

James Prendergast Library  
Board of Trustees Meeting  
May 18, 2023

Board members in attendance (none virtual):

Dan Hickman  
Ned Lindstrom  
Mary Zdrojewski  
Cindy Johnson  
Jessica Carr  
Mike Corey  
Cassie Blakeslee  
Matt Mancuso

Board members absent:

Judy Long (excused)  
Frank Corapi (excused)

Staff Present: Anne Greene

Public Present: Nikole Knobloch – Board Chair of Busti Library

Meeting called to order at 5:20 pm by President Dan Hickman

1. Public comment:
  - a. Nikole Knobloch – Board Chair for the Hazeltine Busti Library. Nikole came to the meeting tonight to observe another board meeting. The board welcomed Ms. Knobloch to the meeting.
2. Consent Agenda
  - a. Changes or additions to the agenda (none)
  - b. Approval of minutes of previous meeting
    - i. Motion made by Mike Corey. *Vote Yes 8 No 0*
3. Director's Report/Statistics: Annie Greene
  - a. The Literacy Volunteers are using the Literacy Center in the library to offer tutoring and literacy services to our community and they have begun working with students this month.
  - b. We have changed our board books collection from alphabetical organization to topic based. The books are now displayed with their covers facing out, to encourage children to browse their interests independently
  - c. Library staff have been hard at work preparing for this year's summer reading program, and they are again working with Jamestown Public Schools' LEAP Camps. All LEAP campers receive free books and beads to make a necklace reflecting their minutes read over the summer.
  - d. Cummins approved our grant request for \$10,000 to purchase new books for children and teens. So far, we have purchased over 3,500 books in our first round of ordering.
  - e. We received a \$4,000 grant from CRCF to purchase supplies for a community garden on the library's front lawn which will complement the new patio area.

Increases:

Category	% Increased	April 2023	March 2023
Total Database Usage	5.3%	479	455

Decreases:

Library Visits	-7.0%	10,268	11,040
Total Library Circulation	-14.6%	11,353	13,294
Total Reference Questions	-35.5%	7,415	11,490
Total Computer Logins	-10.0%	1,123	1,248
Total # of programs offered	-11.3%	102	113
Total Program Attendance	-16.4%	1,217	1,454

\*Jessica Carr asked for the email regarding the training required by the board be sent out again.

\*Mike Corey asked for clarification on the number of hours of training needed. Board members need 2 hours per year. If one online training is 1.5 hours, you would need to take two trainings to satisfy the requirement.

4. Treasurer's Report: Mike Corey

- a. Mike updated us on the budget and that the incoming cash sources typically reflect higher towards the end of the year, and that this is a result of when we receive funding from different outside agencies. With the tremendous job the director and staff have done with the budget, we have again been able to defer money from the endowment fund. Expenses have been very conservative with only 26.67% spent at this point in the year. The endowment fund continues to grow.

- i. Motion to accept Treasurer's Report made by Ned Lindstrom, second by Matt Mancuso.

*Vote 8 Yes 0 No*

5. Fundraising Committee Report: Cassie Blakeslee

- a. Spring Annual Appeal Letter: The letter is included in the packet, and will go out next week if it is approved.

- i. Motion to approve fundraising letter made by Jess Carr, second By Mary Zdrojewski.

*Vote 8 Yes 0 No*

- b. Block Party Volunteer Shifts/Gift Baskets: We hope you all attend. Please sign up to volunteer that day, and help us spread the word. Those who will be attending are: County Executive P.J. Wendall, Mayor Sundquist, several City Council members, some of the Foundation Directors, and some of Jim Roselle's family. The dedication begins at 10:30 and the Block Party begins at 11:00. We are also looking for donations for our baskets and gift cards are always appreciated. Annie would like any donation of gift baskets before the event.

- c. Give Big: We will be participating again this year and it will be held on June 8. We'll be raising money for the Summer Reading Program. Stay tuned for ways that you can help.

6. CCLS Lease Committee: Dan Hickman

- a. The 2023 Construction Project recommendation will be to focus on only the Cherry St. (front) entrance part of the project (not both the front entrance and the loading dock entrance). The CCLS lease is up at the end of 2024. We plan to address the safety aspect of the back loading dock in 2024 by either writing a local grant to secure that area or a 2024 construction grant. In the future, with cooperation from the CCLS Board, we will create a plan to address the handicapped accessibility. A part of this plan would be a new lease with CCLS that would include an extended rental lease. The lease committee has attempted to reach out to the CCLS board and president with no response. If this changes in the future, the Lease Committee will let the Board know. We feel that once the full Board approves the project, then the Building Committee would be involved in the construction project moving forward.
  - i. Motion to approve front entrance construction project made by Cindy Johnson, second by Mike Corey. *Vote 8 yes 0 No*

\*Ned Lindstrom did ask if Dan Hickman (President) had contacted the CCLS President which he had emailed and still had not gotten any response.

7. Building Committee: Mary Zdrojewski

- a. Parking lot sealing/restriping: We feel that the parking lot should be sealed and restriped to maintain the new blacktop due to our climate. It was done in 2021 so we feel it should be done this year. Annie received 4 quotes and the Building Committee is recommending that we go with Lakeshore Paving for the amount of \$2,145.00.
  - i. Motion to have Lakeshore Paving seal and restripe the parking lot made by Matt Mancuso, second by Mike Corey. *Vote 8 Yes 0 No*

8. New Business:

- a. Rules of Conduct Policy: This policy has been updated to be proactive and have tools in place for staff since summer reading is around the corner.
  - i. Motion to approve Rules of Conduct Policy made by Mary Zdrojewski, second by Ned Lindstrom. *Vote 8 yes 0 No*
- b. Cross Walk: The City of Jamestown submitted a grant to the Chautauqua County Partnership for Economic Growth (CCPEG) to create a new crosswalk at 6th Street and Cherry Street connecting the Library to Dow Park. The library supplied a letter of support for the project. The city was awarded \$4,310 for the "Jamestown Creative Crosswalk Project" – which will be a visually impactful creative crosswalk installed at Sixth Street and Cherry Street intersecting at the Prendergast Library. Included will also be new reflective signs – possibly with lights. At this time, we don't know the start date.
- c. Update on Chiller: The chiller has been needing a lot of updates - a new part needed to be ordered. We are still waiting to hear when the new chiller (which is part of our NYS 2022 Construction Project) can be ordered - 10 months out at the earliest. The quote was \$87,200 in 2021 and \$5,000 - \$10,000 is approximate increase. Hold-ups and increase are due to COVID.

9. Unfinished Business

- a. Dan Hickman made a reminder for all the board members to finish the required trustee trainings.

10. Next meeting is June 15, 2023

11. Adjournment at 5:49 pm. Motion made by Cindy Johnson.