



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
November 19, 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, Carol Wurster, Bob Esch, Chris Minich, Kristen Tim and Lacey Love.

Excused: Julie Newman, Amy Fox

Absent: Dan Minich

II. Consent Agenda

a. The minutes of the October 22, 2018 Board of Trustees meeting were presented with no corrections.

b. Financial Dashboard Reports. Due to the absence of Amy Fox, Lacey gave highlights of income and expenses reflected in the budget. She noted the door count was increased in October but felt that was due to Elf Fund sign-up participants. She also explained the causes behind the Building and Grounds Expenses and the General and Administrative expenses being higher than anticipated in the October budget figures, and the Technology Expenses being lower. A motion was made by Bob to accept the Consent Agenda; seconded by Lorna. Carried unanimously.

III. Information Items

A. Executive Director's Report

Lacey deferred her comments to the Discussion portion of the meeting.

B. Chairman's Report.

Tina noted that Lacey's performance evaluation is completed.

C. Committee Updates

There were no committee updates.

IV. Discussion

- Lacey gave a recap of the November 1, “Taste of Bradford” event, held at the Masonic Lodge on South Avenue. It was a successful fund raising event with the funds, approximately \$4,000, put toward the Annual Giving Fund.
- The Annual Giving Fund total is currently \$31,200, with a goal of \$40,000. She feels that more donations will be coming in, esp. from corporations, towards the end of the year.
- She reported that memorials for Saguna Nayak (wife of Dr. Narayan Nayak, long time Bradford pediatrician) who died October 27 have added up to approximately \$3,000.
- Keystone Grant Update – after some confusion as to whether the city or the library would handle the details and paperwork, the bidding process will be underway in December. Curt Wallace, architect, will attend the December meeting to share a vision board with the Trustees. Responsibility for all permits, inspections, etc. will be included in the bid. Bob cautioned that in regard to plumbing aspects, inspections must comply with city regulations and codes.

Tina noted that the bids must be publically opened; she suggested if the bidding does begin in December, then bids could be opened at the Board of Trustee meeting on January 28th. If bids are received after that date, a special public meeting should be scheduled for opening bids so that construction can begin as soon as possible.

Lacey pointed out that the chosen contractor should have all materials on hand, to expedite the construction process. During the reconstruction of the bathrooms, the staff bathroom in the back area will be available for the public. Tina suggested barriers to block off the staff break room, offices, and work areas.

- Budget Draft 2019. Health Insurance will be offered to all full time employees in 2019 at a cost of approximately \$21,000. Discussion followed on percentage of costs for employees, dependents of employees, etc. One full time employee is still on her parents’ insurance plan and has declined coverage. Chris inquired as to which of the employees receive paid holidays; Lacey explained that this is already included in the budget; however, vacation days vary, depending on length of service and level of responsibilities.
- Terms of service for Board members Chris Minich and Tina Martin are up for renewal. This would be their final three year term allowable under the by-laws. Kristen made a motion to renew Minich and Martin for another three year term; seconded by Bob. Carried unanimously.

- The nomination for 2019 Board Officers are: Lorna Smith, Chairwoman. Carol Wurster, Secretary. Julie Newman, Assistant Chair. Amy Fox, Treasurer. Voting on these nominations was tabled until the December meeting.
- It was also announced that Bob Esch will be leaving the board at the end of this year.

V. Adjournment

With no further business to come before the board, Chris made a motion at 5:40 PM to adjourn for the evening; seconded by Carol. Carried unanimously.

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