

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

1. President, Joni Blackman called to order the Board of Trustees Meeting at 5:20PM.
Present: Micki McCray, Ned Lindstrom, and Lynn Warner (Rob Hewitt)
Excused Absence: Maggie Scorse, Kris Denslow
Staff present: Tina Scott and Janet Mescall

2. Public comment – 2 in attendance, no speakers

3. Consent Agenda – With the addition of item 9b, the agenda was passed

4. Treasurer’s Report –

Tina Scott (ED) presented the financial report for February. She noted that Expenses and Cash Sources were both on target. A motion was made (Lynn Warner/Ned Lindstrom), 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: The first ever Prendergast Short Film Festival featured 18 films and attracted almost 50 attendees; participation in our Adult Programming is steadily increasing; there were 19 Makerspace STEM activities with 294 participants; JPL received a \$5000 donation from the estate of Evelyn Lippard and a \$500 donation from the Richmond and Central Virginia Community Foundation; by consolidating our service points from 3 to 2 and cross-training staff, we have been able to manage our staffing much more effectively resulting in a reduction of our part-time hours from an average of 230/week in 2017 to 157/week in 2018; and Tina is currently working on developing a partnership with the Resource Center to provide a client who will help with the cleaning under the guidance of a job coach.

6. Nominating Report –

Lynn Warner reported that the nominating committee has set a goal of 5 new members by the end of 2018. A motion was made (Lynn Warner/Ned Lindstrom), passed and carried to accept Rob Hewitt as the newest board member effective immediately. Going forward the committee will report to the Board as needed.

7. New Business –

a) Staff in-service day – Sheriff Holder has been contacted to come and present a program on Active Shooter and other emergency situations. Tina asked the Board to approve April 20, 2018 as an in-service day to hold this seminar. A motion was made (Rob Hewitt/Lynn Warner), passed and carried authorizing April 20, 2018 as an In-Service Day and the library will be closed.

b) Budget Adjustments affecting 2019 – Since August of 2017, we are down 5 part-time staff. In an attempt to hold on to qualified staff, Tina would like to promote one part-time position to full-time. This move will affect several budget lines but overall will not result in additional costs. Due to the current hiring freeze, the Board needs to approve said change. A motion was made (Lynn Warner/Rob Hewitt), passed and carried to increase our total number of full-time staff by one.

c) Post Auction offer for Perrault painting – JPL has received a post auction bid of \$24,000 for the Leon-Jean Basile Perrault painting. A motion was made (Ned Lindstrom/Lynn Warner), passed and carried to accept the \$24,000 bid for the Perrault painting.

d) NYS annual report approval – A motion was made (Rob Hewitt/Lynn Warner), passed and carried to accept and file the NYS Annual Report as completed by Tina Scott ED.

8. Unfinished Business –

a) Emergency Policy – Our current policies were last updated in 2015. Tina Scott will meet with the Sheriff and Fire Departments to look over policies and make any recommended changes. She will present updated policies to the board at a future date.

b) Fundraiser reminder – A St. Patrick's Day event celebrating the Prendergast Family's Irish roots will be held on Saturday, March 17th from 4:00-5:30. Beer, wine and light snacks will be available along with Irish music and entertainment.

9. Next meeting is April 19, 2018 in the Fireplace Room – The meeting was adjourned at 5:47pm.

Respectfully Submitted by
Micki McCray
Secretary