

**James Prendergast Library
Board of Trustees Meeting
November 21, 2024**

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

Absent: Ned Lindstrom {e}

Staff Present: Anne Greene, Tress Williams, Jenn Champ

Monthly meeting of the Board of Trustees called to order 5:15 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 Jessica Carr, 2nd by Judy Long to approve consent agenda. *Vote Yes 9 No 0*
3. New Staff Introductions: Emeric Taylor was hired as our Information Services Coordinator. Emeric has various IT skills that will be helpful with our day-to-day operations. When asked what he likes most about working at the library, he said that he enjoys helping people and is happy to be on staff!
4. Director's Report/Statistics: Anne Greene
 - a. Pumpkin Painting: The Pumpkin Painting Program on October had 70 children registered and over 140 people attended. Children painted a mini pumpkin to take home and it was a fun and busy event.
 - b. Inktober: The Library participated in "Inktober" -which is a month-long art challenge focused on improving skills and developing positive drawing habits. Every day in October, anyone participating in the Inktober challenge created an ink drawing and posted it online. We had several calendars in the lobby on display.
 - c. OverDrive and Libby Circulation Increases: eBook and eAudiobook circulation by Prendergast patrons continues to increase. 2024 circulation is on pace to increase 4% from 2023, with an overall increase of 9% from 2021.
 - d. Judith's Reading Room: The Prendergast Library is one of the fifteen libraries chosen for the Judith's Reading Room 15th Anniversary Celebration in 2025. Judith's Reading Room, founded in memory of Judith Krug, a librarian who championed freedom of speech in her work with the American Library Association, set up libraries for nonprofit organizations worldwide. As part of the celebration, the Library will be receiving a donation of graphic novels from Judith's Reading Room to enhance the Library's current juvenile and young adult graphic novel collections.
 - e. Staff Recognition: November's featured library staff is Abby Henry. Abby can often be found leading Wednesday Makerspace activities, the occasional Saturday Family Crafting and many other programs!

Abby offers every patron a big smile and great service at Children's Desk and Circulation Desk, acts as a dedicated set of eyes on our shelf-reading team, and uses her experience as a Library Science student to help patrons find their perfect book. Recently, Abby was appointed our "Library of Things" lead. Given that our Library of Things collection has expanded and circulation has exceeded both 2022 and 2023, our whole team is grateful to Abby for her leadership in managing this project.

- f. NYS Construction Grant: We were recently notified that we were awarded funding in the amount of \$214,473 for the front entrance construction project. This funding will cover 75% of the project costs. The project is scheduled to begin in January 2025.
- g. Sheldon Foundation: The Sheldon Foundation generously awarded the library \$35,745 which is 12.5% of the 25% matching grant funds for our NYS Construction Grant for the front entrance construction project. The Lenna foundation has awarded the other 12.5%. All funding for the project is now secured for a total of \$285,964.
- h. The new format for statistics reporting will start next month so you will be able to see 3 months of statistics at one time; trends will be noted as well for a more accurate assessment of library usage.

5. Treasurer's Report: Mike Corey

- a. We are waiting on the \$350,000 school tax which typically arrives the second week of December. We have withdrawn our budgeted amount from the endowment. The endowment is still growing. CCLS continues to pay rent. We are also staying under budget for expenses – credit can be given to E.D. and staff.
- b. E.D. reminded the Board that there will be an extra payroll in the 2024 calendar year due to changing the pay schedule to every two weeks (from twice a month).

- i. Motion made to approve Treasurer's report made by Frank Corapi, 2nd by Melissa Spas.
Vote Yes 9 No 0

6. Building Committee Report: Annie Greene

- a. 2024 Construction Project Updates: The front entrance project is now scheduled to begin in January 2025. The Library will need to close for approximately two weeks while the front entrance is being reconstructed.

7. Fundraising Committee Report: Anne Greene

- a. Haunted Library Updates: We had 154 attendees and we made just over \$1,000. The event was very fun and the Post Journal published a nice article about the event. We have received positive feedback regarding the event.

8. Nominating Committee Report: Cassie Blakeslee/Dan Hickman

- a. Board Candidate Introduction: Jake Brock was interviewed by the committee and unable to attend the meeting. Plan to invite him to the next meeting and will vote in December - he will begin his term in January 2025 if vote approved.
- b. Election of Trustees for 2025:

Jessica Carr is completing her 1st term 1/22-12/24; Frank Corapi is completing his 2nd term 2/19-12/21, 1/22-12/24

- i. Motion made by recommendation from Nominating Committee to approve a second term for Jessica Carr and a third term for Frank Corapi. *Vote Yes 9 No 0*

- c. Election of Slate of Officers for 2025:
President - Dan Hickman
Vice President - Ned Lindstrom
Treasurer – Frank Corapi
Secretary - Cassie Blakeslee
Assistant Secretary - Mary Zdrojewski in Cassie Blakeslee’s absence
 - i. Motion made by Mike Corey to approve the slate of officers for 2025, 2nd by Judy Long. *Vote Yes 9 No 0*

- d. Resolutions for authorized check signers:

The James Prendergast Library Association Board of Trustees approves the following:
Effective January 1, 2025, only the following people will be authorized to sign checks for JPLA bank accounts at Northwest Bank:

Dan Hickman – President
Ned Lindstrom – Vice President
Frank Corapi – Treasurer
Cassie (Kathleen) Blakeslee – Secretary
Anne Greene – Executive Director
Tracy Hewitt – Business Office Manager - only authorized to sign checks from the Special Account

The James Prendergast Library Association Board of Trustees approves the following:
Effective February 3, 2025, only the following people will be authorized to sign checks for JPLA bank accounts at Northwest Bank:

Dan Hickman – President
Ned Lindstrom – Vice President
Frank Corapi – Treasurer
Cassie (Kathleen) Blakeslee – Secretary
Tress Williams – Executive Director
Tracy Hewitt – Business Office Manager - only authorized to sign checks from the Special Account

The James Prendergast Library Association Board of Trustees approves the following:
Effective January 1, 2025, the following people are no longer authorized to sign checks for JPLA bank accounts at Northwest Bank:

Michael Corey

The James Prendergast Library Association Board of Trustees approves the following:
Effective February 3, 2025, the following people are no longer authorized to sign checks for JPLA bank accounts at Northwest Bank:

Anne Greene

- i. Motion made to approve the resolutions regarding updating authorized signatures for bank accounts made by Judy Long, 2nd by Cindy Johnson. *Vote Yes 9 No 0*

9. Lease Committee Report: Dan Hickman

- a. We have met with CCLS Lease Committee and still negotiating. We provided two options for CCLS:

Option #1

3% increase for 2025

2% increase for 2026

2% increase for 2027

3 parking spaces in JPLA parking lot with additional spaces (2) in the back lot along the grassy hill (which is already used by CCLS). CCLS rents only the four spaces where the trucks park in the back lot, but we would continue to let them use those spaces by the grassy hill.

Option #2

2% increase for 2025

2% increase for 2026

2% increase for 2027

2 parking spaces in JPLA parking lot with additional spaces (2) in the back lot along the grassy hill (which is already used by CCLS). CCLS rents only the four spaces where the trucks park in the back lot, but we would continue to let them use those spaces by the grassy hill.

Early Termination Clause:

Early Termination will have to be by agreement of both parties, with no less than a 45-day notice. The early Termination clause will kick in at the start of year 2.

Plan is to meet with CCLS on Monday, November 25th at 5:30 PM virtually, via GoToMeeting, to discuss and finalize the lease agreement.

10. New Business: Anne Greene

- a. Donation Policy: No changes to the policy other than adding a purpose statement.
 - i. Motion to approve the Donation Policy made by Jessica Carr, 2nd by Judy Long. *Vote Yes 9 No 0*
- b. Facility Use Policy:
 - Meeting room use has increased by 40% since 2021.
 - Due to the increase in the number of different organizations, individuals, and groups using the rooms and their various purposes and needs for using the rooms, we have updated the policy.
 - We changed the name to Facility Use Policy to be more comprehensive.
 - We now have three types of room use:
 - Standard public forum meeting rooms: free for all community members to use as long as the meeting or program is open to the public and free of charge)
 - Study
 - Study Rooms: some group or individual use for educational purposes – checked out with library card
 - Special Event Rental: Rental of Fireplace or Community Room for a special event, such as a birthday party, graduation party, class reunion, or private event – will we charge a donation fee based on the timespan of rental – i.e., two hours, four hours, six hours

- We have also added a cleaning fee for groups that want to use a caterer or share food – this fee is based on the number of people eating food. We are proactively managing food waste and cleaning associated with food in a public building.
- We have updated regulations and rules related to room use, for example, when you can start and end reservations and when you must be 18 and older to reserve a meeting room or submit a special event rental application. Study rooms may be checked out to YA 14+ plus with approval by library management.

- i. Motion to approve the Facility Use Policy made by Mike Corey, 2nd by Judy Long. *Vote Yes 9 No 0*
- c. Rescind Meeting Room Policy: The Meeting Room Policy is no longer needed and needs to be rescinded now that the new Facility Use Policy is approved - it supersedes this policy.
 - i. Motion to approve rescinding of the Meeting Room Policy made by Melissa Spas, 2nd by Cindy Johnson. *Vote Yes 9 No 0*

11. Unfinished Business: Dan Hickman

- a. Thank you to all Board members for completing all required Board Trainings for 2024.

12. Next Meeting is December 19, 2024

13. Adjournment at 6:05 PM