

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: October 12, 2024

Those who were present:

- | | |
|--------------------------|---------------------|
| ● Gail Trede | Library Director |
| ● Angela Conrad-Schlager | 2027 |
| ● Sean Fleming | 2026 |
| ● Will Giblin | Town Representative |
| ● Brad Johnston | 2025 |
| ● David Sammataro | Town Representative |
| ● Denise Shannon | 2027 |
| ● Dotti Unkles | 2026 |

Year:

Those not present:

- | | |
|------------------|------------------|
| ● Eris Eastman | Trustee Emerita |
| ● Bud Haas | Trustee Emeritus |
| ● Tony Brainerd | Trustee Emeritus |
| ● Larry Coffin | Trustee Emeritus |
| ● Elaina Vitale | 2027 |
| ● Jill Baron | 2025 |
| ● Arvid Johnson | 2026 |
| ● Laura Lornitzo | 2025 |

Meeting called to order at 6:33 pm by President, Angela Conrad-Schlager. The agenda is: [October 12, 2024 BPL Agenda](#)

Dave motioned, Will seconded, a motion to approve the minutes of September 12, 2024. All present voted in favor.

Public Comment: n/a

Guest(s) at tonight's meeting: Gwen and John Marshall; just moved to Bradford, are interested in becoming involved in the community, love the library, John retired from a career in fundraising and is happy to be a resource to the library. Angela and John will meet sometime over the next few weeks to discuss ways that John can help the library.

Treasurer's Report:

- A monthly Treasurer's report was submitted to the Board
- Laura was not able to attend the meeting; a motion to approve the monthly Treasurer's report will be table until the November 14th meeting
- A rough draft of the 2025 Budget was shared with the Board; there were several questions for Laura.
 - Attached was a 2025 Budget Staffing Plan (3 weeks vacation Gail/2 weeks vacation Betsy)
 - 3.1% increase for proposed 2025 budget; used US Bureau of Labor Statistics for NE Region to determine increase (this resource has been used for the previous 4 budgets)
 - All of the Federal Holidays have been honored and adjusted in the proposed 2025 budget
 - Comments from Sean; Take money from the BPL investments, contact someone from the VCF for an explanation of regulations and use of funds (invite a representative to a BPL meeting to gain better understanding), use dividends from funds for regular operating expenses and draw the dividends each year.
- Laura will take questions and look at figures. Board will either vote via email on the proposed budget, or meet again to discuss a revised budget.
- The Town of Bradford Appropriation Application work is due no later than November 1, 2024. Angela will submit the application on behalf of the library by the due date.

Library Director's Report:

- The Library Director emailed an extensive Librarian's Report to the Board of Trustees.
- Gail read a letter that was submitted from a member of the public who used the Spanish program at BPL, did well and has become successful in life. He wanted to thank Gail and BPL for the kindness.
- Gail is celebrating her 16th year at BPL (in October)

- Holiday lights need to go up during Thanksgiving weekend. Angela, Oden and Arden will do this.
- Brad motioned, Dotti seconded, a motion to approve the Library Director's report. All present voted in favor.

Committee updates:

- **Budget**

- Proposed 2025 Budget
- Board of Trustees will vote on a finalized budget

- Buildings and Grounds:**

- Brad motioned, Dave seconded, a motion to allow the Buildings and Grounds Committee to be able to spend up to \$2,000 without having to present a request in advance to the Board for consideration. This will mitigate delaying necessary projects and/or immediate building needs. A discussion ensued. Dave motioned, Sean seconded, a motion to amend the dollar request to \$1,500. All present voted in favor of approving the amended motion.
- Gail called Spectrum as there was a loss in service at BPL; not BPL is under a small business plan. There is now better speed (400 MBPS) at the same cost of \$89 a month.
- Meg Campbell's visit: reminder about the easement and collaboration with VT Housing and Conservation Board (Angela and Brad will get clarity as to what VT HCB is). Brad showed her the issue with the front entrance's granite step. Brad has called Keith in Montpelier (did the roof for a previous construction project) for a quote to mitigate the issue at the corner of the roof.
- FURNACE: the lower water valve failed due to corrosion. John Hathaway came to look at it. John recommends an upgrade around the furnace; not upgrading the furnace. Would be approximately \$5-10,000 to upgrade.
- There is still water and damage due to water in the bathroom wall.

- Fundraising & Annual Appeal:**

- Crafts Fall Yard Sale** (Jill & Elaina)
 - October 27, 2024 at Jill's has been canceled.

2024-25 Annual Appeal

- Annual Appeal is streamline through Bloomerang platform; will be our first AA to fully use the platform.
- 2024-25 AA begins in November!
- 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](#)
- Board to review the proposed Collection Development draft policy in advance of the November 12th meeting

● **Grants:**

- Need to look for grants for improving the building and grounds
- Will; been looking through all of the information from the VT Department of Libraries. Will would like to nominate Gail for Librarian of the Year. Will will pursue this.

Old Business/Discussion Topics: n/a

New Business/Discussion Topics:

- Will; been looking through all of the information from the VT Department of Libraries. Will would like to nominate Gail for Librarian of the Year. Will will pursue this.
- **AUDIT:** internal audit review (Schedule March 2025); good to ensure transparency and oversight of BPL monies. Laura is in agreement to have the Audit. Will discuss and schedule at November and December meetings.

Brad motioned, Sean seconded, a motion to adjourn. All present voted in favor. Meeting adjourned at 7:50 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday,
November 14, 2024 at 6:30 pm.

Respectfully submitted by,

Angela Conrad-Schlager
Bradford Public Library Board President