

James Prendergast Library Association

Board of Trustees

Minutes of the meeting held on November 18, 2021

President, Dan Hickman, called to order the Board of Trustee meeting at 5:16 pm

Present: Maggie Scorse, Joni Blackman, Ned Lindstrom, Mike Corey, Cassie Blakeslee, and Frank Corapi

Absent: Micki McCray, Lori Fabritius, Lynn Warner, Mary Zdrojewski

Staff present: Anne Greene, Jen Champ

Public: (1) Elizabeth Margarito

Agenda Topics:

1. Public Comment – No Comment

2. Consent Agenda

a. Changes or additions to agenda. Motion for additions to agenda adding items f., mask policy and g., hybrid meeting option by Joni Blackman. Second by Maggie Scorse. Y-7 N-0

b. Approval of previous minutes Y-7 N-0

3. Directors Report – Anne Greene

a. Halloween party was held Oct 29, 2021. 141 children and parents were present. The event included story time, costume parade, and craft.

b. 1-1 tech help is now available. During October the staff assisted with 6 tech help requests.

c. CBA Funds provided by NYS Central Book Aid was used to purchase print subscriptions to the NY Times, USA Today, and Barron's.

d. The Chautauqua Community Region Foundation and the Holmberg Foundation provided grants that allowed for the purchase of circulating literacy theme boxes for ages 3 and up and science kits for ages 6 and up.

e. Tuesday, November 30th is Giving Tuesday. The funds donated on this day will go towards new furniture in the teen area.

f. The annual Murray L. Bob lecture will be held on Thursday, December 2, at 6:30 pm. The lecturer will be Sony Ton-Aime, the Michael I. Rudell Director of Literary Arts at the Chautauqua Institution.

4. Fundraising Committee Report – ED Anne Greene

a. Donation letter has gone out.

b. T-shirt Fundraiser. Local artist will be designing - should have sample draft by the end of the month.

5. Nominating Committee Report – Cassie Blakeslee

a. Board members leaving at the end of the year: Lori Fabritius, Micki McCray, Maggie Scorse, Lynn Warner.

b. The committee recommended two community members for the board beginning Jan 1, 2022. Elizabeth Margarito and Jessica Carr.

Motion to nominate the two community members for the board made by Maggie Scorse. Second by Frank Corapi Y-7 N-0

6. Treasurer's Report – Mike Corey

a. Financials are stable and Endowment is doing well. The board has been very conservative.

b. Still waiting on the funding from Jamestown Public Schools.

Motion to accept and file Treasurer's Report by Joni Blackman. Second by Ned Lindstrom Y-7 N-0

7. Building Committee - Anne Greene [Mary Zdrojewski unable to attend]

a. The facility plan is a three-year plan. Several improvements will be made (depending on grant funding) over this time to include:

1. Old elevator – replaced

2. HVAC Update

3. Energy Audit is being conducted

Motion to accept facility plan by the building committee made by Ned Lindstrom. Second by Maggie Scorse Y-7 N-0

b. The committee worked with Chris Cooke to come up with the universal plan and felt it was more than sufficient at this time.

8. New Business – Anne Greene

a. In order to be able to offer Hybrid meetings the library needs to upgrade the technical portion. Annie suggested we purchase the Owl product that works directly with GoToMeeting.

Motion to purchase Owl product made by Mike Corey. Second by Joni Blackman Y-7 N-0

b. Policy review and updates per NYS Library rules and regulations the following policies were reviewed:

1. Internal Controls
2. Retiree Health Insurance
3. Credit Card
4. Local Vendor
5. Document Retention and Destruction

Motion to approve policies made by Ned Lindstrom. Second by Maggie Scorse Y-7 N-0

c. Mask policy - proposal to require masks be worn in the library regardless of vaccine status based on the recent increase in Covid cases in the county.

Motion made by Ned Lindstrom. Second by Frank Corapi to add, please “wear a Mask,” to the Rules of Conduct Policy. Y-7 N-0

9. Unfinished Business – None

10. Next meeting is December 16, 2021 location TBD

11. Meeting Adjournment motion made by Mike Corry second by Maggie Scorse.