

**James Prendergast Library  
Board of Trustees Meeting  
June 20, 2024**

Board Members Present: Dan Hickman, Frank Corapi, Judy Long, Mary Zdrojewski, Mike Corey, Jessica Carr

Board Members Absent: Cassie Blakeslee {e}, Melissa Spas {e}, Cindy Johnson {e}, Matt Mancuso {e}, Ned Lindstrom {e}

Staff Present: Anne Greene

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

1. Public comment - none
2. Consent Agenda
  - a. Changes or additions to the agenda
    - i. 8c. Change "Bylaws" to "Food and Drink Policy"
  - b. Approval of minutes of previous meeting
    - i. Motion made by Judy Long to approve consent agenda. *Vote Yes 6 No 0*
3. Director's Report/Statistics – Anne Greene
  - a. **Fredonia Guitar Quartet** The library held its final Spring concert in partnership with SUNY Fredonia on May 8<sup>th</sup>. The responses we have received about these concert series have been overwhelmingly positive. 100% of surveyed attendees across the three concerts said they plan to attend Prendergast Library programs in the future.
  - b. **DVD Collection in New Location** The library's DVD collection has been moved to its new home. DVDs are now located at the front of the library, making them more accessible to patrons and more visible to staff. Moving the DVD collection into the stacks also provides more floor space on the main floor. Tables in the front half of the library are now spaced out to better align with accessibility standards.
  - c. **Staff Appreciation** This month, we are recognizing Karen Golden. Karen has been a welcoming presence at the library for decades, as she works at the Circulation Desk each morning, providing top-notch customer service while also checking in items and answering the always-ringing phone. Many regular patrons come into the library in the mornings, excited to have a chance to talk with Karen. Behind the scenes, Karen is always hard at work in the library's collection, as well as processing new materials, keeping records updated, and helping patrons with their accounts. Karen is a supportive and friendly co-worker to all, and we are lucky to have her on our team!
  - d. **Holmberg Grant** The library's grant application to the Holmberg Foundation was approved, generously granting the library \$19,000 in funding to support the Makerspace and Children's Room, the Library of Things collection, and upgrades to the Teen Lab. We are very excited to start implementing this grant, just in time for summer programming!
  - e. **Jessie Smith Darrah Grant** The library's grant application to the Jessie Smith Darrah Fund was approved for \$15,000 to support eBook and eAudiobook purchases. We are grateful for this generous funding as electronic material costs have increased.

- f. **CRCF Teaching Gardens Grant** The library was generously awarded a \$14,000 grant we submitted to the Chautauqua Region Community Foundation to expand the library's native plant gardens around the library. The grant includes adding a native grass hill and butterfly gardens, and a redesign of the historic 5<sup>th</sup> Street entrance doors with gardens that will protect the building and encourage people to explore and learn about how native plants and pollinators benefit our ecosystem. We have contracted with Royal Fern Nursery, who will design and install the new gardens.
- g. **CCLS Marketing Mini-Grant** In May, we applied for and were awarded a \$500 CCLS grant to purchase a branded tent for library programming and outreach. The tent features the library logo and name and will make us recognizable at the several outreach events we attend during the summer. We are excited to use this amazing new tent!
- h. **CCLS Summer Reading Mini-Grant** We applied for and were awarded a \$500 grant from the Chautauqua-Cattaraugus Library system to supplement our 2024 Summer Reading Celebration funding. Our grant budget includes Summer Reading prizes for kids, teens, and adults; "treasure chest" reading incentives for kids and teens; notebooks for our teen journals; and materials for the End of Summer Reading Ice Cream Party in August.

**Increases:**

Category	% Increased	May 2024	April 2024	Notes
----------	-------------	----------	------------	-------

**Decreases:**

Category	% Increased	May 2024	April 2024	Notes
Library Visits	-3.9%	9,953	10,355	
Total Library Circulation	-16.2%	9,858	11,770	
Total Reference Questions	-29.2%	9,936	14,035	These numbers fluctuate month to month and are partially dependent on programming and foot traffic
Total Database Usage	-82.4%	245	1,395	These numbers fluctuate month to month
Total Computer Logins	-2.4%	1,204	1,234	
Total # of programs offered	-12.6%	159	182	Not having any VITA programs really made a difference in terms of our numbers
Total Program Attendance	-35.3%	1,189	1,838	

4. Treasurer's Report – Mike Corey

- a. Revenues are as expected and will come in later in the year. We took our quarterly endowment withdrawal. Expenses are below budget for this time of the year.
  - i. Motion to approve Treasurer's report made by Jessica Carr, 2<sup>nd</sup> by Judy Long. *Vote Yes 6 No 0*

5. Building Committee Report: Annie Greene

- a. 2025 Construction Project: The Building Committee is recommending we move forward with our 2025 Construction Grant Project which entails enclosure and updates to the Loading Dock and the passenger elevator replacement. The project cost is estimated at \$500,000 – this is a high estimate. New York State Construction

grant will cover 75% of the project and JPLA will be responsible for the remaining 25%. We plan to ask for assistance from local funders to assist with the remaining 25%.

- i. Motion to approve the 2025 construction project made by Mike Corey, 2<sup>nd</sup> by Jessica Carr.

*Vote Yes 6 No 0*

- b. CRCF Garden Grant: We received our garden grant from the Chautauqua Region Community Foundation and were awarded \$14,000 (\$20,000 was the request). The stairs at the 5<sup>th</sup> entrance near the road were not included in the grant award. There are shrubs next to the stairs that are dead and some are overgrown and collect garbage. They also camouflage people who are sitting on the stairs. Royal Fern Nursery will remove all of the shrubs for \$1,200 and they will plant native plants in that area at no cost.

- i. Motion to approve Royal Fern Nursery shrub removal made by Frank Corapi, 2<sup>nd</sup> by Judy Long.

*Vote Yes 6 No 0*

6. Fundraising Committee Report: Anne Greene

a. Block Party updates:

- i. 11 baskets have been put together and are on display in the main lobby. Patrons can buy tickets for them now and at the Block Party. Winners will be drawn and contacted the week of July 1st. Another basket filled with small items donated by artisan vendors will be added to the fundraising table at the Block Party. A total of \$237 has been raised from 6/11-18/24 for the basket drawing.
- ii. We will be sending thank you letters to all businesses/organizations that donated items to the baskets. If any of the items you collected were donations from businesses, please let us know.
- iii. The Block Party schedule is completed and will be sent out to all Board members.

b. Give Big:

- i. A total of 34 donors donated \$1,645 and we received \$204.81 from the 716 Stretch Pool Award.

7. Lease Committee: Dan Hickman

- a. We have started the process for the new CCLS lease which will expire on December 31, 2024. The committee will be meeting again soon to finalize rental space and space costs.

8. New Business: Anne Greene

- a. Makerspace Policy: The only change made was deleting the agreement of this policy. We are treating the Makerspace reservation as a room use so patrons will now sign the meeting room application. This streamlines the Makerspace reservation.
- b. Credit Card Policy: This needed updated with the new staff titles.
- c. Food and Drink Policy: This policy needed clarification as only water bottles will be allowed in all areas of the library. Snacks and drinks will only be permitted in one area of the library – tables in that area are clearly marked with signage.

- i. Motion to approve all three policies made by Mike Corey, 2<sup>nd</sup> by Jessica Carr. *Vote Yes 6 No 0*

9. Unfinished Business – Dan Hickman

- a. Trustee Training and Sexual Harassment Training: Please complete your two-hour mandatory Trustee trainings and the Sexual Harassment training before the September Board meeting. If there are still trainings that need to be completed at that time, we will schedule a 3-hour Saturday morning session for September 28th, with the requisite training videos.

10. Next meeting is September 19, 2024

11. Adjournment at 5:45 PM