

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 13th, 2020**

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

Absent: Mr. Atkinson
 Ms. Dittrich
 Ms. Calarco

CALL TO ORDER: Meeting was called to order at 4:04 by Mrs. Weir.

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the September 8th, 2020 meeting and if they had any questions. No questions were asked. Mrs. Weldon moved to approve the minutes, Mrs. Evans seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mrs. Weir asked if anyone had any questions in regards to the Consolidated Expenses report. No questions were asked. Ms. Mesires motioned to approve the report, Mr. Caughlin seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weir stated that she didn't have a report and would discuss some items during New Business.

TREASURER'S REPORT: Ms. Dittrich was not present for the meeting. She sent her report via email to Ms. Reff and Mrs. Carr. Mrs. Carr read Ms. Dittrich's report on her behalf. Her report is as follows:

Profit and Loss Statement: Income is not keeping pace with Expenses; should be at 25%, we are at 6% for income and 10% for expenses; as comparison, last year we were on target at 29% and 18%, respectively.

Checking and Savings: our current balance is \$106,628.23.

Grants and Donations: Memorial donations in September amounted to \$2295; Miscellaneous donations were \$70; Women Listen to Women 2020 donations were \$710.

Mr. Caughlin moved to accept the Treasurers Report. Mrs. Holberg seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The library received over \$2300 in memory of Kate Del Signore. The Children's Room was specified as the recipient of the donations. Suzie purchased 56 more of the Vox books.
- The façade inspection occurred Friday, August 14th. No word yet on a repair estimate.
- The Mayor purchased pumpkins and mums to decorate the front of the library.
- The construction grant to replace the twelve historic domed windows has been approved. The library will be working with City Hall to start the process.
- Ashley has been working on improving the census numbers. She was at two Farmer's Market helping people complete the census.
- The library has created two new Genealogy tutorials: A "Fold3" tutorial and an "Introduction to Historical Newspapers" join the Cemetery Research Genealogy tutorial. Coming soon are a "How to Get Started in Genealogy in 5 Easy Steps" and "Advanced Searching in Historical Newspapers".
- Amanda and Suzie created 100 Harry Potter kits which had 7 activity projects to celebrate "Back to Hogwarts".
- Virtual Senior Planet classes start again on October 15th. Topics range from "How to Purchase a New Computer" to "Protecting Personal Information".
- To celebrate Halloween, the library is providing "Grab and Go" Trick or Treat goodie bags on Monday, October 26th starting at 5:30pm.
- The NCLS Annual Meeting is scheduled for Thursday, October 29th from 3:00 pm -5:00 pm.

- The library is planning an “Everything but the Turkey” program for Thanksgiving. The library will be providing 75 meals (everything but the turkey) and crafts for families and 25 meals for singles. The meals will be handed out on Tuesday November 24th at 9:00 am.
- The library sold 11 books on Amazon for a total of \$673.25 before shipping fees.
- Once the library receives additional information regarding prices from NCLS, the server upgrade will be discussed again.

Mrs. Evans commented on the mums and pumpkins on the front steps of the library. Mr. Caughlin asked about more details in regards to the façade inspection report. Ms. Reff explained that the inspection was completed, but it was sent directly to the engineer’s department at City Hall. We have not heard anything further, but we will follow up. Ms. Mesires asked how the census was going, and Ms. Reff explained that it was ending very soon, but it seemed to have been successful.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that other than the façade issue, he had no report.
- **Finance & Investment Committee:** Ms. Dittrich was absent from the meeting but sent an email for Mrs. Carr to report on her behalf. Her report is as follows:
CD due 10/19, (this is lines 1450 and 145, combined, on the Bank Account Listing)
 \$28,013.65 is the current balance; this is the Emma Flower CD of which \$25,000 is “untouchable”
 (Ms. Dittrich provided numerous rates and KeyBank, Watertown Savings Bank, and Carthage Savings and Loan).
 Ms. Dittrich checked Money Market Rates and the highest she states that she found was .10%
 On suggestion of Ms. Mesires, Ms. Dittrich states that she checked UBS website and couldn’t find anything CD-related. Ms. Dittrich requested direction from the Board on how they would like to handle the CD. Mr. Caughlin made a motion to place the CD into another 6-month term at Carthage Savings and Loan. Ms. Mesires seconded the motion. Motion carried.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends group had their annual meeting on October 7th. She mentioned that Susan Johnson, Mary Miles, Valerie Caskinette and Diane Rutherford have left the board, and Maureen Gorman, Patricia Gorman and Patrick Collette have joined. Matt Corey from NCLS was the speaker at the meeting and he spoke about what the ALA and NYLA do to help the Friends organizations. He also spoke about the NCLS annual meeting that is happening on October 29th, 2020.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

NEW BUSINESS:

2021 CLD Budget: NCLS would like an approved CLD budget before the fiscal year starts in January. Ms. Reff briefly reviewed the figures that are currently on the proposed budget, but unfortunately the numbers are not concrete due to the lack of guaranteed funding. Mrs. Weldon moved to approve the preliminary CLD budget for the year 2021 with the caveat that it is likely to be amended once the state releases figures around March of 2021. Mr. Caughlin seconded the motion. Motion carried.

Friends Ask List: Ms. Reff explained to the board that the Friends group has not donated any funds to the library since last December. And since the funds from the school ballot will not be received until next year, Ms. Reff thought it might be a good idea to ask the Friends for one more year of funding for adult fiction/materials. Once the school ballot funds are received, they will go into reserves for the next funding year. Ms. Reff also asked the board to start considering other items to add to the ask list as well. Mr. Caughlin moved to approach the Friends board with the purpose of funding adult fiction for this year, and we will follow up with the other items on the ask list at another time but priority request is \$10,000.00-\$13,000.00. Ms. Mesires seconded the motion. Motion carried.

Phase 3A Opening: Ms. Reff explained to the board that she wanted to consider a partial phase 3 reopening plan. They are as follows:

- LP Stacks in North Reading Room - Open for browsing. 4 patron maximum in room.
- Computer Use - Quiet study space also available. Max capacity of computer area is 8. If max capacity is reached, quiet study patrons who have been there the longest will be asked to leave. Appropriate signage will be displayed.

Mr. DiFabion suggested a time requirement. Ms. Reff agreed and stated that if it seems that this is necessary, that this will be implemented. Mrs. Weldon moved to approve the Phase 3A reopening plan as presented. Mr. DiFabion seconded the motion. Motion carried.

School Ballot Funding Plan: Ms. Reff presented the board with a school ballot funding options chart with their board meeting materials email. She expressed to the board their options and the choices that they have when continuing to increase funding for the library for years to come considering the city will probably continue to make budget cuts. She also stated that the board should consider what the goals will be when it comes to funding. The board discussed the chart and the goals. The discussion will continue over time.

EXECUTIVE SESSION: Mr. Caughlin made a motion for the meeting to be moved into Executive Session to discuss the pending litigation. Mrs. Weldon seconded the motion. Move to Executive Session at 4:55 pm.
Mr. Caughlin moved to leave Executive Session at 5:05 pm. Mrs. Holberg seconded the motion. Motion carried.

Return to General Session.

Ms. Mesires made a motion for the meeting to be moved into Executive Session to discuss the employment history of a particular individual. Mrs. Evans seconded the motion. Moved to Executive Session at 5:06 pm.
Mr. Caughlin moved to leave Executive Session at 5:25 pm. Mr. DiFabion seconded the motion. Motion carried.

TASK REVIEW:

MOTION TO ADJOURN: Mr. Caughlin motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 5:25 pm.

The next meeting of the Board of Trustees will be held on November 10th, 2020 at 4:00 pm in the South Reading Room located on the main floor of the library or via Zoom meeting.

Andrea Carr
Recording Secretary