

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, July 14th, 2020**

Present: Mrs. Weir Ms. Mesires
 Mrs. Holberg Ms. Dittrich
 Mr. Caughlin Mrs. Seymour
 Mr. DiFabion Mrs. Weldon
 Mr. Atkinson Mrs. Evans
 Ms. Calarco Ms. Reff
 Mrs. Lisa Ruggiero, City Council Liaison

CALL TO ORDER: Meeting was called to order at 4:01 by Mrs. Weir.

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the June 23rd, 2020 meeting and if they had any questions. No questions were asked. Mrs. Evans moved to approve the minutes, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich asked if anyone had any questions in regards to the Consolidated Expenses report. No questions were asked. Mrs. Weir asked for a motion to approve the report as presented. Mr. Caughlin motioned to approve the report, Mrs. Holberg seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weir stated that with the library beginning the second phase of opening to the public on Monday, she has faith in Ms. Reff and the library staff that everything will go smoothly and effortlessly.

TREASURER'S REPORT: Ms. Dittrich stated that the fiscal year for 2019/2020 has finished. The revenues were at 104% and the expenses at 99.97%, within \$3,500.00 of the budgeted amounts. Unfortunately, special circumstances during the past year affected the budget considerably, but fortunately, the appropriated fund balance wasn't used. The bank accounts have gone down to \$118,472.00. They remained for a long time between \$100,000.00 and \$120,000.00. This is primarily due to payments for legal fees. There are two bank accounts restricted for paintings (Woodruff account) and the Genealogy Department (Schobel Account). Ms. Dittrich wanted to remind the board that two other accounts at Carthage Savings actually go together, one is the interest earned from the Emma Flower Taylor CD account and can be utilized if needed, the other is the principal that cannot be touched. On the Donations and Grants Report, it can be seen under North Country Library System, the payments towards the attorney. Ms. Dittrich explained that the attorney was paid down to \$20,000.00 in hopes that NYLA will be able to raise the funds to assist the library. Mrs. Weldon moved to accept the Treasurer's Report. Ms. Mesires seconded the motion. Motion passed.

DIRECTOR'S REPORT:

- The library has sold a total of \$2,811.52 books on Amazon, with \$1,553.38 in the past year, and a total of \$831.46 with Better World Books, with \$624.04 in the past year.
- Starting the week of July 13th, the library will be offering bags of books for sale. The books will be selected by genre. A \$3 bag of books will typically have 6-8 books in it. A \$5 bag will have 10 or more books.
- Based on the Governor's information, the library's air filters meet the MERV (Minimum Efficiency Reporting Value) requirements of 8 or higher to filter out the COVID-19 virus.
- The power fail scheduled for July will occur on Saturday, July 18th. Ms. Reff will shut the servers down after work on Friday and restart them on Monday morning. The power fail will last from 12-14 hours so the library will be closed on Saturday.
- In an effort to make planning easier, the library is assuming that it cannot host large in-person events and programs for the foreseeable future. As a result, they will be focusing on virtual events, make and take crafts, programs and tutorials until December.
- The library continues to add virtual programs for the summer and fall. Kids' yoga and bedtime stories with Suzie, a family online book club, and genealogy tutorials are just a few new programs.
- The library has created several video tutorials for searching the catalog, and using the Advanced Search option. More videos are planned.
- The library is planning special virtual programs and crafts for Halloween and its annual Harry Potter party.

- The library clerks have been doing database cleanup when they are not shelving or checking out items. They will also start an inventory of the adult non-fiction books.
- The Ogdensburg Public Library Board will be voting on giving up their status as a Central Library. Once their vote has passed, the Flower Library Board will have to pass a resolution to become the sole Central Library.
- The library met with Advanced Business Systems to discuss their proposal to maintain the servers and network. Ms. Reff asked NCLS for updated server costs and proposed PC maintenance costs in May for comparison since it has been several months since Todd Battista presented to the board. Once she receives the NCLS numbers, the library will be able to discuss the server/network/PC maintenance options at our next Board Meeting.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** Ms. Reff stated that she had a discussion with Mr. Ramey and Mrs. Boxberger in regards to the fall book sale, and they felt that the book sale would not be taking place this year, but will look forward to 2021. This will be confirmed at the Friends August board meeting.
- **Policy Committee:** The Policy Committee met and prepared an updated Limited Services Policy for the board to review. (See board meeting material attachments) for the second phase of reopening on July 20, 2020. Ms. Dittrich suggested the adding under **Safety Precautions** the word "sitting" (standing and/or sitting 6' apart or more). Mr. DiFabion moved to approve the new Limited Services Policy including Ms. Dittrich's correction. Ms. Dittrich seconded the motion. Motion carried.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- **Phase 2 Plan/Reopening Date:** Mrs. Weir confirmed with the board that they felt July 20th, 2020 was a good date for the library to reopen to the public for limited services based on the safety measures that Ms. Reff and the library staff has created. Mr. Atkinson moved to approve the reopening of the library on July 20th, 2020. Mrs. Weldon seconded the motion. Motion carried.

NEW BUSINESS:

Report to the Community: Ms. Reff asked the board if they had the opportunity to review the Report to the Community that had been sent to them in their board meeting materials. The board agreed that they all liked the design. Mr. Caughlin moved to approve the Report to the Community. Mr. DiFabion seconded the motion. Motion carried. The Report to the Community will be mailed, emailed, put on webpage, etc.

Director Review: Mr. Caughlin suggested to the board that Ms. Reff is in need of a board review. Ms. Reff stated that she would be happy to send out sample director's evaluation forms. Mr. Caughlin also asked Ms. Reff to send the board a copy of her job description. The board agreed. No official action taken.

Budget Discussion-Director & Mayor: Mr. Caughlin asked Ms. Reff about a question that the City Mayor asked her during a budget discussion about other options for funding, i.e. charter change, etc. Ms. Reff stated that she contacted Matt Corey at NCLS in regards to these questions and there are other options, but they would be a huge undertaking. The library could become a school district library, but that would mean that it would no longer be a city owned library, the employees would no longer be city employees, the trustees would need to be elected, etc. Much more research and education would need to be done to determine if that is a good fit for the library and the community. Ms. Reff stated that she will be sending all of the information to the Mayor based on the suggestion of Mrs. Ruggiero in case the Mayor would like to discuss it further. Mrs. Weir stated that the Mayor may want to respond to his constituent accordingly as well.

EXECUTIVE SESSION: Mr. Caughlin stated two separate emails from a tax protestor threatening litigation have been received. He would like to move to Executive Session. Mr. Atkinson seconded the motion. Move to Executive Session at 4:29 pm. Mr. Caughlin motioned to leave Executive Session at 4:46 pm, Ms. Dittrich seconded the motion. Motion carried.

TASK REVIEW:

- Ms. Reff to update the Mayor and City Council.
- Ms. Reff to send her job description and review samples to the board.
- Review for Ms. Reff to be added to August board meeting.

MOTION TO ADJOURN: Mrs. Holberg motion for the meeting to be adjourned. Mrs. Evans seconded the motion. Meeting adjourned at 4:54pm.

The next meeting of the Board of Trustees will be held on August 11th, 2020 at 4:00 pm in the South Reading Room located on the main floor of the library or via Zoom meeting.

Andrea Carr
Recording Secretary