



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
May 20th, 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 5:05 PM in the Carnegie Room of the Library. A quorum was reached.

Present: Lorna Smith, Amy Fox, Tina Martin, Julie Newman, Carol Wurster and Dan Minich

Staff: Lacey Love.

Excused: Chris Minich and Kristen Tim

II. Consent Agenda –The minutes of the April 15, 2019 Board of Trustees meeting were presented with no updates or corrections. Amy Fox, Finance Chair, presented the Financial Dashboard. Dan made a motion to accept this Consent Agenda, seconded by Tina. Carried unanimously.

III. Information Items

A. Executive Director's Report

Lacey had several items to review:

- There is a sink hole in the library parking lot. Mike Gleason has put up barriers and will be removing asphalt to determine the extent of the problem. Lacey is also following up with the city and the library's insurance company.
- The bathroom construction has made great progress and is projected to be completed by the end of the month. The library has paid one bill to date—close to \$35,000 which was drawn down from the UBS account. The Keystone Grant will not begin funding until the library has paid for 50% of the project. That money will be paid to the city who are acting as a pass through.
- The library is looking to hire a part time position at the circulation desk and a summer reading assistant to help with summer reading.
- Lacey noted that the Seneca District is comprised of 17 libraries and that the state gives funds to the district but that all 17 library directors must decide how to spend the funds.

Currently the district has an Internet Technology (IT) Department comprised of two personnel at a current cost of about \$80,000. The directors have decided to outsource the IT needs at an estimated \$30,000. The two positions will be funded through year end and then terminated.

- The Teen Book Club has raised enough funds to cover the upcoming trip to New York.
- The Annual Book Sale made \$1,100
- A Seneca Nation Preschool visited the library as part of a field trip and spent two hours with Debbie Deane and playing in the early learning center. It was a very positive collaboration.
- Lacey discussed the ongoing situation with the PNC Trust. The library is getting \$15,000 of the \$50,000 requested to make up the perceived shortfall of funds distributed to the library from the trust, over the last several years. PNC is unwilling to make any real change as to how the trust distribution percentage is determined and will not follow the BAPL Trust Documents.

Dan suggested we explore the idea of moving the trust, part and parcel, to another institution who can act as trustee but will be more willing to work with the library and follow the distribution guidelines as set forth by the trust. Lacey requested that the board act on this as she has done much of the groundwork and is frustrated with the lack of forward momentum.

Tina is setting up a meeting with Mike Love, Vice President of Wealth and Asset Management for CNB Bank to see if this is a possibility.

B. Chairman's Report

Lorna discussed the possibility of moving the Monday meetings to another day during the summer to be responsive to trustees' schedules. Lacey will send out a doodle poll to see when might work better.

Lorna will be calling a governance committee meeting and is working on recruiting an additional trustee. She has followed up with Garrett Newhouse but he has not yet responded. Dan will follow up.

Lorna discussed the composition of the building and grounds committee. Currently it is Lorna, Tina, Matt Mongillo and Mike Luciano. She will be setting a date to do the building checklist.

IV. Discussion

Board members will tour the bathroom remodel and view the sink hole after the meeting adjourns.

V. Board Approval

Board members reviewed the final draft of the updated Policies and Procedures Manual for the library including an updated Inter-Library Loan Policy. Dan made a motion to accept the policies as presented, seconded by Julie.

VI. Adjournment

With no further business to come before the board, Carol made a motion to adjourn at 5:55PM, seconded by Dan. Carried unanimously.

The next meeting will be June 17, 2019.

* * *