



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
July 16, 2018

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.

Present: Tina Martin, Lorna Smith, Amy Fox, Dan Minich, Julie Newman, Carol Wurster, Kristen Tim and Lacey Love.

Absent: Bob Esch and Chris Minich.

Following adjournment of the Executive Session, the regular meeting was called to order at 5:10PM.

II. Consent Agenda

- a. The minutes of the June 18, 2018 Board of Trustees meeting were presented with one correction.
- b. Financial Dashboard Reports. Amy gave brief highlights of income and expenses reflected in the budget. A motion was made by Julie to accept the Financial Dashboard as presented; seconded by Kristen. Carried unanimously.

III. Information Items

A. Executive Director Report. Lacey reported that the Summer Reading Program had been a success. A picnic to celebrate the end of the program was held July 13 at Callahan Park with 50 kids and parents in attendance. Prizes were awarded to the top readers.

Lacey noted that the Keystone Grant application has been received but she will not know if the library will be awarded the \$45,000 in grant money until the end of August.

She is working on the annual ask letter and plans to have it ready for mailing by the first week in August. She is looking into finding new donor software (currently the library uses Giftworks).

Lacey is also working on an analysis of the operating policy which was drawn up approx. ten years ago. Since that time, various issues such as the addition of security cameras, and a policy for handling unattended children, need to be updated.

B. Chairman's Report.

A draft of a proposed succession plan was briefly discussed; this plan will provide for a smooth transition of authority in case of unexpected serious illness/death/retirement/resignation of the Executive Director. The Board will review and discuss approval at the next meeting. It was suggested that a similar plan be drawn up for Trustees on the Board and key library personnel as well.

Tina also suggested that an attendance policy for Board members be reviewed.

She also asked Chris to begin preliminary preparations for the 2018 annual report.

C. Committee Reports. There were no committee reports,

IV. Board Approval. There were no motions for Board approval.

V. Discussion

Lacey has sent out the applications for local restaurants to participate in the upcoming Taste of Bradford; she asked if anyone knew of restaurant owners or chefs that might participate to contact her.

VI. Adjournment

There being no further business to come before the board, Lorna made a motion for adjournment at 5:35 PM, seconded by Amy. Carried unanimously.

The next meeting will be August 20.