



BRADFORD AREA PUBLIC LIBRARY

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Regular Monthly Trustees Meeting

January 28, 2019

I. Call to Order; Establish a Quorum

Chairwoman Lorna Smith 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, Chris Minich, Julie Newman, Amy Fox and Lacey Love. Carol Wurster attended via cell phone.

Excused: Dan Minich, Kristen Tim.

II. Consent Agenda

a. The minutes of the December 17, 2018 Board of Trustees meeting were presented with no corrections. A motion was made by Tina to accept the Minutes; seconded by Julie. Carried unanimously.

b. Financial Dashboard Reports. Amy gave brief highlights of income and expenses reflected in the budget. A motion was made by Chris to accept the Financial Report; seconded by Tina. Carried unanimously.

III. Information Items

A. Executive Director's Report

Lacey announced two items for discussion.

1. The first concerned fund raising software; the library has switched to Little Green Light and cancelled Giftworks. Both are fundraising software programs. Little Green Light is approximately half the cost, however.
2. Secondly, all county libraries have now switched to Evolve, a library management system, and discontinued the old Destiny system. There was a one-time fee of \$1000 to join; and a yearly fee of \$1000.

Lacey also reported on her less than successful meeting with the County Commissioners. She had hoped that the library (and other county libraries) would be included in the 2019 County budget but the Commissioners do not plan on funding libraries at this time. Marty Causer, PA State Representative was also present at the meeting.

B. Chairman's Report.

Lorna outlined three goals that she would like to see accomplished during her tenure as Chairman. First, more training and education of the staff. Second, more community wide support for the library, and third, she would like to see more information reach the community and county, perhaps with a newspaper campaign.

C. Committee Updates

The Finance Committee met recently and reported that they are planning to meet with a trust attorney about the limitations of interest income on the library's PNC Trust. The trust was drawn up by Fred Gallup several years ago and the library believes that it is allowed under that trust agreement to draw down more interest money that it currently receives.

The Finance Committee will also create several talking points to refer to when meeting with potential donors. The Bradford School District recently cut all funding for the BAPL and donor awareness is more important than ever.

Chris suggested forming an Endowment Sub-Committee; this may be initiated during the coming year.

IV. Board Approval

Amy made a motion to accept Dan Minich as Vice-President of the Board of Trustees; seconded by Julie. Carried unanimously.

V. Discussion

Tina noted that the library's Youth Services Librarian, Debbie Deane, has joined the committee on Kid's Fest.

Regarding the Keystone Grant update – specs for the project have been received from Curt Wallace (architect) and Lacey has sent the required paperwork onto the state. When it is approved, bidding will begin. She estimates that bidding on the project can begin in February; all bids will be publicly opened and read at a Board meeting.

Lacey also passed out informational sheets showing comparisons between the BAPL and other libraries in the area (such as populations, card holders, door count, circulation, children programs and attendance, teen programs and attendance, and adult programs and attendance.)

In addition, comparative figures from 2015 through 2018 regarding various categories of the BAPL, showing numbers of increase or decrease of each (such as number of patrons, circulations, programming, etc.), were very informative.

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 Tina. Carried unanimously.

The next meeting will be February 25, 2019.

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