

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
Tuesday, June 12, 2018

Present: Mr. Caughlin                      Mrs. Evans  
          Mrs. Holberg                        Ms. Dittrich  
          Mrs. Weldon                         Ms. Reff  
          Ms. Calarco                         Mr. Peterson  
          Mrs. Weir  
          Ms. Jayn Graves – Friends Liaison  
          Mr. Cody Horbacz – City Council

Unexcused Absences:  
          Mr. Difabion  
          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 May 8th, 2018 meeting. Mr. Caughlin moved to approve the minutes, Mrs. Weir seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Ms. Dittrich stated that other than the construction grant expenses, the expenses were normal. Ms. Reff stated that the library should be receiving the official construction grant approval any day. Mrs. Evans moved to approve the report. Mrs. Holberg seconded the motion. Motion carried.

**PRESIDENT’S REPORT:** Mrs. Weldon reported that she and Ms. Reff attended the budget meeting with City Council. The meeting went well and City Council approved the library budget without any further cuts.

**TREASURER’S REPORT:**

- Ms. Dittrich stated that the Profit and Loss Report income should be at 92%, and currently the report reflects income at 89% so it is very close to where it needs to be. Expenses are still high due to the construction grant expenditures, therefore causing the expenses to be over budget.  
Mr. Caughlin moved to approve the Treasurer’s report. Mr. Peterson seconded the motion. Motion carried.

**DIRECTOR’S REPORT:**

- The City Engineer and a representative from the company who re-installed the fountains have reviewed the fountains and maintenance is patching the cracks. Maintenance will have to remove some of the rim because it appears that the company did not put dowels into all the concrete rim pieces. The dowels secure the rim to the foundation.
- The Family Computing Room has been painted and new computer chairs have been purchased. The library is in the process of purchasing small tables for the children to play on.
- Flower Library received \$1000 from the NCLS Outreach grant towards the “Little Libraries in Playgrounds” project. The NNYCF and the Friends of the Library each have offered \$500 towards the project. We have already purchased 128 books for each little library and have a cart of donations that will be used to supplement the purchased books.
- Ms. Reff stated that she has had several meetings with the new interim City Manager, Brad Minnick. She also gave him a tour of the library on June 6th and discussed some of the challenges that the library faces including funding.

## COMMITTEE REPORTS:

- **Building & Grounds:**
  - Mr. Caughlin reported that the committee met, and they decided that once the fountains are fixed (August timeline), maintenance staff will remove the small shrubs and mulch surrounding the fountains and planting hosta plants in place of the shrubs. The fountains have to be drained and cleaned periodically because children are throwing the mulch into the fountains. Removing the mulch will reduce the problems with the fountains.
  - They also discussed planting trees and more hosta plants along the south exterior wall of the library where the city had the shrubbery removed last year.
  - Mrs. Weir mentioned that she went to Spring Valley Garden Center to purchase flowers for the flower pots on the front steps of the library, and the owner was kind enough to donate all of the flowers. She also mentioned that while she was potting the flowers, the tree in the front of the building is getting really large, and should really be cut back. Ms. Reff stated that she will contact the city arborist to have that taken care of.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
  - Ms. Graves reported that Friends volunteers are sorting books twice a month in preparation for the book sale in the fall. She also wanted to formerly present the dates of the fall book sale to the board for approval. The dates requested are: October 23<sup>rd</sup>, 2018 through November 8<sup>th</sup>, 2018. Ms. Reff stated that there were a couple of scheduling conflicts on the October 25<sup>th</sup> before the sale and November 6<sup>th</sup>. Ms. Reff agreed to move the meetings from the Community Room and the South Reading Room on October 25<sup>th</sup> and Ms. Graves agreed that the Community Room and the South Reading Room would be cleared out by November 6<sup>th</sup>. Mr. Caughlin moved to approve the Friends Book Sale dates from October 23<sup>rd</sup>, 2018 to November 8<sup>th</sup>, 2018. Mrs. Weldon seconded the motion. Motion carried.
  - Ms. Graves also mentioned that the Friends group is very excited about the Little Libraries project, and that they are very happy to donate the \$500.00 contribution to match the Community Foundation.
  - The Art Gala plans are still underway and it is planned for October 12<sup>th</sup>, 2018. The Friends have raised \$7000.00 so far.
- **Policy Committee:** Mrs. Weldon stated that the meeting room policy, regarding 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).”***

Mrs. Weldon stated that the policy committee had met, but were unable to determine an appropriate restructuring of the current policy. The committee decided to bring the policy back to the board for further discussion and input. After a long discussion with no agreement, Mrs. Weldon made the motion to table this issue until the next board meeting and allow the policy committee to meet again to see if they are able to create a new policy that meets the needs of the community. Mrs. Weir seconded it. Motion carried.

- **Marketing Committee:** Mr. Caughlin stated that the Great American Reads competition happening between the library staff, Board of Trustees, Friends group, and other groups should be publicized. One suggestion was to keep a scorecard at the library for people to follow. Also, it was suggested to contact Diane Rutherford (Friends board member) to see if she might be interested in doing a news story on the competition.

## OLD BUSINESS:

- **New Trustee:** The board received several resumes for review and after discussion agreed to recommend Maria Mesires to the Mayor for the position.
- **Rotary Club/CAPC:** The books for the summer reading program giveaway have arrived. A printed label will be placed in each book listing the Rotary Club and Library Board donation.
- **Board Budget:** Ms. Dittrich discussed the proposed 2018/2019 board budget that has been created. No changes were made to budget that was presented during the May 8<sup>th</sup>, 2018 board meeting. Mr. Caughlin moved to approve the 2018-2019 Board Budget as presented. Mrs. Evans seconded the motion.

**NEW BUSINESS:**

- Amended CL Budget: Because there is a carryover of over \$98,000 in the 2018 Watertown Central Library budget, it has been suggested that the digitized Watertown Daily Times from 1870-1922 be purchased in the amount of \$73,000.00. The electronic database will be able to be utilized throughout the library system, and will be a huge asset to all the libraries and patrons in the system. Mr. Caughlin moved to approve the amended 2018 CL Budget as presented. Mr. Peterson seconded the motion. Motion carried.

**TASK REVIEW:**

- Building & Grounds landscaping plans
- Friends: Continue sorting
- The policy committee will meet again to further discuss the meeting room policy.
- Marketing: Mr. Caughlin will be promoting the Great American Reads
- The board will be recommended Maria Mesires to the Mayor for filling Mr. Gebo's remaining term on the board.
- Mrs. Evan's lunch reads will be beginning June 28th!

**MOTION TO ADJOURN:** Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 5:09 pm.

The next meeting of the Board of Trustees will be held on July 10th, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr  
Recording Secretary