

James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on February 20, 2020

President: Joni Blackman called to order the Board of Trustees meeting at 5:14 PM.
Present: Dan Hickman, Mary Zdrojewski, Cassie Blakeslee, Lynn Warner, Rob Hewitt,
Ned Lindstrom, Lori Fabritius
Mike Corey via telephone

Absent: Frank Corapi, Micki McCray, Maggie Scorse
Staff present: Annie Greene, Janet Mescall

1. Public Comment – no one in attendance, no comments
2. Consent Agenda – A motion was made (Lynn Warner/Dan Hickman) to approve the Consent Agenda and minutes from previous meeting. Motion approved.
 - a. No changes or additions to Consent Agenda
 - b. Approval of minutes of previous meeting.
3. Treasurer’s Report – Annie Greene (ED) presented the financials for January. She stated that all areas were within expected ranges. A total of \$56,484.73 (6.85% of budget) was expensed for January 2020. A motion was made (Ned Lindstrom/Rob Hewitt), passed and carried to accept and file said report.
4. Director’s Report/Statistics – Annie Greene (ED) noted that the report had been sent to all Board members prior to the meeting and asked if there were any questions. Executive Director presented library statistic highlights to board members. Library attendance is up in January 2020 from last year due in part to following our Strategic Plan. The library was approved for a technology grant from the Chautauqua Region Community Foundation.
5. Fundraising Report –
 - a.) Year to date results-
As of 1/31/2020 we reached \$10,410.88 (13.88%) of goal (\$75,000).
 - b.) Executive Director was presented the \$1,423 check from the Real Life Church fundraiser. There was a large turnout of people who attended the funding event for the library.
6. 259 Vote Committee Update: budget and progress –
 - a.) Timeline and budget presented to board by committee
 - a. A motion was made (Joni Blackman/Dan Hickman) to accept the proposed 259 Vote Budget presented by Committee Chairperson Cassie Blakeslee. Motion carried.

- b. A motion was made to approve a resolution to override Tax Cap (Joni Blackman/Dan Hickman). Motion carried.
- c. A motion was made to approve a resolution to propose the submission of the question to the voters of the Jamestown City School District on May 19, 2020 (Lynn Warner/Mary Zdrojewski):
 - i. “Shall the sum of \$350,000 be raised by annual levy of tax upon the taxable real property within the Jamestown City School District for the purpose of funding the James Prendergast Library Association?”
 - ii. Motion carried.

7. New Business

- a. Credit Card Policy Revision - A motion was made (Rob Hewitt/Ned Lindstrom) to increase Credit Card limit (\$4,000) for Annie Greene. Motion carried.
- b. A motion was made (Lynn Warner/Dan Hickman) to add Jenn Champ to be authorized to use card up to \$2,000 for necessary purchases. Motion carried.
- c. Lost and Found Policy – Executive Director Annie Greene presented the Lost and Found Policy to the board. A motion was made (Mike Corey/Ned Lindstrom) to accept the policy. Motion carried.
- d. Staff Day – Executive Director presented proposed Staff Day, Friday, March 13 topics to the board: Sexual Harassment, Upcoming Vote. A motion was made (Dan Hickman/Lynn Warner) to close library for Staff Development Day. Motion carried.
- e. A motion was made by (Mary Zdrojewski/Rob Hewitt) to adopt the resolution of Amended 403(b) Plan documents. Motion carried.
- f. Motion made (Mike Corey/ Cassie Blakeslee) to adopt the resolutions as presented in the documents provided by UBS. Motion carried.
- g. Motion made (Lynn Warner/Mary Zdrojewski) to accept that CBA funds received by 2019 were fully expended for adult non-fiction materials in print, non-print, and electronic formats. Motion carried.

8. Executive Session

- a. A motion was made (Rob Hewitt/Dan Hickman), passed and carried to enter into Executive Session at 5:55pm to discuss a personnel issue. A motion was made (Ned Lindstrom/ Lynn Warner), passed and carried to exit Executive Session at 6:03pm.
- b. Motion made (Lynn Warner/Dan Hickman) to compensate Anne Greene and Tress Williams, at their new payrate, for their efforts in the month of January in the unexpected absence of the retiring ED. Motion carried.

9. Unfinished Business

- a. Retraining Wall Update – A check was received from insurance company for \$3,502.23
- b. Piano Update – Little Theatre will take the piano.

10. Motion to adjourn (Dan Hickman/Lynn Warner) Motion carried.

11. Next meeting is March, 19, 2020