

James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on January 21, 2021
Via Teleconferencing due to Covid 19/Corona Virus restrictions

President, Dan Hickman 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, Joni Blackman, Frank Corapi and Cassie Blakeslee

Absent: None

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

1. Public present – 1
2. Consent Agenda – A motion was made (Joni Blackman), passed and carried to accept the agenda as listed and to approve the minutes of the previous meeting.
3. Brief Staff Presentation - Periodically, ED Annie Greene will introduce various staff who will provide an overview of the responsibilities and requirements of their positions. This month's presentation was made by Tress Williams, Library Manager who spoke on what is required to maintain the Collection on a daily, monthly and yearly basis.
4. Treasurer's Report –

Treasurer, Mike Corey presented a year end statement of the Endowment Fund held with UBS. The year-end balance was up by \$906,000. He then presented the financials for December. He indicated that all areas were within expected ranges with a surplus of approximately \$177,000 due mostly to the \$350,000 received from the City of Jamestown (259 Vote) which is earmarked for 2021. A motion was made (Joni Blackman/Lynn Warner), passed and carried to accept and file said report.

5. Director's Report/Statistics – (December)

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 the continued success of our storytime videos and the “make and take” crafts kits for children (58 Gingerbread kits were given out, participants submitted photos of their creations and a Lego kit prize was awarded); ordering has been completed for the year; Kristie Bemis will begin her new role as the new IT Librarian effective 1/1/21; we welcomed a new Librarian - Christine Zeitler was hired and will be responsible for ordering new materials and establishing new adult programming; JPL has partnered with “Keeping Each Other Warm” to provide new and handmade scarves and mittens to the local community; the Book Sale made \$492 in 2 days, which totaled more than all of November; and we have been approved for a \$4398 grant from CRCF to purchase more “Take and Create Makerspace Kits’.

6. New Business –
 - a) 2021 Revised Disaster Plan – ED Annie Greene presented an updated Disaster Plan for approval. Changes included new/updated phone numbers

and contact names. The new plan also included the existing Pandemic Policy (11/20) so that all related policies could be found in one place. A motion was made (Maggie Scorse/Lori Fabritius), passed and carried to accept the 2021 Revised Disaster Plan as presented by ED Annie Greene.

- b) Security Camera Policy - A motion was made (Mike Corapi/Ned Lindstrom), passed and carried to approve the Security Camera Policy as presented by ED Annie Greene.
- c) Review of Standing Committees – President Dan Hickman reviewed the (5) existing committees. Upon his recommendation, the 259 Vote Committee has been eliminated and 2 new committees (Strategic Planning and Building) will be added. All board members were asked to contact ED Annie Greene with their preference of which committee they wish serve on. Existing committee members were asked to confirm their continuance or removal from existing committees. A list of new, updated committees and members will be presented at the February meeting.

7. Unfinished Business –

Joni Blackman spoke on attending a meeting of the United Way county wide meeting where it was noted that the county has only 1 official “Warming Center” (used during extreme “Code Blue” weather). It was noted that all Libraries in the county act as unofficial warming centers and perhaps CCLS should look into applying for a system wide grant to support this action. The information will be passed to Jan Dekoff, CCLS Director.

8. Next Meeting is February 18, 2021. Meeting place TBD –

A motion was made (Lynn Warner/Maggie Scorse), passed and carried to adjourn the meeting at 5:45pm.

Respectfully Submitted by
Micki McCray
Secretary