

James Prendergast Library Association

Board of Trustees

Meeting Minutes April 21, 2022

Board Members Present in Person or Virtual: Dan Hickman, Cassie Blakeslee, Mike Corey, Frank Corapi, Judy Long, Liz Margarito, Mary Zrdojewski, Abby Soffel

Absent: Ned Lindstrom, Joni Blackman, Jessica Carr

Staff Present: Anne Greene

Public Present: Dennis Phillips

Meeting called to order at 5:17pm by Dan Hickman [President]

Agenda Topics:

1. Public Comment – No Comment
2. Consent Agenda – No Changes
 - a. Motion made to approve agenda by Judy Long, second by Frank Corapi Y-8 N-0
 - b. Motion made to approve minutes by Mike Corey, second by Judy Long Y-8 N-0
3. New Staff Introductions
 - a. Anne Greene introduced one new staff member, Shawnette Williamson, Building Attendant.
4. Director's Report – Anne Greene
 - a. Bookbinding with Infinity Arts: The Library offered a class on bookbinding run by Deb Eck of Infinity Arts, one of our Murray L. Bob Education Initiative Programs, with 17 people attending.
 - b. Computer Lab Improvements: The Carnahan Jackson Foundation awarded us a grant for various computer updates for \$10,800, and we are in the process of upgrading the public computer space.
 - c. New Braille Books: We have added additional books in Braille to our collection in the Children's Room (thanks to a grant from the Lenna Foundation). These books have garnered a lot of attention!
 - d. VITA at the Library: The Volunteer Income Tax Assistance (VITA) program run by United Way uses the library's space every year and the program is very popular. This year we added an extra day to the schedule to accommodate the increase in this service.
 - e. Local Organizations Using the Makerspace: This month, Head Start, BOCES, The Jamestown Community Learning Council, Jamestown High School, and Love Elementary's after school program have all used the Makerspace on multiple occasions.
 - f. Local Businesses Support Library: The library's fundraising initiative to receive sponsorships from local businesses in support of our programs has begun. To date, we have received donations from seven local businesses, totaling \$3,175. Businesses can sponsor library programs such as our Summer

Reading in the Parks and our weekly Crafting and Community programs.

g. Statistics:

Category	% Increased	March 2022	February 2022
Library Visits	31.2%	8,334	6,354
Total Library Circulation	58.8%	35,706	22,487
Total Reference Questions	6.4%	7,972	7,495
Total Database Usage	159.9%	1,463	563
Total Programs Offered	22.0%	100	82
Total Computer Logins	36.4%	1,020	1,020
Total Program Attendance	-0.6% decrease	1,009	1,015

5. Treasure's Report – Mike Corey

- a. Library continues to do well with the budget.
- b. Investments are all in normal ranges and we did have an increase in March.
- c. We will begin quarterly withdrawals from Endowment.
- d. School tax will come in November.
- e. Motion made to approve Treasurer's Report by Judy Long, second by Liz Margarito Y-8 N-0

6. Fundraising Committee Report - Chair Cassie Blakeslee

- a. Our fundraising T-shirts are now available online for purchase and inside the library. We will be selling t-shirts at the upcoming Community Block Party on May 21st. The block party is free and open to the public. Planning of the event is complete and we have over 30 local organizations participating.

7. New Business

- a. Annual Report: Our 2021 Annual Report is completed. There are significant increases in library usage and services this year as we continue to recover from the pandemic. Highlights of the report:
 - i. Item 2.1: We added over 1,000 new titles to our Adult Fiction collection
 - ii. Item 2.13: We added almost 2,000 Electronic Books to our collection
 - iii. Item 2.26: We added almost 4,000 new cataloged books to the collection

- iv. Item 3.1: Library Visits have increased steadily and continue to increase:
 - 1. 2020: 58,563; 2021: 72,343 (23.5% increase)
 - v. Item 3.57 total attendance at our Early Literacy Program attendance has increased significantly
 - 1. 2020: 614 (pandemic) 2021: 10,607
 - vi. Item 4.16 Total collection usage increased
 - 1. 2020: 105,955; 2021: 122,28 (15% increase)
 - b. Motion to approve annual report made by Judy Long, second by Mike Corey Y-8 N-0
 - c. Policies for approval:
 - i. Pest Control Prevention Policy
 - ii. Customer Service Policy
 - d. Motion made to approve policies by Judy Long, second by Frank Corapi Y-8 N-0
 - e. CCLS Lease:
 - i. 2020-2022 CCLS Lease expires. A new Lease is needed for January 2023
 - 1. Ad Hoc Lease Committee formed: Cassie Blakeslee, Mike Corey, and Abby Soffel will meet and report back to board.
 - f. Bank Account Amendments:
 - i. Effective April 30th 2022, Tracy Hewitt, Business Office Manager, is only allowed to sign checks from the James Prendergast Library Special Account.
 - ii. Effective April 30th 2022, Janet Mescall is no longer authorized to sign checks for James Prendergast Library Special Account via Northwest Savings Bank.
 - iii. Effective April 30th 2022, Tracy Hewitt is authorized to make various bank transfers through Northwest Savings Bank. This does not authorize transfers from the Library's Endowment.
 - iv. Effective April 30th 2022, Janet Mescall is no longer a manager for the Library Staff Accounts. Tracy Hewitt will assume those duties.
 - 1. The following staff members are now members of the Staff Accounts Committee and authorized signers: Tracy Hewitt, Business Office Manager, Karen Golden, Library Assistant II, and Christine Zeitler, Librarian I
 - g. Motion to approve bank account amendments made by Judy Long, second by Liz Margarito Y-8 N-0
8. Unfinished Business:
- a. Board of Trustees Student Liaison - Chair Mary Zrdojewski
 - i. We have developed a Board of Trustees Student Liaison Policy, job description, and application. The student Liaison will be a non-voting member of the Board of Trustees and the terms will run from September 1 – May 31st. Sophomores and juniors may apply. We

will begin seeking a student in the Spring of 2023 for the fall 2023 school year.

ii. A draft of the By-Laws notes we will add a clause to section II:

1. II Board of Trustees a.) Number: There shall also be one non-voting high school student liaison trustee member who will be chosen annually for a one-year term by the Library Board from applications received.

iii. The Bylaws cannot be voted on at this meeting but will be included in May's agenda.

b. Motion made to approve the Student Liaison Policy made by Mike Corey, second by Abby Soffel
Y-8 N-0

10. Next hybrid meeting is scheduled for May 19, 2022

11. Adjournment motion made at 5:47 pm by Mike Corey, second by Judy Long