

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: November 14, 2024

Those who were present:

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

Meeting called to order at 6:33 pm by President, Angela Conrad-Schlager.

Brad motioned, David seconded, a motion to approve the minutes of October 12, 2024. All voted in favor. Brad motioned, Laura seconded a motion to approve the minutes of October 24, 2024. All voted in favor.

Public comment: n/a

Special guests: n/a

Treasurer's Report:

- Dotti motioned, Arvid seconded, a motion to approve the September Treasurer's Report. All voted in favor. Elaina motioned, David seconded, a motion to approve the September Treasurer's Report. All voted in favor.
- Monthly Operating Reports
 - September Operating Report: [2024 September Treasurer Report.pdf](#)
 - October Operating Report: [October 2024 Treasurer's Report.pdf](#)
- Approved 2025 Budget (approved October 24, 2024): [2025 Budget \(Approved\) - Board Reports.pdf](#)
- Annual town appropriations request was submitted on behalf of BPL by Angela (digitally and a hard copy dropped off at town office)
- Schedule internal audit (March 2025): thoughts on how best to proceed? Angela will investigate with John Marshall and Sean on the next steps.

Library Director's Report:

- The Library Director emailed a Librarian's Report to the Board of Trustees. Elaina motioned, Brad seconded, a motion to approve the Library Director's report. All voted in favor. Gail adds successful funds for \$5k from VT Council for Humanities for Spanish. Trunk or Treat huge success—more than 100 books given out. Will Eberle talk is Nov 21.

BPL Monthly Meeting Schedule: should there be a change to the monthly meeting day/time?

- Trustees would like to not have scheduling conflict with selectboard meetings; are first or third Thursdays up for consideration? Meeting change would have to be publicized on the website and social media. Brad motioned, Elaina seconds, a motion that we move BPL monthly meeting to the **third Thursday of each month at 6:30, beginning in January, 16 2025 at BPL annual meeting.** All vote in favor.

Committee updates

- **Budget:**

- Possibility of getting Vermont Community Foundation Representative to attend an upcoming meeting to provide clarity on regulations/restrictions of investment funds.
- Schedule and plan internal audit: tbd March 2025
- ❑ **Buildings and Grounds:**
 - ❑ Writing of grants for building maintenance & repairs
 - ❑ Winter planning/needs for building
 - ❑ Salt or substitute for front steps; Gail needs a new broom for front steps. All set on shovels.
 - ❑ Angela and family will hang lights.
- **Fundraising & Annual Appeal:**
 - ❑ Crafts Fall Yard Sale: canceled, maybe a winter sale? Giving Day at Space on Main Dec 15 is a possibility; trustees to discuss offline.
 - ❑ 2024-25 Annual Appeal:
 - ❑ Board members promoting Annual Appeal
 - ❑ AA Information posted on website, social media, etc.
 - ❑ Laura and Jill will update on Bloomerang status month to month
- ❑ **Communications and Marketing:**
 - Programs and Annual Appeal
- ❑ **Personnel:**
 - n/a
- ❑ **Policy and Procedure:**
 - 2nd READ: Collection Development Policy [Collection Development/Draft](#)
 - Jill motions, Laura seconds, a motion to review the draft. Small changes suggested (see document for changes). Elaina makes a motion, Dotti seconds, the approval of the Collection Development Policy. All vote in favor.
- **Grants:**
 - Grants for building repairs/needs

Other information to come forward to the Board:

- January 2025: 130th Annual Meeting, as well as expiration of terms for BPL Trustees (Laura, Jill, & Brad)

- The fire department came this morning because of some non-emergency alarms due to an internet outage; the fire department would like to come to the December meeting for continued conversation about the fire panel.

Executive Session: At 7:37 Arvid moves, Laura seconds, a motion that we go into Executive Session for the purposes of discussing personnel. Trustees discussed holiday gifts for library staff. Jill moves, Elaina seconds, a motion that we leave the Executive Session. Trustees left the Executive Session at 7:42.

Arvid motioned, Dave seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:43 pm.

The next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, December 12 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary