



<b>DATE:</b>	December 17, 2019
<b>TIME:</b>	4:45 – 6:00
<b>LOCATION:</b>	Out of Library Building

**Type of Meeting:** 259 Planning

**Facilitator:** N/A

**Minute Taker:** Annie Greene

**Attendees Present:**

- Tina Scott, Executive Director, James Prendergast Library
- Joni Blackman, President, James Prendergast Library Board of Trustees
- Lynn Warner, Vice President, James Prendergast Library Board of Trustees
- Annie Greene, Library Manager, James Prendergast Library

**Agenda Topic: Community Conversation**

**Discussion:** Plan to update volunteers/stakeholders re: website; discuss ways volunteers can assist with funding initiative

**Conclusion:** Community Conversation scheduled for 12.18.2019

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Update Website with meeting minutes	Annie Greene	Completed 12.18.2019

**Agenda Topic: 259 Leadership Team**

**Discussion:** Community members willing to assist

**Conclusion:** combine all volunteer information forms/spreadsheets

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Create spreadsheet of volunteers for review of volunteers/leadership for planning purposes	Tina Scott/Annie Greene	January 16, 2020

**Agenda Topic: Set a Goal**

**Discussion:** Completed

**Conclusion:** “Pass a referendum on the school district ballot: asking \$350,000 to support the James Prendergast Library”

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
---------	-----------------------	------------------------

N/A		
-----	--	--

**Agenda Topic: Determine the 259 Timeline**

**Discussion:** Phase 1: Build and organize. Discussion of useful handouts from Mid-Hudson Library: *Campaign Timeline Worksheet* and *Build Your Campaign Timeline*

**Conclusion:** Tailor timeline to meet JPLA's needs; begin using the time line at end of January 2020

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Review and revise timeline worksheet	Tina Scott/Annie Greene	January 16, 2020

**Next meeting will be scheduled after January 1, 2020.**