

James Prendergast Library
Board of Trustees Meeting
February 16, 2023

Board members in attendance: Dan Hickman (virtual), Cassie Blakeslee, Michael Corey (virtual), Jessica Carr (virtual), Frank Corapi, Mary Zdrojewski, Judy Long (virtual), Cindy Johnson, Matt Mancuso

Absent: Ned Lindstrom, Judy Long

Staff Present: Anne Greene, Dawn Seyler

Public: none

Meeting Called to order at 5:18 PM by President Dan Hickman

1. Public comment – None
2. Consent Agenda:
 - a. No changes or additions to the agenda
 - b. Approval of minutes of the previous meeting
 - i. Motion to approve Consent Agenda made by Mike Corey *Y-9 N-0*
3. New Staff Introductions – Anne Greene
 - a. Dawn Seyler, Library Associate, started in December.
4. Director's Report – Anne Greene
 - a. We started offering a new Teen Game Night in January and we welcomed six teens at the first session – the teens said they loved it!
 - b. We reorganized our early readers so that they are arranged by reading level, notated with colored stickers, and the cover facing out. We have seen a significant increase in checkouts of these materials.
 - c. We welcomed Infinity Visual and Performing Arts and the Children's Music Studio to the library on a no school day, to provide free music-based programming for children. We had 23 children and 15 adults attend those programs that day.
 - d. Two of our staff members visited Jamestown High School to share information about our new teen programs and the library's online resources. The staff worked with 40 high schoolers from three different English classes.

- e. The new table, chairs, whiteboard, and storage, which were grant-funded by CRCF, have all been delivered and assembled. The updated space is much more visually appealing and the new whiteboard offers increased functionality for our patrons thanks to the generous grant from CRCF.

Increases:

Category	% Increased	January 2023	December 2022
Library Visits	12.7%	9,343	8,293
Total Reference Questions	22.0%	9,749	7,988
Total Computer Logins	1.7%	1,162	1,143
Total Database Usage	38.5%	680	491
Total # of programs offered	21.1%	109	90
Total Program Attendance	40.6%	1,236	879
Total Library Circulation	19.3%	13,408	11,237

Decreases: None

5. Treasurer’s Report: Mike Corey

- a. Revenues are down slightly, but it is only January and it will even out as the year progresses. Expenses are within budget, and Endowment has improved since last year due to having a conservative portfolio.

- i. Motion to accept the financial report made by Cindy Johnson, second by Matt Mancuso
Y-9 N-0

6. Fundraising Committee Report: Cassie Blakeslee

- a. Jim Roselle Dedication: On June 24th, 2023, we will host our 2nd Annual Jim Roselle Community Block Party. We will have a ribbon cutting and dedication for the new outdoor patio, walkway, and gardens before the block party starts. The dedication will be at 10:30, and the block party will run from 11:00 - 2:00.

7. Building Committee Report: Mary Zdrojewski

- a. We have updated our Facility Plan to prioritize our current construction projects. Our next New York State construction project application will involve updates to the loading dock to address safety and accessibility.

- i. Motion to accept updated Facility Plan made by Mary Zdrojewski, second by Mike Corey
Y-9 N-0

8. CCLS Lease Committee Report: Dan Hickman

- a. The Lease Committee has been meeting to discuss the space that CCLS rents from Prendergast Library and how the space can be improved for future use. We discussed making alterations to the loading dock to address accessibility and safety concerns.

9. New Business

- a. Circulation Policy: The Chautauqua Cattaraugus Library System increased interlibrary loan costs from \$2.00 to \$4.00. That is the only change in this policy.
- b. Reference Policy: This is a new policy that provides guidelines for our reference services.
 - i. Motion to approve Circulation Policy and Reference Policy made by Jessica Carr, second by Frank Corapi *Y-9 N-0*

10. Unfinished Business: None

11. Next meeting is March 16, 2023

12. Meeting called to a close at 5:41 by Jessica Carr *Y-9 N-0*