

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on January 18, 2018**

1. President, Joni Blackman called to order the Board of Trustees Meeting at 5:19PM.
Present: Micki McCray, Ned Lindstrom, Maggie Scorse, Lynn Warner and Kris Denslow
Staff present: Tina Scott and Janet Mescall

2. Public Comment – 1 in attendance, no one spoke.

3. Consent Agenda – the agenda was passed

4. Treasurer's Report –

Tina Scott (ED) presented the financial report for December and noted that for the year, we came in under budget for expenses by \$27,855.83 and over budget for cash sources by \$39,211.85. A motion was made (Lynn Warner/Maggie Scorse), passed and carried that the board accept and approve said report.

Tina and her staff were commended for all their hard work over this past year that resulted in these numbers.

5. Director's Report –

ED Tina Scott presented the highlights from the past month. Included were: after the completion of the focused weeding project (resulting in a more attractive and easier to navigate collection), circulation is up over the last 3 months of the year compared to the 4th quarter of 2016; staff is working on getting all patrons the option to sign up to receive monthly updates about the library via email; focusing our programs is paying off – December saw 20 one-on-one technology appointments, 17 Makerspace sessions were held with over 200 participants and over 25 children joined in special events held over the holiday winter break; noting that February is Love Your Library Month, the next fundraising craft event will be held on 2/7 at 6:30; volunteer hours for December were 125 (unfortunately, our main volunteer has taken another position in the community and he will be greatly reducing his hours at JPL).

a) Volunteer Program – ED Tina Scott did a brief presentation on our Volunteer Program – who we're looking for (any community member interested in helping in almost every aspect of the library), how they apply (on JPL website), the Volunteer Intake Process (from application to getting them going) and the New Volunteer Orientation Checklist (used at their first volunteer session).

NOTE: A suggestion was made that the date and time of the monthly Board Meetings be added to the Programming & Events calendar put out each month. Tina Scott agreed and will do so beginning with the March calendar.

6. Committee Reports -

a) Fundraising Report – the committee met on 1/16 and went over the events planned for 2018. A craft event will be held on 2/7 and the St. Patrick's Day

event will be held on 3/17. Next meeting will be on 2/12 at 5:15 – all board members and public are welcome.

b) Nominating Report – A committee consisting of Lynn Warner and Ned Lindstrom will meet with President Joni Blackman with the agenda being to find and nominate new board members. Tina Scott will look among the patrons to find a community member to help on this committee. The committee will meet within the next several weeks and report back to the board.

7. New Business –

a) Sotheby's art update – We have received a new post auction offer for the painting "Le nouveau commis" by Jehan Georges Vibert that meets the reserve bid requirements. A motion was made (Kris Denslow/Lynn Warner), passed and carried to accept the \$24,000 bid presented by Sotheby's.

b) Revised Budget – Due to the decrease of City funding, Tina and her staff re-evaluated the 2018 budget and determined that certain lines needed to be revised. The 2018 budget will be \$818,477. The net change is an increase of \$6,769. A motion to accept the revised budget was made (Ned Lindstrom/Maggie Scorse), passed and carried.

c) Revised bank signature cards – A motion was made (Maggie Scorse/Kris Denslow), passed and carried to accept the entire agenda below presented by ED Tina Scott regarding the updating of bank signature cards.

The James Prendergast Library Association Board of Trustees approves the following: Effective immediately, only the following people will be allowed to sign checks for JPLA bank accounts at Northwest Bank:

1. Joni Blackman – President
2. Lynn Warner - Vice President
3. Kris Denslow – Treasurer
4. Micki McCray – Secretary
5. Tina Scott – Executive Director
6. Janet Mescall - Business Office Manager only allowed to sign checks from the Special Account.

Resolution Regarding Authorized Signatures for Bank Accounts

The Jamestown Prendergast Library Association Board of Trustees approves the following:

Effective immediately, the following people are no longer authorized to sign checks for JPLA bank accounts at Jamestown Savings Bank/Northwest Savings Bank:

- 1) Tom Price 2) R. Thomas Rankin

Effective immediately, the following people are now authorized to sign checks for JPLA bank accounts at Jamestown Savings Bank/Northwest Savings Bank:

- 1) Joni Blackman (President) 2) Lynn Warner (Vice President)

Kris Denslow and Michelle "Micki" McCray remain as authorized signers.

d) Conflict of Interest – yearly renewal – All board members were given the form and are required to read, sign and return forms to Tina as soon as possible.

NOTE: Additional items –

- + Doors Open – a community wide event will be held on Saturday 1/20. JPL will participate by highlighting the daily book sale, new Makerspace and an exhibit of Prendergast family paintings, along with a collection of framed, hand colored prints from the 1881 Chautauqua Count Atlas.
 - + It was requested that going forward, the Secretary keep a log of any tabled items or unfinished business from each board meeting and present it periodically. This will help to keep the board focused and eliminate any items from falling through the cracks.
 - + Kris Denslow asked about the ratio of boys to girls participating in our Makerspace sessions and wondered if we needed to host a “Girls Only” event to promote STEM for girls. The staff will look into this and report back to the board with a plan.
8. Unfinished Business - None
 9. Next meeting is February 15, 2018 in the Fireplace Room – meeting was adjourned at 6:10pm.

Respectfully Submitted by
Micki McCray
Secretary