

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on September 20, 2018**

1. President, Joni Blackman called to order the Board of Trustees Meeting at 5:15PM.
Present: Micki McCray, Lynn Warner, Ned Lindstrom, Rob Hewitt, and Maggie Scorse
Excused Absence: Dan Hickman and Kris Denslow
Staff present: Tina Scott and Janet Mescall
2. Public Comment – 1 – Doug Champ spoke on the idea of JPL applying for “Downtown Program” funding (available through the City) that could be used to offset costs related to hosting a community oriented program – such as “Meet the Author”. Mr. Champ felt this type event could be a productive fundraiser for the Library based on similar events held in other communities.
3. Consent Agenda – A motion was made (Lynn Warner/Ned Lindstrom), passed and carried to accept the agenda as listed with the addition of an Executive Session (item 10).
4. Fundraising Committee -

President Joni Blackman highlighted the latest meeting noting that the Book Sale is doing very well. Income from the sale is over \$15,000 YTD (on target); the Fundraising Letters are generating a healthy response (\$28,000 to date) and our Run For Literacy generated over \$8,000. Continuing with a slight format change started this year, going forward it was decided to roll the Jim Roselle Read-A-Thon into our Summer Reading Program and have it be the kick-off event to summer. The committee decided to discontinue the Oktoberfest event as it involved a great deal of effort for minimal profit. Next meeting date TBD as needed.

5. Treasurer’s Report –

ED Tina Scott presented the financials for August (June and July reports were available but not specifically commented upon). She noted that overall figures are within expected ranges. A motion was made (Maggie Scorse/Lynn Warner), passed and carried to accept and file said report.

6. Director’s Report –

Tina Scott (ED) noted the reports (June/July/August) had been sent to all Board Members in advance and asked if there were any questions (none). Several highlights were mentioned including that the Library had been chosen as one of the “Bright Spots” in our community by the Chautauqua Bright Spots committee; CRCF approved a \$10,000 grant for senior books which will allow us to provide a rotating collection of 50 books to 8 area senior centers; by taking our Summer Reading Program and Mobile Makerspace out into the community, hosting the YMCA’s summer lunch program at the Library and a terrific turnout for our in house reading program, we had over 660 Story Time attendees, 490 Makerspace attendees and served almost 1,000 lunches; our volunteers provided 400 hours of time with special thanks to the Foster Grandparent organization and Cummins Engine who provide much appreciated yard work.

An appreciation luncheon was held on August 31st where ED Tina Scott recognized everyone's efforts and presented them with a thank you note and book sale gift certificate.

7. Appointment of Nomination Committee –

- a) 1 Trustees' term expires 12/31/18: Micki McCray (eligible for re-election). According to the by-laws, the Committee must make a report to the entire Board at its November meeting; the election is held at the Annual Meeting in December.

President Joni Blackman noted that this was just a reminder of upcoming events and that there is a Nominating Committee in place consisting of herself, Lynn Warner and Ned Lindstrom. The committee is aware of the need to add 2-3 more board members and are actively searching for candidates.

8. New Business –

- a) 2019 Health Insurance renewal – Upon review of several plans a motion was made (Rob Hewitt/Maggie Scorse), passed and carried that we remain with Independent Health (our current carrier) through 2019.
- b) 2019 Budget request to the City approval – A motion was made (Maggie Scorse/Lynn Warner), passed and carried empowering ED Tina Scott to request \$100,000 to complete the 2019 City Budget request.
- c) 2018 NYS Construction grant approval – A motion was made (Ned Lindstrom/Rob Hewitt), passed and carried approving ED Tina Scott to apply for an on-going construction grant totaling \$243,292 of which it is understood that JPL must provide \$61,323 to meet grant requirements.
- d) Credit Card Authorization – Due to several staff changes, a new resolution regarding credit cards is required by our bank. A motion was made (Lynn Warner/Maggie Scorse), passed and carried stating the following:

The Jamestown Prendergast Library Association Board of Trustees approves the following regarding credit cards issued by Jamestown Savings Bank/Northwest Savings Bank to JPLA employees:

- 1. Tress Williams will have a credit card with a limit of \$2,000.
- 2. Tina Scott remains authorized for a credit card with a limit of \$4,000.
- 3. Janet Mescall remains authorized for a credit card with a limit of \$2,000.
- 4. Annie Greene remains authorized for a credit card with a limit of \$2,000.

The total credit card liability incurred by the James Prendergast Library Association will not exceed \$10,000.

Respectfully Submitted,
Micki McCray
Secretary

- e) Approval for new network server to replace 6-year-old server – tabled
- f) CCLS will hold its Annual Meeting at St. Bonaventure on October 10. (Invitation attached) Senator Catharine Young is the keynote speaker. All Board member are invited and need to RSVP with Tina prior to the 10th.

9. Unfinished Business – None

10. Executive Session – A motion was made (Maggie Scorse/Rob Hewitt), passed and carried to enter into Executive Session at 5:59pm to discuss a personnel matter. A motion was made (Rob Hewitt/Lynn Warner), passed and carried to exit the Executive Session at 6:23pm.

11. Next meeting is October 18, 2018 in the Fireplace Room –

A motion was made (Ned Lindstrom/Lynn Warner), passed and carried to adjourn the meeting at 6:25pm.

Respectfully Submitted by
Micki McCray
Secretary