

**James Prendergast Library Association
Board of Trustees
Minutes of the Meeting Held on October 21, 2021**

President, Dan Hickman called to order the Board of Trustees Meeting at 5:17PM.

Present: Micki McCray, Maggie Scorse, Lori Fabritius, Lynn Warner, Mary Zdrojewski, Joni Blackman, Ned Lindstrom, Mike Corey, Cassie Blakeslee and Frank Corapi

Absent: None

Staff present: Annie Greene, Tress Williams and Jen Champ

1. Public present – 2 – No comment
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. 2020 Audit Report –

Louann Laurito-Bahgat, CPA, of Bahgat & Laurito-Bahgat Certified Public Accountants & Advisors presented the completed 2020 Audit report. There were no negative outstanding issues. Ms. Laurito-Bahgat stated this was an excellent audit and the Library was headed in an excellent fiscal direction. A motion was made (Lynn Warner/Cassie Blakeslee), passed and carried to accept the 2020 Audit as presented.

4. Director's Report/Statistics – (September)

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 reopening of our Makerspace (there have been 20 sessions so far with 157 total attendees); the telehealth “pod” has been installed and the opening date will be announced soon; our parking lot has been repaved and restriped and looks amazing; we have submitted grants to both the Carnahan Jackson Foundation (\$10,854/technology supplies) and the Hultquist Foundation (\$5198/building maintenance equipment) and our NYS Library Construction Grant (\$286,645/HVAC upgrades/reimagining outdoor programs) has been submitted (we will not hear if awarded until spring of 2022).

5. Fundraising Committee Report –

ED Annie Greene reported that the committee had met and contracted for JPL tee-shirts to designed and made. These should be available for purchase by December. The Committee also drafted the 2021 fundraising appeal letter to be sent out within the next few weeks. A motion was made (Ned Lindstrom/Joni Blackman), passed and carried to accept the letter as presented.

6. Nominating Committee Report –

Chair Lynn Warner reported that the committee had met 3 times in the past month. They have been working on using our social media to promote the Library and post our need for new board members. Currently there are 3

applicants for the 4 open positions. Interviews will be held with each and more information will be presented at the November meeting.

7. Treasurer's Report –

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

8. Finance Committee Report –

- a. Health Insurance – The Committee presented their recommendation to accept the proposal from Blue Cross/Blue Shield for health care coverage for 2022. A motion was made (Joni Blackman/Mike Corey), passed and carried to accept the proposal as presented.
- b. Easter Holiday - A motion was made (Maggie Scorse/Joni Blackman), passed and carried to accept the revised Time Off/Leave of Absence policy as presented by the Committee.
- c. Murray L. Bob Fund – Upon discussion with Mrs. Bob, the Committee proposed using funds from the Murray L. Bob Fund to support expanding the educational programming in 2022 and to pay for Sony Ton-Aime to speak at the Murray L. Bob Lecture on December 2 at 6pm. A motion was made (Joni Blackman/Cassie Blakeslee), passed and carried to accept the recommendation of funds usage as presented.
- d. 2022 Proposed Budget – Treasurer Mike Corey presented the proposed 2022 Budget. He noted that the draw from the Endowment will be 4% - this is down from the past several years. He was very pleased with this budget as it will allow us to continue improving the Library while being fiscally responsible. A motion was made (Joni Blackman/Lynn Warner), passed and carried to accept the 2022 Budget as presented.

9. New Business –

- a. Donation Policy/Volunteer Policy – ED, Annie Greene presented both policies and noted that while nothing has changed, by NYS Library Law, all policies must be reviewed every 5 years. A motion was made (Mike Corey/Mary Zdrojewski), passed and carried to accept both policies as written.
- b. Confidentiality Policy – ED, Annie Greene explained that the Library will follow the NYS law regarding confidentiality and presented the new policy. A motion was made (Mary Zdrojewski/Mike Corey), passed and carried to accept the new policy as presented.

10. Unfinished Business - None

11. Next meeting is November 18, 2021 in the Fireplace Room at 5:15pm.

12. A motion was made (Lynn Warner/Maggie Scorse), passed and carried to adjourn at 6:05pm.

Respectfully Submitted by
Micki McCray
Secretary