

James Prendergast Library

Board of Trustees Meeting

Nov 17, 2022

Board members in attendance (in person or virtual):

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

Staff Present: Anne Greene

Meeting Called to order at 5:20 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 Jessica Carr Y-9 N-0
3. Director's Report - Anne Greene
 - a. Our October pumpkin painting program was popular again with 120 children and 60 adults in attendance. Pumpkins were generously donated by Aber's Acres and provided at a discount by Anderson Farms.
 - b. Thanks to a grant from the Hultquist Foundation, we have updated our magazine and newspaper storage. We have received many positive comments about these updates from patrons and visiting staff from other CCLS libraries.
 - c. The Jamestown Public Market ran a class on food dehydration basics as part of our Murray L. Bob Education Initiative. In November they will do a program on food preservation.

Increases:

Category	% Increased	October 2022	September 2022	Notes
Total Library Circulation	12.3%	131,513	117,142	
Library Visits	0.2%	8,725	8,704	
Total Computer Logins	3.7%	1,269	1,224	
Total # of programs offered	0.0%	94	94	

Decreases:

Category	% Decreased	October 2022	September 2022	Notes
Total Database Usage	-59.4%	338	833	
Total Reference Questions	-26.1%	9,834	13,315	Mobile Market visits have ended.
Total Program Attendance	-11.1%	1,375	1,546	Mobile Market visits have ended.

4. Treasurer's Report: Mike Corey

- a. Budget continues to do well.
- b. We will receive the money from the school tax in early December.
 - i. Motion to approve Treasurer's Report made by Judy Long, Second Mary Zdrojewski Y-9 N-0

5. Fundraising Committee Report: Cassie Blakeslee

- a. To date, our fundraising total is \$79,569.57 (this includes a generous gift from Mr. and Mrs. Battler for \$33,926.10). Our Haunted Library was a great success – thank you to all who volunteered to help with this event.
- b. The Fundraising Committee is planning to meet once more this year to finalize our 2023 Fundraising Plan, which will look a lot like the 2022 Plan.

6. Nominating Committee Report: Cassie Blakeslee

- a. The Nominating Committee has interviewed multiple applicants for the 2023 Board of Trustees. After meeting with the applicants, and then as a committee we are happy to announce the recommendation of Cindy Johnson and Noah Soto to the Board. Dan will be reaching out to invite them to the December meeting where the board will vote on these applicants. The committee would like to thank all of the applicants who applied.

7. New Business:

a. Photography Policy Review:

- i. There are no changes to the Policy at this time.

b. Meeting Room Policy:

- i. We have added the PCC as a meeting room.

c. Circulation Policy Draft:

- i. The new policy contains all of our circulation rules and borrowing information.

d. New Board of Trustee's Job Description.

- i. The description will be presented in December to all new board members who will also be meeting with the E.D. and Board President to help transition, provide orientation, and answer any questions they may have.

e. Motion to accept all of these policies and the Board of Trustees Job Description made by Mike Corey, second by Mary Zdrojewski Y-9 N-0

8. Unfinished Business:

- a. Mike would like to see if we have more options to make the lights outside look more aesthetically pleasing. Dan asked everyone to take a look at the lights in the daytime and evening and then bring suggestions to December Meeting.

- b. 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 every year.

9. Next meeting is December 15, 2022

10. Meeting called to a close at 5:50 PM by Frank Corapi