



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
December 16, 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, Neil Rinard. Carol Wurster, Dara Signor, Chris Minich, Kristen Tim, and Lacey Love. Amy Fox was available via cell phone.

Absent: Dan Minich

II. Consent Agenda

The minutes of the November 18, 2019 Board of Trustees meeting were presented with a minor change - the revised minutes will be attached at the end of this report.

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

III. Information Items

A. Executive Director's Report

Lacey reported the Annual Ask letter has generated just under \$45,000 but noted that there are still large donors who have not made their anticipated donations as yet. She feels it likely that the monetary goal of \$50,000 will be reached.

She announced that the library staff will be undertaking a full collection inventory following the holidays. This was done several years ago. Lacey anticipates that this will take several months.

The library has entered into a three year license agreement for the Beanstack reading program software and mobile app. The cost is \$760 per year. Beanstack will be useful in managing and measuring reading challenges, such as the summer reading program and the "1000 Books Before Kindergarten" program. Tina suggested organizing an orientation for parents.

Lacey announced that the Young Adult Book Author Visit this year will be April 5, 6 & 7th. Courtney Stevens, a librarian from Kentucky, and author of several books will be the featured speaker. The visit will include dinner with the Teen Book Club members, school visits, a community presentation at UPB's Chapel, and working with a Creative Writing class at UPB. Cost will be \$5,000 plus travel expenses; Lacey will ask Northwest Savings Bank to be a sponsor. The initial kickoff will be January 21 at the Teen Book Club meeting.

The library has received a Teen Reading Grant from the PA Humanities Council. Eleven libraries in the state received this grant. This is a two year grant, \$8,000 each year. The library will be expected to match 50%. Lacey noted that the grant required that the library actively market low income teens and teens of color.

Three new couches for the Teen Book Club area have been purchased from Ashley furniture with approximately \$1200 of the grant money.

B. Chairman's Report

Lorna announced that with the addition of Dara Signor and Neil Rinard as trustees, the BAPL Board of Trustees has a full complement after nearly a year.

C. Committee Updates

Finance Committee. The letter that will be sent to PNC regarding the removal of the trust from that bank to CNB was shown to the Trustees for their perusal. CNB will begin the transfer process in anticipation of a positive response from PNC. If no favorable response is received and the transfer is denied, further legal action will be taken.

IV. Board Approval

- It was announced that the budget figures have been adjusted and updated to reflect the new Teen grant, and the cost of the author visit this spring which will be paid for by the library. Lacey also noted that all computers in the library have been updated and should not have to be updated for another two years. Chris made a motion to accept the 2020 BAPL budget as presented, seconded by Carol. Carried unanimously.
- Chris also made a motion to accept the terms of office for Kristen and Lorna. Seconded by Tina.

V. Discussion

Due to the absence of Dan Minich, discussion on the Northwest Investment policy was postponed.

The issue arising from the 30 year old Certificate of Deposit for \$16,500 that the United Way of Bradford has held in trust for the Library and the Senior Center has been resolved. The library

will keep 90%, and 10% will go to the Bradford Senior Center. The library will receive approximately \$14,000. This will be put into the UBS investment account.

V. Adjournment

With no further business to come before the board, Chris made a motion to adjourn the meeting at 5:30PM. Seconded by Neil. The next meeting will be January 27, 2020.

* * *