

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on March 21, 2019**

1. President, Joni Blackman called to order the Board of Trustees Meeting at 5:15PM.
Present: Micki McCray, Kris Denslow, Rob Hewitt, Maggie Scorse, Ned Lindstrom, Frank Corapi, Lisa Fabritius and Dan Hickman
Absent: Lynn Warner and Mike Corey
Staff present: Tina Scott and Janet Mescall
2. Public Comment – None
3. Consent Agenda – A motion was made (Rob Hewitt/Dan Hickman), passed and carried to accept the agenda as listed with the addition of the Fund Raising Committee Report (#5) and items 8d and 8e.
4. Nominating Committee –

Committee member Ned Lindstrom reported that one final applicant, Lori Fabritius, is being recommended as a potential new Board member. A motion was made (Ned Lindstrom/Dan Hickman), passed and carried to accept the Committee’s recommendation and appoint Lori Fabritius to the Board.
5. Fundraising Committee –

Joni Blackman recapped the latest fundraising meeting for the new members. She reported that we are raising over \$90,000 a year with our streamlined events. She explained how in the past, we’ve held numerous smaller events – these were more “getting our face out there” type events and while they did their job getting people to know us and the Library, they were not overly successful at raising large sums. We are currently focusing on our Run for Literacy 5k, the ongoing Book Sale, our Donation Request Letter campaign and a new area wide Community Foundation event called “Give Big CHQ” – which is an online donation day. Our next event will be the Run for Literacy on May 11th, followed by the Give Big CHQ on June 13th.
6. Treasurer’s Report –

ED Tina Scott presented the financials for February. She stated that overall figures are within expected ranges. A motion was made (Kris Denslow/rob Hewitt), passed and carried to accept and file said report.
7. Director’s Report –
 - a) Marketing/Public Relations strategy –
A detailed report was passed out to all Board members for the purpose of educating the Board as to exactly how our public relations responsibilities are strategically assigned to JPL staff. The Plan includes JPL’s objectives, target audiences, methods of contact and outreach and a list of all community organizations we partner with to achieve our mission. The Library’s strategic PR plan has had a positive effect as we are seeing more non-users using the library’s services and attending programs.

- b) Director's Report –
Tina Scott (ED) noted the report had been sent to all Board Members in advance and asked if there were any questions (none). Highlights mentioned included the recently held Film Festival – which was attended by 19 local Boy and Girl Scouts (who earned their video making badge); a new partnership with the Jamestown Jackals, a professional minor league basketball team through JCC where 2-4 players per week come and engage with our at-risk children; we are in the process of working with Chautauqua Striders to try to develop an after school mentoring program; 25 children with the YMCA Afterschool Daycare visited and enjoyed activities in our Makerspace. The Y will continue to partner with us for more Makerspace visits; 71 programs were held in February with 675 attendees; a local church based group, 5&2 Ministries had become aware of the number of hungry school aged children attending the Library after school and has donated snacks to be used for these children; and volunteer hours totaled 44.5 for the month.

8. New Business –

- a) NYS Library Annual Report approval –
This is a yearly required report. A motion was made (Rob Hewitt/Ned Lindstrom), passed and carried to approve the report as presented.
- b) Lenna grant application approval -
A motion was made (Maggie Scorse/Dan Hickman), passed and carried approving an application for a \$30,000 matching funds grant from the Lenna Foundation for our current capital project.
- c) Photo Policy approval -
At any given time or event, in order to promote the Library's programs and services, JPL uses photos of patrons in its publications, press releases and social media. Currently no formal policy is in place to govern these photos. Upon discussion, a motion was made (Kris Denslow/Maggie Scorse), passed and carried to adopt the Photo Policy as presented by ED Tina Scott.
- d) Signup Sheet – Run for Literacy Race 5/4 -
A signup sheet passed around for members to complete with their choice of jobs and time for the race.
- e) Endowment Draw –
Currently we are annually drawing down 7% of our endowment fund. This practice began originally as a way to cover existing deficits that could not be filled any other way. We need to find a way to reduce this draw to 5% to maintain our long term sustainability and protect our investment. President Joni Blackman will put together a committee to pursue ideas on how to do this.

9. Unfinished Business – None

10. Next Meeting is April 18, 2019 in the Fireplace Room.

A motion was made (Kris Denslow/Lori Fabritius), passed and carried to adjourn the meeting at 6:15pm.

Respectfully Submitted by
Micki McCray
Secretary