



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
January 22, 2018

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, Kristen Tim, Lacey Love, Lorna Smith, Bob Esch, Carol Wurster (via phone).

Excused: Julie Newman

II. Consent Agenda

- a. The minutes of the December 18, 2017 Board of Trustees meeting were presented with no corrections.
- b. Financial Dashboard Reports. Amy presented an analysis of the 2017 financial budget outcome, pointing out areas where the BAPL went over the budget, or stayed under anticipated amounts. Last year's ordinary income/expenses was \$3503.40 under budget.

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 noted that the new business manager, Kelly Elmore, will begin employment tomorrow. She also reported that the job search for the new Youth Services Librarian will run one more week; she has had several applicants, some good, some fair, some not suitable. She plans to send emails to prospective candidates, asking preliminary questions prior to actual interviews.

B. Chairman's Report. Tina reported that she and Lacey feel that the Children's room needs to be reconfigured or remodeled to accommodate the new children's librarian and provide an office space. This will be discussed at next month's meeting.

Parking is a problem that continues, especially when programs are offered at the library. It was suggested that the Board talk to Sarah Andrews, OECD, and inquire about possible future demolition of nearby properties (and thus provide potential parking space). Bob reminded the Board that several

months ago Northwest Bank had offered the use of their parking lot to the library. He suggested that the Board initiate further contact with the bank and discuss this option.

Tina also would like the Board to consider changing the hours that the library is open to the public, by possibly shortening hours on Saturdays and extending hours during the weekday nights. Chris asked if certain days and number of open hours are mandated by the State Library board.

C. Committee Reports. The Finance Committee has reviewed and suggested changes to the Policies/Procedures Manual. Lacey has already made these changes; Board approval is not necessary to update procedures.

IV. Board Approval.

1. Lorna made a motion made to accept the nomination of Carol Wurster to serve on the Board of Trustees for a three year term, filling the seat left vacant by Becky Jensen. Seconded by Amy. Carried unanimously.
2. Further board action was taken via email following the meeting. Tina made a motion that Amy Fox be re-elected to a three year term as a school board appointee, pending her confirmation at the February school board meeting. Seconded by Julie. Carried unanimously.

V. Discussion.

Further discussion followed on a possibly unexpired term due to the resignation of Becky Jensen in November 2017. If her resignation came in the middle of her term of office, this will affect the length of the term of the new Board member chosen to fill her spot. Lacey will investigate. Dan Minich of Ameriprise was suggested as a possible candidate.

Lacey compiled a series of reports: the Seneca District Comparison charts listed all the libraries within the District, and compared such things as card holders, door count, programs and program attendance, income, operating expenses, etc. On the state level, other libraries across the state which are similar to Bradford in terms of population were compared, using the same criteria. Finally, she compared the last three years of BAPL, again with the same criteria.

VI. Reminders/For the Good of the Order

Kristen announced that the yearly community report for CASA of McKean County will be held January 30 in the Bradford Club with a breakfast buffet at 7:45AM and annual meeting at 8AM. The public is invited.

VII. Adjournment

There being no further business to come before the board, Bob made a motion for adjournment at 5:45PM, seconded by Lorna. Carried unanimously.