

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
Tuesday, January 14, 2020

Present: Mrs. Weir	Ms. Mesires
Mrs. Weldon	Ms. Dittrich
Mr. Caughlin	Mrs. Holberg
Mr. DiFabion	Mr. Atkinson
Mrs. Evans	Mrs. Seymour
Ms. Calarco	Ms. Reff

Guests: Mrs. Ruggiero- Library Liaison, City Council

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

**APPROVAL OF MINUTES:** Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the December 10, 2019 meeting and if they had any questions. No questions were asked. Mr. Caughlin moved to approve the minutes, Mrs. Evans seconded the minutes. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Ms. Dittrich stated that the Consolidated Report expenses were as expected. Mrs. Holberg moved to approve the Consolidated Expense Report as presented. Mrs. Weldon seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Weir started her first report as Board President thanking Mrs. Weldon for her two years of service in the president position, and thanking Ms. Mesires for volunteering as the Vice President. Mrs. Weir also expressed that she had three major goals that she would like to accomplish as the president during her term. The first being the school ballot, second, the family floor and having it come to fruition. And the third is continuing to rebuild the relationship with the Friends group. Mrs. Weir also asked that the board members complete a survey that she provided that she hopes will start a conversation about what the rest of the board members may have on the minds, and to perhaps add to the goals for the next two years. She asked that the members of the board return them to Ms. Reff in the next two weeks so she has time to review them before the next board meeting.

**TREASURER'S REPORT:** Ms. Dittrich stated the profit and loss should be at 50%. The income is currently at 86% and that is mostly due to the increase in restricted donations. The expenses are currently at 45% so the budget numbers appear to be positive. Ms. Dittrich wanted to remind the board that there will be additional expenses in Professional Fees due to the anticipated audit and attorney's fees. The savings and checking bank accounts are at \$167,948.86. The accounts are higher than normal due to the receipt of the donations recently received. For grants and donations, the library received contributions from Festival of Trees, Kiwanis, the Friends, Memorial Donations, Audiobook Donations, and the Large Print Donation from the Northern New York Community Fund. Mr. DiFabion moved to approve the Treasurers report. Mrs. Weldon seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

- The new Mayor and Council members were sworn in on January 1<sup>st</sup> at the library. Almost 150 people attended.
- The Library all staff training day is Friday, January 17<sup>th</sup>. The library will be closed that day. Some of the training topics will be Customer Service, History of the Library, and the mandatory city videos.
- Ashley Pickett will be moving to the Reference desk upstairs temporarily. Her focus will be reference and genealogy. Suzie Renzi-Falge will move to the Children's Room and be the Children's Librarian during that time.
- Councilwoman Lisa Ruggiero is the new Library Liaison.
- NCLS will stop paying for the Chromebooks and hot spots starting in March. The library has the option of paying for the monthly hot spots data usage. Using "Straight Talk" plans as a guideline, it appears that the four chromebooks with hot spots will cost at least \$100/month. Ms. Reff has asked Matt Corey if the hotspot data charges can be paid using CLD funds. Ms. Reff is going to research the cost further and provide the board more information.

## COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin distributed options for the door mat layout for the front of the building. He asked that the board members review the options and decide which they preferred. Upon discussion, the board liked components of two designs. Ms. Reff will go back to Ms. Tehonica to see if the two designs can be combined into a final design which will be sent to the Building and Grounds committee. Ms. Carr will contact the company to get the turnaround time for delivery.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that at the Friends meeting, the plans for the book sale were discussed. The dates of the book sale had been changed from the last weekend of October to the 23<sup>rd</sup>. Maryann was not able to attend the Friends meeting, but the Friends board determined that they would follow the schedule that had already been submitted and approved by the library Board of Trustees. Also, Mr. Ramey will be drafting a letter about the school ballot which will be sent to the members of the friends, which is roughly 600 members. He is also looking into by-laws to ensure that the bylaws are current and being followed correctly.
- **Policy Committee:** No Report. Meeting to be scheduled.
- **Marketing Committee:** No Report.

## OLD BUSINESS:

- **School Ballot:** Ms. Reff stated that, as Mrs. Holberg said, Mr. Ramey is drafting a letter to the Friends membership regarding support of the school ballot. The library is starting phase 2 of bookmarks and flyers. Phase two bookmarks will have more information on them. Also, the library will create short videos to highlight how Flower Library is helping the community. These videos will be available on our webpage, Facebook, and the Friends will also push the videos out to their membership. Ms. Reff has started contacting patrons when they are turning 65 to let them know that they are becoming fine free in hopes to promote the library and make sure they know what the library has to offer them. Mr. Caughlin suggested having yard signs made for patrons to have placed in their lawns, and perhaps the Friends that live within the school district. February 4<sup>th</sup> at Wiley School is the presentation to the school board, and February 25<sup>th</sup> at Sherman School is the vote to be added to the ballot. Both meetings are at 6:00.

## NEW BUSINESS:

- **Art Galas:** There are two art galas with the Watertown Schools scheduled at the library on March 27<sup>th</sup> and May 29<sup>th</sup>. Ms. Reff requested that the board approve that the library stays open for the gala past 5:00 pm on these two days. Mr. DiFabion moved to approve the request to remain for the galas. Mrs. Evans seconded the motion. Motion carried.
  - **City Capital Budget:** Ms. Reff presented and reviewed the proposed City Capital Budget for funding years 2021-2035 that she will be submitting to the City Comptroller. Mr. Caughlin moved to approve the capital budget as presented. Mr. DiFabion seconded the motion. Motion carried.
  - **Artwork Grant:** Ms. Reff presented a potential grant to the board that would enable a piece of artwork in the library to be restored and cleaned. She recommended two pieces of art in the library that she felt would be best suited for the grant. She requested \$300.00 that is required. Mrs. Weldon moved to approve Ms. Reff pursue the grant process. Mrs. Holberg seconded the motion.
  - **Trustee Goals:** Mrs. Weir wanted to review her goals for the trustees. She feels that it might be important to invite a couple of the Friends into the discussion for the family floor renovation. The board agreed. She also would like to start the discussion on the parking lot and how to improve, including perhaps utilizing the YMCA parking lot next door. She referred this to the buildings and grounds committee as a potential future discussion to have.
- Let the minutes reflect that Ms. Mesires left the board meeting at 5:00pm.

**LITIGATION:**

- Mr. Caughlin moved to enter into Executive Session at 5:09pm to discuss pending litigation regarding lawsuit. Ms. Dittrich seconded the motion.
- Mr. Caughlin moved to return to main meeting session at 5:29pm, Mrs. Seymour seconded the motion. Motion carried.

**TASK REVIEW:**

- Complete survey distributed by Mrs. Weir.
- Consider school ballot promotion

**MOTION TO ADJOURN:** Mr. DiFabion requested a motion to adjourn, Mr. Caughlin seconded the motion. Meeting adjourned at 5:30pm.

The next meeting of the Board of Trustees will be held on February 11th, 2020 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr  
Recording Secretary