

James Prendergast Library Association
Board of Trustee Meeting
March 21, 2024

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

Board Members present: Dan Hickman, Ned Lindstrom, Frank Corapi, Cindy Johnson, Jess Carr, Judy Long, Cassie Blakeslee, Matt Mancuso, Mary Zejewski, Melissa Spas

Board Members absent: Mike Corey {e}

Staff Present: Anne Greene

1. Public comment: none
2. Consent Agenda
 - a. Changes or additions to the agenda
 - b. Approval of minutes of previous meeting
 - i. Motion for approval of consent agenda made by Ned Lindstrom, 2nd by Judy Long.
Vote Yes 10 No 0
3. Director's Report/Statistics
 - a. The library is offering computer classes again as well as one-on-one technology help by appointment. Last month, we offered a new class on 3D printing technology called TinkerCAD.
 - b. We continue to work extensively in the collection evaluating and inventorying to help us determine our collection needs and upcoming materials purchases.
 - c. The library continues to have a partnership with VITA (Volunteer Income Tax Assistance) which is run by the United Way. This year VITA increased the number of days they are providing this service to our community.
 - d. In March we are recognizing Christine Zeitler, one of Prendergast's friendly and knowledgeable librarians! As one of the librarians on staff, Christine works to maintain and expand the library's collection, making selections of new materials and evaluating what we have available. When she is not at work in the library stacks, Christine is busy planning and running the library's multiple weekly crafting programs – arts and crafts in the Makerspace on Mondays, teen crafting on Tuesdays and crafting for adults every Thursday.

Both staff and patrons are consistently impressed by Christine's creative craft ideas and skills. The community has also greatly enjoyed creating collaborative art using a loom, with instruction from Christine – we now have several community-created rugs on display in the library. You can also find Christine working at the library's public desks, where she is always ready to help our patrons. She is also an excellent team member, and she is always ready to help out her coworkers. Thank you, Christine, for all you do for the library!

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

4. Treasurer's Report – Sent in by Mike Corey and read by Anne Greene

- a. February revenues were well below budget, as is typical. No county funding was yet received, and no endowment income was recognized. We have received unexpectedly large memorials in the first two months of the year, \$13,160 against \$3,000 budgeted for all of 2024. Good news! Expenditures for the month were very close to budgeted amounts.

Our cash position was strong at the end of February, with about \$235,000 on hand. The Endowment Fund invested at UBS was up in February due to overall market strength. There has been little change from the end of February to March 20th. Liabilities were, as usual, very low.

Respectfully submitted,

Michael A. Corey, Treasurer

- i. Motion to approve Treasurer's report made by Judy Long, 2nd by Cindy Johnson. *Vote Yes 10 No 0*

5. Fundraising Committee Report: Cassie Blakeslee

- a. Block Party updates:
 - i. We are still working on getting baskets donated – Members from the committee are calling local businesses.

- ii. At this time, we have 15 community organizations signed up for community tables out of 30 tables available, and 13 artisan vendor applications out of 20 tables available.

- 6. Building Committee Report – Anne Greene
 - a. Construction Grant Update – Recommendation made by Building Committee to not pursue extra construction funding that could possibly be available for the current New York State Construction Project that was submitted last fall. It is not a guarantee that the funds would be there if we apply for them and if the application is submitted, JPLA would be responsible for the requested increase in addition to the 25% JPLA is already responsible for.
 - i. Vote to stay with original plan. *Vote Yes 10 No 0*

- 7. Lease Committee - Dan Hickman
 - a. CCLS Upgrades: Colecraft has indicated that they are not able to assist with a solution to create private offices for the CCLS rental space. It was also noted that the HVAC would be a concern for heating and cooling those separate office spaces since it was built to service an open area. We are waiting for the second quote for the same project.

- 8. Strategic Planning Committee Report – Frank Corapi
 - a. SOAR Analysis
 - i. We will be building on the strengths of our organization
 - ii. We will begin framing our goals for the 2025 - 2030 Strategic Plan

- 9. New Business: Anne Greene
 - a. Eclipse on Monday, April 8: Some libraries in our system are closing and some are closing early. All of the schools are closed the day of the eclipse.
 - i. Motion to close library at 12pm made by Ned Lindstrom, 2nd by Judy Long. *Vote Yes 10 No 0*

 - b. Internet and Computer Lab Policy – The policy is up for review - No changes have been made.
 - i. Motion to approve policy made by Frank Corapi, 2nd by Jess Carr. *Vote Yes 10 No 0*

 - c. 2023 Annual Report
 - i. Highlights:
 - 1. Electronic Books: 22,380; last year 21,152
 - 2. Library visits: 120,810; last year 101,150
 - 3. Total collection use: 139,114; last year 133,047
 - 4. Wireless sessions: 11,464; last year 2,293
 - 5. Grand total library holdings are 154, 509
 - a. Motion to approve 2023 Annual Report made by Judy Long, 2nd by Cindy Johnson. *Vote Yes 10 No 0*

- 10. Unfinished Business: Reminder by Dan Hickman to complete annual Trustee Training
- 11. Next meeting is April 18, 2024
- 12. Adjournment at 5:40 pm