

James Prendergast Library

Board of Trustees Meeting

October 19, 2023

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

Absent: Judy Long (Excused)

Staff present: Anne Greene

Public: Chris Blakeslee (Post Journal)

Monthly meeting of the Board of Trustees called to order at 5:17 PM

1. Public comment: None
2. Consent Agenda:
 - a. Changes or additions to the agenda
 - b. Approval of minutes
 - i. Motion made by Cindy Johnson to approve Consent Agenda. *Vote Yes 9 - No 0*
3. Director's Reports/Statistics:
 - a. The Literacy Volunteers of Chautauqua County have been working out of the library's Literacy Center since March. Continue to tutor many people. Patrons have been asking for literacy services and the staff can direct them to Literacy Volunteers.
 - b. Saturday Crafting – Thursday crafting has been popular. Saturday class is now being added.
 - c. Library staff are now going to Jamestown Public Schools' new "Innovation Center," where special education classes meet. Staff are reading stories and leading the students in activities.
 - d. We recently submitted a grant to the Sheldon Foundation seeking \$36,000 to support the creation of a LiDAR scan of our intricate and complex Library facility for future planning and construction projects.
 - e. We were awarded a generous \$18,000 grant in support of Makerspace programming in June, and we recently purchased new 3D printers. We now have a new, larger 3D printer for the Makerspace to replace our outdated 3D printer, and an additional 3D printer to handle more complex requests from adult patrons.
 - f. Summer Reading numbers skewed our statistics for this month so there are mostly decreases. We were also open fewer days.
 - g. The library was open for 25 days in September with 11,659 visits for the month. Year to date: 94,755 Library visits.

Increases:

Category	% Increased	September 2023	August 2023
Total Database Usage	89.5%	688	363

Decreases:

Library Visits	-1.0%	11,659	11,776
Total Library Circulation	-11.1%	12,863	14,416
Total Reference Questions	-40.0%	9,550	15,910
Total Computer Logins	-0.8%	1,309	1,319
Total # of programs offered	-9.5%	143	158
Total Program Attendance	-49.5%	1,000	1,981

4. Treasurer's Report: Mike Corey

- a. Overall, the budget is doing very well.
- b. We expect to receive the school tax from JPS in December.
- c. The exceptional work done by the ED and staff has kept the expenses under budget.
 - i. Motion to approve Treasures Report by Jessica Carr, second by Ned Lindstrom. *Vote Yes 9 - No 0*

5. Finance Committee Report: Mike Corey

- a. 2024 Proposed Budget – presented to Board by committee
 - i. Included are the no fines for kids and teens
 - ii. Revenues expected from various grants along with other state and local support
 - iii. Expenses include investment in staff computers
 1. Motion to approve 2024 Proposed Budget made by Matt Mancuso, second by Mary Zdrojewski. *Vote Yes 9 - No 0*

6. Fundraising Committee Report: Cassie Blakeslee

- a. Haunted Library – Saturday October 23rd. Event times are selling out fast!
- b. The Fall annual appeal letter will be going out in November.
- c. 2024 fundraising plan reviewed.
 - i. Motion made by Frank Corapi to approve Fundraising Plan, second by Ned Lindstrom. *Vote Yes 9 - No 0*

7. Nominating Committee Report: Cassie Blakeslee

- a. Board candidate recommendation with term starting January 1, 2024: Melissa Spas
 - ii. Motion made by Nominating Committee to elect Melissa Spas to the Board of Trustees. *Vote Yes 9 - No 0*

9. New Business:

- a. Whistleblower Policy: There were no changes or additions to the policy.
 - i. Motion to approve Whistleblower Policy made by Frank Corapi, second by Jessica Carr. *Vote Yes 9 - No 0*

- b. We will begin a new Monthly Employee Recognition where all staff will be recognized for their work and they will be featured in the Director's Report and on Facebook.
- c. Rex and Micki McCray (Micki is a former Board member) are generously donating \$50,000 in 2025 to assist with upgrades to the Children's Room.

9. Unfinished Business: None

10. Next meeting is November 16, 2023 at 5:15 PM.

11. Adjournment 5:48 PM.