

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

1. President, Tom Rankin called to order the Board of Trustees Meeting at 5:17PM.  
Present: Micki McCray, Kris Denslow, Joni Blackman and Lynn Warner  
Absent: Dave Conklin and Tom Price  
Staff present: Tina Scott, Bobbi Caswell and Janet Messel
2. Funding Presentation - President Tom Rankin presented a slideshow explaining to the public where the Library is regarding funding, how we got there, what has been done to offset the deficit and showing how important City funding is in our budget.
3. Public Comment – 1 in attendance. No comments were made.
4. Consent Agenda – the agenda was passed.
5. Treasurer's Report – Kris Denslow presented the financials for the month.
6. Director's Report – Tina Scott presented the report. Highlights included the news that the Sheldon Foundation has approved our recent grant request for \$80,000. Funds should arrive to us after 1/1/17 and are unrestricted. Our Strategic Plan consultants will be here to hold a series of public forums on November 28-30. We are now again offering computer classes thanks to the funding from a NYS Library's Adult Literacy Library Services grant. Our volunteer hours are way down this month (29.25) and we are currently looking for more volunteers to assist with the Book Sale.
7. Unfinished Business –
  - a) 2017 Health Insurance – Upon Tina's recommendation, a motion was made (Joni Blackman/Lynn Warner), passed and carried to accept the renewal of the same plan as 2016 for 2017.
  - b) Co-Central Plan approval – a motion was made (Kris Denslow/Joni Blackman), passed and carried to accept as presented the Chautauqua-Cattaraugus Library System/Olean Public Library/James Prendergast Library Association Co-Central Library Plan for 2017-2021.
  - c) New Year's Eve holiday – a motion was made (Kris Denslow/Lynn Warner), passed and carried that the JPL will be open regular business hours (10-4) on 12/31/16.
8. New Business
  - a) Fundraising Letter – the board authorized Tina Scott to make an executive decision regarding the final version of the final 2016 fundraising letter. No further board approval will be required.
  - b) Insurance RFP – a motion was made (Lynn Warner/Joni Blackman), passed and carried authorizing Tina to submit RFPs to the 4 insurance agents recommended. It was noted that any other agency may enter a bid as long as they follow all criteria and guidelines laid out in the RFP.

c) Part Time Administration Assistant position –

1) a motion was made (Kris Denslow/Lynn Warner), passed and carried to approve the Admin. Asst. position as laid out by Tina Scott.

2) a motion was made (Lynn Warner/Joni Blackman), passed and carried authorizing Tina Scott to fill this position as of 1/1/17.

9. Executive Session – A motion to enter Executive Session at 6:04pm to discuss on going issues was made (Joni Blackman/Kris Denslow), passed and carried. A motion was made (Lynn Warner/Joni Blackman), passed and carried to exit the Executive Session at 7:01pm.

10. Next meeting is Thursday, December 15, 2016 in the Fireplace Room. Meeting was adjourned at 7:03pm.

Respectfully Submitted by  
Micki McCray  
Secretary