

**James Prendergast Library  
Board of Trustees Meeting  
June 15, 2023 at 5:15 PM**

Board Members Present: Dan Hickman, Mary Zdrojewski, Mike Corey, Cassie Blakeslee, Judy Long, Frank Corapi

Staff Present: Anne Greene

Absent: Ned Lindstrom (excused), Cindy Johnson (excused), Jessica Carr (excused), Matt Mancuso (excused)

Meeting called to order at 5:16 PM by President Dan Hickman

1. Public comment: none
2. Consent Agenda:
  - a. Changes or additions to the agenda
  - b. Approval of minutes of the previous meeting
    - i. Motion made by Mike Corey to approve consent agenda. *Vote Yes 6 No 0*
3. Staff Introductions: Macey Monagan, Library Associate
4. Director's Report/Statistics: Anne Greene
  - The monthly Saturday Crafting class is popular. In May, fourteen people attended to learn how to make clay pinch pots.
  - Library staff continue to evaluate and update our adult nonfiction collection. A large area of focus currently is updating the 300s, which includes items such as civil service test books, navigating relationships, and financial information.
  - The Chautauqua County Humane Society and Jamestown Rotary partnered with the library to offer a special storytime to celebrate National Pet Month. The Humane Society brought a kitten to storytime and members from the Jamestown Rotary read books to the children about animals and how to be a loving pet owner. The Humane Society will join us again this summer for another Storytime.
  - The Jamestown Public Market provided a Cooking with Herbs Class in May. The class was made possible by a Chautauqua Region Community Foundation grant and through our Murray L. Bob Educational Initiative.
  - Infinity and Pearl City Clayhouse presented a free class at the library on how to get better photos with your smartphone. This class was part of the 2023 Murray L. Bob Educational Initiative and it filled up quickly.

- We were recently awarded a generous grant of \$17,000 from the Jessie Smith Darrah Fund to purchase eBooks to expand our eBook collection.

### Increases:

| Category                    | % Increased | May 2023 | April 2023 | Notes |
|-----------------------------|-------------|----------|------------|-------|
| Total Reference Questions   | 8.2%        | 8,023    | 7,415      |       |
| Total Computer Logins       | 15.1%       | 1,293    | 1,123      |       |
| Total # of programs offered | 2.9%        | 105      | 102        |       |
| Total Program Attendance    | 2.3%        | 1,245    | 1,217      |       |

### Decreases:

|                           |        |        |        |  |
|---------------------------|--------|--------|--------|--|
| Library Visits            | -7.0%  | 9,639  | 10,268 |  |
| Total Library Circulation | -12.0% | 10,033 | 11,404 |  |
| Total Database Usage      | -21.3% | 337    | 479    |  |

#### 5. Treasurer's Report: Mike Corey

- The Library continues to do a good job with the budget.
- Investments have been conservative given the current state of the market.
- We received three different grants totaling \$74,750, and our first Endowment transfer for the year was received. Expenses are within normal limits. Endowment is not gaining as we would like, but we take a conservative approach so that helps when the market declines.
  - Motion to approve Treasurer's Report made by Judy Long, second by Frank Corapi. *Vote Yes 6 No 0*

#### 6. Fundraising Committee Report: Cassie Blakeslee

- Give Big Update: The library participated in Give Big on June 8. We raised \$1,300 from 31 donors.
- Block Party/Volunteer Shifts: We are excited about the block party on Saturday. Thank you to everyone who signed up for a shift. Jenn and Kas emailed each of you with your times/roles.

- c. Annual Fund Update: Donations have started to come in for the Annual Fund. We have a Tribute Wall on the library's website. The tributes are wonderful and speak to the library's impact on the community. Thank you to everyone who has donated to the Annual Fund.

7. Building Committee Report: Mary Zdrojewski

- a. Patio Update and Dedication: The patio is completed. We have also planted two new native plant gardens and a raised herb bed. This project was two years in the making, and we are very excited to dedicate the new patio and gardens to Jim Roselle on Saturday, June 24, at 10:30 am.

8. New Business: Anne Greene

- a. Molenda Estate: Mr. Molenda passed and left his estate to friends and he included the Prendergast Library in his will to receive his 4,000 plus book library. He has a nephew in Hawaii who is contesting his will and this should be reflected in the minutes.
- b. Credit Card Policy: One staff job title needs to be updated – no other changes were made.
- c. Request to change Jenn Champ's title on Policy made by Annie Greene. The new title noted on the policy will be Special Projects and Facility Manager.
  - i. Motion to approve Credit Card Policy changes made by Mary Zdrojewski, second by Judy Long. *Vote Yes 6 No 0*

9. Unfinished Business: Dan Hickman

- a. Trustee Trainings: This year's Board retreat will consist of Board Trainings that qualify for the 2 hours of mandatory continuing education credits. If all Board members completed their required trainings prior to the retreat tentatively scheduled for Saturday, October 7th, then the Board retreat will be canceled.

10. Next meeting is September 21, 2023 at 5:15 PM.

11. Adjournment 5:40 PM.