

James Prendergast Library Association

Board of Trustee Meeting Minutes

November 16, 2022

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

Excused: Mike Corey

Staff Present: Anne Greene, Jen Champ, Abby Henry

Public Present: Melissa Spas

Monthly meeting of the Board of Trustees called to order at 5:21pm by President Dan Hickman

1. Public comment (3-minute limit per person) – None
2. Consent Agenda: Dan Hickman
 - a. Changes or additions to the agenda
 - i. Addition of committee job descriptions for upcoming year
 - b. Approval of minutes of previous meeting
 - i. Motion made by Frank Corapi. Second By Jess Carr
 - c. Introduction of Melissa Spas – New board member coming onto the board in January 2024
 - i. Motion made by Cindy Johnson to elect Melissa Spas to the Board of Trustees. Second by Judy Long. *Vote Yes 9 No 0*
3. New Staff: Anne Greene
 - a. Abigail Henry, Library Associate I
4. Director's Reports/Statistics: Anne Greene
 - a. We held a special gingerbread building program. Eight teens attended to build a spooky house out of graham crackers and candy. The teen programs are well attended.
 - b. We are still doing a lot of work in the collection and staff have been updated the parent packets that contain books and themed activities.
 - c. We are also working on expanding our collection to include more languages, especially those of recent immigrants to Jamestown.
 - d. Library staff passed out candy and free books at the City of Jamestown's Halloween event at the Riverwalk. Staff tell me that there were over 1,000 children at the event.
 - e. The November staff member featured is Sue Carlson. Sue has worked for the library since, 1987. She maintains the library facility, cleans, organizes, gardens, fixes furniture, helps staff set up for programs and events, and so much more. Sue is very dedicated to the library and is willing to help as needed with any building issues. She is very valuable to our team.

- f. The Sheldon Foundation generously awarded our grant request of \$36,000 to create a LiDAR scan of the library for future facility planning and construction projects. LiDAR technology creates digitally produced virtual models of a building. These models support the building's design and preservation and will significantly enhance future grant proposals, particularly NYS Construction Aid and federal infrastructure funding.

Increases:

Category	% Increased	October 2023	September 2023
Total Reference Questions	15.8%	11,061	9,550
Total Database Usage	151.6%	1,731	688
Total Computer Logins	5.0%	1,374	1,309
Total # of programs offered	8.4%	155	143
Total Program Attendance	323.3%	4,323	1,000

Decreases:

Library Visits	-19.2%	9,417	11,659
Total Library Circulation	-5.6%	12,141	12,863

5. Treasurer’s Report: Sent in by Mike Corey Read by Anne Greene

- a. Through October 31, 2023, 10 of 12 months of the fiscal year are complete (83.33%).
- b. Allocating 83.33% of School Tax, which we will receive soon, we are at 86.9% of budgeted income for the year; we are ahead of the game.
- c. All expense areas are within budget. Year to date expenditures is at 69.18% of the annual budgeted amount. Also, good!
- d. Our investment account was down in October due to a weak stock market but picked up considerably in the first two weeks of November.
 - i. Motion to approve Treasurer’s Report made by Frank Corapi. Second by Judy Long. *Vote Yes 9 No 0*

6. Fundraising Committee Report: Cassie Blakeslee

- a. We welcomed over 300 attendees to the Haunted Library fundraiser, and we raised \$1,522. We had a lot of publicity and positive feedback from participants.
- b. End of year fundraising letter was mailed out last week.

7. New Business

- a. Collection Development Policy: We expanded our materials selection section, so our patrons understand why we select the materials that we select. We also expanded the policy to explain how we catalog our materials.

- i. Motion to approve Collection Development Policy made by Mary Zdrojewski.
Second by Matt Mancuso. *Vote Yes 9 No 0*

b. Sustainability Plan: Jenn Champ: Covers 2023 –2033. Board members will take the month of November to review and vote at the December meeting to approve.

8. Unfinished Business - None
9. Next meeting is December 21, 2023
10. Adjournment at 5:48 pm by Dan Hickman