

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
Tuesday, July 17, 2018

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

Excused Absences:  
          Ms. Calarco  
          Mrs. Weir

Unexcused Absences:  
          Mrs. Atkinson

Guests:  
          Mr. Matthew Corey, NCLS Consultant  
          Mr. Mike DeMarco, City Planner and Certified Arborist

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

**INTRODUCTION OF GUESTS:**

Mr. Mike DeMarco was introduced by Mr. Caughlin. The Building and Grounds committee asked Mr. DeMarco to attend the Board meeting to hear suggestions for the ground between the sidewalk and building on the south side of the library, as well as next to the driveway. Mr. DeMarco suggested replacing the old hedges with different types of shrubbery that would mature slowly, require little maintenance and not cause a disruption to the line of sight of the walkway. He provided the board with several species to consider and offered additional advice if the board had any other questions.

Mr. Matthew Corey was introduced by Mrs. Weldon. Mr. Corey will be the library's new NCLS consultant, and wanted to attend the meeting to introduce himself and to officially offer his services to the board.

**APPROVAL OF MINUTES:** Mrs. Weldon asked if everyone had the opportunity to review the meeting minutes from the June 12th, 2018 meeting. Mr. Peterson moved to approve the minutes, Mrs. Evans seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** No report. Ms. Dittrich moved to approve the report. Mr. Peterson seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Weldon stated that she didn't have anything outstanding to report.

**TREASURER'S REPORT:**

- Ms. Dittrich stated that June was the final month for the fiscal year. The Profit and Loss Report showed that the end of year budget was over extended by \$4700.00. The income is at 93%, and last year it was at 94%, so it was very close. The Construction Grant expenses put the budget over, but that was expected. The checking and the savings accounts are at \$84,710.00, which is lower than normal. The only significant change on the Grants and Donations Report is that the previous year NYS Construction Grant final payment was received, and immediately paid out to the city for the doors that were replaced.  
Ms. Dittrich motioned the board to approve the increase of the use of the fund balance an additional \$4,725.66 for a total use of fund balance of \$34,225.66.  
Motion carried.

## DIRECTOR'S REPORT:

- Maintenance has patched one of the fountains and the fountain was started on Friday, July 13<sup>th</sup>.
- The first round of free books, graciously donated by the Rotary Club, was distributed with the free CAPC lunches on June 27<sup>th</sup>. Three more rounds of books will be given out.
- As part of the 2018 NCLS Incentive Grant, Angela Newman from NCLS spent the day weeding at the library. Her focus was children's books.
- The Little Libraries are done and are being installed at the three playgrounds.
- Ms. Reff met with the new City Manager, Rick Finn, on Friday, July 13<sup>th</sup>. He will officially start at the beginning of August.
- On June 25<sup>th</sup>, Senator Ritchie held an award ceremony for Watertown City Police Officer William Rafferty. He received the Senate Liberty award for his efforts to save a 6 week old baby who had stopped breathing.
- The City Department Head Staff meeting was held here on July 10<sup>th</sup>. Many of the department heads had never been in the library before.
- We held our monthly Code Adam training June 26<sup>th</sup> and our yearly Fire Drill on June 28<sup>th</sup>. The fire drill was a success. The building was cleared in less than 3 minutes.
- Ms. Reff met with the new Executive Director of the Association of the Blind, Olivia Kassoum-Amadou. She is eager to form a partnership with the library and hopes to install more equipment for the visually impaired at the library.
- Ms. Reff met with Sister Bethany to start our annual Human Trafficking Awareness project planning.
- Susan Mitchell has assigned Matt Corey as our new NCLS Library Consultant. Paulette Roes will continue to be the person who specializes in school ballot and other library funding issues.
- NCLS created a survey for library directors to obtain input on spending CL funds. 76-91% of the libraries surveyed were either very interested or somewhat interested in having Adobe Photoshop, Adobe Pro, signage and the Watertown Daily Times Archives available to them.

## COMMITTEE REPORTS:

- **Building & Grounds:**
  - Discussion with Guest, Mike DeMarco.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
  - Ms. Reff stated that during the meeting the Art Gala was discussed, and there are special meetings scheduled to plan for the event. The Friends also discussed the upcoming book sale. They are expecting assistance from the Board of Trustees for both events.
- **Policy Committee:** Mrs. Weldon stated that the Policy Committee met again to further discuss the policy regarding the use of meeting rooms by political parties and religious groups. Although they felt they had come up with a resolution, Mr. Corey from NCLS asked why the library was concerned with having political candidates using the meeting rooms at the library assuming that the meeting space was available to all candidates and that the meeting would be limited to a confined space. The board discussed the topic further and it was determined that the Policy Committee would meet again to discuss it further.
- **Marketing Committee:** No Report.

**OLD BUSINESS:**

- Great American Reads: Mr. Caughlin listed the current numbers for each organization participating in the Great American Reads competition.

**NEW BUSINESS:**

- New Adult Fiction Circulation: NCLS is looking at a trial for “priority holds” for adult fiction books. “Priority Holds” would allow patrons from other libraries to place holds on our “New” adult fiction books. However, if a Watertown patron places a hold for the book, our patron’s holds would jump to the top of the list. This system would hopefully decrease the amount of time it would take to fill holds. We would only participate in the trial if over half the libraries participate. The results of the trial would provide input as to whether we would continue this practice beyond the trial period.

**TASK REVIEW:**

- Building & Grounds landscaping plans
- Friends: Will be working on the Art Gala and the upcoming book sale
- The Policy Committee will meet again to further discuss the meeting room policy.
- Maria Mesires was chosen to be the new board member at the June meeting. Carolyn will send the recommendation to the Mayor and if he agrees, City Council will approve the choice on August 6<sup>th</sup> at the City Council 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 August 14th, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr  
Recording Secretary