



BRADFORD AREA PUBLIC LIBRARY  
Regular Monthly Trustees Meeting  
August 20, 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 Bob Esch, Chris Minich and Lacey Love.

A short presentation by Marie Troskosky gave a progress report on the BAPL Teen Book Club, Middle Ground (middle school age), and Beacon Light Book Club, outlined some of the summer's activities, and described the upcoming New York City trip next June 12 to see the play "To Kill a Mockingbird" and other various NYC sights.

The regular meeting was called to order at 5:25PM.

**II. Consent Agenda**

- a. The minutes of the July 16, 2018 Board of Trustees meeting were presented with minor corrections.
- b. Financial Dashboard Reports. Amy gave brief highlights of income and expenses reflected in the budget. A motion was made by Bob to accept the Consent Agenda; seconded by Julie. Carried unanimously.

**III. Information Items**

**A. Executive Director Report.** Lacey reported the recent Annual Ask Letter campaign has generated over \$22,000 in just two weeks; part of which (\$10,000) is from the Blaisdell Foundation. She is pleased with the response so far; there have been 92 donors including new ones, and several who donated more this year than in the past.

Lacey is also scheduling a meeting with the McKean County Commissioners, to give an update on the library in hopes that the commissioners will appropriate money to the library and thus qualify the library for the County Coordination Fund from the state. As McKean is a 6<sup>th</sup> class county, BAPL would receive a 100% match to county funding in state aid.

She also noted that she will be out of town attending the Pennsylvania Library Conference during the previously scheduled (October 15) Annual Report to the Community event at the library, and asked that

the date be changed to October 22. She also asked that the monthly Board of Trustee meeting be changed to the 22<sup>nd</sup> as well.

Lorna made a motion to approve the change the date of the Annual Report to the Community and the Board meeting to the 22<sup>nd</sup> of October. Seconded by Kristen. Carried unanimously.

Lacey is having difficulties in finding restaurants willing to participate in the proposed library fundraiser “Taste of Bradford” event, tentatively scheduled for November 1. She asked the other Board members to contact any restaurant owner that they may be acquainted with and ask them to join in to support the library. Tina suggested contacting the Bradford Chamber of Commerce to have the event listed on the community calendar.

#### **B. Chairman’s Report.**

Tina reminded the Board members that the Annual Ask Letter Campaign should be supported by 100% of the board. She also pointed out that her term as Chairman of the Board will soon be up and advised the other board members to consider taking this position.

#### **IV. Board Approvals.**

The 2017 audit, prepared by the Bysiek CPA firm, has been completed. A motion was made by Julie to approve the Audit; seconded by Lorna. Carried unanimously.

The IRS Form 990 for 2017 has been completed by the Bysiek CPA firm as well. A motion to submit the 990 was made by Chris, seconded by Bob. Carried unanimously.

The Succession plan, which would provide for a smooth transition of authority in case of unexpected serious illness/death/retirement/resignation of the Executive Director has been reviewed. A motion to adopt the plan was made by Chris, seconded by Carol. Carried unanimously.

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

Dan Minich is reviewing PNC endowment funds in regards to limits or allowances of withdrawals of restricted vs. unrestricted funds. He suggested that an outside Trust Planning attorney be contacted to review the trust.

Julie Newman commented that she had heard from various sources that the library was looking ‘shabby’ – trash outside the building, windows in need of cleaning, etc. Lacey explained that since the library no longer uses community service probation workers, upkeep on a daily basis is difficult. Dan suggested looking into hiring a PathStone employee.

#### **VI. Adjournment**

With no further business to come before the board, Carol made a motion at 5:55PM to adjourn for the evening; seconded by Lorna. Carried unanimously. The next meeting will be September 17, 2018.