

**James Prendergast Library Association  
Board of Trustees  
Minutes of the Meeting Held on May 21, 2020  
Via Teleconferencing due to Covid 19/Corona Virus restrictions**

President, Joni Blackman called to order the Board of Trustees Meeting at 5:16PM.

Present: Micki McCray, Maggie Scorse, Lori Fabritius, Mike Corey, Ned Lindstrom, Lynn Warner, Cassie Blakeslee, Mary Zdrojewski, Dan Hickman and Rob Hewitt

Absent: Frank Corapi

Staff present: Annie Greene, Janet Mescall and Tress Williams

Public present – 1 (Dennis Phillips – Post Journal) – No comments

2. Consent Agenda – A motion was made (Dan Hickman/Lynn Warner), passed and carried to accept the agenda as listed and to approve the minutes of the previous meeting.
3. Director's Report/Statistics – (April/May)

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. She noted highlights included that despite being closed (mandatory stay at home restrictions still in place) there has been a noticeable increase in social media engagements and online checkouts; while programs have been suspended, staff are now running online story time and STEM themed videos which have been very well received; fundraising for April and May equaled \$3254; JPL received the PPP Loan in the amount of \$107,760 to be used for payroll during the next 8 weeks; and we submitted a \$10,000 grant to the Holmberg Foundation for non-fiction materials.

4. Fundraising Report –

- a) Fundraising Letter –A motion was made (Maggie Scorse/Rob Hewitt), passed and carried to accept the 2020 Fundraising Letter as presented by ED Annie Greene.
- b) Read-In update – To date there have been 38 submissions for the Read-In. \$2000 has been raised so far. Sponsors include: Chautauqua PT/OT, Rodgers Land Surveying, Lakeshore Savings, Weber-Knapp, Stormer Mechanical and Jamestown Electro Plating.
- c) Give-Big CHQ – This online, community wide fundraising event has changed formats and will be held from June 1-11. We will be raising funds for our Summer Reading Challenge.

5. Treasurer's Report –

Treasurer, Mike Corey presented the financials for April and May. He indicated that all areas were within expected ranges with a dip in revenue (to be expected with the mandatory stay at home policy still in place nationwide). A motion was made (Joni Blackman/Maggie Scorse), passed and carried to accept and file said report.

- a) Endowment – A motion was made (Mike Corey/Cassie Blakeslee), carried and passed to defer the next quarterly withdrawal of \$94,046 from our Endowment Fund as there are sufficient funds in our operating accounts to cover expenses.

6. New Business –

- a) Corona Virus – Reopening Plan Current Draft – ED, Annie Greene, upon the recommendation of the Reopening Committee, presented a ‘living’ 17-page draft covering all phases of our Reopening Plan.

A motion was made (Lori Fabritius/Rob Hewitt), passed and carried to approve the Reopening Plan as recommended by the Committee with the understanding that the Plan may change dependent on revisions and/or requirements at the State and Federal levels.

A motion was made (Cassie Blakeslee/Lori Fabritius), passed and carried to approve the change of hours beginning with Phase 2 for Curbside Pick-up and continuing until normal operating functions are restored. New hours will be 10-6 Monday – Friday and 10-4 on Saturdays.

- b) Spring Pandemic Reopening Child Safety Policy – Tabled until next meeting
- c) Spring Pandemic Reopening Rules of Conduct Policy – Tabled until next meeting
- d) Spring Pandemic Health and Safety Policy – Tabled until next meeting
- e) Computer Management System – Mike Jones (IT) has recommended that we change our system from Farrows to the CASSIE. This is a newer, cheaper and more advanced system than we are currently using (all other Libraries in the CCLS system use CASSIE). A motion was made (Mary Zdrojewski/Dan Hickman), passed and carried to approve the \$3222 purchase effective immediately.

7. Unfinished Business –

- a) Construction Grant – While all projects are on hold due the Corona Virus, D&S Glass reports that all materials are in and they expect to begin scheduling work within the next few weeks.
- b) 259 Vote Mailer – 11,347 mailers were printed, at a cost of \$2771, and will be mailed out tomorrow. The mailers highlight the information regarding the upcoming 259 Vote, which will be on the same ballot as the Jamestown Public Schools budget vote in June.

8. Next Meeting is June 18, 2020. Meeting place TBD –

A motion was made (Lynn Warner/Maggie Scorse), passed and carried to adjourn the meeting at 5:58pm.

Respectfully Submitted by  
Micki McCray  
Secretary