

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

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

Excused: Mr. DiFabion Mr. Peterson
 Mrs. Atkinson
 Mrs. Weir

Guests: Mr. Jordan Thomas, Bowers & Company, CPA's
 Mr. Cody Horbacz, City Council
 Mr. Paul Ward, Board Member Applicant

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

GUEST INTRODUCTION: Mrs. Weldon introduced Jordan Thomas from Bower's & Company, CPA's. Mr. Thomas reviewed the 2016/2017 financial audit that he performed for the board. He stated that there were no major discrepancies during the audit. Mr. Caughlin moved to accept the audit as presented. Mrs. Holberg seconded the motion. Motion carried.

APPROVAL OF MINUTES: Mrs. Weldon asked if everyone had the opportunity to review the meeting minutes from the January 9th, 2017 meeting. Mr. Caughlin moved to approve the minutes, Ms. Dittrich seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich stated that the expenses were where they should be at this time. Mrs. Evans moved to approve the report. Mrs. Holberg seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weldon stated that she was very happy that Ms. Reff had managed to keep the library open during the excessive amount of snow days that had been happening with the schools, giving the community a place to go on those days. She also wanted to remind the board about the rescheduling of the Friends meeting from Wednesday, February 7th to Wednesday, February 14th. She encouraged as many members of the board to attend the meeting if they were able to do so.

TREASURER'S REPORT:

- Ms. Dittrich stated that the profit and loss income is normally at 58%, and currently it's reflecting 68%, so it's doing pretty well.
- On the profit and loss report, specifically, the line items for the reimbursement grants, there was some confusion in regards to the money that has been received, and the money that is still outstanding. Mrs. Carr explained to the board that the money received and items that have been paid for through the grant will reflect on the grants and donations report, and the money/items still outstanding will reflect on the profit and loss report under those line items. The board stated that they would like to further discuss how they would like to see these items listed on reports. Ms. Dittrich and Mrs. Carr will meet at a later time.

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

DIRECTOR'S REPORT:

- Ashley Pickett plans to return to work on February 22nd.
- We have received lots of positive feedback regarding the new lights in the Reading Rooms.
- We are now connected to the NCLS fiber network. The speeds before were 22 mbps down and 2 up. The

speeds are now 100mbps down and 100 up.

- The electricians found that there are 128 lights around the rim of the rotunda which have not worked for approximately 25 years. We replaced a few of the bulbs so you can see the effect it would have should we choose to clean that area and test the wiring and replace the bulbs. It will cost approximately \$1500 for new lights which includes dimmers.
- We will receive additional Construction Grant money. The original recommended award amount was \$48,718. The revised award is \$50,841.
- Michael Burke contacted me to ask for permission to photograph the sculpture “Unconsciousness” by Launt Thompson. He has written articles about the artist which appeared in “Irish America”. The town in Ireland where Launt Thompson was born is doing a documentary about the artist and the photographs will be used for the documentary.
- We received a \$200 donation in memory of William Hills.
- The 2018 NCLS Incentive grant consists of weeding assistance and a \$500 stipend for replacement books. We applied for this grant for the Children’s collection.
- We have completed inventories on the Adult Fiction, Nonfiction, Large Print, Teens, New York State, Music CD’s, and audiobooks. We still have the DVD’s, Genealogy and the Children’s books to inventory. We won’t inventory the children’s books until after the collection is weeded.
- NCLS has started a pilot book recycling project. We are one of the pilot locations. We can send two bins of hardcover or softcover books to NCLS for recycling.

COMMITTEE REPORTS:

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** No Report. Meeting on Wednesday, February 14, 2018.
- **Policy Committee:**
The Policy Committee has made the following modification to the library **Lending Rules & Procedures** policy:

Watertown patrons 65 years of age or older are considered “fine-free”. Fines will not be charged for overdue items checked out at our library other than for OCLC (interlibrary loan) items. If an item is not returned within 2 months, or is lost or damaged, a bill will be generated and the patron will be responsible for payment for the item. Abuse of this privilege will result in loss of fine-free status.

Ms. Dittrich moved to approve the new policy. Mr. Caughlin seconded the motion. Motion carried.

- **Marketing Committee:** No Report.

OLD BUSINESS:

- Mrs. Weldon and the board presented Mr. Caughlin with a framed photograph gift of the library dome and oculus to thank him for his time as the board president.
- New Trustee: Mr. Paul Ward attended the meeting to introduce himself to the board. There are also other applicants that are being considered, including Mr. Ryan Thompson, whom Mrs. Weldon spoke with over the phone. Mrs. Weir had also mentioned to Mrs. Weldon that she may know of some additional people that may be interested in applying. Mrs. Weldon will follow up with Mrs. Weir (absent from meeting) to see if this is the case.
- 2017/2018 Board Budget Changes: Ms. Reff asked the board to approve using the LLSA grant money to purchase new computers, software and other computer expenses and supplies that currently appear under computer expenses budget line item. The board agreed that it should be spent under the grant as it has been in the past.
- Friends Meeting: Reminder that the meeting was moved from February 7th, 2018 to February 14, 2018. During the meeting, the Friends group will be looking to further discuss space for sorting books for the

annual book sale. Mrs. Weldon again asked that the Board of Trustees attend the meeting if they are able to do so.

NEW BUSINESS:

- **Central Library Budget:** Ms. Reff explained the upcoming NCLS Central Library Budgets to the board. There were questions in regards to the carryover from the previous year. Ms. Reff explained that the majority of the funds will be used for new databases that are being discussed with NCLS, and the committee. Mr. Caughlin moved to approve the new budget. Mrs. Weldon seconded the motion. Motion carried.
- Ms. Reff asked the board for input regarding the purchase of a floor cleaner for the new concrete basement floor that will be purchased under the construction grant. There was question on renting the floor cleaner from a local company, or borrowing one from a local school or business. Ms. Dittrich stated that it won't be a problem to purchase the cleaner, as the board will be reimbursed with the grant. The board agreed to purchase the floor cleaner.
- **City Operational Budget:** Ms. Reff reviewed the new budget for the 2018/2019 Fiscal Year that has been submitted to Ms. Addison with the City of Watertown. She stated that the overall budget has not changed significantly, other than she has added the position of Librarian III, and removed one of the Librarian II positions. She explained to the board that this does not necessarily mean that she will hire a Librarian III, but she wanted to be sure that she had the position in the budget in case the opportunity were to arise. The other changes from the previous year are an increase in natural gas costs, and a decrease in electricity cost due to the new HVAC system. Mrs. Weldon moved to approve the budget as presented. Mrs. Evans seconded the motion. Motion carried.

TASK REVIEW:

- Mr. Horbacz suggested that Ms. Reff plan a meeting with City Council members and the Board of Trustees to discuss the budget and library needs. Mr. Caughlin suggested March 20th or March 27th as possible dates for the meeting. Ms. Reff said that she will contact the City Manager and City Council members to see when she can arrange the meeting.

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

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

Andrea Carr
Recording Secretary