

**James Prendergast Library
Board of Trustee Meeting
February 15, 2024, 5:15 PM**

Monthly meeting of the Board of Trustees called to order at 5:15 pm by President Dan Hickman

Trustee Members Present: Dan Hickman, Cassie Blakeslee, Judy Long, Mary Zdrojewski, Melissa Spas, Frank Corapi, Matt Mancuso, Ned Lindstrom.

Board Members Absent: Mike Corey {e}, Cindy Johnson {e}, Jessica Carr {e}

Staff Present: Anne Greene

Public comment: None

Consent Agenda

- a. Changes or additions to the agenda
 - i. CCLS will change from upgrades to approval
 - ii. Mike Corey will send in Treasurer's reports and it will be read by Anne Greene during the months he is away. Mike will continue to manage the monthly budgets/expenses and be available for any questions or clarifications as needed.
- b. Approval of minutes of previous meeting
 - i. Motion to approve consent agenda made by Judy Long. *Vote Yes 8 No 0*

2. Director's Report/Statistics – Anne Greene

- a. The library has new equipment for patrons to digitize photographs and film thanks to generous grant funding from the Holmberg Foundation. Patrons can now make appointments to learn how to use this equipment with staff, and drop in to the library's Memory Lab on Friday afternoons.
- b. Library staff have been working hard on repairing Parent Packets in the Children's Room. They have all been relabeled, put in new bags, and placed in a new, more prominent location. These packets include a book and themed learning activities and are now checking out constantly.
- c. A recent article about the library's NYS grant-funded Makerspace upgrades, ran in the Jamestown Post Journal, and was then shared by the New York Library Association. This is exciting exposure for the library!
- d. In February we are recognizing Shawnette Williamson who has worked at the Prendergast Library for two years. Shawnette is one of the Library's Security Guards, but due to her passion, creativity, and dedication, that role has expanded into so much more! Shawnette is often the first staff member patrons meet when entering the library, and with a smile, she assists them with directions and questions. She has built positive relationships with the children and teens who use the library, serving as a role model, and helping them navigate the library safely while having fun. She ensures the patrons feel safe and secure, takes pride in the historic building, and jumps into every job she works on with positive energy and enthusiasm.

- e. A request for proposals was sent out recently for consultants to provide an RFP for professional landscape design services for a native plant teaching garden, which will build on the landscape work started in 2023.

In terms of statistics, we are seeing some increases this month:

Increases:

| Category | % Increased | January 2024 | December 2023 | Notes |
|---------------------------|-------------|--------------|---------------|--|
| Library Visits | 5.8% | 8,495 | 8,027 | |
| Total Reference Questions | 21.2% | 9,794 | 8,081 | These numbers fluctuate month to month and are partially dependent on programming and foot traffic |
| Total Database Usage | 21.5% | 1,766 | 1,453 | These numbers fluctuate month to month |

Decreases:

| Category | % Increased | January 2024 | December 2023 | Notes |
|-----------------------------|-------------|--------------|---------------|--|
| Total Library Circulation | -14.7% | 10,152 | 11,037 | |
| Total Computer Logins | -2.0% | 1,004 | 1,024 | |
| Total # of programs offered | -12.7% | 117 | 134 | We had increased programming in December due to the Winter school holidays |
| Total Program Attendance | -4.3% | 929 | 971 | We had increased programming in December due to the Winter school holidays |

3. Treasurer’s Report – Sent in by Mike Corey and read by Anne Greene

- a. January revenues were well below budget, as is typical for this time of year. No county funding was yet received, and little endowment income was recognized. Expenditures for the month were somewhat above budgeted primarily because of three bi-weekly pay periods, and we prepaid our accountants for their work to apply for refundable federal tax credits. Our cash position was strong at the end of January, with over \$300,000 on hand. The Endowment Fund invested at UBS was down in January due to overall market weakness but was up significantly at this writing (February 12th). Liabilities were, as usual, very low.

Respectfully submitted,

Michael A. Corey, Treasurer

- i. Motion to approve Treasurer’s report made by Melissa Spas, second by Ned Lindstrom. *Vote Yes 8 No 0*

4. Building Committee Report: Mary Zdrojewski

- a. Progress of Construction Grant: Annie met with architect Chris Cooke and contractor Jim Alexander for a pre-construction walkthrough to go over the plans for the 2023-2024 Construction Grant. The grant includes the library’s main doors, vestibule, and circulation desk. During the meeting, we were advised

to take down the historic painting of James Prendergast during construction due to safety concerns. It was decided that we would reach out to Buffalo State College to get an estimate on the restoration and cleaning of the painting. We will provide an update on this once we have more information.

5. Fundraising Committee Report: Cassie Blakeslee

a. Sponsorships

i. We have had nine businesses sponsor us and so far and we have received \$1,475

| Organization | Contact | Email | Sponsorship | Check received | TOTAL |
|------------------------------|---------------|--|------------------------|----------------|------------|
| Rodgers Land Surveying | Cindy Rodgers | office@rodgerssurveying.com | Summer Reading | \$ 500.00 | \$1,475.00 |
| Chautauqua Patrons Ins. Co. | Mark Prechtl | mprechtl@cpins.com | Summer Reading | \$ 100.00 | |
| Shults Auto Group | Guy Ditanto | guyd@shultsauto.com | Summer Reading | \$ 200.00 | |
| Bahgat & Laurito-Bahgat | Sheryl Mays | sheryl@blbcpas.com | | | |
| Price Abstract Company | Thomas Price | | Fredonia Music Concert | \$ 100.00 | |
| Lind Funeral Home | Cynthia Lind | | Block Party | \$ 150.00 | |
| Jamestown Area Community FCU | Vicky Burdich | vmatteso@jacfcu.org | Summer Reading | \$ 100.00 | |
| Abers Acres | Sue Abers | info@abersacres.com | Community Gardens | \$ 25.00 | |
| Stomer Mechanical | Eric Stomer | stormermechanicalservices@gmail.com | Summer Reading | \$ 300.00 | |

- ii. The 2024 Spring Annual Appeal letter will be mailed out in May once staff create it and it is approved by the Board
- iii. Block Party: Please sign up for a slot to assist at the Bock Party. Participation is mandatory.
 - We plan to have vendors, music by Infinity performing Arts students and staff, community organization partners, and three Food Trucks: Taste of Buffalo, Off the Stick Ice Cream, and Foodies Sweets and Eats.
 - We will also have our basket drawing again and we will be making phone calls to see if we can get donations from area businesses. Please let me know if you are interested in helping with making those calls or if you would like to donate a basket.

6. Lease Committee Report – Dan Hickman

a. CCLS Upgrades:

- i. The Lease committee met and is making the recommendation of seeking further exploration of the cost involved for the addition of a handicapped access {library has one currently}, renovations for various CCLS upgrades, and removeable office walls.
- ii. Motion to explore costs made by Matt Mancuso, second by Frank Corapi. *Vote Yes & No 0*

7. New Business: Anne Greene

a. Child Safety Policy – No changes have been made to the policy.

i. Motion for approval made by Mary Zdrojewski, second by Judy Long. *Vote Yes & No 0*

b. We need a resolution to adopt the resolutions as presented in the documents provided by UBS.

i. Motion for approval made by Judy Long, second by Matt Mancuso. *Vote Yes & No 0*

8. Unfinished Business – none

9. Next meeting is March 21, 2024

10. Adjournment at 5:34 pm