

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, November 9th, 2021**

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

Excused: Mr. Atkinson
 Mrs. Seymour
 Mrs. Weldon

Guest: Yaremi Vichyonetzki

CALL TO ORDER: Meeting was called to order at 4:00pm by Mrs. Weir.

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the October 12th, 2021 meeting and if they had any questions. No questions were asked. Ms. Dittrich moved to approve the minutes, Mr. Caughlin seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mrs. Weir asked if anyone had any questions regarding the Consolidated Expenses report. No questions were asked. Mrs. Holberg moved to approve the report. Mr. Caughlin seconded the motion. Motion carried.

PRESIDENT'S REPORT: No Report.

TREASURER'S REPORT: Ms. Dittrich reported that the Profit and Loss Report should currently be reflecting 33% for November, and it is below that for both the income and expenses. Currently the two line items that are behind in the income that are significant are the donations, especially when comparing to last year. The expenses, membership fees and genealogy are exceeding the 33%, but they are typically annual fees. The report is reflecting that the library has spent almost \$4,000.00 more than received, but the ballot funds have not yet been received, etc. and Ms. Dittrich doesn't feel there needs to be concern.

The checking and savings accounts currently reflect \$133,053.16. Ms. Dittrich stated that this is approximately the same amount in the past. In Restricted Donations and Grants, an additional \$310.00 was received under Memorial Donations, also \$500.00 was received under Miscellaneous Donations from Mr. Thomas O'Connor. Ms. Dittrich also discussed the LLSA Grant currently standing at approximately \$24,000.00. This grant is earmarked for computers, computer supplies, and equipment by the board and director. Ms. Reff recently placed an order with NCLS for computers for the library. Mr. Caughlin moved to approve the Treasurers Report as presented. Mr. DiFabion seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The front of the library and the lions were power washed and cleaned on Oct 20th.
- The library does not have a new start date for the domed window replacement construction project.
- The bathrooms on both floors and the staff room are being repainted.
- Over 300 people came to the Trick or Treat Halloween event on Saturday, October 24th.
- Ms. Reff attended the Jefferson County Board of Legislators meeting on Monday, October 25th along with two other library directors and Angela Newman from NCLS. The Board of Legislators had lots of questions and concerns about funding libraries when the libraries could obtain funds via the School Ballot vote. NCLS has asked Ms. Reff to attend a meeting with several libraries and Jefferson County legislators on Wednesday, November 10th.
- All of the librarians attended the New York Librarian's Association conference held October 28-November 6th either virtually or in person.
- The library will be restocking the downstairs platform and starting a small rotunda book sale now that the book sale is officially over.

- The library has been working with Pam at NCLS to recreate the fines setup that we had pre-Covid. The library plans to restart the fines, except for children's items, at the end of the month.
- The library is hosting a WordPress website open lab for the Jefferson County libraries on Thursday, November 18th.
- The library is once again having "Everything but the Turkey" Food Drive. The food will be distributed on Tuesday, November 23rd.
- The City plans to have De-Escalation Training for all city staff on Thursday, December 9th from 10:00-12:00. The training is 2 hours long and we will once again, have to close the library while the staff attends the training.
- Starting January 1, 2023, library trustees will be required to attend 2 hours of training per year. NCLS events count towards the training requirements.
- The Lockdown policy is available to the staff on the shared "Emergency" folder.
- NCLS added two new databases. Law Depot provides legal forms and Weiss Financial Rating provides information and ratings on stocks, mutual funds, insurance agencies and Medigap information. Both databases are paid for using Central Library funds and are available anywhere with an NCLS library card.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that during their meeting, the Friends discussed the outcome of the book sale. They stated about \$8,000.00 was made, and considering the sale was available for less days, it was a success overall. There will be a soup and salad luncheon for the people that helped in December.
The Friends are looking for new members to join their board. They are also considering changing their meeting time to be more accommodating to those who work. They also discussed having a tree at the Festival of Trees this year.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

Marketing Survey: Ms. Reff had previously provided the revised survey to the board for review. The board had some minor edits to make. Otherwise, they felt it looked great. Mrs. Holberg moved to approve the survey after the edits had been made. Mrs. Evans seconded the motion. Motion carried.

Vice President 2022-2023: Mrs. Evans has offered to take the position of Vice President on the Board of Trustees in 2022. Ms. Mesires moved to approve Mrs. Evans in the position. Mrs. Weir seconded the motion. Motion carried.

Amendment of By-Laws/Assistant Treasurer Position: The board discussed the possibility of adding the position of an Assistant Treasurer to the board officers. This position would consist of taking on the role of treasurer in the situation where Ms. Dittrich, or the current board treasurer, is unable to perform the duties (i.e. sign checks, perform banking duties, etc.) that are required of them. Mr. DiFabion stated the he is open to the idea to being in the position. Ms. Dittrich stated that the Executive Committee discussed the position, and the by-laws will have to be amended. A draft has been created, and the updates were presented to the board. The suggested updates presented were as follows:

1. Partial term limit
2. Board duties – (recording secretary to be relocated to under "3. Meetings".)
3. Order of business at regular meetings.

A question about whether or not Executive Committee meetings should be considered open meetings. That will be further discussed and considered. Official action will be taken at the next board meeting.

NEW BUSINESS:

Approval to perform Audit: Mrs. Weir requested official action to move forward with the annual audit with Bowers and Co. Ms. Dittrich moved to proceed with the audit. Mr. Caughlin seconded the motion. Motion carried.

No Staff Training Day in January: Ms. Reff explained to the board that due to the city requiring mandatory trainings and in turn, requiring the library to close during these trainings, she would prefer not to also close the library on the Friday before Martin Luther King Jr. Day per usual for all staff training day. Mr. Caughlin moved as an exception to policy at the director's recommendation that the board delete the Friday before Martin Luther King Jr. Day Training Session. Ms. Dittrich seconded the motion. Motion carried.

OCLC Trial: Ms. Reff explained that OCLC which is generally a third level of interlibrary loan. Previously it was funded by the Northern New York Library Network for both NCLS and Flower Library. Currently, it is only funded for NCLS. As the Central Library, Ms. Reff is asking the board if they would like to enter into a six-month trial to see how it goes and to see if it's worth the library pursuing it permanently. Mr. Caughlin moved to enter into the six-months of conducting the OCLC services with NCLS reimbursing the library the postage costs and any other expenses. Mrs. Holberg seconded the motion. Ms. Dittrich amended the motion to a six-month trial period. Motion carried.

TASK REVIEW:

- Amended by-laws.
- Mr. Caughlin mentioned that there had been emails sent to the board regarding the briefing schedule for the appeal on Mr. Eisenhower's petition. Mr. Bob Slye with the City of Watertown has submitted his brief. The library and the Watertown City School District's briefing schedules were extended on request by the third department to be submitted on December 15th, 2021. The argument will take place in February once the briefs are submitted, and will be available online if the board members would like to attend/watch.

MOTION TO ADJOURN: Ms. Dittrich motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 4:42pm.

The next meeting of the Board of Trustees will be held on December 14th, 2021 at 4:00 pm via Zoom.

Andrea Carr, Recording Secretary