

**James Prendergast Library Association  
Board of Trustees  
Minutes of the Meeting Held on March 16, 2017**

1. President, Tom Rankin called to order the Board of Trustees Meeting at 5:20PM.  
Present: Micki McCray, Joni Blackman and Lynn Warner  
Absent: Kris Denslow  
Staff present: Tina Scott and Janet Messel
2. Welcome to potential new board member – Ned Lindstrom was introduced to those members who did not already know him. Tom Rankin asked that we consider accepting him to the Board.
3. Public Comment - none
4. Consent Agenda – The agenda was passed with the removal of the Executive Session.
5. Treasurer’s Report – Tom Rankin presented the financials for the month.
6. Nominating Committee – A motion was made (Tom Rankin/Lynn Warner), carried and passed that the Board accept Ned Lindstrom as a member to serve a 3 year term.
7. Director’s Report – Tina Scott presented the report. Highlighted was the news that Wegmans will provide a \$1,000 grant to sponsor the Run For Literacy; JPL has again been named a recipient of the Frank Farrell Moon Brook Charity Classic golf tournament to be held in June; upcoming fundraisers include the Run on May 13 and the Jim Roselle Read-A-Thon on June 10; work on the Strategic Plan continues; Tina’s Admn. Asst. has begun working as of 3/13 and a new Library Assistant (Circulation) will begin on 3/20; program attendance continues to be strong, the after school program has expanded to M-F 4:00-6:00 PM; and volunteer hours are slowly climbing, new volunteers are being interviewed.
8. Unfinished Business –
  - a) UBS discretionary agreement – A motion was made (Lynn Warner/Joni Blackman), carried and passed that the Board accept the recommendation made by UBS to update the discretionary agreement to allow them to move funds as needed within the Investment Policy guidelines already in effect.
  - b) Blocked Juvenile cards update – Tina explained that this is a larger endeavor than previously expected and will continue to be worked on by her new Assistant. A revised policy will be presented once the update is completed.

9. New Business –

a) Hiring freeze release for Circ. Position – In light of the fact that due to several retirements and unexpected resignations, a motion was made (Joni Blackman/Lynn Warner), carried and passed that the Board rescind the hiring freeze and give the Executive Director the authority to hire as needed to meet the needs of the Library while staying within the approved staff and benefits budget.

b) Art Gallery program – Based on a report from Tina (ED) citing staffing issues, a motion was made (Lynn Warner/Ned Lindstrom), carried and passed (unanimously) that with the completion of the current show in the Rotating Art Gallery, the program be discontinued. Several board members volunteered to help with suggestions regarding alternative venues for our local artists.

c) Clark Patterson quote for various projects as listed below – several projects/updates have been suggested in our Strategic Planning sessions that would improve the usage of space within the Library including reconfiguring the workflow on the first floor; revamping the usage of the Fire Place Room; reconfiguring the usage of the Small Art Gallery; and procuring revised cost on removing/replacing the air handler. A motion was made (Ned Lindstrom/Joni Blackman), carried and passed that Tina put together an RFP for approval at the April meeting. Bids will be due by the end of May.

d) Audit approval letter – A motion was made (Joni Blackman/Lynn Warner), carried and passed authorizing Tina (ED) to execute this contract and hire Michael A. Corey (MACpa) as the Library's Auditor for the 3 year period covering 2017-2019.

10. Executive Session – Removed from Agenda

11. Next meeting is Thursday, April 20, 2017 in the Fireplace Room. Meeting was adjourned at 6:31pm.

Respectfully Submitted by  
Micki McCray  
Secretary