

**James Prendergast Library
Board of Trustees Meeting
January 16, 2025 Meeting Minutes**

Present: Dan Hickman, Frank Corapi, Judy Long, Matt Mancuso, Cassie Blakeslee, Melissa Spas, Jacob Brock

Absent: Cindy Johnson{e}, Mary Zdrojewski {e}

Staff Present:, Tress Williams, Anne Greene

Public present: Christopher Blakeslee, Emily Drew

Monthly meeting of the Board of Trustees called to order @ 5:20

1. Public Comment: none

2. Consent Agenda:

a. Changes or additions to the agenda

i. Nominating Committee recommends re-election of Cindy Johnson and Matt Mancuso to the Board of Trustees

Motion made by Ned Lindstrom to approve Nominating Committee's recommendation, 2nd by Jess Carr. *Vote Yes 8 No 0*

ii. Emily Drew: Nominating Committee interviewed Emily Drew and recommends appointment of Drew to the Board. Drew is a native of Jamestown and experienced with non-profits.

Motion made by Jess Carr to approve Nominating Committee's recommendation, 2nd by Judy Long. *Vote Yes 8 No 0*

b. Approval of minutes of previous meeting

i. Motion made by Melissa Spas to approve consent agenda. *Vote Yes 9 No 0*

3. Director's Report/Statistics: Tress Williams

a. **Winter Break Programs**

As requested by patrons, we offered additional programming during the winter break which included Fiber Optic/Night Light building and our popular Pokemon workshops for kids, felt succulent and painted suncatcher programs for teens, and the aforementioned Gingerbread workshop for adults. 18 patrons attended these programs through the month of December. We also started a "Community Holiday Tree," encouraging patrons to use our crafting station to make green tassels and add them to the tree. Our tree continues to grow daily!

b. **Nonfiction Updates**

Thanks to a 2024 Hultquist Grant, we are in the process of updating various sections of our nonfiction collection. A few of the areas receiving attention include arts, sciences and geography. Materials ordered with this grant will help us to enhance our collection provided necessary titles to our patrons.

c. **Zonta Care Packages**

Zonta Club of Jamestown for generously donated winter care packages for our patrons, which included various supplies such as socks, gloves, hats, scarves, hand warmers, snacks, and more! A clothesline is placed beside our parking lot on the front lot and stocked during times when the temps are low and Code Blue isn't open, when temps reach teens, and when patrons ask for them. Patrons have noticed our line and have started adding their own winter care packages when the line is empty.

d. **Staff Recognition**

December's staff recognition goes to Anna Holthouse. Anna works with Sue Carlson, cleaning and maintaining the library facility. In particular, Anna cleans the well-loved toys and materials in the children's Room and Makerspace. Her dedication and willingness to jump into any task she is assigned is appreciated by all the staff and patrons. Thank you, Anna for helping us keep the library clean and safe.

e. **Holmberg Grant Completed**

The Holmberg Foundation granted the library \$19,000 in 2024 to support the library's programming, Library of Things, and Teen Lab improvements. That grant has been completed, with all items ordered and renovations to the Teen Lab completed. The lab now has fresh paint, new tables and chairs, and new tech equipment. New items added to the Library of Things include new games, gardening equipment, and projectors and projector screens. We also purchased new instruments for Storytime and new items for the Makerspace, including a play kitchen, pictured below.

4. Treasurer's Report: Frank Corapi

- a. End of the year financials show 117.36% of budgeted revenue collected, and 95.62% of budgeted expenses disbursed.
- b. December financials show the \$350,000 school tax has been received.

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

- c. Adjusted Salary: The Finance Committee's recommends a salary adjustment for incoming director Tress Williams for the month of January, during the leadership transition.

- i. Motion to approve Finance Committee's recommendation for salary adjustment *Vote Yes 9 No 0*

5. Building Committee Report:

- a. Stormer is continuing work on the Chiller as part of the NYS Construction grant started in 2022. The new chiller is projected to arrive in February 2025, and we are hopeful that this grant will be completed by Spring. Once the Chiller is in, this grant project, which also included the patio and HVAC, will be concluded and a final report submitted.

6. Strategic Plan Report: Tress Williams

- a. Thanks to the hard work of library staff, we made great strides in the past three years, achieving all of our strategic goals
- b. Highlights include new library programs such as our offsite book club and teen game nights, expansion of the library's collection to include a library of Things, more graphic novels, and more eBooks. Additionally, we continue to invest in new technology and upgrades, explore new ways to effectively onboard staff, and we have developed effective community partnerships with groups such as the Mobile Market,

- c. These are only a few of the examples that demonstrate how we have achieved our goals – all details are available in the report. This report is instrumental in providing our funders with concrete examples of the library's growth.

7. New Business: Tress Williams

- a. Conflict of Interest Forms 2025: All Board members need to sign the form for our records.
- b. We need a resolution that CBA (CLSA-Central Library Services Aid) funds received for 2024 in 2024 were expended for Library materials: adult, juvenile, fiction, non-fiction, foreign language or reference materials in any format. You have in your packet a list of all the CBA expenditures. We will need approval for this.
 - i. Motion to approve CBA expenditure resolution made by Judy Long, 2nd by Jacob Brock. *Vote Yes 9 No 0*
- c. Credit Card Policy: Updated to include new position of Assistant Director
- d. Rules of Conduct Policy: We added a purpose statement and reorganized the layout of this policy. Prohibited behaviors are now grouped by severity, and wording is simplified to encourage ease of use. We also updated the no smoking information to include details about related State Law.
 - i. Motion to approve the Customer Service Policy and the Exam Proctoring Policy made by Emily Drew, 2nd by Jess Carr. *Vote Yes 9 No 0*
- e. Staff Day – Friday, April 25, 2025 for staff trainings. We will need approval for this to close the library for the day.
 - i. Motion to approve the Staff Day closure made by Judy Long, 2nd by Matt Mancuso. *Vote Yes 9 No 0*
- f. Annual Trustee Trainings – Dan Hickman
 - i. Dan: Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. (Education Law 260-d added by Chapter 468 of the Laws of 2021).
 - ii. Dan: All trustees have been given information on where they can access their trainings.
 - iii. Tress will resend the link for access to trainings.

8. Unfinished Business: Dan Hickman

- a. 2025 Board Committees – See attached

9. Next Meeting is February 20, 2025

10. Adjournment 5:45 pm by President Dan Hickman.