

**James Prendergast Library Association**  
**Board of Trustees**  
**Minutes of the Meeting Held on April 18, 2019**

1. President, Joni Blackman called to order the Board of Trustees Meeting at 5:15PM. Present: Micki McCray, Kris Denslow, Rob Hewitt, Maggie Scorse, Ned Lindstrom, Frank Corapi, Lisa Fabritius, Mike Corey, Lynn Warner and Dan Hickman  
Staff present: Tina Scott and Janet Mescall
2. Public Comment – None
3. Consent Agenda – A motion was made (Lynn Warner/Maggie Scorse), passed and carried to accept the agenda as listed with the addition of 7c - NYS Sexual Harassment Policy Review.

4. Treasurer’s Report -

ED Tina Scott presented the financials for March. She stated that overall figures are within expected ranges. A motion was made (Roby Hewitt/Kris Denslow), passed and carried to accept and file said report.

5. Fundraising Committee –

- a) Annual Run for Literacy is Saturday, May 11 –  
We are all set for the race however sign ups have been slow. Tina Scott has reached out to all the area schools and running organizations to promote the race and information is posted on our Social Media sites.

6. Director’s Report –

- a) Collection Development Maintenance Plan –  
The Library’s collection is extensive and requires constant, focused maintenance in terms of ordering, evaluation and organizing the collection. After recently completing a large-scale weeding project of the entire collection, which had not been fully evaluated or weeded previously, library staff are now able to focus on maintaining and improving a focused, organized, and up to date collection. ED Tina Scott reported on the processes employed to carry out each step of this master plan.

- b) Director’s Report –  
Tina Scott (ED) noted the report had been sent to all Board Members in advance and asked if there were any questions (none). Highlights mentioned included the good news that the State did not cut Library Aid, leaving the total State Library Aid at \$96.6MM (to be split between all state Libraries); several grants are in process with a \$2543 grant from Cummins being received for purchasing Children’s Room materials; 97 programs/classes were held in March with **950 attendees** and 72.25 Volunteer hours were recorded.

7. New Business –

- a) Disaster Policy 2019 –  
ED Tina Scott presented a new, updated and complete Emergency Manual & Disaster Policy for all Staff to follow covering all emergency and/or disaster situations. The Policy has been passed out to all employees and will be discussed at

several future Staff Meetings. It was suggested that individual Staff be given set assignments to carry out in case of an emergency or disaster to ensure smooth implementation of policy. Tina will handle said assignments. A motion to adopt the Policy as presented was made (Dan Hickman/Maggie Scorse), passed and carried.

b) Construction Update –

Tina Scott (ED) reported that there is a small amount of money left over from the 2017 Window Replacement Project and that these funds must be spent (according to State requirements). She has received a quote to repoint stonework on the 5<sup>th</sup> St. side of the building and power wash the steps on the 4<sup>th</sup> St. side of the building and she has submitted this quote to the State Education Department for approval. A grant application has been submitted to the Hultquist Foundation for use with ongoing upgrades on the HVAC system. A current NYS grant (6<sup>th</sup> St side windows, noise baffle in the Johnson Community Room, LED lighting and new fire panel) is in process and should be announced in May or June.

A Construction Committee (Dan Hickman) has been formed to assist Tina Scott with keeping all building/construction projects organized. Any interested Board or Community member is invited to join this committee.

c) NYS Sexual Harassment Policy Review –

Several changes to the NYS approved policy have resulted in the need to each Board to read and acknowledge the Policy. Tina Scott will provide members with the State link. Signed acknowledgement forms will be completed and returned to Tina.

8. Unfinished Business –

a) CCLS Lease update –

The CCLS Board formed a new lease committee at their 4/10 meeting. CCLS Director Jan Dekoff met with JPL ED Tina Scott to go over the basics of what CCLS asked for, which was square footage and an approximate rental cost in this area. Tina provided both. Both agreed that for now, the arrangement works to have the CCLS organization in the same building as JPL, and both want to be thorough in constructing a new lease. Now that Ms. Dekoff is more familiar with her new position, work will continue with the Lease Committee (Kris Denslow, Joni Blackman, Rob Hewitt, and Mike Corey) to provide a final lease proposal to be presented by JPL in October. Final board approval from CCLS is expected to be completed in November for implementation as of 1/1/20.

9. Next Meeting is May 16, 2019 in the Fireplace Room.

A motion was made (Kris Denslow/Lynn Warner), passed and carried to adjourn the meeting at 5:50pm.

Respectfully Submitted by  
Micki McCray  
Secretary