

## April 17, 2025 Meeting Minutes

Present: Dan Hickman, Mary Zdrojewski, Judy Long, Matt Mancuso, Cindy Johnson, Cassie Blakeslee, Melissa Spas, Jake Brock, Jess Carr,

Absent: Frank Corapi €, Emily Drew €, Ned Lindstrom (u)

Staff Present: Tress William

Public Present: One member of the public

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

1. Public Comment: none
2. Consent Agenda:
  - a. Changes or additions to the agenda: none
  - b. Approval of minutes of previous meeting
    - i. Motion made by Judy Long 2nd Matt Mancuso *Vote Yes 8 No 0*
3. Director's Report/Statistics: Tress Williams
  - a. Block Party Updates:

In March, we opened sign-ups for community organizations to table at the block party. We sent an email out to previous participants and other community contacts, had a QR code sign-up at the Reg Lenna Community Fair, and had a post on the front page of our website. We filled all 25 spots, and added 3 more spots within 2 weeks! Interested organizations can still sign up to be on a waitlist.

We have also opened the application for the Artisan Market. We have 20 spots available, and so far we've received 11 applications. We are accepting applications until May 16th, and we will be contacting accepted applications the following week. <https://www.prendergastlibrary.org/artisan-market/>
  - b. Library of Things

The Library of Things collection continues to grow thanks to grant funding from the Holmberg Foundation. Added items and promotion by staff has led to increased circulation. Circulation is up 22% for the first quarter of 2025 compared to the first quarter of 2024. We anticipate use of this collection to keep growing, especially as summer approaches and families seek out educational activities. The Library of Things includes board games, themed kits for classrooms, household and tech items like tools and projectors, and a wide variety of toys.
  - c. New Staff Introductions:

We are excited to welcome Alizé Scott-Nowell to our team as a Library Associate II. Alizé will be working at the public desks, as well as in the library's collection and on related projects. Alizé has degrees in Communication and Sociology and a Masters in American Studies from UB. She has worked as the YWCA as the Director of Social Justice and Racial Equity, and she is also an adjunct Professor at JCC. We are excited to welcome Alizé and her many skills to our team!
  - d. Indoor Farmer's Market and Community Fair

The Jamestown Farmer's Market has been holding an indoor mobile market in the library's front lobby on Wednesdays from 3-5pm. Continuing through the end of April, the market is offering local WNY and NYS produce, homemade baked goods, local maple syrup and honey, and local meat. The market staff have said all of the responses to the market has been positive.

On March 29th, JPLA staff participated in a Community Fair at the Reg Lenna, which focused on clubs available in our community. We used this event to promote our programs and highlighted partnering organizations that host recurring programs at the library. We also connected with all of the participating organizations to invite them to our own Community Block Party in June.

4. Treasurer's Report: Tress Williams

- i. In grants received, you'll see \$25,000 which is a donation from the McCrays, for new carpet in Children's and the front lobby, as part of the upcoming construction project.
- ii. Transfer endowment error was made by UBS has been corrected and will reflect next month's report.
- iii. Booksale and Fundraising are a bit down but we have not had any major events yet this year.
- iv. Utilities expenditures are a bit high, we look forward to these coming down as winter ends
- v. Building maintenance and repair is high due to HVAC repairs

Motion made by Jake Brock, 2<sup>nd</sup> by Melissa Brock to approve Treasurer's report  
*Vote Yes 8 No 0*

5. New Business: Tress Williams

a. 2024 Annual Report

- i. Growth from 2023 to 2024 in key areas, reflects continuing increased usage of library items and space
  1. Library visits: 120,810 in 2023 – 125,016 in 2024
  2. Total physical collection use: 79,375 checkouts– 81,178 \*The state has changed how we track digital collection use, so this only reflects physical usage. Nationally libraries are seeing decline in physical circ, so this is noteworthy.
  3. Wireless sessions: 11,464– 16,911
  4. Non-library sponsored room use: 805 - 943
- ii. Motion made by Jess Carr, 2<sup>nd</sup> by Judy Long to approve Annual report *Vote Yes 8 No 0*

- b. Investment Policy Update: The Finance Committee met to discuss this policy, and our investment advisors will attend the May board meeting when we renew this policy. We do not foresee significant changes.

6. Unfinished Business: Tress Williams

- a. Internal Controls Policy: Thank you to the Finance Committee for updating this policy. Changes include a higher minimum for purchased needing multiple bids – that minimum was \$1,000 and is now \$5,000. Credit card limits for the Director and approved employees have been increased. We also updated information about payroll and Business Office processes.

Motion made by Cindy Johnson, 2<sup>nd</sup> by Judy Long to approve Internal Controls Policy *Vote Yes 8 No 0*

- b. Employee Handbook Revision: We have needed to update this several times recently as we transition to a new payroll service. This update was approved earlier this month over email and involved changing part-time vacation accrual to a pro-rated amount rather than quarterly accruals.

Motion to approve revisions and policy update made by Melissa Spas 2nd by Jacob Brock

*Vote Yes 8 No 0*

7. Next Meeting is May 15, 2025

8. Adjournment at 5:35

Motion made by Melissa Spas 2nd by Judy Long *Vote Yes 8 No 0*