

**James Prendergast Library  
Board of Trustees Meeting  
May 16, 2024**

Board Members Present: Dan Hickman, Frank Corapi, Cindy Johnson, Judy Long, Mary Zdrojewski, Mike Corey, Ned Lindstrom, Matt Mancuso

Board Members Absent: Cassie Blakeslee {e}, Jessica Carr {e}, Melissa Spas {e}

Staff Present: Anne Greene

Monthly meeting of the Board of Trustees called to order at 5:20 pm

1. Public comment - none
2. Consent Agenda
  - a. Changes or additions to the agenda
  - b. Approval of minutes of previous meeting
    - i. Motion made by Ned Lindstrom to approve Consent Agenda. *Vote Yes 8 No 0*
3. New Staff Introductions – Anne Greene
  - a. Danica Olson, Outreach and Programming Manager
4. Director’s Report/Statistics – Anne Greene
  - a. The Makerspace was open for free play throughout Spring Break. A total of 463 visitors used the space. Patrons are very happy that we have expanded our Open Play hours on Saturdays.
  - b. The library’s main floor shifting project continues, with all main floor non-fiction now moved; with Adult Fiction left to be shifted now. This project has allowed us to improve how the large art books are shelved since they are very large. Our goal is to begin moving the DVD’s out of the middle of the library and into the shelves which will improve visibility for staff working the Information desk in the back of the library.
  - c. Library staff attended the Chautauqua Regional Genealogical Conference in April to promote our genealogy resources.
  - d. Volunteer Income Tax Assistance (VITA) concluded in April, and the program’s coordinator expressed appreciation for the library providing meeting room space. VITA was here three days a week this tax season, an increase from previous years, and completed more tax returns than previous years as well. In total, over 1,100 people used VITA at the library this year.
  - e. This month we are recognizing Kassandra Kum, our Administrative Assistant. She is instrumental in many of the library’s key services and programs, including overseeing the library’s heavily used meeting rooms, assisting with fundraisers, donation drives, and special events like the library’s recent concert series, and the upcoming Block Party. She has outstanding organizational skills and can see both the big picture and the little details. She’s extremely creative and passionate about her work. Her artistic abilities have elevated the Library’s Public Relations. She creates promotional materials and reports including the library’s annual report to the community. Kas is dedicated, hardworking, and we appreciate all that she does for the library!

- f. LIDAR Scan Completed - The library's LIDAR Scan is Now Complete. This three-dimensional scan of the building will help significantly with planning future construction projects. We are working with our architect to determine CCLS's rental space square footage. We will attach maps to the lease that will have exact measurements so we will have an accurate assessment of their rental space.

**Increases:**

Category	% Increased	April 2024	March 2024	Notes
Total Library Circulation	11.0%	11,770	10,601	
Total Reference Questions	9.6%	14,035	12,806	These numbers fluctuate month to month and are partially dependent on programming and foot traffic
Total Database Usage	13.3%	1,395	1,231	These numbers fluctuate month to month
Total Computer Logins	0.7%	1,234	1,226	
Total # of programs offered	3.4%	182	176	
Total Program Attendance	18.3%	1,838	1,554	The second Fredonia Concert was well attended. We also had several offsite programs this month.

**Decreases:**

Category	% Increased	April 2024	March 2024	Notes
Library Visits	-6.0%	10,355	11,018	

5. Treasurer's Report – Mike Corey

- a. Revenues are close to budget with 1/3 endowment and 1/3 school tax income calculations figured in; expenses are under budget.
- b. Market for endowment has been down and back up – we invest conservatively.
- c. Motion to approve Treasurer's report made by Judy Long, 2<sup>nd</sup> by Cindy Johnson. *Vote Yes 8 No 0*

6. Finance Committee - Anne Greene

- a. The Finance Committee is recommending that new employees receive their Health Insurance benefits on date of hire and not wait until 30 days after hire date.
  - i. *Vote Yes 8 No 0*

7. Fundraising Committee Report – Anne Greene

- a. Block Party updates:
  - i. Nonprofit Organizations: A total of 29 local nonprofits have signed up, with 1 spot available.
  - ii. Artisan Vendor Market: We have 23 vendors attending.
  - iii. Basket Drawing: The basket drawing will be available a few weeks before the block party. We have several themed baskets and there are still a few baskets that need donated items donated, which are due by May 31<sup>st</sup>.

- b. Spring Annual Appeal Letter
  - i. This year the letter has been formatted to feature a perforated section at the bottom. This replaces the donor cards from previous letters. A return envelope will still be included in the letters.
    - 1. Motion to approve Fundraising Letter made by Judy Long, 2<sup>nd</sup> by Mike Corey. *Vote Yes & No 0*

- c. Give Big
  - i. The library's page on the Give Big site has been updated and this year we are fundraising for summer reading.
  - ii. Melissa Spas is looking into ways to update our page to encourage more donations.
  - iii. The link to our page can be shared when Give Big goes live on Thursday, June 13<sup>th</sup>.

8. Strategic Planning Committee Report - Frank Corapi

- a. Met to discuss plan for next 5 years
- b. Overall goals reviewed
- c. Identified areas of growth

9. New Business - Anne Greene

- a. 3D Printer Policy: There are no changes in the policy's procedure.
  - i. Motion to approve 3D Printer Policy made by Mike Corey, 2<sup>nd</sup> by Judy Long. *Vote Yes & No 0*

10. Unfinished Business- Dan Hickman

- a. Dan reminded everyone to complete the 2 hour mandatory trustee trainings.

11. Next meeting is June 20<sup>th</sup> 2024 at 5:15 pm

12. Adjournment at 5:45 PM