

# 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: May 9, 2024

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

<b><u>Year:</u></b>	
	● Betsy Kane
	● Jill Baron
	● Angela Conrad-Schlager
	● Sean Fleming
	● Will Giblin
	● Arvid Johnson
	● Brad Johnston
	● David Sammataro
	● Denise Shannon
	● Dotti Unkles
	● Elaina Vitale

### **Those not present:**

● Eris Eastman	Trustee Emerita
● Bud Haas	Trustee Emeritus
● Tony Brainerd	Trustee Emeritus
● Larry Coffin	Trustee Emeritus
● Laura Lornitzo	

Meeting called to order at 6:36 pm by President, Angela Conrad-Schlager.

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

**Public comment/guests:** n/a

### **Treasurer's Report:**

- A monthly Treasurer's report was submitted to the Board. Laura has confirmed that money from the town is forthcoming. Interest and dividends: we need to make a decision about this money in the fall. Annual insurance premium is due June 1: holding off on payment while investigating options.
- Elaina motioned, Jill seconded, a motion to approve the Treasurer's Report. All voted in favor.

### **Library Director's Report:**

- The Library Director emailed an extensive Librarian's Report to the Board of Trustees. Betsy adds: Poemtown was very busy and successful! A lot is coming up for BPL irt events and programming. Attendance and circulation numbers were misreported last month—they are actually much higher than reported! BPL is investigating the GMLC streaming add-on; trustees have many questions about this—we should discuss this again during/before budgeting season. Betsy will update trustees on what time Oxbow volunteers are coming 5/17.
- Sean motioned, Denise 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 \(BPL\)](#)
- Annual Appeal Season declaration: October-March

### **Committees:**

- **Budget:**
  - Angela, Laura, Karen and Gail need to meet to discuss upcoming anticipated new expenses
  - 2024-25: oil contract—company is offering new contract and notifying of new VT taxes associated w/ oil
  - June 2024: new childcare tax (anticipated new expense)
- Buildings and Grounds:**
  - B&G meeting: need to schedule
  - Fire alarm panel: needs to be replaced
    - Estimate: [Estimate\\_1033\\_from\\_Alarmco\\_Inc.pdf](#)
  - Camera installment & electrical preparation yet to happen
  - Granite Step: 1772 Foundation Grant; Application was denied

- Drainage and water mitigation (Brad finished!); trustees previously agreed to reimburse Brad with remaining ARPA money
- Sill work on windows (Spring 2024)
- Brad is investigating front bank options for landscaping
- ❑ **Fundraising & Annual Appeal:**
  - ❑ Memorial Day Book/Plant/Yard Sale
    - ❑ 5/25 (5/26 rain date)
    - ❑ Planning DOC: [2024 yard sale planning](#)
    - ❑ Will submitted ads to the Bridge and the JO; someone will send to listserv in his absence
- ❑ **Communications and Marketing: n/a**
- ❑ **Personnel: n/a**
- ❑ **Policy and Procedure:**
  - Committee met last week and drafted P&P [Drafts/wish list](#)
- **Grants:**
  - Need to look for grants for building improvements

**Strategic planning:**

- Betsy looked over and triaged; trustees made a few suggestions for prioritization. To be revisited at a future meeting.

Sean motioned, Brad seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:59 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, June 13 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary