

**James Prendergast Library
Board of Trustees Meeting
October 17, 2024**

Present: Dan Hickman, Michael A. Corey, Frank Corapi, Judy Long, Matt Mancuso, Mary Zdrojewski, Cassie Blakeslee, Melissa Spas, Cindy Johnson

Absent: Ned Lindstrom {e}, Jessica Carr {e}

Staff Present: Anne Greene, Tress Williams

Monthly meeting of the Board of Trustees called to order at 5:19 PM by President Dan Hickman

1. Public Comment: none
2. Consent Agenda:
 - a. Changes or additions to the agenda: none
 - b. Approval of minutes of previous meeting
 - i. Motion made by Melissa Spas, 2nd by Judy Long to approve consent agenda. *Vote Yes 8 No 0*
3. Director's Report/Statistics: Anne Greene
 - a. **Minecraft Club:** Minecraft Club continues to be popular with consistent attendance, averaging 7-8 participants per session. One of our regular attendees also requested to have a Minecraft Club session as part of their birthday party that was held at the library.
 - b. **1-on-1 Tech Help and Memory Lab Usage:** 1-on-1 Tech Help appointments continue to be popular with patrons. In addition to usual tech help requests, this fall has seen an uptick in interest in our Memory Lab, especially the VHS to digital conversion equipment.
 - c. **Library of Things:** Thanks to the generosity of the Holmberg Foundation, our Library of Things continues to expand. New technology and household items are being added to better serve our patrons. At the $\frac{3}{4}$ mark of 2024, the Library of Things items have nearly reached the circulation totals of 2023.
 - d. **Juvenile Nonfiction Updates:** Juvenile nonfiction continues to be updated to replace outdated and overly worn materials. Current focuses include biographies, history, and geography. It is important that our collection is kept relevant and up-to-date, especially as new and updated information becomes available.
 - e. **Staff Recognition:** October's featured library staff is Terry Strieder. Terry can often be found leading Minecraft Club on Mondays and Thursdays, leading Makerspace on Fridays, spending time in the collection shelving returned books, and offering great customer service at the Reference or Children's desks. Having been with JPLA for just under a year, Terry came from Maine with plenty of library experience. After completing cross-training on all the desk, Terry began asking to take on additional tasks, and now maintains our entire Makerspace collection, regularly sorting items back into the correct location and ensuring our technological elements are charged and ready for their next use. Being the only person on staff with knowledge of preserving a bioactive aquarium, Terry was appointed caregiver

of our Children's Room Fish Tank as well, something for which both our staff and youngest library patrons are grateful to see being nurtured!

- f. **Statistics:** Starting next month, statistics will be reported on a quarterly basis to reveal trends and provide a more realistic picture. The first quarterly report will be presented in December.

4. Treasurer's Report: Mike Corey

- a. Overall, the budget is on track. We are $\frac{3}{4}$ of the way into the year and we are at 65% spent – we are staying within our budget. We will receive the \$350,000 school tax in December. Endowment is invested conservatively.
 - i. Motion made to approve Treasurer's report made by Frank Corapi, 2nd by Judy Long. *Vote Yes 8 No 0*
- b. 2025 proposed Budget: The 2025 proposed budget includes an increase of 2.03%.
 - i. Motion made to approve the 2025 proposed budget by Cindy Johnson, 2nd by Melissa Spas. *Vote Yes 8 No 0*
- c. Auditor's Contract: Bahgat & Laurito-Bahgat submitted their audit proposal for audit years 2024-2026. The fee schedule consists of a \$500.00 increase each year.
 - i. Motion to approve Bahgat & Laurito-Bahgat audit proposal made by Mary Zdrojewski, 2nd by Frank Corapi. *Vote Yes 8 No 0*

5. Building Committee Report: Annie Greene

- a. 2024 Construction Project Updates: We were awarded our construction funding from New York State for our Front Entrance Construction project in the amount of \$214,473. We will receive 90% up front and when the project is complete, we will receive the remaining 10%. At some point, we will need to close the library when they begin work on the front door area for safety reasons. We expect the library to be closed to the public temporarily during parts of the construction with plans to offer curbside pickup or other options for checkouts.

6. Fundraising Committee: Anne Greene

- a. Haunted Library updates: The Haunted Library is next Saturday, 10/26. As of 10/15, we have sold 46 tickets, totaling \$230. In comparison to last year, at the board meeting two days before the event we reported that 165 of 360 tickets had sold. Due to last minute and day-of sales, we ended up selling out of tickets by the end of the event.

Tickets are \$5 each and available for purchase at the front desk prior to Saturday, October 26th. Tickets will still be sold during the event based on availability. Tours start at 2pm and run every half hour, with the last tour starting at 7:30pm. There is a limit of 25 people per tour.

This year's theme is the Wizard of Oz, and is based on the original book. The casting is as follows: Christine as Aunt Em, Kristie as Dorothy, Oliver as the Scarecrow, Andy as the Tin Man, Terry as the Cowardly Lion, Cassie as the Wicked Witch, Danica as Glinda, and Dan as the Wizard of Oz. Tress, Abby, Dawn, and Chris will take turns as tour guides.

- b. Library Closure: We will need to close the library the day of the event on Saturday 10/26/2024.
 - i. Motion made to close the Library on Saturday October 26, 2024 for the Haunted Library Fundraiser made by Judy Long, 2nd by Matt Mancuso. *Vote Yes & No 0*

7. Strategic Planning Committee: Frank Corapi

- a. The 2025-2029 Strategic Plan's values, 5 strategic focus areas and 2-4 goals for each of the 5 strategic focus areas have been developed. We will develop our investments each year – this will allow adjustments to be made as needed.
 - i. Motion made by recommendation from the Strategic Planning Committee to approve the 2025-2029 Strategic Plan. *Vote Yes & No 0*

8. Nominating Committee Report: Cassie Blakeslee

- a. We will have two Board vacancies in January 2025 to increase # to 12 Board members. The committee felt we should continue to promote openings on the Board and Library staff will post on social media.

Our residency requirement is currently met. We have 11 board members - 9 live in Jamestown. In January there will be a total of 10 board members with one who does not live in the city limits. We could have two more individuals join the Board and not need to live in the city limits.

Re-elections: Jessica Carr is completing her 1st term 1/22-12/24, and Frank Corapi is completing his 2nd term 2/19-12/21, 1/22-12/24.

Slate of current officers:

President - Dan Hickman

Vice President - Ned Lindstrom

Treasurer - Michael A. Corey (last term)

Secretary - Cassie Blakeslee

Will need to fill the Treasurer's position in January 2025 since Mike Corey will be finished at the end of this year.

9. Lease Committee: Cassie Blakeslee

- a. The CCLS lease was submitted to CCLS. Cassie attended the CCLS Business Meeting and the CCLS Board Meeting in October. The discussion was very positive. CCLS has formed their committee. Will meet with CCLS in the future with the goal to have the Lease finalized by the end of November.

10. New Business: Anne Greene

- a. Food and Drink Policy: Food and drink in the library has been very difficult to manage, especially over the summer. We felt the entire policy needed to be revised and much more straight forward.
- b. Confidentiality Policy: No changes to the policy since it is the law, other than adding a purpose statement.
 - i. Motion made by Mary Zdrojewski to approve the Food and Drink Policy and the Confidentiality Policy, 2nd by Cindy Johnson. *Vote Yes & No 0*

11. Unfinished Business: Dan Hickman

- a. By-Laws: We have added verbiage that will allow us to vote via email as long as all Board members participate and it is documented in the minutes at the following meeting. The By-Laws vote may take place due to the 30-day notice of the amendment that was given last month at the Board of Trustees meeting.
 - i. Motion made by Mike Corey to approve the Bylaws with the amendment of email voting, 2nd by Judy Long. *Vote Yes & No 0*

12. Next Meeting is November 21, 2024

13. Adjournment at 5:59 pm.