

James Prendergast Library
Board of Trustee Meeting Minutes
December 21, 2023

Board members present: Ned Lindstrom, Cindy Johnson, Frank Corapi, Cassie Blakeslee, Mary Zdrojewski, Judy Long, Matt Mancuso, Mike Corey

Board members absent: Dan Hickman (E), Jessica Carr (E)

Staff Present: Anne Greene, Jen Champ, Terry Strieder

Public Present: Melissa Spas, Chris Blakeslee {Post Journal}

Meeting called to order at 5:17 pm by Ned Lindstrom

1. Public comment – None
2. Consent Agenda – Ned Lindstrom
 - a. Changes or additions to the agenda – none
 - b. Approval of minutes of previous meeting
 - i. Motion made by Frank Corapi to approve consent agenda. Second by Judy Long.
Vote Yes 8 No 0
3. New Staff Introduction – Anne Greene
 - a. Terry Strieder, Library Associate I: public desks/collection.
4. Director's Reports/Statistics - Anne Greene
 - a. The staff continue to work in the collection, and there is much shifting of materials to use shelving space more effectively. The DVDs will also be moving to the shelving area.
 - b. The Children's fiction series are now shelved and labeled by series. This helps the children find the next book in a series and encourages independent browsing.
 - c. The teens painted adorable portraits of adoptable pets at the Chautauqua County Humane Society. We displayed them in the library and on social media to encourage adoption. Several of the animals have since been adopted!
 - d. The December staff member featured is Nancy King. Nancy has been with the library since 2014. She is currently working at the Circulation Desk and serving as a welcoming presence for patrons. She has had a huge impact on the library's collection with her eye for detail and ideas for updating our labeling and organization of library materials,

including the library’s microfilm, magazine, and newspaper collections. Nancy is extremely dedicated, hardworking, and she is instrumental in keeping the library’s collection in the spotless condition we strive for.

- e. We recently completed installation of new cabinets in the Community Room, and Makerspace storage area, thanks to grant funding from a New York State construction grant. These cabinets greatly increase our storage capacity and will help us keep more of our supplies in an accessible location.

Increases:

Total Program Attendance	7.9%	971	900
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Decreases:

Category	% Increased	December 2023	November 2023
Library Visits	-6.8%	8,027	8,611
Total Library Circulation	-0.6%	11,037	11,487
Total Reference Questions	-8.1%	8,081	8,795
Total Database Usage	-0.7%	1,453	1,463
Total Computer Logins	-21.4%	1,024	1,302
Total # of programs offered	-11.8%	134	152

5. Treasurer’s Report – Mike Corey

- a. We received the Jamestown public school's tax check.
- b. We continue to stay on budget - staff do an amazing job with the budget.
- c. Investments have improved due to the improvement in the stock market.
 - i. Motion to approve Treasurer’s Report made by Judy Long. Second by Cindy Johnson. *Vote Yes & No 0*
- d. ERC Employee Retention Credit - Auditors will handle paperwork and file.

- i. Motion to apply for ERC tax credit made by Frank Corapi. Second by Judy Long.
Vote Yes & No 0

6. Nominating Committee Report – Cassie Blakeslee

- a. Election of Trustees:
 - i. Dan Hickman (second term)
 - 1. Motion made by Mike Corey to elect Dan Hickman for a second term.
Second by Mary Zdrojewski. *Vote Yes & No 0*
 - ii. It is the recommendation of the Nominating Committee to elect the following trustees to the positions as followed.
 - 1. President – Dan Hickman
 - 2. Vice President – Ned Lindstrom
 - 3. Treasurer – Michael A. Corey
 - 4. Secretary – Cassie Blakeslee
 - 5. Assistant Secretary – Mary Zdrojewski in Cassie Blakeslee’s absence
 - 6. Motion to approve the slate of officers for the year 2024 made by Cindy Johnson. Second by Mike Corey. *Vote Yes & No 0*

7. Strategic Planning Committee Report: Frank Corapi

- a. The Final Strategic Plan Report will be ready for approval in January 2024.
- b. Trustees have been asked to complete the SOAR if it has not been done already.

8. New Business – Anne Greene

- a. Photography Policy – we needed to expand on video recording
 - i. Motion to approve Photography Policy made by Mary Zdrojewski. Second by Judy Long. *Vote Yes & No 0*
- b. Staff Fund – approval needed to close account. \$5.00 remaining will be used to purchase chips by staff.
 - i. Motion made to close staff account made by Mike Corey. Second by Cindy Johnson. *Vote Yes & No 0*
- c. Sustainability Plan Approval (plan was reviewed at last month’s meeting)
 - 1. Motion made to approve Sustainability Plan made by Mary Zdrojewski.
Second by Matt Mancuso. *Vote Yes & No 0*
- d. Board of Trustee 2024 Committees and Job Descriptions

- i. Trustees will review for January meeting and can change committees if desired
 - Let Annie know by January 15. Four members plus President (ex Officio) for all committees. President will assign if committees have fewer than 4 members.

9. Unfinished Business: None

10. Next meeting is January 18, 2024

11. Adjournment at 5:50pm made by Judy Long. Second by Cindy Johnson