

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on September 16, 2021**

President, Dan Hickman called to order the Board of Trustees Meeting at 5:18PM.

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

Absent: Ned Lindstrom, Mike Corey, Cassie Blakeslee and Frank Corapi

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

1. Public present – 1 – No comment
2. Consent Agenda – A motion was made (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 Assistant Library Manager, Jen Champ. Ms. Champ spoke on the New Fall Programs. She began her talk by highlighting the Summer Reading Program – this year we had 795 readers who read for a combined 1 MILLION minutes – this is a new record for JPL! We also had over 500 attendees for our Wednesday Story Times. She thanked all the outside partners who helped support these great programs.

She reported that the Fall Programs & Events will include, among other events, 3 weekly Story Times (Tuesdays, Wednesdays and Fridays); new twice monthly DIY Crafting events; the back by popular demand Computer classes and Monday through Friday Makerspace events. She urged all Board members to check out the newly revised JPL website and to always check our Face Book page for additional events.

4. Director's Report/Statistics – (June/July/August)

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 CCLS Board of Directors will hold its annual meeting virtually again this year due to the pandemic; increased patron traffic has increased our collection's circulation and staff has been very diligent in keeping the collection updated and tidy; staff member Christine Zeitler has been awarded the 2021 WNYLRC Outstanding Library Program Award for her program "Butterfly Gardening at the Prendergast Library"; we are excited to welcome Madeline Engels, an intern with SUNY Fredonia, who will be assisting with our new telehealth project; and NYS Library did not reduce the CBA and CLDA allocations as expected – we will be receiving the same amount that we did in 2020.

5. Building Committee Report –

Committee Chair, Mary Zdrojewski reported that there are additional funds available for request for our 2022 construction grant proposal. In addition to overhauling the HVAC system, the committee has put together a proposal for a patio – to be used for outdoor events held in the front lawn - and a walkway connecting the Main door (Cherry Street) and the 5th Street entrance. ED, Annie Greene will complete and submit the additional proposals.

It was also noted that the windows over the main door are scheduled to be replaced by the end of the year as well as the library's sign. JPL's portion of the cost for this has been provided by grants from the Carnahan-Jackson Foundation and the Lenna Foundation.

6. Fundraising Committee Report –

ED Annie Greene reported that the committee had met and is currently working on the creation of the 2nd annual fundraising letter to be sent in November. The letter will be presented for approval at the October meeting. She mentioned that there are 2 events planned for the remaining of the year. Giving Tuesday Day will be held on November 30th and JPL t-shirts will be for sale in December. The committee has also begun plans for 2 community wide events to be held in 2022.

7. Nominating Committee Report –

Chair Lynn Warner reported that the committee has met twice over the past month and is currently working on a recruitment plan for 2022 as there will be 4 open seats on the Board as of 12/30/21. Working under the new residency requirements (2/3 of Board members must reside within the City limits), it has been determined that 3 of the 4 new members must live in Jamestown. The committee will meet again within the month and will present recommendations for approval at the December meeting.

8. Treasurer's Report –

Treasurer Mike Corey was absent, ED Annie Greene presented the monthly financials for June/July/August. She indicated that all areas were within expected ranges. It was noted that the \$350,000 from the City of Jamestown will arrive in October and that there continues to be no transfers made from the Endowment Fund. A motion was made (Lori Fabritius/Lynn Warner), passed and carried to accept and file said report.

Note: The Finance Committee (Dan Hickman, Mike Corey, Joni Blackman & Annie Greene) met on 8/24/21 to discuss expected expenses and budgets for 2022.

9. New Business –

- a) Conflict of Interest Form – it was noted that several Board members have not completed this form. Janet Mescall will mail out forms, they are to be completed and returned to the Library as soon as possible.
- b) Governor's Safety Plan – A motion was made (Lori Fabritius/Maggie Scorse), passed and carried to accept the Plan as presented by ED Annie Greene.
- c) Assurances Form for NYS Construction Grant – A motion was made (Mary Zdrojewski/Lynn Warner), passed and carried to approve and accept for filing the Assurances: State Aid for Library Construction Program form as presented by ED Annie Greene.

- d) 3D Printer Policy - A motion was made (Lori Fabritius/Maggie Scorse), passed and carried to accept the updated policy as presented by ED Annie Greene.
- e) Fireplace Room Audio Equipment – The audio equipment in the Fireplace Room is outdated and in ill repair. This has caused that room to be unusable for any public events. ED Annie Greene received a quote from Chautauqua Audio Works Inc. for \$2,606.99 to complete the upgrades needed. A motion was made (Lynn Warner/Mary Zdrojewski), passed and carried to approve this expenditure to upgrade the audio system in the Fireplace Room as presented by ED Annie Greene.

10. Unfinished Business - None

11. Executive Session – President Dan Hickman called for the Board to enter into Executive Session at 5:43pm. A motion was made (Mary Zdrojewski/Maggie Scorse), passed and carried to create a new position titled Community Outreach and Programming Manager. This position will be filled immediately. A motion was made (Lori Fabritius/Mary Zdrojewski), passed and carried to exit Executive Session at 5:50pm.

12. Next meeting is October 21, 2021 place TBD at 5:15pm.

13. Adjournment - A motion was made (Lynn Warner/Lori Fabritius), passed and carried to adjourn at 5:55pm.

Respectfully Submitted by
Micki McCray
Secretary