

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

President, Joni Blackman called to order the Board of Trustees Meeting at 5:15PM.

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

Absent: Ned Lindstrom, Dan Hickman and Frank Corapi

Staff present: Annie Greene, Janet Mescall, Jennifer Champ and Tress Williams

1. Public present – 2 – No comments
2. Consent Agenda – A motion was made (Mike Corey/Lori Fabritius), passed and carried to accept the agenda as listed and to approve the minutes of the previous meeting.
3. Director’s Report/Statistics – (October)

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 between Staff produced videos and offsite story times, there have been almost 2500 views; the 2020 Murray L. Bob lecture was held on November 12th at 7pm and was well attended. Traci Langworthy, a History professor at JCC, spoke about the 100th anniversary of Women’s Suffrage; over 300 titles were ordered; The American Libraries Magazine plans to run a sidebar featuring Prendergast Library’s 259 vote win in the Jan/Feb 2021 issue; \$40,397 in grants were approved (\$30,000 Hultquist Foundation, \$5999 NYS Construction Aid Program and \$4398 CRCF); the last painting (Thirion) was sold by Stair Galleries for \$12,320; and the fundraising letters will go out shortly.

4. Treasurer’s Report –

Treasurer, Mike Corey presented the financials for October. He indicated that all areas were within expected ranges. He noted that the Board has not officially authorized ED Annie Greene to use the JPL credit card. A motion was made (Mike Corey/Lori Fabritius), passed and carried authorizing ED Annie Greene to make purchases up to \$1000 without prior approval. A separate motion was made (Rob Hewitt/Cassie Blakeslee), passed and carried to accept and file said report.

5. New Business –

- a) 2019 Audit Report –

Louann Bahgat of Bahget & Laurito-Bahget CPA’s reported that the 2019 audit has been completed. The results were a favorable audit with the Library being in a very favorable financial position. There were 5 “suggestions for consideration” – 2 of which have already been addressed and corrected. Mike Corey (Treasurer), Annie Greene (ED) and Joni Blackman (President) will address and correct the remaining 3. A motion was made (Mike Corey/Lynn Warner), passed and carried to accept the findings of the 2019 Audit.

- b) By-Laws amendment discussion –
ED Annie Greene presented a suggested change in the current By-Laws. It was brought to her attention by Treasurer Mike Corey that the bank deposit procedure in Section V (Duties of Officers) needs to be updated to current procedures. The words “or his or her designee” will be inserted as noted on the copy of By-Laws given to all Board members. This change will be voted on at the December meeting.
 - c) Information on Strategic Plan and upcoming Presentation –
A Presentation on the 2021-2024 Strategic Plan/Organizational goals will be held (virtually) on 12/10/20 at 5:15 for all Board Members.
 - d) 2021 Budget –
Treasurer Mike Corey presented the 2021 Projected Budget (using a 5% draw). Included in the figures are funds to cover the addition of 3 new staff. ED Annie Greene will look to add an IT Librarian, a p/t security guard, and a p/t Building Maintenance person. A motion was made (Maggie Scorse/Mary Zdrojewski), passed and carried to accept the 2021 Budget (\$987,440) as presented.
6. Unfinished Business –
- a) Pandemic Policy –
ED Annie Greene presented a revised version of the current Pandemic Policy. There were slight changes to 4 areas to reflect the ongoing changes associated with operating under Pandemic conditions. A motion was made (Mike Corey/Mary Zdrojewski), passed and carried to accept the changes as presented.
 - b) Nominating Committee Update –
Chairwoman Lynn Warner reported that current members Dan Hickman and Rob Hewitt are at the end of their 3-year term. The committee (Lynn Warner, Dan Hickman, Maggie Scorse and Ned Lindstrom) will contact both members to confirm their desire to remain on the Board. A Zoom meeting will be scheduled for the Committee to discuss potential new members and determine the 2021 slate of Officers.
7. Next Meeting is December 17, 2020. Meeting place TBD –
- A motion was made (Lori Fabritius/Maggie Scorse), passed and carried to adjourn the meeting at 6:00pm.

Respectfully Submitted by
Micki McCray
Secretary