

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on June 21, 2018**

1. President, Joni Blackman called to order the Board of Trustees Meeting at 5:19PM.
Present: Micki McCray, Lynn Warner, Ned Lindstrom, Dan Hickman, Maggie Scorse and Kris Denslow
Excused Absence: Rob Hewitt
Staff present: Tina Scott and Janet Mescall
2. Public Comment - None
3. Consent Agenda – A motion was made (Lynn Warner/Dan Hickman), passed and carried to accept the agenda as listed.
4. Audit Presentation – Mike Corey

Mike Corey, CPA, presented the Audited Financial Statements for years ending December 31, 2017 and 2016. There were no major concerns. Included in his report were a summary of notes, a management letter and his thanks to staff Tina Scott and Janet Mescall for their great cooperation in gathering information for the audit. Mr. Corey also announced he is retiring within the month. The Board will begin a search for a replacement CPA.

5. Fundraising Committee –

ED Tina Scott reported that the Quarterly Book Sale/Read-A-Thon/Hot Dog sale brought in a total of \$1,636.75. She also noted that the Lenna Foundation approved our grant for \$20,000 in materials and \$21,000 for half of the match for the window replacement project. The City of Jamestown will provide the other half (\$20,875) through a Community Development Block Grant and the Holmberg Foundation approved a \$12,312 grant for Makerspace materials and upgraded lighting in the Makerspace. The Library also participated in CRCF's "GiveBigCHQ" fundraising day and raised \$875.

6. Treasurer's Report –

Tina Scott (ED) presented the financial report for May. She noted that overall figures are within expected ranges but the Book Sale numbers are still a bit low. She believes this is due to newly discovered theft of materials. Apparently there has been a man stealing the donated books left on the receiving dock. Upon investigating, this had been occurring for quite awhile. Charges will be pressed and Tina has looked into purchasing a Book (Donation) Lock Box. A motion was made (Maggie Scorse/Kris Denslow), passed and carried to accept and file said report.

7. Director's Report –

ED Tina Scott noted that the report had been sent to all Board Members in advance and asked if there were any questions (none). Special mention was made regarding the Summer Reading Program. Besides taking our program out into the community, we will join with the YMCA to provide free lunches (M-F) from June 25th – August 31st to school age children. We will be holding a Dance

Off for children throughout the summer, the YMCA Summer Camp will be attending our Makerspace and Minecraft Club on a regular basis, the Foster Grandparents will assist with the Summer Reading again this year and the Roger Tory Peterson Institute will be collaboration with us including offering educational programs for our program every Tuesday.

8. New Business –

a) CCLS Lease Extension – The Lease Committee will meet over the summer to draft a new lease pertaining to the CCLS. A motion was made (Ned Lindstrom/Dan Hickman), passed and carried to allow for an extension of the current lease until 9/30/18 allowing time for the new lease to be drafted.

b) Construction Committee – A change in procedures regarding construction grant requests to the CCLS has resulted in the need for a formal Construction Committee. Dan Hickman and Tina Scott, plus several members to be named at a later date will serve on this committee. A complete committee will be in place prior to the next round of grant requests.

c) Cleaning Contract – Joni Blackman (President) signed the previously approved Cleaning Contract between JPL and CCLS.

d) Investment Committee – The lack of quarterly formal Investment Committee reporting was brought up in the annual Audit. Upon discussion, it was determined that both Tina Scott (ED) and Kris Denslow (Treasurer) were receiving reports from Tim Edborg (UBS), but had continued with the practice of a formal annual report. Going forward, the newly formed Investment Committee (Joni Blackman, Tina Scott, and Kris Denslow) will report to the Board on a quarterly basis.

9. Unfinished Business –

Following up on the need for a Book Drop Lock Box, Tina Scott (ED) requested a quote from Kinsley Companies for a standard lock box and DuraLight cart (to transport books from the box into the library). The quote came in at \$4,722.90. Due to the emergency nature of this project, Tina had requested that Board come to the meeting prepared to approve this purchase. President Joni Blackman announced that she had contacted Heather Turner of Blackstone Advanced Manufacturing Company (local) and they have offered to design, build and donate both the lock box and cart to the Library.

10. Next meeting is September 20, 2018 in the Fireplace Room –

A motion was made (Lynn Warner/Maggie Scorse), passed and carried to adjourn the meeting at 6:28pm.

Respectfully Submitted by
Micki McCray
Secretary