

**James Prendergast Library Board of Trustees Meeting
April 18, 2024**

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

Board Members Absent: Ned Lindstrom {e}, Matt Mancuso {e}

Staff Present: Anne Greene

Monthly meeting of the Board of Trustees called to order at 5:15 pm

1. Public comment -none
2. Consent Agenda
 - a. Changes or additions to the agenda
 - b. Approval of minutes of previous meeting
 - Motion made by Jess Carr, 2nd by Judy Long. *Vote Yes 8 No 0*
3. New Staff Introductions – Anne Greene
 - a. Taylor Knight, Evening Security Guard
4. Director’s Report/Statistics – Anne Greene
 - a. As part of the Murray L. Bob Education Initiative, the library held the first of three concerts, featuring Fredonia students performing on violin and piano. The event was very well-received and patrons commented on how excited they were to see a concert at the library saying that the “talent was amazing” and they wanted more of these events. Future programs are scheduled for April and May.
 - b. Library staff continue to work hard in the collection; now they are shifting the library’s main floor collection to make room for our expanding Adult Fiction collection. This includes shelf reading materials to ensure accurate shelving, pulling books that need repair, and adjusting shelves to better accommodate varying sizes of books in the non-fiction collections. We’re proud of the time and work the staff put into the collection.
 - c. The library continues to offer free access to Consumer Reports online, both in the library and remotely. It’s a very popular resource that our patrons use consistently.
 - d. Library staff have been providing Storytimes for Jamestown Public Schools students at the Innovation Center. This is a partnership agreement we have developed with the Jamestown Public schools. The staff provide two sessions once a week at the center.
 - e. This month, we are recognizing Dawn Seyler. Dawn can often be found answering technology questions at the reference desk, helping patrons find and check out books, and assisting patrons in the library's weekly genealogy workshop and memory lab. Dawn also spends time in the collection shelving, organizing, and promoting library materials. She creates many of our engaging social media posts. Dawn also serves as the library liaison for the Literacy Volunteers of Chautauqua County, through which she orients new volunteers to the space, our resources, and coordinates meeting room use. Dawn's can-do attitude and library knowledge shine through in all her interactions.
 - f. We recently submitted three different grant requests. One to the Holmberg Foundation, requesting \$18,993.02 to update our Teen Lab, and to purchase additional program and collection items; the Dibert

Foundation, requesting \$2,968.97 to purchase updated furniture for the Literacy Center; the Jessie Smith Darrah Fund, requesting \$15,000 to purchase eBooks and E-Audiobooks.

Increases:

Category	% Increased	March 2024	February 2024	Notes
Library Visits	19.5%	11,018	9,219	
Total Library Circulation	7.9%	10,601	9,826	
Total Reference Questions	8.4%	12,806	11,819	These numbers fluctuate month to month and are partially dependent on programming and foot traffic
Total Computer Logins	5.7%	1,226	1,160	
Total # of programs offered	46.7%	176	120	
Total Program Attendance	11.8%	1,554	1,390	VITA saw increased usage and the first Fredonia Concert was well attended.

Decreases:

Category	% Increased	March 2024	February 2024	Notes
Total Database Usage	-11.8%	1,231	1,396	These numbers fluctuate month to month

5. Treasurer’s Report – Mike Corey

- a. The library continues to stay on budget. Our endowment at UBS had a positive month, and we continue to invest conservatively. Note that the school tax funding comes in at the end of the year.
 - Motion for approval of Treasurer’s Report made by Frank Corapi, 2nd by Judy Long.
Vote Yes & No 0
- b. Discussion was held regarding the library’s fiscal year, which is January 1st through December 31st. The discussion centered around the library’s cash resources, most of which are typically received towards the end of the calendar year, which then balances the operating budget.

6. Fundraising Committee Report: Cassie Blakeslee

- a. Block Party updates:
 - Sponsor: Lind Funeral Home
 - Nonprofit Organizations: A total of 20 local nonprofits have signed up for the block party. There are 10 spots still available. Organizations have until May 15th to sign up. Applications are available online at prendergastlibrary.org/block-party-community-partners
 - Artisan Vendor Market: We received 28 applications, and were able to approve 25 vendors with 2 sets of vendors sharing spots due to limited space. The types of items that will be sold include crochet and other fiber arts, candles and skin care, bakery and other food items, jewelry, pottery, and upcycled vintage clothing and décor.
 - Basket Drawing: Tarp Skunks donated a season ticket package and a hat which were collected by Jess Carr. We are asking the artisan vendors if they would like to donate to the basket

drawing. We've talked to 4 vendors so far who have agreed to donate a basket or gift certificate, which are due by June 21.

- Food Vendors: Off the Stick Ice Cream Co and Best of Buffalo by Byron are the confirmed food trucks.

7. Building Committee Report- Mary Zdrojewski:

- a. The Building Committee is recommending we work with Dunn Art Conservator to move and clean the James Prendergast painting currently hanging in our lobby. The conservator gave us a quote for \$2,375 for the work we requested. She will need to take it to her shop to clean it and will also help us to hang the painting in a different area of the library when it returns after the construction project is completed.
 - Motion for approval made by Mike Corey, 2nd by Cindy Johnson. *Vote Yes 8 No 0*

8. Lease Committee - Dan Hickman

- a. CCLS Upgrades: The building committee has received all quote information for the upgrades of separate offices for CCLS staff, and it was determined that the work for this project would be too costly, and that there would also be very costly HVAC issues to address if we were to move forward with this project. CCLS understands that this project is not feasible.
- b. The committee is recommending that we move forward with improving lighting as well as painting in the CCLS staff bathrooms for \$1,450.00.
 - Motion for approval made by Mike Corey, 2nd by Melissa Spas. *Vote Yes 8 No 0*

9. New Business: Anne Greene

- a. Retiree Health Insurance: There is no additional costs to the library for a retiree to stay on the Vision or Dental Plan. The policy revision indicates that if costs begin to incur for the library that the retiree would no longer be eligible for the benefit.
 - Motion for approval made by Frank Corapi, 2nd by Jess Carr. *Vote Yes 8 No 0*

10. Unfinished Business: Dan Hickman reminded everyone to complete the mandatory trustee training. Annie will send out the links to the trainings again.

11. Next meeting is May 16, 2024

12. Adjournment at 5:50pm, motion made by Mike Corey