

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 10, 2018

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

Unexcused: Mr. Peterson
 Mrs. Atkinson

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 March 13th, 2018 meeting. Mrs. Evans moved to approve the minutes, Ms. Dittrich seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich stated that the expenses are right where they need to be. There was some additional money spent for the New York State Construction grant, but that is to be expected. Mrs. Holberg moved to approve the report. Mrs. Weir seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weldon stated that it's National Library Week, and it is National Library Workers Day. She also stated that she was appreciative that the library staff continues to clear the basement for the Friends Book Sale area.

TREASURER'S REPORT:

- Ms. Dittrich stated that the Profit and Loss report should be at 75%. The income is currently at 74% of the year's projection, so it's on target. Unrestricted donations don't appear to be coming in like they were in previous years. Expenses are higher than projected due to the New York State Construction Grant expenditures.
- Checking and Savings are currently at \$96,263.00, and it continues to go down due to spending for the NYS Construction Grant.
- The library received the \$600.00 Stewarts Holiday Match grant.

Mr. DiFabion moved to approve the Treasurer's report. Mrs. Holberg seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- Maintenance has been busy with mechanical problems. The hot water heater had to be replaced and both of the boilers for the heating system had to be cleaned and parts replaced.
- The library ordered the meeting room furniture for the South Reading Room.
- The electricians are adding switches so the library staff no longer have to turn lights off and on using circuit breakers.
- The library received approval for the NCLS 2018 Incentive Grant. The focus is on weeding and the library will receive a minimum of \$500 to replace out of date books in the Children's room.
- Susan Mitchell said that NCLS has received two grants for \$20,000. They plan to use the money to purchase mobile maker spaces and Google Chrome notebooks to lend to the libraries.
- NCLS also has an Outreach grant available. We are looking into applying for the grant for "little libraries" at city playgrounds and/or "books on buses". Ms. Reff is working with the School Superintendent, Superintendent of Parks and Recreation, the Friends of the Library, and the NNY Community Foundation.

- The state budget has approved an increase in Construction grant funds. The library hopes to apply this year for new windows in the historic part of the library.
- All of the equipment has arrived for the Innovative Services grant. This grant allowed the library to purchase a flat screen TV, wireless access point, DVD player, Chrome notebooks and a stand. This mobile meeting room setup can be used in the South Reading Room for meetings or moved to any room in the library.
- Susan Mitchell, the Director at NCLS announced that the NYS minimum standards for libraries will be changing. The two biggest changes will require libraries to be automated and to have an up to date Long Range Plan available to the public within the next 3 years. Flower Library meets both requirements. The Long Range Plan has been updated and is available to the public on the library website.
- The library survey officially opened on April 2nd. There are links on Facebook and the webpage along with paper copies. There will also be one week of advertising on Newzjunk which starts April 8th. The advertisement is one of the ads above the obituaries. We have had 38 responses so far.
- John Hammond, the Director at the Northern NY Library Network will be retiring at the end of the month. The new director, Meg Backus, will start in May.
- The Farmer's Market will be staying on Washington Street.
- Cody Horbacz filmed the pilot for his new NBC program at the library on Friday night.
- The CSEA contract has been approved by City Council.
- Sharon Addison cut the Librarian III position from the proposed library budget.

COMMITTEE REPORTS:

- **Building & Grounds:** Mrs. Weir commented that there was a brief discussion about the family floor. There will be further discussion.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
 - Ms. Jayn Graves will be the new Friends Liaison.
 - The Friends will be moving forward with the Art Gala on October 12th, 2018. It will be called "Hidden in Plain Sight". So far, the Friends have raised \$7000.00. They will be selling the tickets for \$25.00. \$20.00 for Friends members, and \$30.00 for tickets and a Friends membership.
 - May 2nd, 2018 is the annual meeting being held in the South Reading Room in the library. Susan Mitchell, the new NCLS Director will be the guest speaker.
 - The Friends are very excited about the Little Libraries idea and are very supportive of it.

- **Policy Committee:**

The Policy Committee has made the following modifications to the library policy manual:

Remove:

- *Remove "City of Watertown Code of Ethics"*
- *Remove "Staff Action Form"*

Minor Policy Changes:

- *Library Operating Policy, Page 10. Easter Added as a holiday.*
- *Free Access to Libraries for Minors, Page 5-6, updated in 2014 by ALA*
- *Displays and Exhibits policy, page 47, added email contact*

Significant Policy Changes:

- *Library material recovery policy, page 78, removed collection service information*
- *Interlibrary Loan Policy, pages 17-18. Clarified information*
- *Collection Development Policy, pages 20-23, updated and clarified information*

Mr. DiFabion moved to approve the amended policies. Mr. Caughlin seconded the motion. Motion carried.

- **Marketing Committee:** No Report.

OLD BUSINESS:

- New Trustee: Mr. Gebo's position has not been filled. Mrs. Weldon asked that everyone continue trying to think of candidates.
- City Council: Mrs. Weldon contacted Lisa Ruggerio and Ryan Henry-Wilkinson and had not been able to secure a date and time to meet with them for their tour of the library. She will continue to do so and encouraged the board to attend the meeting when it does take place.
- Survey and Little Libraries: Ms. Reff stated that the survey had been active for several days, and there had been 203 responses so far. It appears to be highly effective.
Rande Richardson from Northern New York Community Foundation discussed the Little Libraries idea with Ms. Reff and is supportive of it. Ms. Reff is hoping to also put books on buses as well as books in parks and playgrounds. There will be further discussion about which parks the books will be placed in.

NEW BUSINESS:

- Credit Card Limit: Ms. Dittrich presented to the board that the library has requested an increase in the credit card limit considering that the majority of their purchases are now online, and therefore, the credit card can sometimes not withstand the amount of purchases needed before the billing statement is received and paid. Ms. Dittrich recommended to the board that it be increased to \$2500.00. Mr. Caughlin moved to increase the credit card limit to \$2500.00. Mrs. Weldon seconded the motion. Motion carried.
- JAB Memo: The Joint Automation Board Memo of Understanding was sent by NCLS and needs to be acknowledged by the board of trustees. Ms. Reff presented the memo to the board. Mr. Caughlin moved that Ms. Weldon signed the memo on behalf of the trustees. Mr. DiFabion seconded the motion. Motion carried.

TASK REVIEW:

- Ms. Reff and library staff will continue cleaning out the basement.
- May 2nd, 2018 at 5:00 pm is the Friends Annual Meeting.
- The city budget meeting will be happening in the beginning of May. The board budget talks will begin next week.

MOTION TO ADJOURN: Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 4:49 pm.

The next meeting of the Board of Trustees will be held on May 8th, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr
Recording Secretary