

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

Present: Mr. Caughlin                      Mrs. Evans  
          Mrs. Holberg                        Ms. Dittrich  
          Mrs. Weldon                        Ms. Reff  
          Mr. Difabion                        Mr. Peterson  
          Mrs. Weir

Unexcused: Ms. Calarco  
              Mrs. Atkinson

**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 February 13th, 2018 meeting. Mrs. Holberg moved to approve the minutes, Mrs. Evans seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Ms. Dittrich stated that accounting invoice for the audit was paid, so the board budget reflects payment of \$3,700.00 and the city budget reflects \$1,000.00. Mr. Peterson moved to approve the report. Mr. DiFabion seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Weldon stated that the library held an art show the previous Friday evening for two of the local elementary schools. There were 265 people that attended. She also recognized Ms. Reff for managing to coordinate the space in the basement for the Friends in order to help them prepare for the fall book sale.

**TREASURER'S REPORT:**

- Ms. Dittrich stated that the Profit and Loss report's income and expenses should be at 66%. The income is currently reflecting at 71% which is acceptable. The unrestricted donations line item is currently lower than usual for this year. Expenses are currently at 94%, but this is due to the NYS Construction Grant expenses.
- The checking and savings account is currently at \$105,596.00 which has decreased a little, but it will go up again once the construction grant has been received.
- The library received a memorial donation in the amount of \$200.00.

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

**DIRECTOR'S REPORT:**

- The focus has been clearing out the old bathroom and reorganizing the library's storage room (Old Magazine Room) for the Friends. The library has cleared out approximately half of the bathroom and found homes for the items in the library.
- The floor scrubber for the basement has arrived.
- The library received two donations totaling \$200 this month.
- The library banned a patron due to a bed bug infestation.
- Cody Horbacz wants to film an NBC show on Friday, March 16<sup>th</sup> in the North Reading Room after the library closes.
- The library had an art show on Friday March 9<sup>th</sup>, highlighting art from the Watertown Elementary Schools.
- We received a very nice comment from a patron saying that "all the workers at Flower Library are very friendly and very kind and very helpful. Thank you for all your hard work."

## COMMITTEE REPORTS:

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
  - Mrs. Holberg reported that the Friends discussed the space in the basement at their Board meeting. The space is an improvement. They will wait until the sorters view the space to determine if the space will be adequate for storage and sorting.
  - The Friends love the "Family Floor" idea that was presented by Ms. Reff in regards to turning the main floor into a family focused floor.
  - The Friends annual meeting will be having Susan Mitchell, the new director of NCLS as their speaker. The annual meeting will be on May 2<sup>nd</sup>, 2018 at 5:00 pm.
  - The Friends are in the process of assigning a new board of trustee's liaison.

- **Policy Committee:**

The Policy Committee has made the following modification to the **Library Meeting Rooms** policy:

*Meeting room use after library hours is prohibited unless approval obtained from the Library Director. Fees may apply.*

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

- **Marketing Committee:** No Report.

## OLD BUSINESS:

- **New Trustee:** Mr. Gebo's position has not been filled. Mrs. Weir mentioned that she had spoken to a couple of interested people and will have them send in their resumes.
- **Friends Art Gala:** The original date of September 22<sup>nd</sup>, 2018 will not work for Lacey Baradel due to a scheduling conflict. It appears that Friday, September 14<sup>th</sup>, 2018 might be a better date.
- **City Council:** Mrs. Weldon is going to contact Ms. Addison to arrange a tour for the new city council members in the near future, as well as to ensure that the board is placed on the schedule for one of the city council work session to discuss library issues.

## NEW BUSINESS:

- **Survey:** Ms. Reff explained to the board that the library will be presenting a survey to the public and library patrons by all means possible, including advertising on Newzjunky, Facebook, etc. She is hoping to increase library traffic based on the results of the surveys that are submitted.
- **Public Bathrooms:** It has been decided that the former men's room on the second floor will become a family restroom with a lock so that all genders and families can use that one restroom if needed and all other restrooms will remain as is.

## TASK REVIEW:

- Ms. Reff and library staff will continue cleaning out the basement.
- May 2<sup>nd</sup>, 2018 at 5:00 pm is the Friends Annual Meeting.
- Mrs. Weldon will get in touch with Ms. Addison in regards to the city council work session.
- The policy committee will be meeting at 4:00 pm on Tuesday, March 20<sup>th</sup> 2018.
- A new board trustee is still needed.

**MOTION TO ADJOURN:** Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 4:56 pm.

The next meeting of the Board of Trustees will be held on April 9<sup>th</sup>, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr  
Recording Secretary