

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on June 17, 2021**

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, Cassie Blakeslee, Frank Corapi and Joni Blackman

Absent: Ned Lindstrom

Staff present: Annie Greene, Janet Mescall, Tress Williams and Danielle Bertolini

1. Public present – 1 – No comment
2. Consent Agenda – A motion was made (Lori Fabritius/Joni Blackman), 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 Librarian Danielle Bertolini. Ms. Bertolini spoke on the upcoming Telehealth Project. Working with WNYLRC (Western New York Library Resources Council), JPL will be a pilot program site for Telehealth services. This program will allow community members to make and attend telehealth (medical) appointments with their own personal physicians onsite at the Library. A “pod” outfitted with a lap top computer and audio capabilities (which will become property of JPL) will be provided by WNYLRC. JCC interns will help with the staffing and training for all associated staff will take place at the end of June. The current timeline allows for the program to be up and running in the Fall.

4. Director’s Report/Statistics – (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 the success of our Plant Swap (over 150 plants exchanged hands); JPL will host a table at the Farmer’s Market twice this summer. Staff will read stories and promote our services; staff day was held June 11; and our 2019 NYS Construction Grant’s “Creating Comfort Responsibly” amendment has been submitted to the NYS Library for approval (front yard sign, parking lot milling and overlay with sidewalk repairs, and new windows over the main entrance doors) and we are awaiting a decision (COVID has greatly affected the timeline of this process and completion date has been extended to June 2022).

5. Building Committee Report –

Committee Chair, Mary Zdrojewski reported that the committee met on 6/1 to discuss using 2021 construction grant money to overhaul the HVAC system. Eric Stormer from Stormer Mechanical Services will assist in determining how to complete the project. The committee also discussed creating a Facility Plan to include an Energy Audit.

6. Fundraising Report –

- a) President Dan Hickman took the time to thank the Board for their participation in the recent Give Big CHQ community fundraiser. JPL had 59 donors for a total collected of over \$3700 (94% of goal!).
- b) ED Annie Greene announced that with part of those proceeds, a large purple tent was purchased. This tent will be used for the Summer Reading Program.
- c) It was noted that the biannual Fundraising letter had been mailed out and there has already been an overwhelmingly positive response.

7. Treasurer's Report –

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

Note: It was noted that there was no need at this time for a transfer from the Endowment Fund.

8. New Business –

- a) Co-Central Library Plan - ED Annie Greene did a brief review of the proposed Co-Central Library Plan 2022-2026 (Board members were sent the entire plan for review prior to meeting). A motion was made (Mary Zdrojewski/Lynn Warner), passed and carried to accept the proposal as presented.
- b) Sexual Harassment Training acknowledgement for Board Members – Just a reminder to Board members that if they have not completed the training and/or sent in their acknowledgement forms, they need to do so ASAP.
- c) Internet and Computer Access Policy Review - ED Annie Greene explained that a periodic review of this policy was required. There were no changes to the existing policy. A motion was made (Cassie Blakeslee/Mike Corey), passed and carried to continue enforcement of the current policy.

NOTE: ED Annie Greene explained that several policies had been changed to allow for COVID-19 pandemic restrictions/procedures. These restrictions have recently been lifted by NYS. The following policies will be updated back to their original format.

- d) Rules of Conduct Policy - A motion was made (Mike Corey/Joni Blackman), passed and carried to accept the restoration of the original policy.
- e) Child Safety Policy – A motion was made (Lynn Warner/Maggie Scorse), passed and carried to accept the restoration of the original policy.
- f) Meeting Room Policy – A motion was made (Maggie Scorse/Lori Fabritius), passed and carried to accept the restoration of the original policy.

9. Unfinished Business - None
10. Executive Session – A motion was made (Lynn Warner/Joni Blackman), passed and carried to enter into Executive Session to discuss a personnel issue at 5:44pm. A motion was made (Joni Blackman/Lynn Warner), passed and carried to exit Executive Session at 5:52pm.
 - a. A motion was made (Joni Blackman/Cassie Blakeslee), passed and carried granting permission to ED, Annie Greene, to seek alternative IT Support as a contingency to fulfill the grant requirements for upgrading the current servers in the event the CCLS IT technician is unable to complete the work by the deadline of 7/15/21.
11. Next meeting is **September 16, 2021** in the Fireplace Room at 5:15pm.
12. Adjournment - A motion was made (Lynn Warner/Maggie Scorse), passed and carried to adjourn at 5:55pm.

Respectfully Submitted by
Micki McCray
Secretary