



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
February 24, 2020

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 5:10 PM in the Carnegie Room of the Library. A quorum was reached.

Present: Lorna Smith, Tina Martin, Dan Minich, Chris Minich, Kristen Tim, and Lacey Love. Carol Wurster was available via cell phone,

Absent: Dara Signor

Excused: Neil Rinard, Amy Fox

II. Consent Agenda

The minutes of the January 27, 2020 Board of Trustees meeting were presented with no corrections or additions.

Financial Dashboard Reports. In the absence of Amy, Lacey gave brief highlights of income and expenses reflected in the budget. She noted that program attendance for January was high; an anomaly for that month. A motion was made by Kristen to accept the Consent Agenda; seconded by Chris. Carried unanimously.

III. Information Items

A. Executive Director's Report

- Lacey reported that she sent flyers to the high school to recruit new members of the Teen Book Club.
- The library is included in the Complete Count Committee of the 2020 census. Basically, this will involve advertising and promoting the census. Since this is the first time that the census will be available online, Lacey feels that people will come into the library to use the computers to fill out their forms. She is considering incentives as rewards for census completions.

- Lacey has received seven applications for the position of marketing staff member, recently vacated due to the resignation of Colette Roessler. She has picked four of them for interviews.
- National Library Week is April 19-25th. Lacey would like one of the focuses to be the program “1000 Books before Kindergarten” a program designed to promote reading to infants and toddlers. She suggested prizes, incentives, etc.
- A library staff person, Autumn Ament, has tendered her resignation; her last day will be Friday, February 28th and another staff person, Donna Green, will be out for a month due to surgery. Other library personnel have volunteered to make up any staffing shortages that might occur.
- Lacey also happily reported that the \$50,000 goal for the Annual Ask campaign has been reached.
- In regards to moving the trust, PNC has refused to step down as monitor of the library’s trust, currently held in that financial institution. The next step is to find a local attorney to handle the petition to the court to force the issue. It was suggested to contact Dan Lang of the Lang and Hvizdzak firm; Dan Minich will contact Lang.
- On another note, Lacey explained that the HVAC maintenance contract with U & S Services, Inc. is due for renewal at a cost of \$2900 per year. That company suggests a newer system, since the current one is now obsolete. While the cost of a new system is \$10,000, it could be paid for over a three or five year contract. The Board decided that when this becomes necessary (the current system is still functioning well) then the library will buy it up front and not incur interest charges. In the meantime, Lacey will investigate other vendors for another quote. Mazza Hvac of Olean was suggested.

B. Chairperson’s Report

Lorna suggesting tabling the discussion about various committees due to the absence of two Trustee members.

IV. Board Approval

There were no items for Board approval.

V. Discussion

The library’s used book sale will be held May 1 & May 2. Four (or more) volunteers are needed before those dates to help move boxes from storage onto sale tables.

V. Adjournment

With no further business to come before the board, Tina made a motion to adjourn the meeting at 5:28PM. Seconded by Carol. The next meeting will be March 16, 2020.

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