

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on December 17, 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, Lynn Warner, Mary Zdrojewski, Ned Lindstrom, Dan Hickman, Frank Corapi and Rob Hewitt

Absent: Cassie Blakeslee

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

1. Public present – None
2. Consent Agenda – A motion was made (Joni Blackman/Maggie Scorse), passed and carried to accept the agenda as listed and to approve the minutes of the previous meeting.
3. Director’s Report/Statistics – (November)

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 our first bilingual storytime ran on Friday, December 4. There have been almost 500 views to date; staff has completed the shelf read on the collection and almost 1000 new titles, in various formats have been ordered; the VITA (tax assistance) program will once again use the Library to train their volunteers and to meet with their clients; we were approved for a CCLS mini outreach grant of \$1100 to purchase an updated document scanner and laptop to assist VITA in their mission; and fundraising letter had been mailed as of 11/18/20.

4. Treasurer’s Report –

- a) Investment Policy –

Treasurer Mike Corey introduced our UBS advisors, Tim Edborg and Todd Hnatyszyn. They gave a brief explanation of why we have an Investment Policy, the need to update some of the verbiage in our existing Policy and some potential changes regarding our current trigger balance adjustments. They will forward their recommendations to Mike Corey and he will present them to the Board for approval at a future meeting. It was also noted that UBS has significantly reduced our yearly portfolio fees.

A motion was made (Lynn Warner/Maggie Scorse), passed and carried to update the wording in the current Investment Policy to reflect the JPL’s current Mission Statement. The section will now read “The James Prendergast Library Association maintains these assets for the purpose of fulfilling its mission statement, “Responsibly empowering lifelong learning for the residents of the City of Jamestown.””

Treasurer, Mike Corey then presented the financials for November. He indicated that all areas were within expected ranges. A motion was made (Dan Hickman/Lynn Warner), passed and carried to accept and file said report.

5. Fundraising Report –

Fundraising letters were mailed as of November 18th. Year to date fundraising results are \$82,516.12

6. Nominating Committee –

Vice President Lynn Warner noted that the Committee met on 12/8/20 to determine the slate of Officers for 2021. Their recommendation is as follows:

President – Dan Hickman
Vice President – Ned Lindstrom
Treasurer – Mike Corey
Secretary – Micki McCray
Assistant Secretary – Lori Fabritius

The Committee noted that 2 members' terms will expire at the end of this month. Dan Hickman has agreed to remain on the Board. Rob Hewitt has regrettably decided to step down from the Board due to his continuing high work demand. The Board thanked Rob for his years of service.

Also noted – Lynn Warner has been our representative on the CCLS Board for several years. She is stepping down as of 12/31/20. Ned Lindstrom has agreed to fill her spot on that Board.

The Committee felt the current number of board members is sufficient but noted that going forward more diversity is needed.

7. Election of Officers –

President Joni Blackman asked for Board approval of the slate of Officers as presented by Chairwoman Lynn Warner (above). The slate was unanimously approved. Terms will begin 1/1/21.

8. New Business –

a) By-Laws amendment –

A motion was made (Mike Corey/Frank Corapi), passed and carried to amend section “V. Duties of Officers” to read *The Treasurer, or his or her designee, shall oversee receipt of all funds of the Association and deposit them in such banks as shall be designated by the trustees.*

b) 2021-2024 Strategic Plan –

A motion was made (Joni Blackman/Mike Corey), passed and carried to approve the 2021-2024 Strategic Plan as presented at the JPL workshop on 12/10/20.

c) Update check signers –

A motion was made (Joni Blackman/Dan Hickman), passed and carried to approve the following Resolutions:

Resolution regarding check signers

The James Prendergast Library Association Board of Trustees approves the following:

Effective January 1, 2021, only the following people will be allowed to sign checks for JPLA bank accounts at Northwest Bank:

1. *Dan Hickman – President*
2. *Ned Lindstrom – Vice President*
3. *Michael A. Corey – Treasurer*
4. *Micki McCray – Secretary*
5. *Anne Greene – Executive Director*
6. *Janet Mescall – Business Office Manager only allowed to sign checks from the Special Account.*

Resolution regarding Authorized Signatures for Bank Accounts

The James Prendergast Library Association Board of Trustees approves the following:

Effective January 1, 2021, the following people are no longer authorized to sign checks for JPLA bank accounts at Jamestown Savings Bank/Northwest Savings Bank:

1. *Joni Blackman*
2. *Lynn Warner*

d) *Holiday gift for staff –*

A motion was made (Joni Blackman/Maggie Scorse), passed and carried to authorize ED, Annie Greene to distribute holiday gifts to the staff, the total amount not to exceed \$1,632.

9. *Unfinished Business –*

a) *Thank you to Joni Blackman –*

President Elect, Dan Hickman thanked retiring President Joni Blackman for her years of service and especially for her guidance during the recent vote.

10. *Next Meeting is January 21, 2021. Meeting place TBD –*

A motion was made (Dan Hickman/Ned Lindstrom), passed and carried to adjourn the meeting at 5:55pm.

Respectfully Submitted by
Micki McCray
Secretary