



**BRADFORD AREA PUBLIC LIBRARY**  
Regular Monthly Trustees Meeting  
August 17, 2020

**I. Call to Order: Establish a Quorum**

Chairman Lorna Smith called a meeting of the Trustees of the Bradford Area Public Library to order at 5:11 PM. A quorum was reached.

Present: Kristen Tim, Carol Wurster, Lorna Smith, Neil Rinard, Tina Martin, Dara Signor, and Lacey Love.

Present via phone: Chris Minich, Amy Fox

**II. Consent Agenda**

The minutes of the June 15, 2020 and July 20, 2020 Board of Trustees meetings were presented with no corrections.

Financial Dashboard Reports – Lacey gave brief highlights of income and expenses reflected in the budget.

A motion was made by Neil to accept the Consent Agenda; seconded by Dara. Carried unanimously.

**III. Information Items**

**A. Executive Director's Report**

- Lacey reported on recent library activities and updated the Board on 2020 Annual Giving totals. In 3 weeks, the Annual Ask letter has generated \$20,580, with 121 donors contributing. 29 donors increased their gift, 9 decreased, and there were 22 new donors. The monetary goal is \$52,000.
- The Summer Reading program ended last week, and Lacey reported on statistics. 71 readers logged their reading through the new Beanstack software for a total of 4,354 books logged, which is a 65% increase over last year. The library also handed out 501 grab and go kits to families throughout June, July, and August.
- Lacey received a bid for the library's liability and worker's comp insurance from McKean Insurance. The library currently holds these insurance policies through Burns and Burns. McKean Insurance offered much lower prices, so the board recommended she make the switch, with the caveat that she bids it out again next year to make sure the prices don't drastically increase after the first year.

**B. Committee Reports**

- The Finance Committee met on Wednesday, August 12. They discussed the phone call with Attorney Charles Avalli, who provided information about the Probate Code and what the library would need to provide to remove PNC as trustee. Finance committee members are currently putting together a list of the library's substantial change in circumstances since the PNC trust was created.

#### **IV. Board Approval**

- Chris made a motion to continue moving forward with Attorney Charles Avalli to remove PNC as trustee from the endowment. Seconded by Tina. Carried unanimously.
- Carol made a motion to approve the 2019 audit, conducted by Edward Bysiek. Seconded by Kristen. Carried unanimously.
- Kristen made a motion to extend online bill paying through December 31, 2020, as long as Lacey sends Amy invoices each week. Seconded by Neil. Carried unanimously.

#### **V. Discussion**

- Lorna advised the board that they need to provide suggestions for a new trustee, following Dan Minich's resignation. The new trustee must reside in the City of Bradford. Chris, Carol, and Lorna all made possible suggestions. The only person so far that expressed interest in joining the board was Matt Mongillo. Lacey will provide Matt with an application, and Chris, Carol, and Lorna will contact their possible candidates about joining the board later in the year.

#### **VI. Adjournment**

With no further business to come before the board, Neil made a motion to adjourn the meeting at 5:45 PM. Seconded by Amy.

The next meeting is scheduled for September 21, 2020.

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