

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on March 17, 2016**

1. President, Tom Rankin called to order the Board of Trustees Meeting at 12:15PM.
Present: Micki McCray, Kris Denslow and Joni Blackman
Absent: Tom Price, Dave Conklin and Lynn Warner
Staff present: Tina Scott, Bobbi Caswell and Janet Mescall
2. Public Comment – 2 in attendance, no comments were made.
2 guests (Eli Guinnee & Barb Kittle. See item 4)
3. Consent Agenda – Upon adding 3 items under “Unfinished Business”, the agenda was passed.
4. New Trustee Handbook – presentation by Eli Guinnee (CCLS Director) –

Eli passed out the new 2015 edition of the Handbook for Library Trustees of New York State. Highlights and changes in the new version included: taxcap and Comptroller Audit information, recommended policy checklists and planning process outlines.

Barb Kittle (President of the Patterson Library Board) spoke about the value of this new handbook and suggested that we assign reading ‘homework’ for the next few meetings to make sure everyone up to date on the topics covered. She mentioned that her board found this very educational. Tom Rankin assigned pages 1-18 to be covered at the April meeting.
5. Treasurer’s Report –Kris Denslow reported on the financial state of the Library.
 - a) Fundraising lists (electronically sent) – not all of the lists were received, Janet will resend to all board members who will send any required changes back to her by 3/28. The next general fundraising meeting will be 3/22 at 5:15.
 - b) Review of Investment Policy - Tim Edborg will come to an upcoming meeting and perform the annual review our investments.
6. Director’s Report – Tina Scott presented the report. Highlights included a quick look at our new website, a reminder about the Spire Theater plays to be held in March and April which will benefit the Library and details on the Chautauqua Region Community Foundation grant that enables us to complete the overhaul of the desk in the Children’s Room (see 7b).
7. Unfinished Business –
 - a) Calder Tapestries – Tom updated us on the sale of the tapestries. Our original goal was to raise \$36,000 (\$6000/tapestry). The first 3 were sold and our net profit was \$37,000, which will go directly into our endowment fund. The remaining 3 are scheduled to be auctioned next week.

- b) Children's Room Desk Project – thanks to grant money, the large desk will be cut down to a more manageable size and placed in the corner to allow more space for children to use the room.
 - c) Renovation Update – current renovations on the service elevator and the upstairs public restrooms are on target. The quote was revised to a lower amount and the work should begin within the next couple of weeks.
8. New Business –
- a) 2015 NYS Annual Report – a motion to submit the report was made (Kris Denslow/Joni Blackman), passed and carried. An electronic version is available for any member if requested.
 - b) Internet and Computer Access Policy revision – a motion to accept the revised policy was made (Joni Blackman/Kris Denslow), passed and carried.
9. Next meeting is Thursday, April 21, 2016 in the Community Room. In order to accommodate board member's scheduling conflicts, the meeting will be held at 5:15pm. Meeting was adjourned at 1:15pm.

Respectfully Submitted by
Micki McCray
Secretary