

September 19, 2024 Meeting Minutes

Present: Dan Hickman, Ned Lindstrom, Michael A. Corey, Jessica Carr, Frank Corapi, Judy Long, Matt Mancuso, Mary Zdrojewski,

Absent: Cassie Blakeslee {e}, Melissa Spas {e}, Cindy Johnson {e}

Staff Present: Anne Greene

Monthly meeting of the Board of Trustees called to order at 5:16 PM by President Dan Hickman

1. Public Comment:
 - a. Mike Bobseine spoke and said he is visiting all public libraries in our assembly region and appreciates the important work that libraries do.
2. Consent Agenda:
 - a. Changes or additions to the agenda: none
 - b. Approval of minutes of previous meeting
 - i. Motion made by Jessica Carr to approve consent agenda. *Vote Yes 8 No 0*
3. 2023 Audit and 990: Bahgat & Laurito-Bahgat, CPAs
 - a. Luann Laurito-Bahgat presented the James Prendergast Library Association 2023 Audit and noted that the Library is in compliance with all generally accepted accounting principles.
 - i. Motion made by Mike Corey to approve the 2023 Audit, 2nd by Frank Corapi. *Vote Yes 8 No 0*

4. Director's Report/Statistics: Anne Greene

Summer Reading Celebration Highlights:

- a. Read for Beads: The library had 181 children read 82,814 minutes and complete 624 learning activities. They earned 1,776. One bead equaled one hour read or one activity completed.
- b. Teen Journals: Teens used journals to track books that they read; 36 teens participated and read 315 books. The journals were a hit this year!
- c. Wednesday Storytimes: Our Wednesday storytimes had an average of 50 children in attendance each week. We had many special guests this year. We were lucky and had beautiful weather every Wednesday throughout the summer!
- d. Summer Reading Programming: In addition to our nearly 300 recurring library and co-sponsored programs we featured 16 additional special programs such as, making compass bracelets, doodle bots, and two sessions of Pokémon swaps. Teens enjoyed a pizza party and creating neon signs. Adults enjoyed making 3D printed game pieces, and a trivia night. All programs were well-attended!
- e. LEAP Camps and Summer Reading: The library has continued to partner with the Jamestown Public Schools LEAP Camps. This year, LEAP campers read 852,980 minutes.
- f. YMCA Summer Lunch Program: We were again a site for the YMCA Summer Lunch program. This year, the YMCA provided staff to hand out the lunches. Lunches were served to over an average of 50 children

a day.

- g. Jamestown Mobile Market: Jamestown Mobile Market has been a staple on Wednesdays at the library in the summer and fall, and this year was no exception. People have grown to expect the low cost produce every Wednesday at the library during the summer months.
- h. New Staff Hiring: We have three new staff members who have joined our team: Lisa Schillace, Library Associate I; Alivia Roehrig, Library Associate I; Shane Donaldson, Librarian I
- i. Promotion: Kristie Bemis was promoted to our Library Operations Coordinator on our leadership team. She's doing a wonderful job in her new role. She brings years of experience to this position as she has been instrumental on our team with extensive knowledge and proficiency in our collection development and circulation procedures, as well as program development, and IT management and troubleshooting.
- j. Program Sponsors: We would like to thank Lind Funeral Home for sponsoring the Community Block Party, as well as the many sponsors we had for our Summer Reading Celebration which include Dot's Gift Boutique, Rodger's Land Surveying, Chautauqua Patrons Insurance Company, Shults Auto Group, Jamestown Area Federal Credit Union, Stormer Mechanical, and Fessensen, Laumer & DeAngelo PLLC.
- k. Lenna Foundation: We were awarded our grant request from the Lenna Foundation for \$35,745 for 12.5% of our 25% match funds for our New York State Library Front Entrance Construction Grant Project. We have applied for the other 12.5% to the Sheldon Foundation and expect to learn the funding status this fall.

5. Treasurer's Report: Mike Corey

- a. Revenues are as expected with the \$350,000 school tax levy to be paid to JPLA in December. Expenses are slightly under what would be expected for this time of year.
 - i. Motion to approve Treasurer's Report made by Judy Long, 2nd by Matt Mancuso. *Vote Yes 8 No 0*

6. Building Committee Report: Annie Greene

- a. 2025 Construction Assurances: Our New York State construction project for 2025, the Loading dock and elevator project needs us to certify that we are conducting our project in accordance with all Federal, State and local laws and that we are using the funds for the appropriate purposes. The assurances form is in the packet for review and will need to be approved and signed by the Board President.
 - i. Motion to approve the New York State Construction Assurances Form made by Mary Zdrojewski, 2nd by Jessica Carr. *Vote Yes 8 No 0*
- b. 2024 Construction Project Updates: We will soon begin our Front Entrance Construction project. Alexander Construction has been here and we have begun the discussion of the process. At some point we will need to close the library when they begin work on the front door area for safety reasons.
- c. Library Gardens: The gardens on the 5th street side of the building have been planted and they look beautiful. We are receiving many compliments on the flowers. Many of them bloomed this year and we expect them to fill in and be even more beautiful next year.

7. 8. Fundraising Committee: Anne Greene

- a. Block Party updates: The library raised a total of \$2,441 at the Community Block Party, with over 1,100 people attending.
 - b. Haunted Library Updates: This year's theme is the Wizard of Oz and will be featuring characters such as Aunt Em, Dorothy, the Scarecrow, the Tin Man, the Cowardly Lion, the Wicked Witch, Glinda, and the Wizard of Oz. Instead of doing two separate tours running simultaneously, there will be one tour of 25 people every half hour starting at 2pm. The last tour will start at 7:30pm. Tickets will go on sale on Monday, September 23rd for \$5 each. With a total of 300 tickets to sell, the library could see \$1,500 fundraising revenue if the event sells out. Refreshments, such as apple cider and doughnuts will also be sold during the event.
 - c. Fundraising Total to date: \$37,604.12
8. Lease Committee: Dan Hickman
- a. The Lease Committee has worked with our attorney to develop the new CCLS Lease and it is ready to be sent to CCLS for consideration. This new lease is a four-year term and includes a 3% increase every year.
 - i. Motion to approve CCLS Lease made by Mike Corey, 2nd by Judy Long. *Vote Yes 8 No 0*
9. New Business: Anne Greene
- a. Child Safety Policy: This policy needed to be updated.
 - i. Motion to approve Child Safety Policy made by Ned Lindstrom, 2nd by Matt Mancuso
 - b. Board Treasurer Position (Dan Hickman): The Board Treasurer position will be open beginning January 1, 2025. Any Board member interested in the position should let the Board President know.
 - c. By-Laws: Verbiage has been added that will allow the Board of Trustees to vote via email on urgent matters as long as all Board members participate, and it is documented in the minutes at the following meeting. The vote for this By-Law amendment will occur at the October 17, 2025 Board of Trustees Meeting.
10. Executive Session: Dan Hickman
- a. Motion to enter into Executive Session to discuss a personnel issue made by Jessica Carr, 2nd by Ned Lindstrom at 5:58 pm. *Vote Yes 8 No 0*
 - b. Motion to exit Executive Session made by Mike Corey, 2nd by Frank Corapi at 6:04 pm. *Vote Yes 8 No 0*
 - c. Personnel plan:
 - i. Motion made to accept the personnel plan with leadership changes made by Judy Long, 2nd by Ned Lindstrom. *Vote Yes 8 No 0*
 - ii. Motion made by Jessica Carr to promote Jennifer Champ to the position of Assistant Director of James Prendergast Library, assuming duties as of 1/1/2025, 2nd by Judy Long. *Vote Yes 8 No 0*
 - iii. Motion made by Judy Long to promote Tress Williams to the position of Executive Director of James Prendergast Library, assuming duties as of 2/2/2025, 2nd by Mike Corey. *Vote Yes 8 No 0*
 - d. Unfinished Business: Dan Hickman

- i. Trustee Training: All Board of Trustees must have their required trainings completed by the next Board of Trustees Meeting on October 17, 2025.

11. Next Meeting is October 17, 2024

12. Adjournment at 6:09 pm.

DRAFT