

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 14th, 2020

Present: Mrs. Weir Ms. Mesires
 Mrs. Holberg Ms. Reff
 Mr. Caughlin Mrs. Seymour
 Mr. DiFabion Mr. Atkinson
 Mrs. Evans Mrs. Weldon
 Mrs. Lisa Ruggerio, City Council Liaison

Absent: Ms. Dittrich
 Ms. Calarco

Guests: Ms. Tehonica – Librarian
 Mrs. LaJuett - Librarian

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

PRIVILEGE OF THE FLOOR: None

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the March 10th, 2020 meeting and if they had any questions. No questions were asked. Mr. Caughlin moved to approve the minutes, Mrs. Seymour seconded the minutes. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich was not present at the meeting. Ms. Reff asked if the board had any questions about the Consolidated Expense Report as they had been presented. Mr. Caughlin suggested that the President ask only for “No” votes. Mrs. Weir asked if there any “No” votes. There were none. Motion carried.

PRESIDENT’S REPORT: Mrs. Weir said she was part of a conference call with Jeremy Johannesen regarding assistance with legal fees for the school ballot legal issues. Mr. Johannesen had several in depth questions regarding the library’s charter and offered assistance in getting the questions answered.

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. Mrs. Weir asked for “No” votes. There were none. Motion carried.

DIRECTOR’S REPORT:

- All NCLS Library Directors have weekly conference calls to discuss updates from NCLS and DLD.
- A Virtual Reference button has been added to the library webpage on the front page. Reference questions, like all other web questions go to Ms. Reff for answers or forwarding.
- The library purchased a one year subscription to Zoom Pro. This will allow us to have virtual meetings, workshops and conference calls.
- The library has started weekly virtual craft workshops on Wednesday nights and virtual knitting group evening and will also be starting Genealogy workshops next with more workshops coming soon.
- The library had a conference call with Jeremy Johannesen and the NYLA Defense Fund on Friday.
- Patti LaBarr has confirmed that the school ballot vote has been postponed until June. NCLS asked the libraries to confirm this.
- Jeff Smith stated to Ms. Reff that cutting library hours may be a possibility due to the need to cut funding. Ms. Reff met with Jeff Smith and the City Manager and expressed that the community needs the library now more than ever.

COMMITTEE REPORTS:

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** No meeting this month. No report.
- **Policy Committee:** Mrs. Weldon stated that the policy committee still needs to meet to discuss the changes that were discussed at the January meeting. No report at this time.
- **Marketing Committee:** No Report.

NEW BUSINESS:

- **Temporarily Removing Wi-Fi Restrictions:** Ms. Reff presented to the board the idea to remove Wi-Fi restrictions so that the community can access the Wi-Fi from the parking lot and sidewalks without paying library fines, etc. The board agreed that this was a good idea. Mr. Caughlin moved to have the Wi-Fi restrictions removed until 10 days after opening. Mr. DiFabion seconded the motion. Motion carried.
- **CLD Payroll:** Susan Mitchell from NCLS has asked the board to approve if they wanted Mrs. Crossway to return to work at least one per week due to CLD having already funded her payroll for the fiscal year. Mrs. Crossway has agreed to return. Mrs. Holberg moved to have Mrs. Crossway return to work. Mrs. Evans seconded the motion. Motion carried.
- **Library Closure/Reopening Plan:** Ms. Reff asked the board if they had any input regarding the reopening plan that she distributed with the board meeting documents. The board liked the plan so far, and will continue to add to the plan as time goes by and as suggested by the state.
- **City Budget:** Ms. Reff presented the proposed library operational budget to Jim Mills and Ken Mix. The City Comptroller and Manager are requesting that the board cut hours in order to eliminate the part time clerk position that recently became available, reducing the library hours from 65 hours to 55 hours per week. Ms. Reff stated that it would actually need to be 57 hours due to the shifts of the staff. The board stated that discussions would take place to consider what would work best for the library, and the community. Mrs. Ruggiero stated that discussions about budgets would start at the end of the month. The board discussed the school ballot and how this would affect the outcome. They requested that Ms. Reff contact Matt Corey at NCLS and ask for his input regarding absentee votes, mail in ballots, etc. Mr. DiFabion suggested marketing on Facebook considering the current times. Ms. Reff stated that she will contact Kyle Ramey, the Friends Board President, about that possibility.

TASK REVIEW:

- Jeremy Johannsen from NYLA is going to be assisting Flower Library with the costs associated with pending litigation efforts.

MOTION TO ADJOURN: Meeting adjourned at 4:58pm.

The next meeting of the Board of Trustees will be held on May 12th, 2020 at 4:00 pm in the Old Watertown Room located on the second floor of the library or via Zoom meeting.

Andrea Carr
Recording Secretary