

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 12th, 2018

Present: Mrs. Weldon Ms. Dittrich
 Mr. Caughlin Ms. Reff
 Mrs. Seymour Ms. Calarco
 Mr. Cody Horbacz – City Council Library Liaison

Excused Absences:
 Mr. Peterson Mrs. Evans
 Ms. Mesires Mrs. Weir
 Mr. DiFabion Mrs. Holberg

CALL TO ORDER: Meeting was called to order at 4:08 by Mrs. Weldon.

APPROVAL OF MINUTES: Postponed to next meeting due to not having a quorum.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich stated that there weren't any concerns regarding the Consolidated Expense report. Approval postponed to next meeting due to not having a quorum.

PRESIDENT'S REPORT: Mrs. Weldon welcomed Fran Seymour, the new board member, to the Board of Trustees. Mr. Peterson did not attend the board meeting, and therefore, was not there to receive his gift. Ms. Carr will mail him his gift. Mrs. Weldon also wanted to formally thank Mr. DiFabion for attending the NCLS board meeting. Mrs. Weldon also suggested that the board members read "The Library Book" by Susan Orlean. She found it very relevant.

TREASURER'S REPORT: Ms. Dittrich stated that the Profit Loss Statement should be at 42%. The income is higher than 42% because of the NYS Construction grant. The expenses are currently at 22%. Grant and Donations, and Genealogy expenditures appear to be a little high, but nothing to be concerned about. The checking and savings accounts are currently at \$131,940.00. Overall the reports appear normal. Approval postponed to next meeting due to not having a quorum.

DIRECTOR'S REPORT:

- The sidewalk between the library and the parking lot has sunk and water and ice collect over the sidewalk causing a tripping hazard. DPW has been notified.
- The library has purchased 7 new bariatric chairs, two computer tables, a new self-check machine and several other items of furniture and equipment using the CLD carryover money from NCLS.
- A picture and description of one of the "Little Libraries" was published in the "Thoughtful Giving" newsletter from the Northern New York Community Foundation.
- The Flower Library did not get the increase in Jefferson County Funding.
- City Council has identified 8 goals for their strategic plan. Committees have been formed for each of these goals. Ms. Reff is on the Customer Service committee.
- The Elf Workshop is on Sunday. As usual, crafts, snacks and Mr. and Mrs. Claus will be part of the fun.
- Ashley Pickett spoke on three radio stations on Thursday morning. She promoted library events, especially the Elf workshop.
- The Librarian I test will be conducted during the month of January, 2019. Ms. Reff is covering Thursday nights and the other librarians will be covering Meghin's weekends during December. The City Manager has approved hiring a temporary librarian to help fill the gap during January and February, if necessary.
- The all staff training day is scheduled for Friday, January 18th. Topics include the new Kids catalog and new equipment purchased using the CLD carryover money.

- Over half the libraries have agreed to try priority holds. This topic was discussed at a previous board meeting. Priority Holds is an option in which participating libraries will allow their new adult fiction books to circulate to other libraries instead of sitting on the “New” shelves here at the library for the first 6 months. Holds that are placed by patrons of our library will be a higher priority than patrons from other libraries so they will receive the book first. This trial will start on January 2nd.
- Overdrive magazines will be available on January 1st. The top 25 magazines will be available with unlimited checkouts. NCLS pays for the Overdrive magazines.
- A new Kids Catalog on the NCLS catalog website will be available soon. A press release will be coming soon.

Update to the report emailed:

- 205 people attended the Elf Workshop on Sunday
- Ms. Dittrich asked Ms. Reff on if there had been any losses with the tech backpacks provided by NCLS. Ms. Reff explained that there had been some unexpected expenses occurred when a patron brought the tech pack to Canada, and used the Verizon Hot Spot while roaming, occurring large fees. And, also a patron had not returned one of the chromebooks/tech backpacks.
- Ms. Reff stated that Ms. Carr had contacted Patty Ritchie’s office in regards to the funds that had been awarded to the library in July, and they had explained that the funds should be released at any time.
- Ms. Reff briefly discussed potential upcoming construction grants for the library windows, flooring and family floor.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report.
- **Finance & Investment Committee:** Ms. Dittrich stated that she renewed the CD account with Carthage Savings and Loan at 2.00% for 15 months.
- **Friends Committee and Liaison report:**
 - Mrs. Weldon stated that the friends are still expressing concerns about the library continuing to use donations for the collection.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- Burns Painting: The board has received the agreement in regards to the painting. Approval postponed to next meeting due to not having a quorum.

NEW BUSINESS:

- New Board Member: Mrs. Weldon stated that Bunnie Gorman has expressed interest in the past to join the board, but is possibly too busy. Mrs. Weldon stated that she will contact her again. Other board members suggested are Mrs. Joyce Bradley and Jesse Rocha.
- Special Events Coordinator: Sarah Compo was interested in the position, and Ms. Reff contacted her. She is also running for a position on City Council. Ms. Reff has not heard back from her yet. The Friends also had a suggestion for the board, so Ms. Reff will follow up with that person. Ms. Dittrich had stated that there was a person at JCC that was also interested, but Ms. Reff stated that she had not heard from them yet. Ms. Dittrich said that she would follow up with them.
- Funds from Patty Ritchie: Ms. Reff requested that the board assist in the final decisions on how to spend the funds being donated by the state. Because of the amount of funds, it seems that the best use would be the sewing machines, the Accuquilt machine, the storage chest, the coding kits, and the toys for the children’s room. Approval postponed to next meeting due to not having a quorum. It was discussed that perhaps the Friends may want to purchase some of the toys as well considering it will be a part of the Family Floor.
- City Budget: Ms. Reff stated that during her city department head meeting, Mr. Finn stated that he is wanting to cut people from the budget, but has approved for the library to hire a temporary person to fill Meghin’s position. The testing for the Librarian I position begins on January 1st. Mr. Horbacz suggested that the board meet with Mr. Finn to discuss with him the library budgets and city needs to ensure that he has a full understanding of the library minimum standards.

TASK REVIEW:

- Consider new board members for Mr. Petersons position
- Budget discussions and items for meeting with Mr. Finn.
- Next Meeting – Official Action Items.
- Mail Mr. Peterson his parting gift.

MOTION TO ADJOURN: Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 5:00pm.

The next meeting of the Board of Trustees will be held on January 8th, 2019 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr
Recording Secretary