



Bradford Area PUBLIC LIBRARY

Bradford Area Public Library

Regular Monthly Board of Trustees Meeting

20 November 2024

ESTABLISH THE PRESENCE OF A QUORUM

Catherine Baldwin, Katie Caruso, Becky Feightner, Amy Fox, Matt Mongillo, Holly Puglio, and Colette Roessler were present for a quorum. Susan Evans and Dara Signor resigned.

New member Angela Shipman also present.

CALL TO ORDER

President Amy Fox called the meeting to order at 5:30pm.

CONSENT AGENDA

- Minutes: October 16, 2024
- Financial Dashboard – waived until December

INFORMATION ITEMS

- **Executive Director's Report**
 - State Aid Application submitted and accepted, funds available (~\$82,000) in February 2025.
 - United Way Grant submitted for teen and children's programming.
 - Writing MCCF Legacy Grant (McKean County Community Foundation) has been received; \$10,000 for telemedicine units.
 - Gala debriefing: lovely event, hoping for greater turnout in 2025.
 - Annual Report to municipalities: is complete for 2023, including a concise graphic of statistics; would like to adjust schedule so the report is completed closer to end of year for more timely communication.
 - Note: the library is required to spend \$5 per person per municipality, however some townships are giving less, or nothing, during the 2025 year.
- **Committee Updates**
 - **Facilities:**

- **Electrical issues:** Matt is in process of replacing lights inside and outside. Also replacing batteries for the wheelchair access buttons.
 - Vending machine from Futures: is on hold until power line is supplied.
- **Plumbing issues:** Matt will replace toilet valve for staff restroom.
- **HVAC:** Becky needs to gain access for easier temperature adjustment.
- Washer/dryer: unit has been requested for staff use for washing cleaning items.
- Part-time maintenance employee is not under consideration.
- Snow removal service has been scheduled for the 2024-2025 season.
- **Finance:**
 - Finalized 2025 Budget: Holly proposed adoption, Colette seconded, all were in favor.
 - Note: a few adjustments on the 2025 budget were due to realignment of areas and categories.
- **Fund-raising:**
 - Discussion ensued regarding fundraising emphasis for 2025 & the idea of forming a Friends of BAPL group. The Olean Public Library friends group was shared as an example.
- **Board membership changes:** Angela Shipman was voted in unanimously to represent Lafayette Township; Susan Evans and Dara Signor resigned. The Board is seeking two new members.

DISCUSSION

Staff Christmas Party: Thursday, December 12 at 3pm; Board is invited; library will close at 3pm to celebrate with 11/12 staff members; Board voted to provide appropriate bonuses to each staff member.

REMINDERS/ GOOD OF THE ORDER

No meeting scheduled for December 2024.

ADJOURNMENT

Matt proposed adjournment, Colette seconded, all approved.

The next public meeting is January 15, 2025 at 5:30 pm in the library's Carnegie Room.

C. Baldwin, Secretary