



BRADFORD AREA PUBLIC LIBRARY  
Regular Monthly Trustees Meeting  
July 17, 2017

**I. Call to Order; Establish a Quorum**

Chairwoman Tina Martin called a meeting of the Trustees of the Bradford Area Public Library to order at 5:00 PM in the Carnegie Room of the Library. A quorum was present.

Present: Tina Martin, Amy Fox, Steve Hardin, Chris Minich, Julie Newman, Bob Esch, Kristen Tim, Lacey Love, and Becky Jensen.

Excused: Lorna Smith.

Guest: Leslie LaBarte, Seneca District Consultant.

**II. Consent Agenda**

a. The minutes of the June 19, 2017 Board of Trustees meeting were presented with no corrections.

b. Financial Reports. Reviewed with minor comments by Amy.

A motion was made by Bob to accept the Consent Agenda as presented; seconded by Chris. Carried unanimously.

**III. Information Items**

**A. Executive Director Report.** Lacey excused herself from a formal report.

**B. Chairman's Report.**

Tina said that the focus of the Children's Room of the library needs to be defined. Should the goal be an Early Learning Center site combined with a children's literature room? What programs should be encouraged, what are its staffing needs, guidelines for using the room?

Further discussion in August which will also include Sandy Caprarotta is planned. Lacey noted that a summer hire is currently a presence in the room, and is helping Sandy.

**C. Committee Reports.**

The Finance Committee and the External Affairs Committee both presented reports. Lacey suggested that the library seek sponsorships for various programs, book collections, and Library clubs. Amounts

requested and/or received could vary; each sponsor would be acknowledged in various ways (book plate, newsletter, social media, newspaper, etc.)

She also passed out a copy of the proposed 2017 Annual Ask letter. The Board agreed on a goal of \$42,000 this year.

#### **D. District Information.**

Leslie LaBarte gave a brief overview of her position as District Consultant, Seneca District. She is located in Warren. There are currently 5 counties in her district, containing 17 libraries. A lengthy discussion followed on County Coordination in regards to funding. Some counties in her district receive funds from their respective counties; others do not. Bob wanted to know if county funding affects current municipal funding, and if the amount were determined on a population basis. BAPL currently does not receive county money, but does receive local municipal and school board funds.

Lacey noted that a letter confirming School Board funding for 2017/2018 had been received by the library.

#### **IV. Board Approval.**

There were several items for Board approval.

1. A motion to accept the estimate from protocol 80, Inc. in the amount of \$4,502.77 for staff computers, monitors, a card catalog computer for the children's room, and assorted software and licenses was made by Chris, seconded by Kristen. Carried unanimously.
2. A motion to accept Smart-Edge Technical Support for HVAC was made by Bob, seconded by Steve. Carried unanimously.
3. A motion to accept the quote from SimplexGrinnell for replacing and upgrading the library's fire alarm system, monthly monitoring, and yearly service agreement was made by Becky, seconded by Julie. Carried unanimously.

#### **V. Discussion.**

Renovation of the public restrooms was discussed. Cleanliness can be a problem. It was suggested that they be cleaned on a daily basis. Mike Luciano, contractor, and Curt Wallace, architect, will be contacted to begin the process of upgrading the restrooms with new tile, sinks, etc. and possible reconfiguration.

Bob encouraged the Library Board to encourage donations to the Honor Flight project being coordinated by Katie Pude, Bradford Area Schools. An Honor Flight is conducted by non-profit organizations dedicated to transporting as many United States military veterans as possible to see the memorials of the respective war(s) they fought in Washington, D.C. at no cost to the veterans.

## **VI. Adjournment**

There being no further business to come before the board, Bob made a motion for adjournment at 5:50 PM, seconded by Steve. Carried unanimously.

The next meeting will be held August 21, 2017.