

James Prendergast Library Association

Board of Trustees Meeting

Minutes September 15, 2022

Board Members in attendance (virtual or in person): Ned Lindstrom, Cassie Blakeslee, Michael Corey, Joni Blackman, Mary Zdrojewski, Judy Long, Jessica Carr, Abbey Soffel

Absent: frank Corapi, Dan Hickman, Elizabeth Margarito

Staff Present: Anne Greene, Jenn Champ

Community Present: Louann Bahgat

Meeting called to order at 5:20 pm by Ned Lindstrom

1. Public Comment - none
2. Consent Agenda - Motion to approve by Mike Corey Y-8 N-0
3. New Staff Introductions:
 - Emily Anderson – Library Associate I
 - Terry Hinman – Building Attendant
4. Audit Report given by Louann Bahgat from Bahgat, Laurito-Bahgat.
 - a. Motion to approve Audit Report made by Mike Corey, second by Joni Blackman
5. Director's Report: Anne Greene
 - a. The library partnered with the Jamestown Public School's LEAP program again this year. Each site tracked their student's reading time, using a "Read for Beads". 363 children registered at LEAP and 303 children returned new library card applications. The LEAP campers read 765,960 minutes, and each site celebrated with a bead party at the end of camp. We had 363 children participate in the Summer Reading Program at the library, and they read 146,908 minutes. In total, all of the children read 912,868 minutes. We saw a 60% increase in teens participating in Summer Reading between 2021 and 2022.
 - b. Every other week during Summer Reading, Infinity led an all-ages drumming workshop on the library's front lawn. A total of 62 children and 30 adults attended the workshops. The drumming classes were supported by a grant from the Chautauqua Region Community Foundation.
 - c. The library's new books are very popular, changes were made to make sure that our patrons can find the books they're looking for. For popular titles with duplicate copies, one copy will be available at Prendergast, so patrons browsing in person can borrow it.

Additional copies will be available to circulate to other CCLS libraries. These best sellers are in high demand – they fly off the shelves!

- d. The Mobile Market came every Wednesday, from June through the end of September and they set up a pop-up tent from 11:30-12:30 on the front lawn. This partnership has been highly successful.
 - e. Once again, the Library partnered with the YMCA to provide lunches for children Monday-Friday from June-August. Library staff handed out 2,798 meals.
 - f. Our 2022 sponsorship program raised \$3,925.00. Thank you to our sponsors; Stormer Mechanical, Spectrum Eyecare, Lane Women's Health, Pace Promotional Solutions, Abers Acres, Weber Knapp, Rodgers Land Surveying, The Chautauqua Center, Jamestown Area Community Federal Credit Union, Dots Gift Boutique, Wegmans, Chautauqua Patron's Insurance, and Advanced Manufacturing Technology.
 - g. We would also like to thank Dennis Webster and Media One. Dennis was here every Monday to give an on-air update on all the "happenings" at the library. He spoke with staff about programs, summer reading, services, and plans for the fall. Media One Radio Group sponsored the library by providing over \$6,000 in radio advertising during the summer.
 - h. The library is grateful to have received a generous \$15,564 grant from the Hultquist Foundation in June 2022 to purchase new collection equipment, such as magazine storage boxes, microfilm boxes, and new supplies, including section markers, to make browsing the collection more accessible.
 - i. As part of the library's 2022 NYS Construction Grant, the Lenna Foundation is providing a generous match of \$37,165.00 to support the construction of HVAC upgrades and the new front patio area and walkway for the library.
 - j. Statistics: Our programs exploded this year. Thank you to all of the staff – they have all worked extremely hard providing a plethora of services to our community.
6. Treasurer's Report: Mike Corey
- a. We received our CBA and CLD aid. Endowment has decreased, but it is relatively conservatively invested.
 - b. CCLS Lease: The CCLS Board approved the lease price of \$58,500 at their meeting Wednesday August 10.
 - c. Motion to approve and file Treasure's Report and CCLS Lease agreement made by Joni Blackman, second by Jessica Carr Y-8 N-0
7. Fundraising Committee Report: Cassie Blakeslee

- a. To date our Fundraising total so far this year is \$42,193
 - b. The Fundraising Committee is excited about the library's new fundraiser and community event, "The Haunted Library," which will take place on Saturday, October 22, 2022, from 3-10. The committee is recommending the library be closed to the public that day so that board, staff, and volunteers can decorate the library for the event. This event will be accessible and fun for all ages, and we have had a lot of positive feedback from many community members who are excited about a family-friendly literacy-themed haunted library.
 - c. Recently, we submitted a grant to CRCF to purchase supplies for the event, and we will receive information on whether the funding was approved next week. Details about the event and how you can participate were included in your board packet yesterday. We are asking for full board participation at this new and exciting fundraiser.
 - d. Motion to accept Fundraising Committee's recommendation that we close the library Saturday, October 22 for set-up and to open at 10:00 instead of 9:00 for cleanup on Monday morning October 24th made by Joni Blackman, second by Judy long Y-8 N-0
8. Building Committee Report: Mary Zdrojewski
- a. Updates on Patio Construction Project: We are awaiting confirmation from the state on the approval of the 2021 construction grant. We anticipate this information any day. The 2021 construction grant includes the new patio and walkway in front of the library's Cherry Street doors and updates to the library's air handler.
 - b. We recently received generous matching funds for this grant from The Sheldon Foundation and the Lenna Foundation. Once NYS approves the grant, construction of the new patio area will begin, with completion expected by early June 2023.
 - c. 2023 New York State Construction Project: Since we are holding off on the Mezzanine Makespace Construction Project, we submitted a smaller project for 2023. This project will involve improving our current Makerspace and installing built-in storage. In the Makerspace, we plan to install new LED lighting, build a partition between the public area and staff area, and install acoustic panels for echo and noise reduction. This project will also involve the installation of built-in storage cabinets that would be constructed and attached to the walls of the library. The total project cost is \$46,725. The grant has been submitted to CCLS – the next step will be to the New York State Library. The Assurance form was sent out in the Board Packet and will need to be adopted by the Board of Trustees.
 - d. Motion to adopt the assurance form made by Jessica Carr, Second Mike Corey Y-8 N-0
9. New Business:
- a. Employee Handbook:

- i. We have made some changes to our sick and Holiday benefits for clarity. We added language about floating holidays for clarification. Floating Holidays that may carry over into the following year and must be used within three months are: Christmas Eve Day, Christmas Day, and New Year's Eve Day. We also added Juneteenth to our list of closings since this is now a National Holiday. Chautauqua Cattaraugus Library System added this holiday to their holiday closings as well.
 - ii. Part time staff receive no pay for holidays. We added some language to clarify our part-time vacation time. Part-time employees earn vacation on a quarterly basis. Part-time employees who work 260 hours (the equivalent of 20 hours per week) or more per quarter will receive vacation credit equal to $\frac{1}{4}$ of the average number of hours worked each week during the quarter. Working 20 to 29 hours per week will earn vacation on a prorated basis. Part-time employees may not carry over any vacation time into the following year. Vacation time must be used in the year in which it is earned.
 - iii. Full-time professional employees and full-time non-professional employees with 10 years of service receive 20 days of vacation per year. Full-time non-professional employees with less than 10 years of service receive 15 days of vacation per year. These accrued hours do not include any vacation days that may have been carried over from the previous year.
 - iv. Full-time employees may carry over a maximum of 22 days of vacation at the end of the year. Part-time employees may not carry over vacation time; the accrued time must be used within the same calendar year.
 - v. Motion to approve Employee Handbook amendments and add Juneteenth as a holiday made by Mike Corey, second Judy Long Y-8 N-0
- b. Sexual Harassment Forms and Training: All employees, volunteers, and trustees must complete interactive sexual harassment training that meets the minimum standards annually. If you have interactive training from your place of employment you can sign a waiver. If you need the interactive training, Annie will send you the links and then you need to sign the acknowledgement forms that you completed the training.
 - c. Board Training: NYS has updated its requirements for all library trustees: Beginning January 1, 2023, each member, elected or appointed, of a public library board of trustees shall be required to complete a minimum of two hours of trustee education annually, per NYS Education Law 260-d. The Prendergast Library will be required to report on the Board of Trustee training in the 2023 annual report that we complete in February 2024. Education can be completed in person or online. The State Library has approved a number of educational providers. Over the next few months, we will create a database of training opportunities for board members.
 - d. Meeting Rooms Policy: approval needed for this policy to reflect two more rooms that can be used by the public: The Telehealth Pod and The Makerspace for STEM

programming.

- e. Motion made for approval of Meeting Room Policy by Mary Zdrojewski, second Mike Corey Y-8 N-0

10. Unfinished Business:

- a. Board Retreat: JPLA Board Retreat will be held on Saturday, October 1, 2022 from 10:00– 12:00
- b. Student Liaison: We are working with Jamestown High School English Teacher Betsy Rowe-Baehr. She will bring three English 10 classes to the library every month beginning in September. The classes will get library cards and tours and participate in activities such as library trivia and Makerspace. In addition, the students will receive information about the new Student Liaison position on the Library's Board of Trustees and how to apply.

11. Next meeting will be held on Thursday October 20, 2022

12. Adjournment at 6:15 pm motion made by Judy Long, second by Mike Corey