

James Prendergast Library Association

Board of Trustee Meeting

Minutes June 16, 2022

Board Members present { virtual or in person}: Dan Hickman, Cassie Blakeslee, Michael Corey, Frank Corapi, Abbey Soffel, Mary Zdrojewski, Judy Long, Liz Margarito

Absent: Jessica Carr, Joni Blackman, Ned Lindstrom

Staff present: Anne Greene

Community Present: None

Meeting called to order at 5:18 pm by President Dan Hickman

1. Public Comment – None
2. Consent Agenda – Motion to approve made by Mike Corey Y-7 N-0
3. Director’s Report: Anne Greene
 - a. a. In May, our Crafting and Community had 30 attendees. This program is growing and becoming popular and was recently supported by a grant from the Chautauqua Region Community Foundation.
 - b. The Collection Development team continues to meet monthly to discuss all of our collection needs. Anne commended the team for their tremendous ongoing work in the collection to meet the needs of our community. The Early Reader collection in the Children’s Room is now grouped by grade and reader level. We responded to parents who are looking for books for certain levels to match the reading ability of their children. This new shelving arrangement will make browsing by grade level easier.
 - c. Since March, two JHS 10th Grade English classes have visited the library to learn about library services and programs and check out books. All the students have used their library cards, and a majority of the students received their first library card. The teacher is already planning to bring her new English 10 classes to the library in the fall.
 - d. Since March, library staff have been a part of the planning meetings for the Summer LEAP Program. As a result, we were able to send information home on the Summer Reading Program and how to get a library card to all the children signing up for LEAP.
 - e. On May 5, 36 children from LOVE Elementary School UPK attended a storytime and Makerspace program with songs and games.
 - f. The library recently was awarded a grant request for \$5,000 from the Jessie Smith Darrah foundation to purchase eBooks. This will be used to enhance our Adult Fiction eBooks by focusing on best-sellers and diverse titles.

g. This year, we mailed letters to local businesses asking if they would like to sponsor a library program or event. We included information on different sponsorship opportunities, such as Summer Reading in the Parks and Community Days at Your Library. We are happy to report that as of May, we have received \$3,825 from the following local businesses: Rogers Land Surveying, Advanced Manufacturing Technology, Weber Knapp, Wegmans, Jamestown Area Community Federal Credit Union, The Chautauqua Center, Dots Gift Boutique, Chautauqua Patrons Insurance, PACE Promotional Solutions, Spectrum Eyecare, Abers Acres, Stormer Mechanical and Lane Women’s Health. We want to thank them for their generous support of the library.

h. Library Statistics:

Increases:

Category	% Increased	May 2022	April 2022	Notes
Library Visits	5.4%	7,987	7,576	
Total Library Circulation	22.5%	59,456	48,518	
Total Reference Questions	16.0%	8,867	7,641	
Total # of programs offered	2.3%	89	87	
Total Program Attendance	31.7%	1,780	1,352	The block party was a huge success

Decreases:

Category	% Decreased	May 2022	April 2022	Notes
Total Computer Logins	-12.8%	819	939	There was not any VITA programing this month and the kids were not on break this month.
Total Database Usage	-65.0%	966	1,564	NOVELny usage decreased significantly this month. These numbers fluctuate month to month though

4. Treasurer’s report: Mike Corry

- a. Report includes both April and May. We are well within the budget. Staff does a tremendous job being resourceful and uses the funding in ways that benefits the community.
- b. Motion to accept and file Treasure’s Report made by Frank Corapi, second by Judy Long Y-7 N-0

5. Fundraising Committee: Cassie Blakeslee

- a. Block Party: We are happy to report that the Block Party was a success. We had over 500 community members attend – all staff used clickers to track their program participations and interactions. In addition, we had a door tally of 866 people throughout the day which is significantly more than what we see on a Saturday. There were 36 community organizations at the event and we raised \$2,380 for our educational initiatives and outreach programs.
- b. Give Big: we raised \$1,920 for our summer reading program from 43 donors.

6. Building Committee: Mary Zdrojewski

- a. 2019 Construction Project: We have completed the 2019 Construction Grant project that includes the digital sign and landscaping. The new sign was installed last week and we are in the process of the final stages of the transmission installation. We will promote our programs and our community partners. This project was funded by a New York State construction grant with matching funds generously provided by The Lenna Foundation and The Carnahan-Jackson Foundation. After installing the base for the new sign, the Honey Locust tree on the library's property was examined by City Arborist, Dan Stone, to decide how best to trim and maintain it. Unfortunately, after careful inspection, he determined that the tree had signs of disease. Trimming the tree would accelerate the condition and lead to weakened branches that would present a safety hazard to library patrons and property. After careful deliberation, the library board decided to remove the tree and replace it with a new tree. In addition to the new tree, the library planted native flowering plants and grasses. The new plants will add to the library's expanding butterfly garden and support a healthy ecosystem.
- b. 2022 Construction Project: The patio construction project costs have increased due to a rise in material costs. There is an increase of almost 4% from the original quote we received last year. The 75% match that the New York State Construction grant provides for the project applies only to the original project quote. The Building Committee recommends that the library be responsible for the increase of \$8,007 as we do not want to increase the 25% match that we plan to seek from two local funders.
- c. 2023 Construction Project: The Library intends to apply for a 2023 New York State Construction project. The State is accepting intent to apply applications through the Chautauqua Cattaraugus Library System. We are in the process of developing the application which will include building a balcony to access the teen area making it ADA accessible and a Maker Studio for teens and adults.
- d. Motion to accept Building Committee's recommendation of Library to be responsible for 4% increase in the patio construction made by Judy Long Y-7 N-0

7. New Business: Dan Hickman

- a. The Board Assessment is available in your packets. We will be reviewing this at the upcoming board retreat. This will be held at the library on the 23 of July from 10 to 12.
8. Unfinished business: None
9. Next hybrid meeting is September 15, 2022
10. Adjournment at 5:39 motion made by Frank Corapi second by Abby Soffel