



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
December 18, 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, Chris Minich, Julie Newman, Kristen Tim, Lacey Love, Lorna Smith, Bob Esch and Steve Hardin.

Guests: Carol Wurster and Patti Fisher

Patti Fisher gave a brief report on the status of the “pre-owned book department” of the BAPL. She and volunteer Linda Fox are responsible for organizing, planning, maintaining, and executing on-going book sales in the library lobby and the bi-annual book sales held each year. An account of book sale income from 2014 to the present shows an average yearly income of \$6,000. Patti also asked that the library define the role of volunteers in case of emergencies, such as fire evacuation or medical emergencies, and asked that she and Linda be notified when the Community Room is in use by another organization so that there are no scheduling conflicts.

The regular meeting of the Board commenced at 5:15 PM.

II. Consent Agenda

a. The minutes of the November 13, 2017 Board of Trustees meeting were presented with no corrections.

b. Financial Dashboard Reports. Amy reported on highlights of the financial information and pointed out that the library has successfully remained close to budgeted 2017 figures.

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

III. Information Items

A. Executive Director Report. Lacey spoke on her recent trip with Seneca District Consultant Leslie LaBarte to the Mt. Jewett Public Library to help its library director, Debbie Deane, with weeding,

inventory and scanning books. A meeting early in January is scheduled with the five McKean County library directors to coordinate county-wide lending policies.

Recently, Lacey met with eighth grade classes at Fretz about the library; the students plan on holding a fund-raising DVD drive to help BAPL. She also noted that Julie Murphy, young adult author, will be visiting in April during National Library Week. Several activities are planned.

B. Chairman's Report. Tina reported that she had met with Sandy Caprarotta, and Judy Carr in regards to the new Youth Services position which will take over some of Sandy and Judy's duties. Sandy, previously paid as a consultant, will be reduced to part-time status. A press announcement regarding the hiring of a Youth Services position which will benefit the library's early learning and literacy programs will be released tonight. Lacey has written a job ad, and will post it in January.

C. Committee Reports. There were no official committee reports.

IV. Board Approval.

1. Chris made a motion made to accept Steve Hardin's resignation from the Board of Trustees with regrets and expressed appreciation for his term on the Board. Seconded by Amy. Carried unanimously.
2. Kristin made a motion to authorize the Executive Director and current Board of Trustee officers as appropriate signers on all banking and investment account signature cards. Seconded by Julie. Carried unanimously.

Note: Officers are operating under a two year term of office (2017-2018).

3. The 2018 Budget was reviewed. Julie made a motion to accept the budget as presented, seconded by Lorna. Carried unanimously.

V. Discussion.

The Annual Ask fund raising drive is still short about \$4,000. Lacey is confident that the \$40,000 goal will be reached.

Lacey described the staff Christmas party based on a murder mystery theme titled "Ho Ho Homicide" as a great success.

Carol Wurster attended the meeting in consideration of joining the Board as a Trustee.

VI. Reminders for the Good of the Order

Because the third Monday of January falls on Martin Luther King Day (a national holiday), and the third Monday in February falls on Presidents Day (a national holiday), the Board decided to move those monthly meeting dates to the 4th Monday of each month, respectively. The next meeting will be January 22, 2018.

VII. Adjournment

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