



**BRADFORD AREA PUBLIC LIBRARY**  
**Regular Monthly Trustees Meeting**  
**April 15, 2019**

**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 reached.

Present: Lorna Smith, Tina Martin, Julie Newman, Amy Fox, Carol Wurster and Lacey Love. Dan Minich was present via cellphone.

Excused: Kristen Tim and Chris Minich.

Prior to the start of the meeting, the Board heard from a library patron, Donald Johnson, who wished to express his concerns regarding interlibrary loan policies. He is unhappy with the number of books allowed to be requested on interlibrary loan at BAPL, which is currently two books. He believes that this is limiting his access to books and cited several other Pennsylvania libraries in various locations and of varied size which have higher limits on loaned books (3 to 5 active requests). He is asking for a policy change, perhaps breaking loans into categories, such as media, periodicals, academic studies, and books and correspondingly increasing the number of active requests allowed by the library.

Tina suggested looking at other local libraries who have a similar benchmark to examine their interlibrary loan policies. Lacey pointed out that shipping costs per book is the responsibility of the library and is affected by the number of books requested. She will speak with the St. Mary's library director to compare policies.

Following Mr. Johnson's comments, the Board commenced its meeting.

**II. Consent Agenda –**

The minutes of the March 18, 2019 Board of Trustees meeting were presented with no corrections. Amy gave brief highlights of income and expenses reflected in the budget.

Tina made a motion to accept that Consent Agenda; seconded by Julie. Carried unanimously.

**III. Information Items**

**A. Executive Director's Report**

- Lacey reported that National Library Week was a success with various editorials in the newspaper from her and the other county library directors. The 'Food for Fines' program produced 56 canned goods and forgave \$214 in library fines. The visiting Young Adult author, Jeff Zentner, proved to be very popular with the Teen Book Club, and spoke before 84 middle school children and 75 people at the UPB Chapel on April 10.

Lacey noted that next year, instead of partnering with UPB, she may approach the Warren library as a co-sponsor to share the costs of the author's visit.

- Fourth grade students came for a library tour, resulting in thirty-two new library card sign-ups.
- Lacey talked with James Spoden, Corporate Law Attorney in Erie, about composing a letter to PNC regarding the Trust agreement distribution. Jim believes that PNC should have been paying the library a 5% distribution amount. The 990 Tax form for PNC indicates that the library was underfunded by approximately \$75,000 over the past several years; it may be possible to have that paid retroactively. Lacey is drafting a letter, asking for a \$50,000 charitable donation to cover this year's shortfall.

She will also schedule the annual investment review in September, this year, which is a little earlier than usual.

- Lacey has scheduled another meeting with the County Commissioners and will ask for a \$1 per capita funding.

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

The Board needs another member. Lorna will contact Garrett Newhouse of KOA as a potential candidate.

She also asked Board to confirm which committee – Financial, Governance, or Building and Grounds – they are members of. Tina volunteered to join the Building & Grounds Committee.

## **V. Discussion**

The approval of the Policies and Procedures Manual for the library was tabled until the interlibrary loan policy can be reviewed.

The bathroom renovation is going well – Lacey will talk with Kate Day Sager to get an article in the Bradford Era about the project. Completion is slated for the end of May.

## **VI. Reminders/Good of the Order**

The Used Book Sale will be Friday, April 26 and Saturday April 27.

The Yard Sale to benefit the Teen Book Club will be held May 11. Donations are also needed.

The next Team Trivia will be Saturday, May 4.

## **VII. Adjournment**

With no further business to come before the board, Amy made a motion to adjourn at 6:00PM, seconded by Dan. Carried unanimously.

The next meeting will be May 20, 2019.