



BRADFORD AREA PUBLIC LIBRARY

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Regular Monthly Trustees Meeting
January 11, 2016

I. Call to Order; Establish a Quorum

Vice Chairman Bob Esch called the meeting of the Trustees of the Bradford Area Public Library to order at 5:04 PM in the Carnegie Room of the Library. A quorum was present.

Present: Steve Hardin, Mike Luciano, Kristen Tim, Tina Martin, Lacey Love, and Lisa Olszak-Zumstein. Chris Minich and Becky Jensen attended by phone.

Absent: Marjory Knox.

Judy Carr, Director of Community Outreach, presented a summary of recent events and initiatives, to include participation in Kids' Fest, Oktoberfest, Storyland, distribution of books to children at various events, partnership with Evergreen Elm and Penn State Extension on nutrition and kitchen skills, holiday crafts, Christmas program at Beacon Light, YMCA childcare, Grace Lutheran Growing With Grace, Storytime, Story Seekers, First Night, and animal visits with Michael Morton. Judy concluded by noting how proud she is to be part of the Bradford Library.

II. Consent Agenda

a. The minutes of December 14, 2015 Board of Trustees meeting were presented with one correction noted by Chris. Under Informational Items, it should read that there was the retirement of one library employee, not two. The other resignation was a volunteer, not an employee.

A motion was made by Steve to accept the Minutes of the December 14, 2015 Trustee meeting as presented; seconded by Tina. Carried unanimously.

b. Financial Reports. The Financial Dashboard report was presented with a few comments. Lisa noted to add the Capital Campaign under the list of Restricted Funds. Lacey pointed out some year-end summaries such as the 2014/2015 comparison, particularly the increase in number of patrons, as well as data from comparable area libraries. Annual Report numbers will be available in April, 2016.

A motion was made by Lisa to accept the Financial Reports as presented; seconded by Mike. Carried unanimously.

c. Committee Minutes. There were no committee minutes.

III. Information Items

A. Executive Director Report. Lacey announced the Capital Campaign reached 100% of goal with approximately 180 donors. Smaller donations are continuing to come in. A project list has been completed for

use of the funds. The roof project is completed and those funds will be transferred back to the UBS account. The total cost of the roof replacement was noted to be \$143,000, of which \$30,000 was utilized from the exiting roof fund. There was discussion regarding acknowledgement of top donors with Chris noting an emphasis toward the library's accountability for the use of the funds. Lacey will provide a list and Tina suggested assigning donors to board members for a personal thank you. Lisa suggested a testimonial file be created for the Annual Report from positive donor comments.

Lacey also noted that Taffy Meyer is excited about her promotion to Circulation Desk Supervisor and has been working on some extra projects. The recently hired Business Manager, Amanda Gustafson, is working three mornings per week and picking up quickly on the library's operations.

B. Chairman's Report. Chris noted there would be more next month regarding committee structure and goals and she is looking forward to 2016. Bob reminded the board that a list of committees and members was distributed.

C. Committee Updates. Lisa provided an update regarding the Finance Committee as they are due to complete a 2015 review of investments. Lacey confirmed that while there is no definitive date for the release of state funds for the library, there is a 1.8% increase in state funding for 2016 which amounts to an additional \$1,100, for a total of \$64,428.

Mike provided an update regarding the Internal Affairs Committee as it relates to Building and Grounds. He confirmed the ongoing concern with safety due to the lack of a chain link fence along the creek and the ability to acquire the amount of fence needed. It was noted the Flood Authority confirmed a fence could be installed. There was some discussion as to how far the fence should extend and Bob suggested inquiring with neighboring businesses and the Flood Authority to perhaps partner on the project with a priority to proactively install the fence at the earliest opportunity. Tina recommended pricing all options to be considered.

IV. Board Approval.

Lisa made a motion for all banking account signature cards to authorize a transfer to the Executive Director and current officers as appropriate signatories. Seconded by Steve. Carried unanimously.

Lacey noted a need for an updated Meeting Room Policy to reflect that groups will not meet in the library after normal operation hours, except at the discretion of the Director, as well as a required ratio for number of adults to children in the group. There was a discussion regarding the most recently adopted policies. Current policies will be identified, with a tracking system, and Becky suggested a future agenda item for a regular review process. Tina noted there could be a Policy Review Policy that rotates yearly under a five-year rotation, then as needed, keeping in mind the difference between a need to change a procedure versus a policy. This will be addressed further at next month's meeting.

Tina made a motion to transfer \$2000 from the Beck Foundation toward funding the upcoming author visit of Laurie Halse Anderson. Seconded by Mike. Carried unanimously.

V. Discussion.

Lacey requested assistance in coming up with details and an action plan for the list of Capital Campaign projects. Lisa offered to provide support in this regard toward prioritization and establishing a time-line. Lacey will distribute a project list to the board and a work session will be scheduled with the support of Building and Grounds and Technology under the Internal Affairs Committee.

Lacey coordinated the execution of current Confidentiality and Conflict of Interest Statements by all board members.

VI. Reminders for the Good of the Order.

The February 2016 Board meeting will be held the second Monday of the month, February 8th, not the third Monday, due to the federal holiday. As a reminder, a presentation will be conducted on Senior Outreach.

VI. Adjournment

There being no further business to come before the board, Steve made a motion for adjournment at 5:58 PM, seconded by Mike. Carried unanimously.

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Respectfully submitted, Kristen Tim