks to plan.
- Personnel:**
 - n/a
- Policy and Procedure:**
 - Committee meeting: schedule a time to meet in April 2024 (Elaina will email to schedule)
 - Determine and prioritize necessary policies
- **Grants:**
 - n/a

Old Business/Discussion Topics:

- [BPL Board Member Contact Information & Emergency Contacts](#)

New Business/Discussion Topics: Larry added information about a project he and Gail worked on for a local family to locate an article in the JO from December 1951.

BPL Strategic Plans (2022-2027):

- [Strategic Plans~ Future plan for BPL \(2022-2027\)](#)
- Should guide us as we function and make decisions. Jill and Angela will update and present to the Board April 2024

Brad motioned, Jill seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:29 pm. Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, April 11 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary