

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 8, 2018

Present: Mr. Caughlin	Mrs. Evans
Mrs. Holberg	Ms. Dittrich
Mrs. Weldon	Ms. Reff
Mr. Difabion	Ms. Calarco
Mrs. Weir	Mr. Peterson
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 April 10th, 2018 meeting. Ms. Dittrich moved to approve the minutes, Mrs. Evans seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich stated that the expenses seem high due to the construction grant expenditures, as expected. Otherwise, everything seems to be in order. Mrs. Holberg moved to approve the report. Mr. DiFabion seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weldon reported that the tour with the two new city council members, Mr. Ryan Henry-Wilkinson and Mrs. Lisa Ruggerio went well. She also reported that the Friends group is pleased with the basement clearing, and space. Also, a thank you to the board members that attended the Friends Annual Meeting the previous week.

TREASURER'S REPORT:

- Ms. Dittrich stated that the Profit and Loss report income should be at 83% of the year's projection, so the Income is on target. The Expenses are still high due to the NYS Construction Grant purchases.
- Checking and Savings are currently at \$96,263.00, and the balance continues to go down due to spending for the NYS Construction Grant.
- The library received \$277.00 from the Trisomy 21 Foundation of NNY to contribute towards the Downs Syndrome collection. The library also received \$4138.00 from the Northern New York Community Foundation for the large print collection.

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

DIRECTOR'S REPORT:

- The basement and the "boy's room" have been cleaned and are ready for the Friends to use.
- The tables and chairs for South Reading Room /Meeting Room have arrived and are ready to use.
- The front door was opened on May 1st.
- The concrete rims of the fountains have deteriorated over the winter. The City Engineer will be evaluating the damage and have a plan for repairs. He took pictures of the fountains and determined that it should be able to be patched.
- Hannaford Community Bag program will be supporting Flower Library during the month of May. Anytime a shopper purchases the Hannaford Helps Community Bag, the library receives \$1.
- The Trisomy 21 Foundation of Northern New York and the library have purchased new books to create a collection specifically with information about Trisomy 21 and Down Syndrome. All the books have been purchased and approximately half of them have been processed and are available for checkout. The collection is located in the South Reading Room.

- Suzie Renzi-Falge and Ms. Reff are assisting the Jefferson County Historical Society create a small research library room. They are sorting the books and putting them in order.
- The library will start the 6 month schedule of events for the PBS Great American Read with a launch party on Friday, May 11th at 5:00. PBS will be screening part of the “Little Women” series.
- The Books on Buses project is on hold until September.
- The library is very excited to be partnering with Lowes on the Little Libraries project. Lowes has agreed to supply the materials and build the little libraries. The libraries should be done by the end of May. The Jefferson Lewis BOCES has agreed to build any future little libraries. They were unable to build the first round of libraries because the dates were so close to the end of the school year.

COMMITTEE REPORTS:

- **Building & Grounds:** Mrs. Weir stated that the front doors have been opened. Also that there will be further reports in regards to the water fountains.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
 - The Friends Annual Meeting took place. Mrs. Evans and Mr. Caughlin attended. Susan Mitchell had great ideas during her presentation. It was also announced during the meeting that the Friends now have a little over 500 members.
- **Policy Committee:** Mrs. Weldon stated that the meeting room policy, in regards to political and religious groups, needs to be discussed further. The policy currently reads as follows:

“Meeting rooms may not be used for religious services or political campaigns (religious study groups and political forums are permitted).”

A discussion ensued regarding the pros and cons of political candidates holding discussion forums here at the library, and what exactly constitutes a forum. It was determined by the board that the Policy Committee will meet to reevaluate the policy to ensure no confusion in the future.

- **Marketing Committee:** No Report.

OLD BUSINESS:

- **New Trustee:** Mr. Gebó’s position has not been filled. Mrs. Weldon asked that Ms. Reff create a press release looking for a volunteer, and also post this release on the city and library websites.
- **Survey:** The library survey has been completed. Ms. Reff collected 469 total surveys from the public. The survey question “What do you like best about the library?” was evenly split between the beautiful historic building, the library staff and the items/programs in the library. When asked “What is the most important thing that the library can do to improve?”, the answer was “more”. More hours, more staff, more security, more items, more parking, more programs. Ms. Reff intends to discuss the results with City Council as well during her presentation of her budget.

NEW BUSINESS:

- **Rotary Club/CAPC:** Mrs. Evans stated that her evening Rotary Club is giving the library \$500 in order to give free books to children with their free CAPC lunches for four weeks this summer at the Farmer’s Market. Mr. Caughlin suggested that the board match the amount to ensure that there will be enough funds to cover the amount of books that will be needed. He also moved to formally thank the Evening Rotary Club for the generous contribution. Mrs. Weldon seconded the motion. Motion carried.
- **PBS Great American Reads:** Mr. Caughlin suggested creating a reading “competition” between the city departments as well as the Friends group, library staff, etc. and the Board of Trustees. Out of the 100 books on the list, determine how many people in each department/group has read them, and then complete the books on the list before the end of the summer.

- Board Budget: Ms. Dittrich discussed the proposed board budget that has been created for the upcoming 2018/2019 budget year. Because the city budget has not be finalized, Ms. Dittrich suggested waiting on a final vote until the June meeting.

TASK REVIEW:

- Press releases for the trustee position.
- Policy meeting for the meeting room policy.
- Little libraries and their progress.

MOTION TO ADJOURN: Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 5:08 pm.

The next meeting of the Board of Trustees will be held on June 12th, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr
Recording Secretary