

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, March 10th, 2020

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

Absent: Mrs. Weldon
 Ms. Dittrich
 Mr. Atkinson

Guests: Todd Batista, NCLS IT Manager

CALL TO ORDER: Meeting was called to order at 3:58 by Mrs. Weir.

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the February 11th, 2020 meeting and if they had any questions. No questions were asked. Mrs. Evans moved to approve the minutes, Mr. DiFabion seconded the minutes. Motion carried.

INTRODUCTION OF GUESTS: Mr. Battista from NCLS attended the board meeting to present a proposal for a new NCLS IT plan. This would include the placement of servers at Flower Memorial Library. The board presented several questions to Mr. Battista. Mr. Caughlin stated that he would abstain from any decision given that he is also on the NCLS Board of trustees. Ms. Reff stated that she is also getting information from Advanced Business Services as well as other companies to ensure that the library is getting the best options, including perhaps the city network. This will be discussed further at the next board meeting, and a decision will be made at that time.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich was not present at the meeting. Ms. Reff asked if the board had any questions about the Consolidated Expenses Report as presented. She pointed out that the professional fees were higher than expected due to the audit payment. Mrs. Holberg moved to approve the Consolidated Expense Report as presented. Ms. Mesires seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weir reported that she wanted to continue to review the goals for the board. And she wanted to thank Ms. Reff for her swift action regarding a negative patron recently.

TREASURER'S REPORT: Ms. Dittrich was absent from the meeting. Ms. Reff asked the board if they had any questions about the financial statements that were provided. She stated that the reason the professional fees were increased were due to the payment for the audit. Mr. Caughlin moved to approve the Treasurers report. Mrs. Seymour seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The door mat has been purchased.
- The ceiling tiles have been coming down in various places in the library. The library contacted the City Engineer and the company that manufactured the tiles and the company that installed the tiles visited the library on March 4th to review the situation for potential solutions.
- Maintenance cleaned the globes and stained glass on the mezzanine. New LED bulbs were installed. The mezzanine is much brighter now.
- The Teen space has been painted and the rug shampooed. The room is much brighter and cleaner.
- The library is hosting the quarterly blood drive on Friday, March 13th.
- The Art Gala for the Elementary Schools is Friday, March 27th from 5:00-7:00 pm.

- April 1st is Census Day! The library will have several events such as a Snowman Scavenger Hunt and have laptops setup for people to complete their census online at the library.
- The library sent Valentines to the victims of January's earthquakes in Puerto Rico. A patron asked the library to organize it and she took the Valentines with her when she returned home.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin commented that the outside of the building looks great, and otherwise does not have a report.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Ms. Holberg reported that Mr. Ramey is working on a letter to send to all Friends regarding the school ballot. It was also discussed adding the information to their website. May 6th is the Friends Annual Meeting. Matt Corey from NCLS is speaking as well as someone from the Friends Section of NYLA.
Also, Boot Brewing sent a donation of over \$500.00.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- **School Ballot:** Mr. Eisenhower is pursuing a lawsuit with the school board at this point. Ms. Reff stated that she has scheduled four dates at the library to give a presentation to the public. The dates are March 26th, April 8th, April 20th, May 15th. Mr. Caughlin suggested removing the March date because it was too soon.

NEW BUSINESS:

- **Annual Report:** Ms. Reff presented the completed 2019 NCLS Annual Report to the board for their approval. Mr. Caughlin moved to approve the report as presented. Mr. DiFabion seconded the motion.

TASK REVIEW:

- **Attorney Invoice:** Mr. DiFabion moved to pay \$5000.00 towards the invoice. Mr. Caughlin seconded the motion.

MOTION TO ADJOURN: Mrs. Weir requested a motion to adjourn. Ms. Mesires made the motion, Mrs. Evans seconded. Meeting adjourned at 4:42pm.

The next meeting of the Board of Trustees will be held on April 14th, 2020 at 4:00 pm in the Old Watertown Room located on the second floor of the library.

Andrea Carr
Recording Secretary