

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

Present: Mrs. Weldon Ms. Dittrich
 Mr. Caughlin Ms. Reff
 Ms. Mesires Mrs. Evans
 Mr. DiFabion Ms. Calarco
 Mrs. Holberg
 Ms. Jayn Graves, Friends Liaison

Excused Absences:
 Mrs. Weir
 Mr. Peterson

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

APPROVAL OF MINUTES: Mrs. Weldon asked if everyone had the opportunity to review the meeting minutes from the September 11th, 2018 meeting. Mrs. Evans moved to approve the minutes, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich stated that there weren't any concerns in regards to the expenses. Mr. Caughlin moved to approve the Consolidated Expense Report. Ms. Mesires seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weldon wanted to remind everyone on the board about the Friends Art Gala event happening on Friday evening and encouraged all to attend. She also wanted to mention that she recently saw that the FAA changed their policies once again and now dogs, cats and miniature horses are approved for air travel, and stated that the service pet policy may need to be revisited once again.

TREASURER'S REPORT: Ms. Dittrich mentioned that the library has received the New York State Construction Grant and now all reports appear to be on track. There doesn't appear to be anything unusual in regards to expenses. There is currently \$145,500.00 in the checking and savings accounts. Mrs. Holberg moved to approve the treasurer's report. Mr. DiFabion seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The library has received over \$300 in memory of Mary Alice Robinson who passed away August 27th in La Posada, Arizona. She was on the Flower board and was very active in Genealogy. One of her children's family still lives in Watertown - Katherine and Greg Couch.
- Ms. Reff attended a workshop on Library Privacy and Confidentiality. The key is always having a good policy.
- Ms. Reff will be a "stop" on the Brookside Cemetery tour on Sunday, October 14. This event is hosted by the Jefferson County Historical Society. She will be stationed at the Flower family monument.
- The library Harry Potter event was a huge success as can be seen by the pictures that Mr. Caughlin took. We had 173 people drink Polyjuice potion, make wands, and had their pictures taken in the photo booth.
- As usual, Flower Library was well represented at the Genealogy Fair held on September 22nd at the Jefferson County Historical Society. Amanda Presley had a table with library information and spoke about Ancestry.com at the libraries and Terry Mandigo, our best Genealogy volunteer, was a member of the panel. Eighty people attended the event.
- The library also had a "Hocus Pocus" party on Wednesday, October 3rd. They had 140 people attend this event with a movie, crafts, games and food.

- The annual Applumpkin event will be held on Saturday, October 6th from 10:00-1:00. Face painting, crafts, pumpkin painting, games and snacks will be available for everyone.
- Finally, the annual Trick or Treat night is planned for Tuesday, October 30th from 6-7pm.
- The NCLS Board of Trustees voted to no longer provide payroll services for Vicky, or the two part time Ogdensburg staff, who are paid by CLD money. Penny Kerifen and Ms. Reff are looking into payroll services who will take over that task. Salaries will continue to be paid from the CLD money.

COMMITTEE REPORTS:

- **Building & Grounds:**
 - No planting of trees or shrubs until the spring.
 - Will plan a meeting later on.
 - There was a comment made that the back area of the building had a lot of debris around the parking lot that needed to be cleaned up by maintenance.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
 - Ms. Graves stated that so far, there have been 99 tickets sold for the Art Gala, 104 given away. There is between \$8,000.00 and \$10,000.00 expected to be donated to the library from the friends towards the new family floor area.
 - Ms. Graves also mentioned that there was some discussion about the new fire code, and sorting area/space in the basement. There will be further discussion about upcoming book sales and where sorting will take place, or if the book sale will continue.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- **New board member:** Fran Seymour attended the board meeting in September. The board agreed that she would be a good fit for the board member position that is currently available. Mrs. Weldon moved to approve and Mrs. Evans seconded the motion to send Ms. Seymour's resume to the Mayor as the board recommendation. The board agreed, and approved unanimously. There is now going to be another vacancy on the board as Mr. Peterson will be moving out of the city. Mrs. Weldon has requested that the board once again submit their suggestions for board members.
- **Library Expenditures:** Ms. Reff previously discussed with the board spending funds from both Pattie Ritchie and NCLS Central Library Division (CLD), and how these funds should be allocated. The CLD funds have to be spent by the end of the year. The CLD funds could potentially be used for furniture, equipment, computers, or signage. Ms. Reff suggested that some of the funds received from CLD should be used for the Crayon Kiosk, which is to hold iPads for children, and be placed in the children's room. Ms. Reff suggested that the Patty Ritchie money be used to purchase sewing machines, a quilt cutting machine, coding kits and toys for the children's room. Mr. Caughlin moved to approve Ms. Reff's suggestions, Mr. DiFabion seconded the motion. Motion carried.

NEW BUSINESS:

- Ms. Reff stated that the staff has asked about modifying the library hours on Christmas Eve of this year. They would like to possibly work from 8:00am until 4:00pm on Monday, December 24th in hopes of getting home to celebrate with family at a reasonable hour. The board suggested that the library hours be 9:00am to 3:00pm with the staff making up the 2 hours of time missed from work if they would prefer to ensure an even earlier close time that day. Ms. Reff stated that she will present the options to the staff, and let the board know at the next meeting which they would prefer.

TASK REVIEW:

- Art Gala – please help sell tickets if you can.
- CLD and Pattie Ritchie Funds: Please come up with suggestions for the use of these contributions.
- New board member need to replace Mr. Peterson.

- Please look over the book sale schedule and volunteer to work if possible.

MOTION TO ADJOURN: Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 4:34pm.

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

Andrea Carr
Recording Secretary