



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
February 25, 2019 - **Corrected**

I. Call to Order; Establish a Quorum

Chairwoman Lorna Smith 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 not reached.

Present: Lorna Smith, Chris Minich, Amy Fox and Lacey Love. Carol Wurster attended via cell phone.

Excused: Dan Minich, Kristen Tim, Tina Martin, Julie Newman.

Opening of Bids: Curt Wallace and his associate, Neil Rinard, of C.J. Wallace Engineering, opened the bids received for the new BAPL bathroom facilities. The renovations are being funded, in part, by the Keystone Grant, awarded last year. Two bids had been received: Duggan & Duggan of Allegany, NY for \$126,255.00 and one from Carl E. Swanson & Sons, Bradford, PA, for \$97,800.00.

The apparent winning bid, that of Carl E. Swanson & Sons, will be reviewed for completeness of the contract documents by Wallace Engineering. Once these are verified, the Board of Trustees will vote on the acceptance of the bid via email. A formal agreement must be signed; work is to be completed by May 31, 2019.

II. Consent Agenda – Due to the lack of a quorum, the approval of the Consent Agenda was tabled until the next meeting.

III. Information Items

A. Executive Director's Report

Library Week will be April 7-13. Young Adult author Jeff Zentner (Goodbye Days, The Serpent King, etc.) will have lunch with the BAPL Teen Book club on April 9; he will later speak at Fretz Middle School, Bradford High School, and the Creative Writing Class at UPB and will publicly speak at the UPB Chapel on April 10th. Northwest Savings Bank has donated \$2000 towards the cost of bringing this author to the Bradford area.

Lacey will also meet with the new Mt. Jewett Library Director, Mark Torrey.

Lacey will write a press release for Library Week, extolling the virtues of BAPL and encouraging the public to write to their congressmen to support state funding of public libraries. She passed out a flyer from the PaLA (Pennsylvania Library Association) which outlined the need for local and state support. Donations and fundraising for every library. Lacey wants to encourage the community to write to their congressmen to lobby for more support.

Lorna suggested writing an article profiling a particular employee of the library each week.

Carol Wurster reported that she had spoken with the Bradford School District office, hoping to get a list of emails so that the library could send its newsletter to school teachers, staff, and administrators. However, these emails are kept private for legal reasons; the other option is to send the secretary an email with the newsletter included and she will see that it goes in the district's mailboxes.

B. Chairman's Report.

Lorna would like to see Lacey look into UPB's Spring 2019 Workforce and Professional Development Classes, especially those dealing with employees, violence in the workplace, etc. Several classes are being offered. She also suggested a basic First Aid class would be beneficial in case of a medical emergency at the library.

Finally, a Virtual Tour of the library, possibly created by local students, is a possibility for the webpage and Facebook pages to promote interest in the library.

C. Committee Updates

Discussion regarding the \$50,000 budget cut from the Bradford School District was reviewed. Lacey had talked with Tony Keim, PNC Asset Manager, and James Spoden, Corporate Law Attorney in Erie, regarding the BAPL Trust held at PNC. Keim offered a one-time \$50,000 payout from the PNC trust to make up the shortfall from the school district. He suggested that the library write a letter to the Internal Review Committee, explaining the deficiency and the need to increase the percentage allowed from the PNC Trust.

V. Discussion

V. Adjournment

With no further business to come before the board, the meeting was adjourned at 5:40PM.

The next meeting will be March 18, 2019.

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Addendum - February 26, 2019

Board Approval

Following confirmation from C. J. Wallace Engineering that all of the bid documents were in order and complete, the Board members were contacted by email for approval.

Amy made a motion to accept the bid from Carl E. Swanson & Sons for \$97,800 as the lowest bid for the bathroom renovation project. Seconded by Carol. Carried unanimously.

C.J. Wallace will submit paperwork to the city for a building permit. Once received, construction can begin within two weeks.