

**James Prendergast Library
Board of Trustees Meeting
December 19, 2024**

Present: Dan Hickman, Michael A. Corey, Frank Corapi, Judy Long, Matt Mancuso, Mary Zdrojewski, Cassie Blakeslee, Melissa Spas, Cindy Johnson

Absent: Ned Lindstrom {e}, Jessica Carr {e}

Staff Present: Anne Greene, Tress Williams, Jenn Champ

Public Present: Jacob Brock

Monthly meeting of the Board of Trustees called to order 5:14 PM by President Dan Hickman

1. Public Comment: none
2. Consent Agenda:
 - a. Changes or additions to the agenda: Emily Drew not present, will attend next meeting
 - b. Approval of minutes of previous meeting
 - i. Correction to November's Board of Trustees Minutes (Director's report 4g): Sheldon Foundation provides 12.5% match toward our front entrance construction project.
 - ii. Motion made by Cindy Johnson to approve consent agenda. *Vote Yes 9 No 0*
3. New Staff Introductions: Candace Carlson, Library Associate I, and Justice Edens, Building Attendant. We're happy to have them both on staff!
4. Director's Report/Statistics: Tress Williams
 - a. As part of the Murray L. Bob Educational Initiative, Pearl City Clay House (PCCH) taught a Coiled Bowl class at the library. Twenty participants explored the ancient art of building a bowl using coils and making a small berry, ice cream, or cereal bowl. Each piece will be as unique as its maker! These bowls were then returned to PCCH to be fired and glazed.
 - b. Final orders for the collection have been submitted for the 2024 fiscal year. Ordering is completed before the end of the year to allow materials time to come and be processed before the end of the year. Staff will now evaluate the past year's purchases and begin planning for 2025.
 - c. Each month, we recognize one staff member for their fantastic work! December's featured library staff is our Security Guard, Taylor Knight. Although Taylor has only been with the library since March, he has quickly become a valuable member of our team and always has a smile on his face. Taylor greets patrons upon arrival, monitors patron spaces to ensure the library is a safe and welcoming environment, tends to the building and grounds, sets up for indoor and outdoor programs, and has even started training on the Circulation Desk so that he can step in to help during busy times. Occasionally, you can see Taylor working at other public desks to provide our staff with breaks during the evening. Taylor is a "Jack of all trades," and the library is happy he is on our team! Thank you, Taylor!

- d. The Teen Lab changed into a Teen Space where teens aged 14-17 can use computers, hang out and do homework. Thanks to the Holmberg Foundation, there are now new computer tables and chairs, monitors, keyboards, and mice. This area now provides a centralized location for teens to enjoy their time in the library.
- e. The library was generously awarded a \$20,000 grant from the Hultquist Foundation to support updates to the library's nonfiction collection. These funds will help improve areas within our collection, such as science, art, technology, and parenting. As a co-central library, the library must have a vibrant and up-to-date collection.
- f. Stats Dashboard: Jenn Champ
 - i. The new dashboard provides data in quarterly timeframes. The year will be divided into seasonal frameworks for analysis and comparison – Dec-Feb, March-May, June-August, and Sept-Nov. Analyzing data/ library usage quarterly can show how a library's services and resources are utilized without measuring them against "spikes" or "tipping points." In our case, that would be the Block Party, Summer Reading, times we are closed or close early, or times of bad weather, etc.
 - ii. During 2025, we will use this data to develop outcomes and compile key performance. Month-to-month comparisons are not an accurate measurement of library usage, and this new process will allow us to see trends, issues, and successes strategically.
 - iii. An example of an outcome would be the "*Percentage of the community that is socially engaged with the library,*" – and indicators would be the Percentage of the community attending a bookclub, the Percent increase in loans of dual-language resources, the number of outreach activities delivered or number of new library memberships resulting from outreach activities, etc.

5. Treasurer's Report: Mike Corey

- a. School tax (\$350,000 has been received) as well as NYS construction grant funds (\$193,025) have been received.
- b. We are 92% through the year, and generally at or above this level for revenue, and at or below this level for expenses.
 - i. Motion made to approve Treasurer's report made by Melissa Spas, 2nd by Judy Long.
Vote Yes 9 No 0
- c. 2025 Revised Budget: Now at 5.93% endowment draw due to amending budget for increase in NYS minimum wage and 30 additional hours of staff coverage.
 - i. Motion made to approve 2025 Revised budget made by Judy Long, 2nd by Mary Zdrojewski.
Vote Yes 9 No 0

6. Nominating Committee Report: Cassie Blakeslee

- a. Jacob Brock: Nominating Committee interviewed Jacob Brock and recommends appointment of Brock to the Board. Brock is a Jamestown resident of 15 years and a frequent library user.

- i. Motion made by recommendation from Nominating Committee to appoint Jacob Brock to the Board of Trustees: *Vote Yes 9 No 0*
 - b. Emily Drew: Rescheduled to January 2025 meeting
7. Lease Committee Report: Dan Hickman
 - a. Three-year lease with CCLS has been revised, approved and signed by both CCLS and JPLA Board Presidents; agreement includes 2% increases in payment by CCLS each year.
8. New Business: Anne Greene
 - a. Customer Service Policy: No changes to the policy other than adding a purpose statement.
 - b. Exam Proctoring Policy: A few minor changes to make the process more efficient for staff and patrons; we also added a purpose statement.
 - i. Motion to approve the Customer Service Policy and the Exam Proctoring Policy made by Mike Corey, 2nd by Mary Zdrojewski. *Vote Yes 9 No 0*
 - c. Board of Trustees 2025 Committees and Job Descriptions: Send selection of committee choices for the 2025 year to ED prior to January meeting.
9. Unfinished Business: None
10. Next Meeting is January 16, 2025
11. Adjournment 5:46 pm by President Dan Hickman.