

## Bradford Public Library

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.

### ***DRAFT*** Board of Trustees Monthly Meeting Minutes

DATE: April 11, 2024

#### **Those who were present:**

#### **Year:**

- |                   |                     |
|-------------------|---------------------|
| ● Gail Trede      | Library Director    |
| ● Jill Baron      | 2025                |
| ● Sean Fleming    | 2026                |
| ● Will Giblin     | Town Representative |
| ● Arvid Johnson   | 2026                |
| ● Brad Johnston   | 2025                |
| ● Laura Lornitzo  | 2025                |
| ● David Sammataro | Town Representative |
| ● Denise Shannon  | 2027                |
| ● Dotti Unkles    | 2026                |
| ● Elaina Vitale   | 2027                |

#### **Those not present:**

- |                          |                  |
|--------------------------|------------------|
| ● Eris Eastman           | Trustee Emerita  |
| ● Bud Haas               | Trustee Emeritus |
| ● Tony Brainerd          | Trustee Emeritus |
| ● Larry Coffin           | Trustee Emeritus |
| ● Angela Conrad-Schlager |                  |

Meeting called to order at 6:32 pm by Vice President, Jill Baron.

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

**Public Comment:** n/a

**Guest(s) at tonight's meeting:** n/a

**Treasurer's Report:**

- Monthly Operating Report: file: [2024 March Treasurer Report.pdf](#)
- Sean motioned, Elaina seconded, a motion to approve the Treasurer's Report. All voted in favor. Still awaiting town funding–Laura will follow up with town.
- To do: determine costs of holiday requests.

**Library Director's Report:**

- The Library Director emailed an extensive Librarian's Report to the Board of Trustees. Gail adds info about the Teen Drama Camp (VT Humanities) in June (June 24-29). Arvid curious about fax numbers. [Angela and Laura need to put heads together on Gail's holiday requests \(especially Juneteenth\)](#). Why aren't we scheduling holiday days in advance? Policy meeting upcoming; will add details as pertains to Gail's concerns.
- Arvid motioned, Elaina seconded, a motion to approve the Library Director's report. All voted in favor.

**2023-24 Annual Appeal FINAL Numbers:**

- [2023-24 Annual Appeal Donations \(BPL\)](#)
  - Paypal numbers still aren't on here

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

- **Budget**
  - n/a
- Buildings and Grounds:**
  - B&G Meeting: Saturday, 4/13 @ 9:00 am
  - Camera installment & electrical preparation
  - Granite Step: 1772 Foundation Grant - application completed
  - Drainage and water mitigation and sill work on windows (spring 2024)
  - Knotweed!
- Fundraising & Annual Appeal:**
  - Cookbook idea (tabled)
  - Memorial Day Book/Plant/Yard Sale
    - 5/25 (5/26 rain date)
    - Planning notes: [2024 yard sale planning](#)

- Follow up with Larry about Skip Barrett
- Advertising - ads in JO and Bridge Weekly (we do have money in promotions); Laura & Will will work on advertising.
- Communications and Marketing:**
  - Promote Memorial Day Book/Plant/Yard Sale
    - Collect items for sale; do Board members know anyone who has items to give?
  - Promoting programs - Gail does not need help promoting programs
- Personnel:**
  - n/a
- Policy and Procedure:**
  - Committee meeting: May 2, 2024 (6:00-7:30 pm)
    - Will present content to trustees at May meeting
- **Grants:**
  - n/a

**New Information/Topics:**

- n/a

**Old Information/Topics:**

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

**BPL Strategic Plans (2022-2027):**

- [Strategic Plans~ Future plan for BPL \(2022-2027\)](#)
- Jill and Angela will update and present to the Board May 2024

Arvid motioned, Elaina seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:24 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, May 9 at 6:30 pm.

Respectfully submitted by,  
Elaina Vitale

Bradford Public Library Board Secretary

