Bradford Public Library District

Board Meeting Minutes

June 16, 2025

**Regular Meeting of the Board of Trustees**

**Call to Order and Roll Call:** President David Atteberry called the meeting to order at 6:05 p.m.

**Present:** David Atteberry, Hollie Scott, Mary Robbins, Tish Leeper, Barb Fehr, Emma Kieser, Kate Hewitt. Sarah Boehm, Director. Nicholas Poignant, Youth Services.

**Installation of new Library Board Trustees:** President David Atteberry administered the Oath of Office to Emma Kieser, new library trustee.

**Minutes:**

A motion was made by Barb Fehr to approve the May 19, 2025 meeting minutes. Tish Leeper seconded. Motion carried.

**Treasurer’s Report:**

In Barb Fehr presented the Treasurer’s Report ending May 30, 2025.

**Monthly Bills:**

Hollie Scott made a motion to approve the May 2025 bills. Kate Hewitt seconded. Motion carried.

**Circulation Statistics:**

The Circulation Statistics for May 2025 were reviewed.

**Additions to the Agenda:**

none

**Reports:**

Director’s Report – Sarah Boehm – Sarah reported that she returned to work on Tuesday, May 27 on a part time basis. She also reported that Adult Summer Reading begins July 1 and she has several activities planned.

Youth Services – Nicholas Poignant – see attached

**Comments or Questions of the Board:**

None

**Unfinished Business:**

The HR Committee met at 5:30 this evening. They distributed director evaluations to each trustee to complete and return at the next meeting. Next month they will again meet at 5:30, before the board meeting. Due to several being out of town on the next regular scheduled meeting date we will move the meeting to Tuesday, July 29.

**New Business:**

Sarah presented the Meeting Dates Ordinance 25-01 for approval. Hollie Scott made a motion to approve the Ordinance. Emma Kieser seconded. Motion carried.  
 Sarah presented the Building and Maintenance Ordinance 25-02 for approval. Mary Robbins made a motion to approve the Ordinance. Kate Hewitt seconded. Motion carried.

Sarah has contacted O’Shea Builders to get bids on a new commercial grade front door. Bids should be in by our next meeting and will be discussed at that time.

The Terminix man mentioned that the tree on the northeast side of the building needs to be trimmed back from the building so that animals do not get on the roof. Sarah is waiting for a bid on this.

Sarah reminded our new trustees and those reelected to complete the Open Meetings Act training within 90 days.

**Executive Session:**

None

There being no further business the meeting was adjourned at 7:00 pm.

Respectfully submitted

Sarah Boehm

Director