

James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on May 20, 2021
Via Teleconferencing due to Covid 19/Corona Virus restrictions

Vice President, Ned Lindstrom called to order the Board of Trustees Meeting at 5:16PM.

Present: Micki McCray, Maggie Scorse, Lori Fabritius, Mike Corey, Lynn Warner, Mary Zdrojewski, and Joni Blackman

Absent: Dan Hickman, Cassie Blakeslee and Frank Corapi

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

1. Public present – 1 – No comment
2. Consent Agenda – A motion was made (Mike Corey/Maggie Scorse), passed and carried to accept the agenda as listed and to approve the minutes of the previous meeting.
3. Brief Staff Presentation - ED Annie Greene introduced Collection Development Librarian Christine Zeitler. Ms. Zeitler spoke on the creation of a Library Butterfly Garden. In collaboration with the Audubon Society, the Library will be hosting a plant swap May 24-27. Library staff has been germinating seeds and collecting donations for this event. A few plants will be held out and used to create a Butterfly friendly garden. The garden is intended to provide a natural habitat for butterflies and to provide beauty and learning experiences for patrons. On May 14th, Jeff Tome from the Audubon will be shooting a video at the Library to promote the plant swap and how to care for plants once they are taken home.
4. Director's Report/Statistics – (April)

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 interview with RFA's Jason Sample reached 29 views in the first 24 hours; we have begun offering Adult Take & Make kits – 22 patrons picked up the April offering of "Learn to bind a book"; we received over 60 entries in our Poetry Contest. The winners were announced on our Facebook page and the winning poems are now available to view on the Library's website; we have partnered with Chautauqua Institution to share our circulating science kits with campers at the Institution this summer; JPL donated approximately 250 board books to the Jamestown Community Learning Center (JCLC). This organization works with the Jamestown Public Schools and the YWCA in a program aimed at teaching teenage mothers parenting and life skills. The books were distributed during home visits and were greatly appreciated; our Instagram page's monthly reach was 2282, an increase of 372%; and finally a grant request to the Sheldon Foundation for \$14,500 to be used to upgrade our surveillance cameras was approved.

5. Building Committee Report –

ED Annie Greene reported that JPL was accepting bids for a grounds maintenance contract. 4 bids were received and Dorler Landscaping was awarded the contract to maintain the grounds surrounding the Library.

6. Fundraising Report –

- a) Fundraising letter - ED, Annie Greene presented the current fundraising letter for approval. A motion was made (Maggie Scorse/Lynn Warner), passed and carried to accept the letter as presented. Letters should be mailed within the next week or so.
- b) Give Big CHQ – This year’s Give Big CHQ will be held on June 10th. Donations received via this event will be used for our Summer Reading Program. A poster of “why I give” to the community is being emailed to all Board members. They are to complete it and return a photo of themselves with their poster to Annie for inclusion on the website.
- c) Jim Roselle Scavenger Hunt – ED, Annie Greene thanked the many sponsors of this new event, which runs the week of May 17-22. Each day sees more participants and photos of players have been posted on our Facebook page and look like fun.

7. Treasurer’s Report –

Treasurer, Mike Corey presented the monthly financials for April. He indicated that all areas were within expected ranges. A motion was made (Joni Blackman/Lori Fabritius), passed and carried to accept and file said report.

- a) Investment Policy Statement – Treasurer Mike Corey gave a brief overview of the revised Policy and then asked for a motion to accept the revised version. A motion was made (Lynn Warner/Mary Zdrojewski), passed and carried to accept his recommendation.
- b) Finance Policy – ED Annie Greene presented a formalized Finance Policy which defines the overall responsibilities of the Board and the Director regarding managing the yearly operating budget, the annual audit and the endowment fund. A motion was made (Maggie Scorse/Lori Fabritius), passed and carried to accept the Policy as presented.

8. New Business –

- a) Open Hours - ED Annie Greene proposed extending our open hours to better service our patrons. New (seasonal) hours will be Monday – Friday 9am-7pm and Saturday 10am-4pm (no Sunday hours). This will increase our weekly open hours to 56. A motion was made (Mary Zdrojewski/Lynn Warner), passed and carried to accept this change in hours effective 6/1/21.
- b) Mask Mandates – At this time, due to the number of unvaccinated children in the community, JPL will continue its current masks are required within the building policy, thus continuing to provide a safe environment for our patrons and their families.
- c) Staff Day – ED Annie Greene proposed holding Staff Training Day on June 11th this year. A motion was made (Mary Zdrojewski/Mike Corey), passed and carried to accept this date (the Library will be closed all day).
- d) Meeting Room Policy Revisions – ED Annie Greene explained minor changes were made to the meeting rooms’ capacity. These changes reflect the current changes in Covid 19 restrictions. A motion was made (Lynn Warner/Maggie Scorse), passed and carried to accept these revisions.

9. Unfinished Business - There was no unfinished business however VP Ned Lindstrom extended his and the Board's admiration to the Staff for their outstanding efforts in being flexible, making the Library a more inviting place and for going above and beyond. All their efforts are noted and appreciated.
10. Next meeting is June 17, 2021 meeting place TBD
11. Adjournment - A motion was made (Joni Blackman/Lynn Warner), passed and carried to adjourn at 5:45pm.

Respectfully Submitted by
Micki McCray
Secretary