

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
Tuesday, August 14, 2018

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

Excused Absences:  
          Mr. DiFabion  
          Mr. Peterson  
          Mrs. Holberg  
          Mrs. Evans

**CALL TO ORDER:** Meeting was called to order at 4:02 by Mrs. Weldon.

**APPROVAL OF MINUTES:** Mrs. Weldon asked if everyone had the opportunity to review the meeting minutes from the July 17th, 2018 meeting. Mr. Caughlin moved to approve the minutes, Ms. Dittrich seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Ms. Dittrich stated that \$2,800.00 had been spent from the Genealogy budget in July. These are typical annual expenses that are spent each year and use the majority of the annual budget. Mr. Caughlin moved to approve the Consolidated Expense Report. Mrs. Weir seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Weldon stated that she wanted to take a moment to recognize two board members that took time out of their busy schedules to be involved in library related meetings recently. Mrs. Evans came and met with the new City Manager, Richard Finn, during his tour of the library with Ms. Reff. Mr. Caughlin attended the county funding meeting with North Country Library System.

Also, Mrs. Atkinson has resigned. A search for a new board member to replace her will commence.

**TREASURER'S REPORT:**

- Ms. Dittrich stated that according to the Profit & Loss Budget, nothing is really outstanding. The budget is currently over budget by \$280.00. Genealogy is the biggest expense.  
Ms. Calarco moved to approve the Treasurer's report. Mrs. Weldon seconded the motion. Motion carried

**DIRECTOR'S REPORT:**

- The fountain concrete has been repaired. Maintenance now has to caulk the seams and seal the bowl. Once that is done, the fountain can be filled.
- All four rounds of free books, graciously donated by the Rotary Club, were distributed with the free CAPC lunches.
- The Little Libraries were installed and stocked with books. The library has already refilled them.
- Ms. Reff had her first one-on-one meeting with the new City Manager on Friday, August 3<sup>rd</sup>. Mrs. Evans and Ms. Reff also gave him a tour of the library on Tuesday, August 7<sup>th</sup>. Also, the staff team building meetings will be held in the library.
- The library has created a short programming survey for the patrons. The survey will run from August 6<sup>th</sup> to Tuesday, September 4<sup>th</sup>.
- The library sent 59 Watertown Daily Times microfilm reels to the NNYLN to be digitized. The NNYLN will digitize the Watertown Daily Times from 1870-1922 for \$20,000 instead of the \$73,000 that Newsbank was charging for purchase of the database.

- Reminder that we will be closed Sunday, November 11<sup>th</sup> and Monday, November 12<sup>th</sup> for Veterans Day. There are no holidays that fall on the weekend in 2019 so we will not be closed any extra days.
- The report to the community has been completed. Ms. Reff handed out the first draft to the board and asked that they please review it and provide any feedback that they may have before mailing it out and providing it to the library patrons.

#### COMMITTEE REPORTS:

- **Building & Grounds:**
  - The fountains are being repaired and should be completed soon.
  - Mr. Caughlin stated that the committee will be meeting soon to further discuss the shrubs along the south side of the building.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
  - Ms. Graves reported that sponsors are coming in for the Art Gala. People are able to purchase tickets online. Savory Downtown will be catering the event. She and the Friends Board wanted to request permission from the Board of Trustees to have food and drinks throughout the library which is normally against library policy. Mr. Caughlin moved to waive the requirements for fees, no food or drinks in the library and other considerations that make the Art Gala a Special Event, The Art Gala will be held on October 12<sup>th</sup>, 2018. Ms. Graves stated that the proceeds for the gala will be going towards the new "Family Floor" of the library.
- **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 had come to a conclusion, there appears to have been a misunderstanding, therefore, the new policies need to remain tabled until the September board meeting.
- **Marketing Committee:** Mr. Caughlin has been focusing on promoting the Great American Reads event.

#### OLD BUSINESS:

- No Report.

#### NEW BUSINESS:

- **New Board Member:** Due to Leslie Atkinson's resignation, a new board member needs to be found. The board suggested Joyce Bradley and Linda Lepper. Further discussion and resumes will be reviewed.
- **County Funding Meeting:** Mr. Caughlin attended the county funding meeting and discussed how the Jefferson County Libraries had agreed to ask for more county funding. The increase in funding will be used to assist libraries become automated. He stated that it will be very beneficial to all libraries to do so.
- **Internet Kits:** Ms. Reff presented to the board the new Internet Kits that are being provided by NCLS that include a Chromebook (laptop), a hotspot wifi and other useful tools all in a backpack. There are three kits being provided to the Flower Library that will be available for checkout to all patrons 18 and older. They will be available for three week checkouts only.
- **Wedding Ceremony:** Ms. Reff wanted to request official permission from the board to allow a wedding ceremony/special event to take place in the library on New Year's Eve from 5:00pm to 6:30pm. The event will be organized by Dean Gillan, the library event coordinator. Mrs. Weldon moved to approve the event, Mr. Caughlin seconded the motion. Motion carried.

#### TASK REVIEW:

- New trustee needed.
- County funding meeting – consider attending the next one.
- Art Gala – please help sell tickets if you can.
- Friends annual book sale is coming soon.
- Policy committee will be meeting again to clarify the changes to the meeting room policy.
- The building and grounds committee will be meeting with Mike DeMarco to discuss shrubs for the library.
- The NCLS Annual Meeting will be held on September 17<sup>th</sup>, 2018 for those who can attend.

**MOTION TO ADJOURN:** Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 4:51pm.

The next meeting of the Board of Trustees will be held on September 11th, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr  
Recording Secretary