



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
November 13, 2017

I. Call to Order; Establish a Quorum

Chairwoman Tina Martin called an executive 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. Lacey Love was excused from the Executive meeting.

Present: Tina Martin, Amy Fox, Chris Minich, Julie Newman, Kristen Tim, Lacey Love, Lorna Smith.

Absent: Bob Esch and Steve Hardin.

The regular meeting of the Board commenced at 5:20 PM.

II. Consent Agenda

- a. The minutes of the October 23, 2017 Board of Trustees meeting were presented with no corrections.
- b. Financial Dashboard Reports. Amy reported on highlights of the financial information. Lacey noted that the New Cardholders graph showed a higher than usual number of new library cards in October due to GGB kindergarten children signing up for cards.

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

III. Information Items

A. Executive Director Report. Lacey reported that the recent autumn book sale had generated a profit of \$728. She also announced that the members of One Book Bradford would like to relinquish most of their duties to the library staff, citing age and the stress of finding new authors, promotions, and organization of events. The library will continue to partner with the University of Pittsburgh at Bradford, and the library staff will handle the duties of the First Book Bradford committee.

She also reported that the Annual Ask Campaign has generated \$33,000 with only \$7,000 left to raise before the end of the year to reach the library's goal.

B. Chairman's Report. Tina reported the library would like to hire a Youth Services Librarian to supervise the Early Literacy and Early Learning Program at BAPL. The salary is included in next year's budget. She also suggested that next year's Annual Report to the Community might be held off-site.

C. Committee Reports.

The Governance Committee examined the particulars regarding the hiring of a new position, Youth Services Librarian, including salary, benefits, etc. They also reviewed the Human Resources Manual, but further action was tabled until the New Year. Tina passed out a proposed Board evaluation survey to the members.

IV. Board Approval.

1. Chris made a motion made to accept Becky Jensen's resignation from the Board of Trustees, Seconded by Lorna. Carried unanimously. A book honorarium will be given in appreciation for her years of service.
2. The IT services contract with Protocol 80 will end Dec. 31, and Lacey suggested that the library hire Databranch of Olean, NY as a new provider. She cited her displeasure with the rising costs of Protocol 80 and the quality of the IT servicemen that had been called for IT problems. She reported that Databranch, while initially more costly due to set-up fees, was much less on a monthly basis. Julie suggested that Lacey look into a locked-in fee for three years.

Tina made a motion to accept Databranch of Olean, NY as the new IT service provider. Seconded by Amy. Carried unanimously.

3. The 2016 990 form has been completed; it is due Nov. 15.

Tina made a motion to approve the 2016 990 Tax form, with the proviso that next year's taxes be done by Ed Bysiek of Bysiek CPA, and that a list of library's accomplishments be added to the report. Seconded by Chris. Carried unanimously.

4. Chris made a motion to allow Lacey to move forward on creating the Youth Librarian position. Seconded by Julie. Carried unanimously.

VI. Discussion

A draft of the proposed 2018 budget was presented to the Board. Amy briefly pointed out some specific items that will be reflected in the new budget. Under expenses, a Youth Services Librarian will be hired, the storm water management fee will be \$1350 a year, janitorial services will increase since the restrooms are now being cleaned every day, and other expenses based on past history. PNC will be reducing its contribution from 4.5% to 4%. Approval of the 2018 budget will be in December.

Nominations to the Board of Trustees was discussed. With the resignation of Becky Jensen, and possible resignations of other board members, new trustees must be selected. Nominees must qualify under specific municipal entities (such as townships or the city) or the School Board. Tina suggested perusing the list of Leadership McKean graduates for likely candidates. Several names were mentioned; board members will approach these people to assay their ability and willingness to serve.

VII. Adjournment

There being no further business to come before the board, Lorna made a motion for adjournment at 5:55 PM, seconded by Julie. Carried unanimously.

The next meeting will be held December 18, 2017.