

James Prendergast Library

Board of Trustees Meeting

March 16, 2023

Board members in attendance (none virtual): Ned Lindstrom, Cassie Blakeslee, Frank Corapi, Mary Zdrojewski, Judy Long, Cindy Johnson, Matt Mancuso

Absent: Dan Hickman (Excused), Jessica Carr (Excused), Mike Corey (Excused)

Staff Present: Anne Greene

Public: none

Meeting Called to order at 5:16 pm by Vice President, Ned Lindstrom

1. Public comment: None
2. Consent Agenda:
 - a. No changes or additions
 - b. Approval of minutes of the last meeting
 - i. Motion made by Judy Long, second by Cindy Johnson *Yes 7 No 0*
3. New Staff Introductions:
 - a. Aden Williams started as a Building attendant. Aden is unable to attend a Board Meeting due to a prior commitment.
4. Directors Report:
 - a. Patrons are enjoying the new book club “Books and Brews.” They are meeting monthly at Brazil on 4th Street. The first meeting had 17 attendees who all had very positive responses to the new program.
 - b. The library has always provided in-person readers’ advisory for patrons wanting new materials to read. We are now offering an online version located on our website. Patrons will fill out a survey about their interests, and a librarian will respond with recommended titles.
 - c. We are now using Catchafire for translation services. Catchafire is a service provided to the library at no cost from the Sheldon Foundation. It is an online platform that connects volunteers with non-profits to complete projects. We have undertaken 19 projects so far – many of the projects have assisted us with improving library operations.

- d. The City of Jamestown Department of Development will be submitting a grant for support to design and install a creative/artistic book themed cross walk on 6th Street between the library and Dow Park. We are very excited about this proposed project!
- e. We were awarded a generous grant of \$47,750 from the Carnahan-Jackson Foundation for various energy saving improvements to the library. The library received guidance from the New York State Energy Research and Development Authority and our building was the subject of a “Green Jobs, Green New York” Energy Study. The study was comprehensive and the final report outlined energy and cost saving measures which we are now able to implement thanks to the Carnahan-Jackson Foundation’s support of this important project.

Increases:

Category	% Increased	February 2023	January 2023
Total Database Usage	4.6%	711	680
Total Program Attendance	0.2%	1,238	1,236

Decreases:

Library Visits	-5.1%	8,866	9,343
Total Reference Questions	-5.0%	9,266	9,749
Total Computer Logins	-17.8%	955	1,162
Total # of programs offered	-1.8%	107	109
Total Library Circulation	-7.8%	12,367	13,408

5. Treasurer’s Report - Mike Corey:

- a. Receipts were slow coming in during February. We received the annual \$5,000 payment from Jamestown Business College as well as the monthly rent from CCLS.
- b. Expenditures were all near budgeted levels.
- c. Bank balances at 2/28/23 totaled \$384,067. The Endowment was down about 3% in February due to a weak stock market.

- i. Motion to approve Treasurer's Report made by Frank Corapi, second by Judy Long *Yes 7 No 0*

6. Fundraising Committee Report - Cassie Blakeslee:

- a. We sent out the sponsorship letter to 300 businesses. As of today, we have received 5 responses and we would like to thank all of the businesses who have responded so far: Rodger's Land Surveying; Price Abstract Company; Bahgat, Laurito-Bahgat; Lind Funeral Home; Spectrum Eyecare
- b. We are getting ready for the Community Block party on June 24th. Stay tuned for details on how you will be able to help.

7. New Business - Ned Lindstrom:

a. Employee Handbook Revised

- i. Pg. 20: This section was updated to reflect new legalization laws and added behavior altering substances in the language.
- ii. Pg. 27: This page reflects our new pay schedule which is now every other week.
- iii. Pg. 29: Added language for a floating holiday since we are now open on Veteran's day.
- iv. Pg. 37: This page has been updated from the "Flexible Spending Account" to our current HSA benefit.
- v. Motion to approve revised Employee Handbook made by Cindy Johnson, second Mary Zdrojewski, *Yes 7 No 0*

8. Food and Drink Policy Draft

- a. This is a new policy - we have seen an increase in patrons eating in the library and we need to better manage this behavior.
 - i. Motion to approve Food and Drink made by Mary Zdrojewski, second by Matt Mancuso *Yes 7 No 0*

9. Unfinished Business: None

10. Next meeting is April 20, 2023 at 5:15 pm

11. Adjournment at 5:44 pm - motion made by Judy Long, second by Mary Zdrojewski *Yes 7 No 0*