

James Prendergast Library
Association Board of Trustee Meeting
Minutes May 19, 2022

Board Members present (virtual or in person): Dan Hickman, Cassie Blakeslee, Michael Corey, Joni Blackman, Frank Corapi, Abbey Soffel, Mary Zdrojewski

Absent: Elizabeth Margarito, Judy Long, Jessica Carr, Ned Lindstrom

Staff present: Anne Greene, Tress Williams, Hannah Dewey

Community Present: Dennis Phillips

Meeting called to order at 5:21 pm by President Dan Hickman

1. Public Comment – None
2. Consent Agenda – Motion to approve made by Mike Corey Y-7 N-0
3. New Staff Introductions – Anne Greene
 - a. Hannah Dewey - Library Associate I. She is already getting a lot of assignments: Monday Morning Makers and Storytime very soon.
4. Director's Report: Anne Greene
 - a. The newest Murray Bob Education initiative, is in partnership with the Audubon. They are holding a 3-part lecture on monarch butterflies and their habitats. The first event was held on April 21 and the next lecture is May 25.
 - b. Library staff have been reviewing our juvenile fiction collection to improve our patrons' browsing experience. Books stored on the top of the bookshelves have been integrated back into the main shelving section which makes it easier to find materials when looking for a specific author.
 - c. Library staff attended Jamestown's Earth Day Festival and engaged many patrons with our Makerspace activities.
 - d. Library staff also attended the YMCA's annual fair and handed out free books and information about library programs to all the families in attendance.
 - e. The library was awarded \$10,000 in grant funding from the Chautauqua Region Community Foundation to support our summer reading program. This funding will support programs put on by local organizations, as well as supplies for programs, and

materials for outreach and outdoor activities.

- f. The books from our Cummins grant have all arrived and are ready to be distributed to the children who participate in our summer reading programs and outreach events.
- g. Statistics:

Category	% Increased	April 2022	March 2022
Total Library Circulation	35.9%	48,518	35,706
Total Database Usage	1.4%	1,564	1,542
Total Program Attendance	29.6%	1,308	1,009

Decreases: These numbers are reflective of the VITA Services offered at the library since the services has ended. This program brings a lot of people through our doors

Category	% Decreased	April 2022	March 2022
Library Visits	-9.1%	7,576	8,334
Total Reference Questions	-5.3%	7,553	7,972
Total # of programs offered	-13%	87	100
Total Computer Logins	-7.9%	939	1,020

- 5. Treasurer’s report: Unavailable – This report has been tabled for next month – at that time we will review April and May’s financials.
- 6. Fundraising Committee: Cassie Blakeslee, Committee Chair
 - a. Fundraising Letter: The board has all received the Spring Annual Appeal letter. The committee has reviewed it and is recommending the Board approve the letter.
 - b. Motion to approve letter made Joni Blackman, second by Mike Corey Y-7 N-0
 - c. Give Big: The library is participating in Give Big CHQ which takes place on June 9th. As the date approaches there will be more information about the library’s event and how to contribute.
- 7. Building Committee Report: Mary Zdrojewski, Committee Chair
 - a. The delivery of the digital sign is on schedule. This is the last component of the 2019 construction grant.

- b. The Building Committee has also reviewed the 2022 New York State Construction Grant which will likely be approved within the next month or so. In order to lock in current prices for the new outdoor patio, the committee recommends that we approve the contractual agreement now as it needs to be signed by May 31st. This contract agreement will allow the contractor to begin making needed purchases such as: patio light fixtures, electrical supplies, stone pavers, steps, handrails, and site furnishings such as a bike rack and benches that will be installed.
 - c. Motion to approve the contractor agreement made by Mary Zdrojewski, second by Cassie Blakeslee Y-7 N-0
- 8. New Business
 - a. Sexual Harassment Policy: policy needs to be reviewed due to the 5-year policy review per the New York State Library minimum standards. No changes have been made to this policy
 - b. Motion to approve policy made by Frank Corapi, second by Mary Zdrojewski Y-7 N-0
- 9. Unfinished business:
 - a. Adjustment to by laws- addition of student liaison
 - b. Motion made by Mike Corey, second by Mary Zdrojewski Y-7 N-0
- 10. Next hybrid meeting is June 16, 2022
- 11. Adjournment at 5:35 pm
 - a. Motion made by Frank Corapi, second by Joni Blackman