



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
October 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, Lorna Smith, Amy Fox, Julie Newman, Carol Wurster, Dan Minich, Bob Esch, Chris Minich and Lacey Love.

Excused: Kristen Tim

Prior to the start of the meeting, Debbie Deane, the new Youth Services Librarian, made a brief appearance and was introduced to the Board of Trustees.

II. Consent Agenda

a. The minutes of the September 17, 2018 Board of Trustees meeting were presented with no corrections.

b. Financial Dashboard Reports. Due to the late arrival of Amy Fox, Lacey gave highlights of income and expenses reflected in the budget. A motion was made by Chris to accept the Consent Agenda; seconded by Lorna. Carried unanimously.

III. Information Items

A. Executive Director Report. Lacey attended the Pennsylvania Library Association Conference, held last week, October 14-17 in Harrisburg, PA. She gave a brief accounting of the session she attended.

She also announced that the annual giving fund drive is just shy of its goal.

B. Chairman's Report.

Tina noted that it is soon time for a performance review of Lacey.

In addition, she is updating policies and is researching to see if there are others that might apply specifically to non-profits.

C. Committee Updates

The Finance Committee met recently with a representative from PNC bank in regards to BAPL investments and trust accounts. Dan Minich led the discussion regarding interest payouts on the library's trust account. PNC has indicated that payout rates may dip down to 2%. Dan explained that the library trust agreement with PNC, however, states that the interest rate may not go below 4%, according to the original trust agreement drawn up by attorney Bob Saunders.

It was suggested that this agreement be further reviewed.

IV. Board Approvals.

Lacey presented a draft of the proposed 2019 budget for review. She would like to include \$20,000 to provide for health insurance for full time employees at the library. Discussion followed. Amy made a motion to approve funds in the 2019 budget in the amount of \$25,000 to provide such insurance; seconded by Chris. Carried unanimously.

V. Discussion.

Lacey encouraged everyone to sell tickets to the upcoming Taste of Bradford event. Ticket sales are currently slow.

She also clarified that the \$45,000 Keystone Grant funds (to be used to update the library bathroom facilities) will be paid through the city of Bradford, The library's matching funds of \$45,000 will be used for expenses first, then the funds from the Grant will be drawn on.

Lacey also mentioned that the women in charge of the ongoing book sales have reported that they have a surplus of books written by 'big name' authors and would like to donate them to another non-profit or suitable agency or organization. Lacey asked board members for suggestions.

The annual Report to the Community will be held tonight, at 6:00 PM in the Community room.

VI. Adjournment

With no further business to come before the board, Julie made a motion at 5:45PM to adjourn for the evening; seconded by Lorna. Carried unanimously.