

James Prendergast Library

Board of Trustee Minutes

January 18, 2024

Monthly meeting of the Board of Trustees called to order @5:20 by President Dan Hickman

Board Members Present: Judy Long, Dan Hickman, Cassie Blakeslee, Melissa Spas, Frank Corapi, Cindy Johnson, Jessica Carr, Mary Zdrojewski

Board Members Absent: Matt Mancuso{E}, Ned Lindstrom {E}, Mike Corey {E}

Staff Present: Anne Greene

Public Present: None

1. Public comment - None
2. Consent Agenda - Dan Hickman
 - a. Changes or additions to the agenda-None
 - b. Approval of minutes of previous meeting
 - i. Motion made by Cindy Johnson 2nd by Jessica Carr. *Vote Yes 7 No 0*
3. New staff Introduction: Anne Greene
 - a. Zachary Millward - evening shift Security Guard (unable to attend tonight's meeting).
4. Director's Reports/Statistics: Anne Greene
 - a. The library held several special December programs - the annual Gingerbread Workshop had a good attendance. Our patrons tell us that they enjoy this event every year.
 - b. We purchased a new Mango Languages Database, which is very user-friendly and allows users to explore multiple languages, and use it on their mobile device app.
 - c. The book sale earned \$29,837, in 2023 and \$23,551 in 2022, which is an increase of \$26.7%.
 - d. The January staff member featured is Oliver Chenard. Oliver has worked at the library since 2013. His help is valuable in several areas of the library, from compiling statistics and running programs, to helping in the book sale - he is always willing to lend a hand. Oliver is always positive and personable, whether he is working at a public desk, in the Makerspace, running Minecraft, or leading story time. His dedication to patron engagement helps to make the library a welcoming place for all!
 - e. The Carnahan-Jackson Foundation generously awarded our grant request for \$27,750 to upgrade the first-floor public restrooms. We will be installing automatic timed faucets and energy-efficient quick-drying hand dryers, and we will retrofit the existing toilets and urinals with a dual-flush automated system.
 - f. In terms of our statistics, December is a bit slower due to holiday closures and colder weather.

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- sent in by Mike and read by Anne Greene

- a. JPLA completed 2023 with revenues of \$1,175,854 or 101.38% of the budgeted amount, even though we only withdrew 75% of budgeted amount from the Endowment Fund. Expenditures for 2023 came in at \$1,055,546 or 91.01% of budget. This gave us a net income of \$120,307 for the year. The balance sheet is strong, with \$416,728 in our cash accounts and \$7,640,111 in the Endowment Fund. Overall, this was a good year financially for the library.

- i. Motion to approve Treasurer’s Report made Judy Long 2nd by Jessica Carr. *Vote Yes 7 No 0*

6. Building Committee Report: Mary Zdrojewski

- a. We will be submitting a grant to expand the community gardens at the library with a focus on making the gardens and grounds a teaching garden, emphasizing literacy and community involvement. The gardens will expand around the library, including the raised stone beds on the corner of 5th and Washington. We are going to remove invasive plants and focus on native plants. In addition, the gardens will protect the library’s historic building, removing vegetation that causes damage to the sandstone structure and enhancing security measures by removing visual barriers around the building.

7. Fundraising Committee Report: Cassie Blakeslee

- a. 2024 Fundraising Event Dates:
 - i. The 3rd Annual Community Block Party will be held on June 29th from 11:00-2:00.
 - ii. The Haunted Library is scheduled for October 26th – times TBD. This year’s theme is “Journey Down the Library’s Yellow Brick Road.”
 - iii. We are sending out the 2024 Sponsorship letter this month to local businesses for support for these events.
- b. Community Block Party Updates:

- i. This year, we will welcome Artisan Vendors and nonprofit organizations. We will continue to have our basket drawing as well.

8. Strategic Planning Committee Report: Frank Corapi

- a. We will need approval for the Final 2023 Strategic Plan Report – it is complete with all the data from November and December.
 - i. Motion made by Jessica Carr 2nd by Mary Zdrojewski. *Vote Yes 7 no 0*
- b. All Board members were asked to complete their SOAR assessment by January 31st. We will hold our next Strategic Planning Committee once all the assessments are turned in.

9. New Business: Anne Greene/ Dan Hickman

- a. Conflict of Interest Forms for 2024 - All Board members need to sign the form by Jan 31st 2024.
- b. CBA (CLSA) funds received for 2023 in 2023 were expended for Library materials on adult, juvenile, fiction, non-fiction, foreign language or reference materials in any format.
 - i. Motion of approval made by Mary Zdrojewski 2nd by Cindy Johnson. *Vote Yes 7 No 0*
- c. Staff Day will be Friday, May 3, 2024 for staff trainings.
 - i. Motion for approval of Staff Day made by Judy Long 2nd by Jessica Carr. *Vote Yes 7 No 0*
- d. Public Postings Policy updates.
 - i. Motion of approval of updates made by Judy Long 2nd by Melissa Spas. *Vote Yes 7 No 0*
- e. Annual Trustee Trainings – Dan Hickman
 - i. Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. (Education Law 260-d added by Chapter 468 of the Laws of 2021).
 - ii. All trustees have been given information on where they can access their trainings.

10. Unfinished Business: Dan Hickman

- a. 2024 Board Committees:
 - i. Executive Committee: Dan Hickman (CC), Ned Lindstrom, Mike Corey, Cassie Blakeslee
 - ii. Fundraising Committee: Cassie Blakeslee (CC), Jessica Carr, Judy Long, Melissa Spas
 - iii. Nominating Committee: Cassie Blakeslee (CC), Frank Corapi, Mike Corey, Cindy Johnson
 - iv. Building Committee: Mary Zdrojewski (CC), Judy Long, Matt Mancuso
 - v. Finance Committee: Mike Corey (CC), Dan Hickman, Cassie Blakeslee, Melissa Spas
 - vi. Strategic Planning Committee: Frank Corapi (CC), Ned Lindstrom, Matt Mancuso, Cindy Johnson
 - vii. Ad Hoc - Lease Committee: Dan Hickman, Mike Corey, Cassie Blakeslee

11. Next meeting is February 15, 2024 in the Fireplace Room

12. Adjournment @5:45pm