



Bradford Area PUBLIC LIBRARY

Aug. 20, 2024 - Trustee Meeting Agenda

ESTABLISH THE PRESENCE OF A QUORUM: quorum met

Attendance: Catherine, Rebecca, Matt, Collette, Katie, Dara, Susan (guest), Jane, Amy

CALL TO ORDER – Regularly Scheduled Meeting

CONSENT AGENDA

- Minutes _____ July 15, 2024
- Financial Dashboard _____ July: Need to increase spending to 12% for month.

Jane moved to accept, Collette seconded, all agreed.

INFORMATION ITEMS

- Executive Director's Report
 - Audit Report
 - General observations from audit: complete check requests fully; policies and procedures should be updated to assist employee turnover; review check registry monthly; inventory fixed assets within next year; capitalization threshold increase from \$500 to \$2,500.
 - Expenses flat; gained assets through investments.
 - Printing checks in-house now.
 - Costs will increase due to salary needs, which are minimal.
 - Program Highlights
 - Very successful summer; ahead of peer institutions regarding number of programs.
 - Will reevaluate load for next year to avoid burnout.
- Committee Updates
 - Facilities
 - Leak in the utility room, wet ceiling tiles.
 - Backflow on heating system fixed.
 - Refrigerant leak present in air conditioning due to age of system- is managed as well as can be.
 - Exterior outlets removed; one plate was removed by the public to gain wire access- issue has been resolved.
 - Considering signage for loitering after hours -bench to be removed from foyer due to issues.
 - Finance
 - Retirement vote

- Presentation last month from Anchor IRA. Employees who wish to participate are matched by 2 or 3% by library, depending on plan.
- *Matt motioned to approve acceptance of retirement plan, Jane seconded, all approved 2% for all employees.*
- New Accountant
 - Considering oversight and other services through new accountant.
- Fundraising
 - **Girls' Night Out event:** October 3, 6pm, Bradford Club: menu chosen of hors d'oeuvres; will rely upon ticket sales & basket raffles (Board members will each donate a basket).
 - **Donation basket** suggested for use during programs at library for passive donations; also suggested digital donations via Venmo, etc.
 - **BAPL Gala:** November 7: Bradford Club.

DISCUSSION

New Accountant

New Board member: Susan Evans voted in: Mike motioned, Jane seconded, all approved.

REMINDERS/GOOD OF THE ORDER

New board meeting days: Wednesdays at 5:30pm

ADJOURN

The next public meeting is Wednesday, September 18 2024, @ 5:30 pm in the Carnegie Room.

C. Baldwin, Secretary