

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: September 12, 2024

Those who were present:

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

Those not present:

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

Meeting called to order at 6:32 pm by President, Angela Conrad-Schlager.

Braad motioned, David seconded, a motion to approve the minutes of September. 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
- Dotti motioned, Will seconded, a motion to approve the Treasurer's Report. All voted in favor. Jill notes columns are named July and not August. Sean wonders why we don't draw on VCF/Hyde/BPL funds (VCF = Vermont Community Foundation). Why don't we draw annually on a small % basis to have more income? Do we need to maintain a certain balance on any of these funds? If there is no stipulation is it worthwhile to use some of that money when building the budget? Will also notes that different entities might ask to look at balance/financials when we are seeking funding. Will also asks if Laura is the best person to ask about the history of grants or if he should talk to Karen— Laura is a good front line.
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Library Director's Report:

- The Library Director emailed an extensive Librarian's Report to the Board of Trustees. Sean motioned, Brad seconded, a motion to approve the Library Director's report. All voted in favor. Ken Keating contacted Gail about the second half of the building painting project. Gail applied for \$5k from Vermont Humanities for Spanish programming and is applying for \$6k for an arts grant to do an art series with Westy Copeland. Upcoming programming also sponsored by VT Humanities. Gail is looking for a volunteer to go to Trunk or Treat with her (Dotti may be interested).

Committee updates:

- **Budget**
 - Angela, Laura, Karen and Gail met a few weeks ago and have drafted a rough draft of the 2025 budget
 - Angela hopes to propose the 2025 budget at the October meeting
- Buildings and Grounds:**
 - Writing of grants for building maintenance & repairs—Will notes that we need a definitive outline of what we're after and estimates of what that will cost.
 - Brad adds that the steep bank outside of the library is a continued problem to deal with; can the bank be mowed 3x a year? David asks

about something like a wildflower field; Gail asks about ornamental grass. Can we consult with a landscape architect to plan something more sustainable and more attractive? Maybe talk w/ Kelly Spooner? Sean makes a motion and Denise seconds that we expend funds to mow bank @ about \$150 per mowing for this fiscal year; all vote in favor. Brad will reach out to Casey to mow.

- Brad updates on minor roof leaks. Gail will ask the painter if he knows anyone who would be able to do the roofing.

- Can the hole at the bottom of the stairs be fixed? Not until roof is fixed.

- Fundraising & Annual Appeal:**

- Crafts Fall Yard Sale** (Jill & Elaina)

- October 27, 2024 at Jill's

- Jill and Elaina will get to work on promotions and send more info soon!

- 2024-25 Annual Appeal**

- Committee meeting updates to come

- Board members to promote Annual Appeal

- Communications and Marketing:**

- Promote programs
- Promote Annual Appeal

- 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

- **Grants:**

- Need to look for grants for building improvements
- Grants for 2025 programming
- Gail adds it would be good for grants committee to have FAQ list of typical questions granting agents ask for
- [BPL Grants Committee Mtg.docx](#)

Old Business/Discussion Topics: n/a

New Business/Discussion Topics: n/a

Brad motioned, Jill seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:35 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, October 10 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary