

# 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: August 8, 2024

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

- Gail Trede
- Jill Baron
- Angela Conrad-Schlager
- Sean Fleming
- Will Giblin
- David Sammataro
- Dotti Unkles
- Elaina Vitale

### **Year:**

Library Director  
2025  
2027  
2026  
Town Representative  
Town Representative  
2026  
2027

### **Those not present:**

- Eris Eastman
- Bud Haas
- Tony Brainerd
- Larry Coffin
- Arvid Johnson
- Denise Shannon
- Brad Johnston
- Laura Lornitzo

Trustee Emerita  
Trustee Emeritus  
Trustee Emeritus  
Trustee Emeritus

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

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

**Public Comment:** n/a

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

**Treasurer's Report:**

- A monthly Treasurer's report was submitted to the Board. Note that insurance went up; the budget committee will discuss.
- Elaina motioned, Dave 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. Jill motioned, Sean seconded, a motion to approve the Librarian's Report. All voted in favor.

**Committee updates:**

- **Budget**
  - Angela, Laura, Karen, and Gail will meet to discuss upcoming anticipated expenses next Thurs and report out at September meeting
  - 2024-25 oil contract—signed and in effect
  - Building expenses (anticipated)
- Buildings and Grounds:**
  - B&G meeting—prioritized items to look at like front step, windowsills, electrical things
  - Fire Alarm Panel: needs to be replaced
    - All systems need to be separately tested and run through state tests—this is time-consuming from a labor perspective. The labor cost is overestimated in the previously provided estimate. Josh suggested we look for grants for nonprofits for these costs.
  - Granite step (1776 Grant was unsuccessful; we need to look for other grants that might offset this cost)
  - Sill work on windows (estimate, grants available?)
- Fundraising & Annual Appeal:**
  - 2024-25 Annual Appeal
    - Need to begin planning; how to implement software for 2024-25 AA etc.
    - How to communicate? Traditional channels, yard sale?

- Schedule committee meeting (Jill will set up poll and email group)
- Fall yard sale–craft idea (Jill and Elaina will reach out with more info and provide update at Sept meeting); can sale coincide with kickoff of AA?
- Communications and Marketing:**
  - Promote programs
- Personnel:**
  - n/a
- Policy and Procedure:**
  - Committee meeting minutes
    - [Drafts/wish list](#)
  - P&P group: talk w/ Gail to get input on what to prioritize
- **Grants:**
  - Need to look for grants for building improvements!

**Old Business/Discussion Topics:**

n/a

**New Business/Discussion Topics:**

n/a

Sean motioned, Dave seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:44 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, September 12 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary