

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 9, 2018

Present: Mr. Caughlin Mr. Peterson
 Mr. DiFabion Ms. Calarco
 Mrs. Weldon Mrs. Holberg
 Ms. Dittrich
 Ms. Reff

Excused: Mrs. Evans
Unexcused: Mrs. Atkinson
 Mrs. Weir

CALL TO ORDER: Meeting was called to order at 4:03 by Mrs. Weldon.

APPROVAL OF MINUTES: Mrs. Weldon asked if everyone had the opportunity to review the meeting minutes from the December 12th, 2017 meeting with the suggested amendments. Mr. Caughlin moved to approve the minutes, Mr. DiFabion seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich that the expenses are higher than typical due to the NYS Construction Grant and it will appear to be so until the funds are received from the state. No additional questions asked. Mr. Caughlin moved to approve the report. Mrs. Holberg seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weldon stated that the school ballot will be discussed later in the meeting. She also wanted to thank Mr. Caughlin for his two years of service as president of the board during the Alex Cohen project and the HVAC construction project, among other things.

TREASURER'S REPORT:

- Ms. Dittrich stated that the profit and loss should be at 50%, but the numbers are currently at 58% but that is to be expected due to the NYS Construction Grant expenditures.
- Ms. Dittrich also suggests modifying the line items on the profit and loss reports to reflect the grant funds at a zero amount as the funds have not yet been received, to ensure the report still reflects as balanced. There was question on if there was board action taken to add the Construction Grant line item for the accounting of the funds. Ms. Reff is going to look into this. The topic will be tabled until the next meeting.
- The balances in the checking and savings account are \$109,000.00 which are down a bit, but this is anticipated due to the spending of the impending grants. There have been grants and donations received from the Friends group of \$10,000.00, as well as a memorial donation of \$500.00 and two grants from NCLS for a total of \$800.00.

Mr. Caughlin moved to approve the Treasurer's report. Mr. DiFabion seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The library received grants and donations in December including: \$700, for the 2017 NCLS Incentive Grant. The 2017 grant included continuing education, legislative connections and technology plan components. \$100, for the NCLS website tune-up grant. A \$500 donation from Jane Simpson in memory of her parents Hope and Frank Augustine. The library also received paperwork from Hrabchak and Gebo stating that the library is listed as a beneficiary in Vernon M. Allen's will. However, Flower Library is a beneficiary only upon the death of his wife, Sarah.
- Ashley Pickett had a baby on January 3rd. A little girl named Mya. Everyone is doing well.
- Ms. Reff attended the Kiwanis Christmas party on December 21st.
- The new City Council members and new City judge were sworn in at the library on Monday, January 1st. One hundred seventeen people attended the ceremony.
- The stained glass chandeliers have been cleaned, repaired and reinstalled and the temporary lighting has been taken down.

COMMITTEE REPORTS:

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** Ms. Holberg stated that during the recent Friends meeting, it was requested that the Board of Trustees attend the next Friends Board Meeting held on February 7th, 2018. They are meeting to discuss space for storage and sorting in the basement of the library.
Kyle Ramie is now the new Friends Liaison to the board. He plans to attend every board meeting but could not attend today's meeting.
The Friends are planning the Art Gala to take place in late September of this year.
- **Policy Committee:**
The Policy Committee has made the following modification to the library **Computer Use Including ATTAIN Lab and Wireless Network** policy:

If a patron does not have an NCLS library card and does not live in the area, the library can provide a guest pass for computer or wireless use. The patron must provide identification in order to obtain a guest pass. The guest pass will be good for the remainder of the day, subject to computer use limits.

Mr. DiFabion moved to approve the new policy. Mr. Peterson seconded the motion. Motion carried.

- **Marketing Committee:** No Report.

OLD BUSINESS:

- **New Board Member:** A new board member has still not been found. Mrs. Weldon has left messages for two candidates without return phone calls. She asks if anyone thinks of anyone else that might be interested to please have them send their resumes.
- **Audit:** Bowers & Company, CPA's PLLC will be attending the next meeting held on February 13th, 2018 to review this year's audit.
- **School Ballot:** Upon discussion with Sharon Addison, it appears that if the library choses to go onto the school ballot, City Council will cut funding to the library in the amount that is awarded through the school ballot in attempt to not "double tax" the residents of the City of Watertown. There will be work sessions in the near future with the city to discuss cuts of hours and budgets. Upon further discussion and contemplation, school ballot funding may not be the best route. The board is going to table the discussion for now and seek other avenues for additional funding.

NEW BUSINESS:

- **Board Committees:** There are several openings on board committees. Ms. Reff passed the list of committees around to the board and requested that the board members please consider joining a committee if they have the opportunity to do so.

TASK REVIEW:

- Further discussions regarding additional funding.
- Friends Meeting on February 7th, 2018. Please attend if you can.

MOTION TO ADJOURN: Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 4:47pm.

The next meeting of the Board of Trustees will be held on February 13th, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr
Recording Secretary