

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on January 21, 2016**

1. President, Tom Rankin called to order the Board of Trustees Meeting at 12:17PM.
Present: Micki McCray, Joni Blackman, Lynn Warner, Dave Conklin and Kris Denslow
Absent: Tom Price
Staff present: Tina Scott, Bobbi Caswell, and Janet Mescall
2. Public Comment – 3 in attendance, no comments were made.
3. Consent Agenda – There were no changes or additions, agenda was passed.
4. Treasurer's Report - Kris Denslow reported on the financial state of the Library.
 - a) Fundraising Report – Tom Rankin gave a brief report highlighting the 4 upcoming events. Wine & Beer at Brazil's on 2/24 (JPL to receive 25% of total sales); 125 Gala on 4/23 (dinner/recognition night tying into our 125 year anniversary); Readathon on 6/6 (pledged reading event) and a fall Local Art auction. More details will be forthcoming on all events. The next fundraising meeting will be held in the Community Room at 5:15 on 2/8, all are welcome to attend.
5. Director's Report – Tina Scott gave the report. Highlights included the grant courtesy of the Sheldon Foundation of \$50,000 to be used for operating expenses to help offset the budget deficit for 2016; the large increase in teen usage of the new teen computers (146 visits since 12/2) and the 84 hours of time that the volunteers supplied. She commented on the Library 'stats' noting that while visits are down compared to the same time in 2014, we are now open 4 less days per month and our numbers reflect the national trend. Also noted was that the year around book sale has generated more in 2015 than any of the 3-day events held in the past. The book sale is now volunteer run and proceeds are all profit as no staff are used.
6. Unfinished Business –
 - a) New logo and website – Tina presented the design for the new logo and tag line to be used going forth on all library materials and website. Discussion was held on the actual wording of tagline "Preserving the past. Focused on the future". The board decided to postpone approval of the wording until next month's meeting. A separate motion was made (Joni Blackman/Dave Conklin), passed and carried to accept the new logo design (only).
7. New Business –
 - a) Approval to replace a staff member who resigned – Due to a board implemented hiring freeze, Tina wanted clarification on the need for board approval to replace an open position (p/t, 20 hours, minimum wage). While board approval was not technically required since this was a replacement for an

existing position, a motion was made (Joni Blackman/Lynn Warner), passed and carried to replace that position, as it resulted in no budget line changes.

b) CRCF Grant – revisit – This grant was for funds to remodel the Children's Room reference desk and adapt a set of bookshelves, allowing a better use of space in the Children's Room. The grant was received in September but at that time the board opted to postpone use of the funds dependant on year end budget numbers. A motion to accept and use the grant money as originally proposed was made (Tom Rankin/Micki McCray), passed and carried.

c) Conflict of Interest Policy (sign) – This form is a yearly requirement for all board members. All members signed and returned the form.

d) Sam's Club credit card approval – It was proposed that the board consider a Sam's Club credit card that offered on-line ordering, delivery options, and controlled usage by staff other than Tina. A motion was made (Dave Conklin/Micki McCray), passed and carried to approve the acquiring of a Sam's Club card where the card is kept on file at Sam's Club and is authorized for use as long as the purchase is accompanied with a Purchase Order signed/authorized by Tina Scott.

e) Trustee Handbook – March visit from Eli – Tina passed out the new 2016 NYS Library Trustee handbooks. She asked that we make ourselves familiar with them as Eli will do a presentation at our March meeting.

f) Bank Card Updates – Due to new officer positions, new signing authority for our bank accounts is required. A motion was made by Dave Conklin, seconded by Lynn Warner, passed and carried stating the following:

Coming off the accounts: Thomas Price

Current signers will be:

President – R. Thomas Rankin

Vice President – Joni Blackman

Treasurer – Kris Denslow

Secretary – Micki (Michelle) McCray

Assist. Sec./Treasurer – Lynn Warner

Director – Tina Scott

As previously approved, Janet Mescall, Business Office Manager, would be allowed to sign on Account 3566010629.

8. Executive Session – Motion was made (Tom Rankin/Joni Blackman), passed and carried to enter into an Executive Session at 1:05pm. Motion was made (Dave Conklin/Kris Denslow), passed and carried to exit Executive Session at 1:27pm.
9. Next meeting is Thursday, February 18, 2016 in the Fireplace Room. Meeting was adjourned at 1:30pm.

Respectfully Submitted by
Micki McCray
Secretary