

James Prendergast Library

Board of Trustees Meeting

October 20, 2022

Board members in attendance (virtual or in person):

Dan Hickman, Ned Lindstrom, Cassie Blakeslee, Michael A. Corey, Joni Blackman, Jessica Carr, Frank Corapi, Judy Long, Abbey Soffel, Mary Zdrojewski

Absent: None

Staff Present: Anne Greene, Kassandra Kum

Public Present: None

Meeting Called to order at 5:17 pm by President Dan Hickman

1. Public comment – None
2. Consent Agenda:
 - a. No changes or additions
 - b. Acceptance of minutes of last meeting
 - i. Motion made by Judy Long Y-10 N-0
3. Staff Introductions – Anne Greene
 - a. Kassandra Kum – Library Associate I
4. Directors Report - Anne Greene
 - a. The Blackout Meditation program, with Pearl City Clay House, was successful and every spot was booked. There were 19 patrons who attended this program. We are seeing our adult programming increase in both attendance and offerings. The program is part of our Murray L. Bob Education Initiative - it helps artists reach their creative place by taking old book pages and creating them into works of art.
 - b. Thanks to a grant from the Hultquist Foundation, we have upgraded our magazine storage. Back issues of magazines are now stored in new corner file cases, replacing cases that were over 60 years old. The collection looks inviting with these new upgrades and it is more accessible and aesthetically pleasing.
 - c. The Public Market's Mobile Market finished their 2022 season on Wednesday, September 28. This partnership has been enriching and a successful part of the library's popular outdoor summer programs. We will be receiving a program report from the

Mobile Market in a few months which will detail community participation statistics and public comments.

- d. Beginning in September, and continuing throughout the school year, three JHS 9th and 10th Grade English classes will visit the Library monthly to learn about services and programs and check out books. All the students received library cards. We will be working with the teacher so she can assist us with our student liaison for the Board of Trustees.
- e. The Sheldon Foundation generously awarded the Library \$37,165 in matching grant funds for the 2022 NYS Construction Grant for the new patio and walkway in the front of the library and update the HVAC system. We would like to thank the Sheldon Foundation for their support. As reported last month, the Lenna foundation also generously awarded the Library \$37,200 in matching grant funds for the same project. We are extremely grateful for these matching grants for this exciting project.
- f. The Chautauqua Region Community Foundation generously provided funding to support our upcoming Haunted Library fundraiser. This funding will help improve the fundraiser's profit margin.

Increases:

Category	% Increased	September 2022	August 2022	Notes
Total Library Circulation	16.0%	117,142	100,891	
Total Database Usage	15.5%	833	721	

Decreases: Decreases are due to summer reading ending

Category	% Decreased	September 2022	August 2022	Notes
Library Visits	-24.5%	8,704	11,533	Summer programming has ended and fewer kids are in due to school starting
Total Computer Logins	-3.2%	1,224	1,265	More kids are back in school and not on the computers regularly
Total Reference Questions	-11.2%	13,315	14,993	
Total # of programs offered	-33.3%	94	141	We no longer have the abundance of summer programs
Total Program Attendance	-64.1%	1,546	4,311	We no longer have the abundance of summer programs

5. Treasurer's Report: Mike Corey

- a. Budget is doing well and we are in good financial shape for this year. We expect the money from the school tax to come in soon.
 - i. Motion to approve Treasurer's Report Ned Lindstrom, second by Jessica Carr Y-10 N-0
- b. We received the final draft of the CCLS Lease between the Prendergast Library and Chautauqua Cattaraugus Library System. The Lease will be signed by both Board Presidents. The Lease was approved at the previous meeting.
- c. Change of Health Insurance Plan to Independent Health Passport Plan recommendation made by Finance Committee Y-10 N-0
- d. 2023 Proposed Budget - motion to approve 2023 budget made by Frank Corapi, second by Judy Long Y-10 N-0

6. Fundraising Committee Report: Cassie Blakeslee

- a. Haunted Library: We have sold out of all of the tickets - 240 slots! We are very excited about this inaugural event and we hope to see you all there.
- a. Fundraising Letter: Focuses on the new patio programming that the staff will be implementing next year. The letter will go out early November. We will need approval for the letter.
 - i. Motion made to approve Fundraising Letter made by Mike Corey, second Judy Long Y - 10 N - 0

7. Nominating Committee Report: Cassie Blakeslee

- a. The Nominating Committee met last week. We are working on a plan to recruit more board members in the near future.
 - i. Elizabeth Margarito resigned. We need to fill her 1st term vacancy which extends until Dec 2024.
 - ii. Joni Blackman will finish her last year of her three-term limit in December 2022.
 - iii. Currently there are 10 board members - 8 live in Jamestown. We meet the 2/3 majority residency requirement.

8. Building Committee Report: Mary Zdrojewski

- a. All of our funding for our Outdoor Patio Project and HVAC upgrades is secured. The New York State Library recently awarded us \$214,984 and the Lenna Foundation provided 12.5% matching funds of \$37,200 and the Sheldon Foundation provided the other 12.5% matching funds of \$37,165.
- b. The electrical work for the lighting has begun out front. We're all excited about this project and our fundraising letter will focus on our programming that will take place outdoors on the patio next year.

9. New Business: Anne Greene

- a. Makerspace Policy: This policy was up for review, and we revised it by adding just a couple of lines.
- b. Rules of Conduct Policy: We needed language in our policy so patrons do not block our entrances and aisles, etc.
- c. Motion to approve both policies made by Mary Zdrojewski, second by Judy Long Y- 10 N - 0
- d. Circulation Printer: The printer in the circulation room is no longer working. It was purchased in February of 2010 and is heavily used every day by all staff. It is no longer on a contract due to the age of the printer, and we are unable to get it repaired as parts are no longer available for it. Mike Jones, CCLS IT Manager, assisted us with quotes and the printer he recommends is: \$2,433.02. This was the best and most cost effective while meeting the needs of the library.
- e. Motion to approve made by Mary Zdrojewski, second by Mike Corey Y- 10 N - 0

10. Unfinished Business: Anne Greene

- a. Sexual Harassment Training - Reminder that this needs to be completed every year and the appropriate acknowledgement form needs to be signed and filed in the Business Office.

11. Next meeting is Nov 17, 2022

12. Meeting called to a close at 6:10 pm by Judy Long