

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, November 13th, 2018

Present: Mrs. Weldon Ms. Dittrich
 Mr. Caughlin Ms. Reff
 Ms. Mesires Mrs. Evans
 Mr. DiFabion Ms. Calarco
 Mrs. Holberg Mrs. Weir

Excused Absences:
 Mr. Peterson

Guest: Nina Byas – Intern from JCC

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

APPROVAL OF MINUTES: Mrs. Weldon asked if everyone had the opportunity to review the meeting minutes from the October 9th, 2018 meeting. Mrs. Weir moved to approve the minutes, Mr. DiFabion 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. Mrs. Evans seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weldon stated that she attended the Friends meeting with Mrs. Weir. This will be discussed further during the committee discussions. She also wanted to mention that the Spectrum Grant Kickoff was taking place at the library at 11:00 am on Thursday, November 15th with NCLS and Pattie Ritchie. She encouraged the board members to attend if they could.

TREASURER'S REPORT: Ms. Dittrich stated that the profit and loss should be reflecting at 33%. The income is a little skewed because of the NYS Construction grant. The expenses are currently at 22.85%. The checking and savings accounts are currently at \$142,072.10. The Carthage Savings and Loan CD is maturing and needs to be discussed. \$415.00 was received in donations in memory of Alice Robinson. Mrs. Holberg moved to approve the treasurer's report. Mrs. Weldon seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- Both fountains were covered and winterized and the front door and walk were closed for the season.
- The library purchased a new self-check/information kiosk from NCLS. Patrons can check out books, use the catalog, review the library's events, and see new items. Steve Gaines from NCLS will continue to add to the kiosk's features. Money for the new self-check/information kiosk came from the CLD carryover.
- Mr. Caughlin and Ms. Reff, along with 6 other staff and board members from Jefferson County libraries and NCLS attended the Jefferson County Funding meeting. Ms. Reff highlighted some of the positive effects of the new fiber bandwidth and Mr. Caughlin's eloquent summary of the need for additional funding to meet the new minimum standards was well received.
- The library received \$20 for the Hannaford Helps Reusable bag program which donates the proceeds from the purchase of reusable bags to a local non-profit.
- NCLS received a Spectrum grant to purchase Mobile Maker Labs. There will be a kickoff event at the library on Thursday, November 15th at 11:00. Senator Ritchie will be attending the event.
- Trick or Treat night was on Tuesday, October 30th from 6-7pm. The library had almost 500 people attend.
- Ms. Reff is meeting the bride on Saturday to discuss the New Year's Eve wedding plans.

- Meghin Roberts has resigned to take another job in Syracuse. Ms. Reff is calling the remaining people on the Civil Service list for Librarian I. The city will also be offering the Librarian I and Librarian II civil service tests since the lists are almost 4 years old. We may be able to hire temporary part time librarians to cover some of Meghin's hours until the library hires a new person.

COMMITTEE REPORTS:

- **Building & Grounds:**
 - The fountains have been covered for the winter.
 - Hydrangeas have been planted along the south wall of the library and behind the building for free by Patricia Whalen and Mayor Butler, as well as the City Council Members and city staff. The library will send Ms. Whalen a "Thank You" letter.
- **Finance & Investment Committee:** The CD at Carthage Savings and Loan is maturing. Ms. Dittrich will be contacting them to discuss rates and terms. She requested permission from the board to use her best judgment when making the decision when it comes to the renewal of the term and rate. Mr. Caughlin moved that Ms. Dittrich renew the CD term for within a year at the best rate possible. Mr. DiFabion seconded the motion. Motion carried.
- **Friends Committee and Liaison report:**
 - Mrs. Weldon and Mrs. Weir attended the Friends meeting in November since Ms. Reff and Mrs. Holberg were both unavailable for the meeting. They stated that the Friends were upset about the book sale and how it appeared that the library withheld DVD donations from the sale to prohibit them from higher profits. There had been a lengthy discussion during their meeting. It was also disclosed that Susan Johnson would no longer be running the book sale. The Friends financial statements reflect that they currently hold \$62,000.00 in their account, and raised \$11,000.00 at the annual book sale as well as \$11,000.00 at the Art Gala held in October. Mrs. Weldon stated that she will be scheduling a one on one meeting with Ms. Graves, the Friends President to extend the board appreciation for their continued efforts for the library. The library board will also discuss a joint meeting with the Friends board.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- New board member: Fran Seymour is on the schedule for the City Council meeting next week to be approved as the new board member. There is now another position available. The board will be discussing further possible candidates for the open position.
- Christmas Eve: The library staff expressed that they would like to work 9:00am to 3:00pm on Christmas Eve, and be responsible to make up the 2 hours that will be missed that day or use vacation time. Mr. Caughlin moved to approve the change in hours. Mrs. Evans seconded the motion. Motion carried.

NEW BUSINESS:

- Burns Painting: Mr. Caughlin stated that the Jefferson County Historical Society is working on a plan to create an endowment for the Burns painting which was donated to the Society. The Society would like to create an endowment document which states that the painting would be shown at the library if it could not be shown at the Historical Society and that if anything were to happen to the Historical Society, the painting will be kept at the library. Further action will be taken by the board when the documentation is received.
- Ms. Reff was unable to find any documentation or job description for Event Coordinator. Several names were brought up as possibilities. Ms. Dittrich had contacted someone at J.C.C. who might be interested. Sarah Compo's name also was suggested since she has her own event planning business. Ms. Reff will contact Sarah to discuss the matter with her.
- Better World Books: Ms. Reff presented to the board the opportunity to sell books on Better World Books. There is no charge to sign up, and it's an opportunity to sell more books and make more revenue for the library as opposed to throwing them away or giving them away on the free cart on the main floor. The board suggested that if the trial goes well, this option would be recommended to the Friends as well as an

opportunity for them to make additional revenue for their book sale. Ms. Reff will be starting to sell on the site as a trial and report back to the board.

- Audit: Ms. Reff presented the audit agreement from Bowers and Company. It reflects the yearly review, as well as the audit that is required by the city. Mr. Caughlin moved to move forward with the audit as long as the city agrees to pay for the audit, and the board pays for the review. Mrs. Holberg seconded the motion. Motion carried. Mrs. Weldon to sign the agreement. Ms. Reff will confirm that the city will pay the difference between the full audit and the review.

TASK REVIEW:

- Consider new board members for Mr. Petersons position

MOTION TO ADJOURN: Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 5:14pm.

The next meeting of the Board of Trustees will be held on December 11th, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr
Recording Secretary