

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
Tuesday, February 11th, 2020

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

Absent: Mrs. Weldon  
          Mrs. Holberg  
          Ms. Calarco

Guests: Ms. Liz Bush, Bowers & Company, CPA's

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

**APPROVAL OF MINUTES:** Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the January 14th, 2020 meeting and if they had any questions. No questions were asked. Mr. Atkinson moved to approve the minutes, Mrs. Evans seconded the minutes. Motion carried.

**INTRODUCTION OF GUESTS AND LIBRARY AUDIT (NEW BUSINESS):** Ms. Bush from Bowers & Company attended the board meeting to review the completed annual financial audit performed by her firm. She reviewed all new information, informed the board of any changes that her firm suggested that the board consider, and went over the new laws for non-profit organizations. Mr. Caughlin moved to approve the audit report as presented. Mr. DiFabion seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Ms. Dittrich stated that the Consolidated Report expenses were as expected and there was nothing special to report. Mr. DiFabion moved to approve the Consolidated Expense Report as presented. Mrs. Evans seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Weir stated that she didn't have a lot of time to prepare a full report, but did want to state that the ballot presentation for the school board went very well and was very happy with that.

**TREASURER'S REPORT:** Ms. Dittrich stated the profit and loss should be at 58%. The income is doing well, but wanted to remind the board to be cautious because \$43,000.00 of the income reflected is restricted. The savings and checking bank accounts are at \$153,821.15. The income coming in is mostly going to be going back out for different events and items. Ms. Dittrich also mentioned that she will be discussing the CD accounts later on during the committee discussions. The Grants and Donations report showed that the library received \$50.00 from James Neville for children's books, and a donation from the Northern New York Community Foundation for the Daniel Tiger/Snowtown Event that took place. Mr. Caughlin moved to approve the Treasurers report. Mr. DiFabion seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

- February 4<sup>th</sup> was the first city department head meeting with the Interim City Manager, Ken Mix. He was told it may take six months or longer to find a new City Manager.
- Mrs. Weir, Mrs. Evans, Mr. Caughlin, Mrs. Weldon, Ms. Dittrich, Matt Corey, Paulette Roes and Ms. Reff attended the February 4<sup>th</sup>, School Board meeting. The presentation went well and the School Board President asked several excellent questions which allowed them to provide more details regarding the library's funding.
- The 2020 Summer Food Kickoff is scheduled for July 8<sup>th</sup> under the City Hall portico.
- The library is part of Census 2020 by hosting events, programs, a scavenger hunt, an information table, raffle and special computer area for people to do their census.

- Image Integrators has completed a majority of the City Directory digitization project. This project is funded with a grant from the Northern New York Library Network. The digitized City Directories will be available to everyone on the New York Heritage Digital Collections site.
- Ms. Reff received the data usage for the chrome books. Typically, the usage runs about 40-60gb per month. Straight Talk offers an “unlimited” plan (first 25gb at high speeds, then 2g) for \$45/month. To avoid the “roaming” problems, they offer an “unlimited” international plan for \$60/month/chromebook. Total cost would be \$240/month or \$2880/year. Matt Corey said that the library does not have to make any decisions regarding the chromebooks until later in the year.
- The monthly statistics are slightly higher than the January 2019 monthly statistics.
- The furniture for the children’s story time room has started to arrive!
- The library had a chromebook/equipment kit stolen. Charges were pressed, and the kit is in evidence.

#### COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin started his report by commenting on the sidewalk area in the front of the library. He stated that it was nice that someone had taken the time to plow the area from the sidewalk to the curb. He asked if that could be paved at some point to make it safer in the future. Ms. Reff will contact DPW to find out more information.

Revised choices of the outdoor mat for the front door of the library were distributed to the board members to make a selection. After the vote among the three, the choice was mat #3 to be ordered from Cintas.

Mrs. Weir also mentioned that the library door on the side of the building is not closing correctly, Mrs. Carr will have maintenance look into that.

Mr. Caughlin also wanted to address the bird excrement issue on the sidewalks. Ms. Reff explained that the city and maintenance tries to clean the sidewalks as well as they can, but unfortunately, it’s a losing battle at the moment with the low temperatures, constant bird issues, etc. But stated that maintenance will continue to do the best that they can.

- **Finance & Investment Committee:** Ms. Dittrich mentioned that the CD account that has \$33,800.00 in it is currently due. The penalty to withdraw this funds within the renewal term is \$33.97 (estimate). The renewal rate for 12 months is 1.2%, and 6 months is .75%. It is unknown if these funds will be withdrawn later this year, therefore the fee would apply. Mr. DiFabion moved to renew the CD for 6 months at .75%. Mr. Caughlin seconded the motion. Motion carried.
- **Friends Committee and Liaison report:** Ms. Reff reported that the Friends have agreed to pay for two author visits to the library. Also, they are currently working on a letter to send out to promote the school ballot. They are working on a media blitz. The annual meeting coming up in May was also discussed.
- **Policy Committee:** The policy committee recently met and made some changes to several policies. They are as follows:
  - Page 69: Travel and Training – No suggested Changes
  - Page 5: Acceptable Patron Behavior – Addition of “Staff Only” restricted areas
  - Pages 26-27: Rewritten Teen Space Policy
  - Pages 28-30: Library Meeting Room Policy – Insurance requirement and after hours’ meetings
- Mr. Atkinson and Ms. Dittrich both started a discussion regarding the Travel and Training policy. The discussion concerned sharing rooms, and budgets. The Travel and Training Policy discussion will be tabled until for the next policy meeting.

Mr. DiFabion moved to approve the policies as presented with the exception of the Travel and Training policy. Mr. Atkinson seconded the motion. Motion carried.

- **Marketing Committee:** No Report.

## OLD BUSINESS:

- **School Ballot:** Ms. Reff asked the board to approve “Fine Free Week” during National Library Week, April 9<sup>th</sup> through April 25<sup>th</sup>, 2020. She also stated that there is a national library campaign happening called “Libraries Transform” that she hoped the library could tailor to the ballot promotions. The board discussed the promotion of the school ballot further, and decided that all promotions should strictly be done through the Friends group as to prevent any appearance of impropriety. Mr. Caughlin moved to approve Fine Free Week during National Library Week, and the \$300.00 needed for promotions as requested. Mr. DiFabion seconded the motion.

## NEW BUSINESS:

- **After Hours Events:**

- March 6<sup>th</sup>, 2020: Small Private Event for a half an hour.
- Date and Time Unknown: Paranormal Investigation

Mr. Caughlin moved to approve the March 6<sup>th</sup> request. Mr. Atkinson seconded the motion. It was decided to table the paranormal investigation request until a date had been decided.

➤ Let the minutes reflect that Mrs. Evans left the board meeting at 5:19pm.

- **City Operational Budget:** Ms. Reff presented the City Operational budget that had been created for the upcoming fiscal year and reviewed any changes from last year. Ms. Mesires moved to approve the budget as presented. Ms. Dittrich seconded the motion. Motion carried.

## LITIGATION:

- Mr. Caughlin moved to enter into Executive Session at 5:26pm to discuss pending litigation regarding lawsuit. Ms. Dittrich seconded the motion.
- Mr. Caughlin moved to return to main meeting session at 5:50pm, Mr. DiFabion seconded the motion. Motion carried.

## TASK REVIEW:

**MOTION TO ADJOURN:** Mr. DiFabion requested a motion to adjourn, Ms. Mesires seconded the motion. Meeting adjourned at 5:50pm.

The next meeting of the Board of Trustees will be held on March 10th, 2020 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr  
Recording Secretary