

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, September 11th, 2018**

Present: Mrs. Weldon                      Mrs. Weir  
          Mr. Caughlin                      Ms. Reff  
          Ms. Mesires                      Mrs. Evans  
          Mr. DiFabion                      Mr. Peterson  
          Mrs. Holberg

Excused Absences:  
          Ms. Dittrich  
          Ms. Calarco

Guests:  
          Mr. Malcolm "Doc" Blodgett, City Codes Department  
          Ms. Fran Seymour, potential new board member

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

**INTRODUCTION OF GUESTS:** Mr. Blodgett and the city Codes Department performed a surprise fire inspection of the library. He attended the board meeting to review his findings during the inspection. He and Captain Todd Demar observed that the Friends sorting area has become an extreme fire hazard as it is currently blocking exits, piled too high in the center of the room, and people are unable to access fire extinguishers, etc. Mr. Blodgett stated that it would be more ideal if all of the books were stored in the bathroom off to the side and a fire proof or heavy wooden door were placed on the room to help delay the spread of the fire especially since there are no sprinklers in the building. There also needs to be more fire extinguishers, because the ones in the basement are currently blocked by the books in the center. Mr. Caughlin agreed to bring this matter to the attention of the Friends group.

**APPROVAL OF MINUTES:** Mrs. Weldon asked if everyone had the opportunity to review the meeting minutes from the August 14th, 2018 meeting. Mr. Caughlin moved to approve the minutes, Mrs. Evans seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Ms. Dittrich was absent. Mrs. Weldon asked if anyone noticed any discrepancies or if they had any questions. Mr. Peterson moved to approve the Consolidated Expense Report. Mrs. Holberg seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Weldon stated that the NCLS Annual Meeting is happening on Monday, September 17<sup>th</sup>, and encouraged as many board members to attend. She also mentioned that there are a few upcoming events at the library that volunteers are needed if anyone has the opportunity to sign up. The Friends are selling Art Gala tickets. And there was a very nice article in the Watertown Daily Times regarding the Great American Reads program.

**TREASURER'S REPORT:**

- Ms. Dittrich was absent. Mr. Caughlin moved to approve the Treasurer's report. Mrs. Weir seconded the motion. Motion carried

**DIRECTOR'S REPORT:**

- Once the fountain rim was repaired, it was found that the pump no longer worked and could not be repaired. Due to the unexpected \$2500 expense for the fountain repair and how late it is in the season, we decided to delay replacing the \$1300 pump until next year.
- The Little Libraries were installed and stocked with books. There have been 410 books added so far.

- Flower Library is once again the recipient of the Hannaford Helps Reusable Bag Program for the month of October. The library received \$16 when the library was part of the program in May, 2018.
- The library received a \$250 donation from Car Freshener. They plan to use it for the Applumpkin festival in October.
- The NCLS Annual Meeting will be held on Monday, September 17<sup>th</sup> at 9:30 at the Hilton Garden Inn.
- Ms. Reff attended the NCLS training on changes to the Minimum Standards for Libraries. The library is on track with all the changes including updated policies and making information available on the webpage.
- Ms. Reff also attended a Strategic Plan workshop. The Long Range Plan and Strategic Plans should be updated in the next year to reference meeting minimum standards.
- There is an amazing Banned Book Week display on the stairs to the lower level. Suzie did a great job with this display.
- The City department heads had our first “team building” meeting here at the library. The 2 hour meeting went very well.
- Ms. Reff will be on vacation from Saturday, September 14 to Monday, September 24<sup>th</sup>. She will be in the area in the event of any emergency.

#### COMMITTEE REPORTS:

- **Building & Grounds:**
  - No meeting yet, plan to meet in October.
  - The pump needs to be fixed in one of the fountains. It will be fixed next year.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
  - Mrs. Holberg reported that the Friends meeting mostly discussed the upcoming art gala. They are looking for more docents. Jayn was going to be bringing the signup sheet for the book sale volunteering times, but did not attend the board meeting. All of the sponsorships are in for the gala.
- **Policy Committee:** The following policies were reviewed and updated:
  - Reference Service Policy
  - Acceptable Patron Behavior
  - Teen Space Behavior and Teen Space Rules
  - Library Website Links
  - Special Events Policy
  - Library Volunteer Policy
  - Test Proctoring
  - Bulletin Board Policy
  - Electronic Backup Policy
  - Emergency Closing
  - Meeting Room Policy

Ms. Mesires moved to approve the policy changes as presented. Mr. DiFabion seconded the motion.  
Motion carried

- **Marketing Committee:** Mr. Caughlin has been focusing on promoting the Great American Reads event.

#### OLD BUSINESS:

- New board member: Fran Seymour came to the board meeting to see if she might be interested in becoming a board member. There has also been a resume received by Linda Lepper. Joyce Bradley’s name was offered as another possible board member.

**NEW BUSINESS:**

- Patty Ritchie is sending the library a \$5000.00 contribution. Ms. Reff said that she would like to use the money for something specific and then take pictures and send Senator Ritchie a written thank you. She had a list of potential items including an Ipad Crayon Kiosk, sewing machines, new toys in the Children's Room and coding kits. She asked the board to identify other items that they would like to use this money for.
- Survey Results: Ms. Reff has compiled the results from the survey, but will continue to pull information from them to provide to the board. Some initial finds are:
  - The two most requested programs are Arts and Crafts and Adult Concerts, followed closely by Cultural/Historical Lectures.
  - Saturday afternoon is the most popular time requested for programs.
  - The library website and Facebook are the most popular ways that people find out about programs. Library staff informing the patrons was mentioned many times in the "Other" category.
  - The top problems cited for not attending programs were parking and the long distance. A third of the people who responded with their zip code live out of the Watertown area.

**TASK REVIEW:**

- Art Gala – please help sell tickets if you can.
- Fire inspection report – we need to work with the friends to clear that area in the basement, and get more fire extinguishers.

**MOTION TO ADJOURN:** Mrs. Weldon requested a motion to adjourn, all trustees in favor. Meeting adjourned at 4:58pm.

The next meeting of the Board of Trustees will be held on October 9th, 2018 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr  
Recording Secretary