

**James Prendergast Library
Board of Trustees Meeting
September 21, 2023 at 5:15 PM**

Board Members Present: Dan Hickman, Mary Zdrojewski, Matt Mancuso, Frank Corapi, Cindy Johnson, Mike Corey, Jessica Carr, Ned Lindstrom, Cassie Blakeslee, Judy Long

Staff Present: Anne Greene

Public Present: Louann Bahgat, Christopher Blakeslee

Monthly meeting of the Board of Trustees called to order at 5:18 PM by President Dan Hickman

1. Public comment: None
2. Consent Agenda
 - a) Changes or additions to the agenda
 - b) Approval of minutes of previous meeting:
 - i) Motion made by Judy Long to approve Consent Agenda. *Vote Yes 10 No 0*
3. JPLA 2022 Audit - Louann Bahgat from Bahgat & Laurito-Bahgat CPA's:
 - a) 2022 Audit was presented by Louann Bahgat who indicated our Audit went well and no management letter was included as she did not have any recommendations to make.
 - i) Motion made by Mike Corey to approve the 2022 Audit, second by Jessica Carr. *Vote Yes 10 No 0*
4. June, July, August Director's Reports/Statistics: Anne Greene
 - a) Summer Reading was a big success again this year. We partnered with the Jamestown Public Schools' LEAP program, the Boys & Girls Club Day Camp, and the YMCA Day Camp. Our total Summer Reading participation for this summer was 661 children who read over 1,150,000 minutes. The adults and teen programs were also very popular.
 - b) Our Community Days and Outdoor Storytimes were also a great success. We partnered with several organizations to bring educational fun to our Wednesday's Storytime.
 - c) Our monthly Books & Brews Book Club continued to meet over the summer at Brazil Lounge. The book club is very popular with at least 14 people participating on a regular basis.
 - d) Our Murray L. Bob Education Initiative continued throughout the summer, with programs run by local organizations. Children's Music Studio held an eight-week series of Music Exploration classes for children ages 6 and under and Pearl City Clay House ran a popular eco-dyeing class.
 - e) The Block Party was fun - We had over 900 people attend the event. We will work on growing and improving this event each year.
 - f) CCLS continued with their road trip to encourage patrons to visit all of the 36 libraries in the Chautauqua Cattaraugus Library system – this has become very popular and many patrons are enjoying the experience.
 - g) Thank you to Dennis Webster and WJTN who broadcasted every Monday during the Summer from the Library's new patio. Dennis interviewed many library staff about the projects they are involved in, and encouraged the community to participate in Summer Reading.

- h) Our 2023 Sponsorship program raised a total of \$4,314. The Library would like to thank:
 - i) Price Abstract Company, Lind Funeral Home, Spectrum Eyecare and UBS for donating a total of \$850 for the Community Block Party.
 - ii) Bahgat, Laurito-Bahgat and Dot’s Gift Boutique for donating a total of \$200 for our Crafting Programs.
 - iii) Chautauqua Patrons Insurance Company, Jamestown Area Community Federal Credit Union, Stormer Mechanical, Fessenden, Laumer & DeAngelo, Raynor’s Liquor Store, the JHS Class of 1951, Colecraft Commercial Furnishings, and Moran’s Floor Store for donating a total of \$2,164 for the Summer Reading Celebration.
- i) We have been maintaining a special Booksale table in the front lobby, and sales are exceeding 2022 numbers.
- j) We were generously awarded a grant from the Holmberg Foundation for \$18,000 to expand our Makerspace offerings and we were also generously awarded a grant from the Lenna Foundation for \$20,170 to increase our library security measures.

Increases:

Category	% Increased	August 2023	July 2023
Library Visits	8.4%	11,776	10,866
Total Library Circulation	6.2%	14,416	13,619
Total Reference Questions	43.4%	15,674	10,931
Total Computer Logins	8.5%	1,319	1,216

Decreases:

Total Database Usage	-38.6%	363	591
Total Program Attendance	-2.4%	1,922	1,970

5. Treasurer’s Report: Mike Corey

- a) We received our 3rd Endowment withdraw and Endowment is improving.
- b) We are keeping expenses under control.
- c) Revenues are where they should be with the School Tax expected in early December.
 - i) Motion to approve Treasurer’s Report made by Cindy Johnson, second by Ned Lindstrom. *Vote Yes 10 No 0*

6. Finance Committee Report: Mike Corey

- a) Online Banking: We will need to get our statements via online now as they will be charging \$5.00 per statement and we receive 7 per month. Tracy Hewitt will be the administrator of the online banking. She would like to use the online system to pay the following invoices:
 - i) ADSERV – this is the 403(b) payment that is made on the same day as every payroll for employee contributions for their own investments

ii) Independent Health monthly premium

iii) VSP Vision Insurance monthly premium

(1) Motion to approve online banking with Tracy Hewitt as administrator made by Finance Committee.

Vote Yes 10 No 0

7. Fundraising Committee Report: Cassie Blakeslee

- a) The Fundraising Committee and staff have been planning the Haunted Library Fundraiser which will be held Saturday, October 21, from 4:00-10:00 pm. This guided tour will take you through the library, where you will meet characters and authors from classic storybooks, such as Alice in Wonderland, The Adams Family, Legend of Sleepy Hollow, Sleeping Beauty, Three Billy Goats Gruff, Sherlock Holmes and more. Tours will run on the hour from 4-9. Tours are 30-40 minutes; there will be two tours per hour. Tickets are \$3 per person, and can be purchased at the library's information desk. Tours are limited to 30 people per tour.
- b) We need one more actor who can play Ghost from the Graveyard, and we need two more tour guides to lead tours through the library, introduce characters and tell a few stories about the library's history. Scripts will be provided, and costumes encouraged. Shifts are: 3:45-6:45 and 6:30-10:00.
- c) Full Board participation is a must for this event to be successful.

8. Strategic Planning Committee Report: Frank Corapi

- a) We have begun planning for the 2025 – 2029 Strategic Plan, and have met twice so far. All goals from the Previous Plan have been met.
- b) We completed the SOAR assessment with the staff and we will plan to do the assessment with the full board. We will meet again once the Board SOAR assessment is completed.

9. Building Committee Report: Mary Zdrojewski

- a) 2023 Construction Grant Update Makerspace Storage: We were awarded funding for our 2023 New York State Library Construction grant titled "Spotlight on STEM" to install acoustic panels in our Makerspace, LED lighting, and several cabinets along the second-floor hallways of the library. The project also includes installing a secure door in the Makerspace area between the actual Makerspace and the makerspace storage area. We were awarded \$35,044 which is 75% of the project funding, so we are seeking assistance with funding for the remaining 25% of the project for \$11,681 from the Hultquist Foundation.
- b) 2024 Construction Grant Funding Update: We are in the process of applying for a 2024 New York State Construction grant to improve patron and staff safety and usability of the library by updating the front entrance doors, circulation area, and the circulation and children's room desks. The total project cost is \$285,964.
- c) Assurances: In order to move forward with the construction project, the Assurances Form needs to be adopted by the Board of Trustees.
 - i) Motion to approve Assurances form made by Judy Long, second by Mike Corey. *Vote Yes 10 No 0*

10. CCLS Lease Committee Report: Dan Hickman

- a) A meeting was held with the CCLS Lease Committee on 8/31/2023 where discussion took place regarding the rental space and the updates and upgrades that CCLS would like to have happen in the area that they lease. We are planning to submit a New York State Construction grant application in 2024 to improve loading dock access.

11. Nominating Committee Report: Anne Greene

- a) We are working on trying to recruit students to apply for the Board of Trustees Student position. So far there has been a small interest, but we have not seen any applications yet. We will need to update the Policy to reflect the term changes. There are no other changes to the Policy.
 - i) Motion to approve Student Liaison Policy made by Frank Corapi, second by Cindy Johnson. *Vote Yes 10 No 0*

12. New Business

- a) Lost and Found Policy amended to reflect 2 weeks to keep lost and found items.
 - i) Motion made by Mary Zdrojewski to approve Lost and Found Policy, second by Jessica Carr.
Vote Yes 10 No 0
- b) Floris Dunn left the Library \$2,000 dollars and it was her request to benefit the Literacy Program for adults, to be expended according to the Board of Trustees. Money will go into titles that will benefit the Literacy Program collection.
 - i) Motion made by Jessica Carr for the money to benefit the Literacy Program Collection, second by Matt Mancuso. *Vote Yes 10 No 0*

13. Unfinished Business: Dan Hickman

- a) Trustee Trainings will be held at the Board Retreat on October 7th . If all of trainings are completed, we will not hold the training session scheduled for Saturday, October 7th .
- b) There are other requirements that all Board members must have completed: Sexual Harassment Training, and Conflict of Interest. We have 3 more months for all of these requirements to be completed.

14. Next meeting is Thursday, October 19, 2023 at 5:15 PM.

15. Adjournment 6:05 PM.