

March 20, 2025 Meeting Minutes

Present: Frank Corapi, Mary Zdrojewski, Judy Long, Matt Mancuso, Melissa Spas, Ned Lindstrom, Cindy Johnson, Jake Brock, Cassie Blakeslee

Absent: Dan Hickman €, Emily Drew €, Jess Carr €

Staff Present: Tress William, Danica Olson, Jenna Anderson

Monthly meeting of the Board of Trustees called to order @ 5:16 by VP Ned Lindstrom

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 Frank Corapi, 2nd by Judy Long to approve consent agenda. *Vote Yes 8 No 0*
3. Programming Calendar: Danica Olson
 - a. The library is slated to briefly close in April front entrance construction
 - i. Programming will move off site; storytimes will be at St Peter & Paul Parish Hall, Makerspace will stay at the library until closure, and will be in the YWCA during closure. Teen programming will be at Wakeup Manor. All details will be in the April programming calendar.
4. New Staff Introductions: Jenna Anderson
 - a. Jenna Anderson joined us as a Library Associate II in February. Jenna is an experienced archaeologist and she is currently completing her dissertation as she works toward a PHD in Anthropology. She has quickly picked up our processes at the public desks and is also working in the collection. Jenna is already doing excellent job working with patrons and we're excited to have her on our team!
5. Director's Report/Statistics: Tress Williams
 - a. The library held had a special "Dino Bones" program featuring book, "That's what Dinosaurs Do," and one of the Chautauqua Cattaraugus Library System's hands-on activity kits. Children 0-6 enjoyed climbing through "cave" tunnels, five "dig sites" made of ball or block pits to excavate bones, assembling bones, and a final dig through our sand table for smaller bones. Kids 7-12 enjoyed a similar program in Makerspace which also included kinetic sand dino molds. Fun was had by dino-lovers of all ages!
 - b. 2024 was the highest year of circulation for the eBook and eAudiobook collection with 144,526 across CCLS. This trend is continuing into 2025 with January being the highest month on record thus far with 13,048 checkouts for the month. Ordering for OverDrive and Libby continue to be a priority for our collection development staff and we hope to receive grant funds to allow us growth in this area.
 - c. The library has been awarded a grant of \$26,979.96 from the Carnahan Jackson Foundation for our Environmental Safety project. This project will focus on waste management and recycling, hygienic furniture for public use, and an updated design in the lobby's snack area.

6. Quarterly Stats Report: Tress Williams

- a. You all will have received a full statistics report in your board packet, so I'll just review a few highlights:
 - i. Year to date visits are up from last year. We recorded 27, 228 visits from December 2024 through February 2025
 - ii. Circulation of physical items is down slightly compared to last year, but digital circulation is holding steady and database usage increased
 - iii. Wifi Use and Public computer use are both up compared to last year. Each month we see over 1000 computer use sessions as well as more than 1000 Wifi logins monthly.
 - iv. Number of programs and program attendance are down slightly – this is primarily due to increased weekday holiday closures in December 2024 compared to December 2023.

7. Treasurer's Report: Frank Corapi

- a. Spending is where it's expected to be, some first year expenses are front-loaded.
 - i. Motion made by Cindy Johnson, 2nd by Judy Long to approve Treasurer's report
Vote Yes 8 No 0

8. Building Committee Report: Mary Zdrojewski

- a. Chiller update: Stormer Mechanical replaced the library's Chiller and Chilled Water System pump on Monday March 17. This replaces the library's 25-year old chiller and will result in utility savings. This installation was the final component to a 2022 New York State Construction project. This project was also supported with matching funds from the Sheldon Foundation and Lenna Foundation.
- b. Front entrance construction update: We are still waiting on a date that construction will begin. The library will be briefly closed, and then re-open with limited facilities as construction is completed. We look forward to these exciting updates to the library's lobby, which will include new front doors, new carpet, and a more spacious front atrium.

9. New Business: Tress Williams

- a. Sponsorship Policy: This is a new policy, as the library has recently begun to encourage the business community to support the Library by establishing sponsorships. This Sponsorship Policy outlines sponsorship rules, regulations, and best practices.
- b. Internal Controls Policy: This policy is intended to safeguard assets, ensure that information is recorded consistently, and to encourage efficiency and adherence to management policies, laws and regulations. The only is the addition of the local vendor policy, which was previously a separate policy.
- c. Employee Handbook: The handbook includes a list of holiday closures. Now that the library is a Code Blue warming center, the Executive Committee recommends that we stay open on these holidays: Columbus Day, New Year's Eve Day, Martin Luther King Jr Day, Presidents' Day. Instead of having a paid day off on that date, full-time staff would earn a floating holiday that they could take the day of the holiday, or use on a later date.
 - i. Motion made by Melissa Spas, 2nd by Mary Zdrojewski to approve Employee Handbook and Sponsorship policies, revisit Internal Controls Policy
Vote Yes 8 No 0

10. Next Meeting is April 17, 2025; location TBD

11. Adjournment at 5:41 - Motion made by Frank Corapi, 2nd by Judy Long *Vote Yes 8 No 0*