

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on February 15, 2018**

1. President, Joni Blackman called to order the Board of Trustees Meeting at 5:19PM.

Present: Micki McCray, Ned Lindstrom, Lynn Warner and Kris Denslow

Excused Absence: Maggie Scorse

Staff present: Tina Scott and Janet Mescall

2. Public Comment – 2 in attendance, no one spoke. President Joni Blackman thanked potential Board member Rob Hewitt for attending.
3. Consent Agenda – With the addition of 7d, the agenda was passed
4. Treasurer’s Report –

Tina Scott (ED) presented the financial report for January. It was noted that a debit adjustment has been made in the Art Collection/Fixed Assets section of the balance sheet as a result of the to date art auction proceeds, with a corresponding credit adjustment being made to the Endowment Fund/Other Assets. A motion was made (Ned Lindstrom/Lynn Warner), passed and carried that the board accept and approve said report.

5. Director’s Report –

ED Tina Scott presented the highlights from the past month including: JPL recently received the “Service to Humanity Award” from the Jamestown Chamber of Commerce during their annual “Salute to the Finest” event; Programming continues to be a major focus of staff and patrons with among other events, 147 attendees for Story Time, 241 participants in 20 different Makerspace activities and over 50 attendees for our VITA (Volunteer Tax Assistance Program); Doors Open (local community event promoting all the area has to offer) drew 573 visitors – up from 418 in 2017; upcoming fundraising events include a St. Patrick’s Day party on 3/17 and Mike Randall as Mark Twain on 4/21; volunteer hours for January took a big hit with only 25 hours being donated.

6. Nominating Report –

Lynn Warner reported that the nominating committee met 2 weeks ago and set a goal of adding 3 new members to the Board during 2018. Currently there are 2 candidates being considered as possible new members (Rob Hewitt and Dan Hinkleman). The committee will follow up with both candidates and report to the Board as needed.

7. New Business –

a) Sotheby’s art update – The most recent auction resulted in 14 of the 15 pieces offered being sold for a total of \$111,500. One painting received a bid that did not meet the reserve price and will be offered again in the future.

b) Central Library Book Aid 2017 verification – A motion was made (Lynn Warner/Kris Denslow), passed and carried that as of 12/31/17, all funds received from the Central Library Book Aid were fully expended for adult non-fiction and foreign language materials in print, non-print and electric formats.

c) Public Safety Policies –

1) Blood Borne Pathogens Policy – While the Library is not a health services organization, it is possible that staff will have to deal with injuries involving blood and/or bodily fluids. This policy will provide guidelines and procedures for dealing with such incidents.

2) Pest Control and Response Policy – In order to maintain a healthy and clean environment for all staff and patrons, the Library may restrict a user's ability to borrow materials and/or visit the Library if doing so jeopardizes the Library facilities, collections and users. This policy provides guidelines and procedures for dealing with such incidents.

A motion to accept both policies as presented by Tina Scott (ED) was made (Kris Denslow/Lynn Warner), passed and carried. The policies will be posted both publicly in the Library and on our website. Tina Scott will present both policies and any additional training needed at a future staff meeting.

d) Security and Safety Training – In light of recent nationwide events (active shooter/hostage situations/fires) Ned Lindstrom questioned whether or not the Library has procedures in place to handle such situations. ED Tina Scott said there are general procedures in place for evacuations; however there have not been any recent drills or updates. The Board asked that she follow up with the local Sherriff's department as to if they offer (or suggest who does) training programs of this nature. She will also look into updating our Policy and schedule drills on a routine basis.

8. Unfinished Business - None

9. Next meeting is March 15, 2018 in the Fireplace Room – a move to adjourn was made by Lynn Warner and Kris Denslow and the meeting was adjourned at 6:08pm.

Respectfully Submitted by
Micki McCray
Secretary