



**BRADFORD AREA PUBLIC LIBRARY**  
Regular Monthly Trustees Meeting  
December 17, 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, Julie Newman, Amy Fox, Bob Esch, Chris Minich, Kristen Tim and Lacey Love.

Excused: Carol Wurster, Dan Minich.

Following the executive meeting, a short presentation by Curt Wallace and Neil Rinard, of CJ Wallace Engineering gave an overview of the specs and design elements of the proposed new bathroom facilities. The remodeled bathrooms (men's, women's, and family restrooms) will include tile walls, stainless steel stall dividers, LED panel lights, automatic toilets and paper towels dispensers, etc. All plans must be submitted to the state for approval before construction can begin. Once approval is given, public bidding can begin. Curt believes that he can have all the required paperwork ready for submission to the state within a couple of weeks.

**II. Consent Agenda**

a. The minutes of the November 19, 2018 Board of Trustees meeting were presented with no corrections.

b. Financial Dashboard Reports. Amy gave the highlights of income and expenses reflected in the budget, noting areas that were over and under budget.

A motion was made by Chris to accept the Consent Agenda; seconded by Bob. Carried unanimously.

**III. Information Items**

Chris made a motion to accept, with regret, the resignation of Bob Esch from the Board of Trustees, effective December 31, 2018. Seconded by Julie; carried unanimously.

## **A. Executive Director's Report**

Lacey reported that training for Evolve (a library management system) for her and other county librarians will result in the "go live" date on January 2.

She reported that the Annual Giving fund drive is still a few thousand short of \$40,000, but is confident that the goal would be reached.

Dick McDowell has made a \$10,000 donation to the library.

As for the McKean County budget, county public libraries will be included, but there is no amount listed as yet.

On a somber note, the annual support funding from the Bradford Area School District has been cut as the school district faces financial difficulties itself; this will have an effect on the BAPL budget and also affect state funding. Discussion followed. It was suggested that the Finance Committee meet after the New Year to plan a strategy to meet this shortfall. Lacy will also look into United Way grants and other funding potentials.

## **B. Chairman's Report.**

Tina's term as Chairman of the Board of Trustees has ended; she thanked the board for their continued support and assistance.

## **C. Committee Updates**

There were no committee updates.

## **IV. Board Approval**

1. The 2019 Officer nominations are:

- Lorna Smith, Chairperson
- Amy Fox – Treasurer
- Carol Wurster – Secretary

The position of Vice-Chairperson was tabled till a future meeting: Julie Newman, who had been nominated as Vice-Chair, has withdrawn her name from consideration due to work responsibilities.

A motion was made by Chris to accept the three nominations as officers on the BAPL Board of Trustees for 2019; seconded by Julie; carried unanimously.

2. Kristen made a motion to authorize the Executive Director and current Board of Trustee officers as appropriate signers on all banking and investment signature cards, including Northwest, PNC, and UBS. Seconded by Tina, carried unanimously.

3. Bob made a motion to ratify the BAPL 2019 budget as presented; seconded by Julie. Carried unanimously.

#### **V. Reminders for the Good of the Order**

Lacey said that several of the computers in the library will be replaced on Wednesday, including three staff computers and three office computers.

The library will close early on Christmas Eve, and remained closed on Christmas day.

#### **VI. Adjournment**

With no further business to come before the board, Bob made a motion at 6:15PM to adjourn for the evening; seconded by Amy. Carried unanimously.

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