

February 20, 2025 Meeting Minutes

Present: Dan Hickman, Frank Corapi, Mary Zdrojewski, Judy Long, Matt Mancuso, Melissa Spas, Jess Carr, Emily Drew, Ned Lindstrom

Absent: Cindy Johnson € , Kathleen Blakeslee € , Jacob Brock €

Staff Present: Tress Williams

Monthly meeting of the Board of Trustees called to order @ 5:15

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 Jess Carr to approve consent agenda. *Vote Yes 9 No 0*
3. New Staff Introductions: We have hired two security guards and we are excited to welcome them on staff. Hunter Johnson will primarily be here in the evenings, and Stephanie Crick will be working during the day. Both Hunter and Stephanie are already doing a great job as they get to know our patrons!
4. Director's Report/Statistics: Tress Williams
 - a. Annual Report shows increased circulation
 - i. Circulation of adult fiction and non-fiction materials increased in 2024, as well as children's fiction. Increased circulation of physical materials, which is challenging to achieve given digital options today, indicates that our purchasing is reflective of community demands. This year, we are focusing on updating our children's non-fiction collection to hopefully increase circulation.
 - b. Staff Recognition
 - i. Every month we recognize a member of our team for the valuable work they contribute to our mission. Emeric Taylor hit the ground running as a transfer from the CCLS staff to JPLA, welcoming in a wealth of knowledge pertaining to IT, KOHA, and workflow efficiency. Emeric can often be seen studying coding screens to improve our website, securing our networks, or developing marketing materials. Emeric was also a vital part of setting up our new combined Teen Lab/Area and Study Lounge (formerly the Teen Area). Emeric is also responsible for helping to maintain our collection, covering desk services, and helping keep the public informed about our programming. Thank you, Emeric, for all of your hard work!
 - c. Hultquist titles purchased
 - i. At the end of last year, the library received \$20,000 in grant funds from the Hultquist Foundation, to purchase adult non-fiction titles. These titles have begun to arrive, and our New Books section has been overflowing! These funds have been used to purchase new titles related to arts and sciences.
5. Treasurer's Report: Frank Corapi

- a. Booksale and fundraising at budget, expenses show one-time payments related to insurance, building, liability due at start of year. Program line shows spending due to one-time equipment purchases.

- i. Motion made by Judy Long, 2nd by Emily Drew to approve Treasurer's report
Vote Yes 9 No 0

6. Fundraising Committee Report: Tress Williams

- a. The Fundraising Committee is currently drafting a Sponsorship Letter to encourage local businesses to support the library. A draft of this letter will be available for Board approval at March's meeting.

7. Strategic Plan Committee Report: Tress Williams

- a. In your board packet you have the 2025-2030 Strategic Plan, now finalized with the library's investments for 2025.
- b. These investments are actions that we intend to take in 2025 to make progress towards our 5 strategic focuses. Some examples of these investments are:
 - i. Access: Complete the 2025 Front Lobby & Children's Room Construction Grant
 - ii. Literacy: Update Children's nonfiction collection
 - iii. Sustainability: Complete a Carbon Footprint Assessment
 - iv. Connecting: Invest in Virtual Reality Equipment for all-ages programming
 - v. Sharing: Join Chautauqua County Homeless Coalition

8. Building Committee Report: Mary Zdrojewski

- a. Construction on the library's main doors and entryway is tentatively slated to begin in April. Architect Chris Cooke and Alexander Construction met at the library to discuss details of this construction project. Construction will require the library to close for approximately 2 weeks in April, followed by a limited reopening with the Children's Room and meeting rooms closed for another approximately 2 weeks.

9. New Business: Tress Williams

- a. Fine Free Children's/Young Adult accounts: In September 2023 the Finance Committee recommended going fine free for children and young adults. The current committee agrees with this recommendation, which would eliminate late fees on these accounts.
 - i. Motion made by Mary Zdrojewski, 2nd by Emily Drew to approve fine-free youth accounts
Vote Yes 9 No 0
- b. Circulation Policy: We added a purpose statement and added additional forms of identification that patrons can use to register for a library card, and updated fine information.
- c. Pandemic Policy: No changes were made
- d. Rules of Conduct Policy: Clarified language surrounding food and drink
 - i. Motion made by Ned Lindstrom, 2nd by Emily Drew to approve Circulation, Pandemic, and Rules of Conduct policies
Vote Yes 9 No 0
- e. Resolution to Obtain Business Credit Cards

This resolution form from the bank authorizes designated board members to sign off on changes or additions to the library's credit card accounts, such as changing card limits, and adding and deleting accounts. Now that we have a different slate of officers, this form needs to be signed by all current officers.

We need approval to adopt this resolution to obtain business credit cards.

- i. Motion made by Judy Long, 2nd by Melissa Spas to approve Circulation, Pandemic, and Rules of Conduct policies
Vote Yes 9 No 0
- f. Rescind Staff Day Closure
 - i. We are no longer going to close on April 25 for Staff Day. Trainings will be held over multiple days instead, during closure for construction.

10. Next Meeting is March 20, 2025

11. Adjournment 5:32pm