

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: June 13, 2024

Those who were present:

- | <u>Year:</u> | |
|---------------------|----------------------------------|
| | ● Gail Trede
Library Director |
| 2027 | ● Angela Conrad-Schlager |
| 2026 | ● Sean Fleming |
| Town Representative | ● Will Giblin |
| 2026 | ● Arvid Johnson |
| 2025 | ● Brad Johnston |
| 2025 | ● Laura Lornitzo |
| Town Representative | ● David Sammataro |
| 2026 | ● Dotti Unkles |
| 2027 | ● Elaina Vitale |
| Trustee Emeritus | ● Larry Coffin |

Those not present:

- | | |
|--|-------------------------------------|
| | ● Eris Eastman
Trustee Emerita |
| | ● Bud Haas
Trustee Emeritus |
| | ● Tony Brainerd
Trustee Emeritus |
| | ● Jill Baron |
| | ● Denise Shannon |

Meeting called to order at 6:34 pm by President, Angela Conrad-Schlager.

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

Public Comment: n/a

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

Treasurer's Report:

- ❑ Monthly Operating Report: [May Treasurer Report.pdf](#)
- ❑ Arvid motioned, Will seconded, a motion to approve the Treasurer's Report. All voted in favor. Laura and Karen did research on the New VT Child Care Tax and made a recommendation—the tax is .11%, about \$6-7 a month of gross payroll; Karen recommends the library absorb the expense. Arvid makes a motion that the library absorbs the Child Care Tax based on gross payroll; Sean seconds. All vote in favor.

Library Director's Report:

- ❑ The Library Director emailed an extensive Librarian's Report to the Board of Trustees. Elaina motioned, Dotti seconded, a motion to approve the Library Director's report. All voted in favor. Gail reminds trustees that summer programming is about to kick off and the schedule is packed! Summer reading: "Adventure Begins at your Library" (summer readers get an ice cream cone courtesy of the Little Grille!). Drama Camp starts soon; trustee Will is supporting Drama Camp. Christine Pratt is doing a sewing camp. BPL staff enjoyed Mental Health First Aid but want more training in this area; Sean recommends [Ryan Dowd's trainings](#) (online). Gail asks if we can put the picnic table back out—trustees agree it's worth trying. OESU is not doing summer meals; Gail is strategizing alternatives for about 15-20 meals a week.

Committee updates

- **Budget:**
 - Angela, Laura, Karen, and Gail need to meet to discuss upcoming anticipated expenses (**schedule summer meeting**). Building expenses, for instance, exterior fascia trim and moldings, are an anticipated expense. 2024-25: oil contract~\$3.311 p/ gallon is today's estimate which is competitive. Last year we paid \$4.05 p/ gallon. Angela will check with the town on the town's oil arrangement; Arvid makes a motion and Dotti seconds the motion that Angela make the call on oil when the price is right; all vote in favor. Gail adds that the video streaming service will cost about \$400 a year from the collections budget.
- ❑ **Buildings and Grounds:**
 - B&G Meeting: **need to schedule meeting within next week**

- Fire Alarm Panel: needs to be replaced
 - Estimate: [Estimate_1033_from_Alarmco_Inc.pdf](#)
 - Waiting for updated information
- Granite step
- Sill work on windows (Spring 2024)--8k estimate
- Chairs in the reading room need felts--Arvid will come and do
- ❑ **Fundraising & Annual Appeal:**
 - ❑ Cook Book idea: still a desire to pursue?
 - ❑ Yard sale was a huge success!
- ❑ **Communications and Marketing:**
 - Promote summer programs--share news widely!
- ❑ **Personnel:**
 - n/a
- ❑ **Policy and Procedure:**
 - Committee meeting Minutes : May 2, 2024 (6:00-7:30 pm) [Drafts/wish list](#)
 - **BPL Staff:** input on what to prioritize
 - Gail notes that P&P group needs to draft civil rights policy before July (**P&P group will email**)
- **Grants:**
 - Need to look for grants for building improvements!

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 \(2022-2027\)](#)
- Should guide us as we function and make decisions

Brad motioned, Elaina seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:33 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, July 11 at 6:30 pm—Elaina is going to check on trustee availability for that meeting.

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary