

**ROSWELL P. FLOWER MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, May 12th, 2020**

Present: Mrs. Weir

Ms. Mesires

Absent: Mr. Atkinson

Mrs. Holberg

Ms. Dittrich

Mr. Caughlin

Mrs. Seymour

Mr. DiFabion

Mrs. Weldon

Mrs. Evans

Ms. Reff

Ms. Calarco

Mrs. Lisa Ruggiero, City Council Liaison

**CALL TO ORDER:** Meeting was called to order at 4:01 by Mrs. Weir.

**PRIVILEGE OF THE FLOOR:**

**APPROVAL OF MINUTES:** Mrs. Weir asked if anyone had any objections in regards to the minutes from the April 14<sup>th</sup>, 2020 board meeting. No objections. Motion passed.

**APPROVAL OF CONSOLIDATED EXPENSES:** Mrs. Weir asked if anyone had any objections regarding the Consolidated Expense Report as presented. No objections. Motion passed.

**PRESIDENT'S REPORT:** Mrs. Weir wanted to express her gratitude towards Ms. Reff and the library staff for keeping everything running smoothly during this time.

**TREASURER'S REPORT:** Ms. Dittrich stated that the Profit and Loss Report shows that the library revenues are higher than budgeted. The restricted donations are above average, and book sales did very well in spite of the library closure. As for expenses, Ms. Dittrich suggested paying down, or off all of the attorney's fees that will not be paid by NYLA as to start the new budget year with a "clean slate". There are still two months remaining in this fiscal year. Ms. Weir asked if anyone had any objections to Ms. Dittrich's report. Mr. Caughlin moved to accept the Treasurer's Report. Mrs. Weldon seconded the motion. Motion passed.

**DIRECTOR'S REPORT:**

- The list of virtual workshops is growing. In addition to our virtual craft night, the book club has gone virtual, and the library is starting a Trivia night and Introduction to Genealogy workshop.
- The librarians are on several of the NCLS committees created which deal with reopening issues, and new partnerships, improved digital services and online programming.
- The Library staff created a video for our patrons letting them know how much they are missed. The video is on the webpage.
- Schools will not reopen for the school year. School ballot votes are still postponed until after June 9<sup>th</sup> and will be done via absentee ballot.
- NCLS has no data on School Ballot votes or Library Ballot votes that are conducted via absentee ballot.
- Ogdensburg, the other Central Library, has been experiencing severe financial problems. The library might be forced to reduce hours below the minimum standards for a Central Library. The Central Library committee discussed the options of having one Central Library (Flower Library) or creating another Central Library if that happens. The Ogdensburg Library Board President and Library Director want Flower Library to be the one Central Library. The CL committee generally favored going to one Central Library. No decision needs to be made yet.
- National Grid will be doing more electrical work sometime in May. Both City Hall and the Library will lose power. No date has been set nor down time length has been given.
- The entire Children's room has been painted and the rugs shampooed.
- NCLS has removed the Wi-Fi restrictions. Now anyone around the library can use the library's Wi-Fi. The library frequently has people sitting in the parking lot using the Wi-Fi.

- Alex Hazard will be interviewing Suzie Renzi-Falge regarding the library during COVID-19.
- During the Executive Committee meeting, there was a discussion regarding contacting Jeremy Johansen at NYLA about the legal fees and the campaign to raise funds. Ms. Reff sent an email, no response yet.

#### COMMITTEE REPORTS:

- **Building & Grounds:** No report, other than the painting in the children's room.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** Mrs. Holberg stated that there is a possibility that the Friends may support our budget issues that may arise in the next budget year. Mrs. Holberg suggested letting the Friends know what they should do to help in regards to the ballot considering the vote is about a month away. Ms. Reff stated that the Friends group will be sending out a letter soon about the ballot to all members.
- **Policy Committee:** Mrs. Weldon stated that there was a discussion about changing the Patron Policy when reopening regarding the new government requirements, i.e.: facemasks, social distancing, curbside pickup, etc. Mrs. Weldon moved to add the language of the requirements to the patron policy. Mrs. Holberg seconded the motion. Motion carried.
- **Marketing Committee:** No Report. It was determined that Mr. Atkinson, Mrs. Weldon and Mrs. Seymour are on the committee.

#### OLD BUSINESS:

- **Library Closure/Reopening Plan:** (Plan attached to board meeting materials). Ms. Reff explained that there was one change to the original plan sent with the board meeting materials. The hours have been extended to accommodate the patrons. They are now: Monday through Thursday, 10:00am-6:00pm, Friday-Saturday, 10:00am-4:00pm. Mr. Caughlin asked the question regarding capacity in the building. Ms. Reff stated the capacity will not exceed 25% in the circulation desk and rotunda areas. Mr. Caughlin moved to approve the plan as presented. Mr. DiFabion seconded the motion.
- **City Budget/Layoffs:** Ms. Reff stated that she will be presenting her proposed budget to City Council on Saturday. She also stated that the City Manager asked about the possibility of furloughing people if not reopened.
- **Library Hours:** Ms. Reff stated that if cuts take effect, and positions are cut, the library may be forced to cut hours. Ms. Reff asked for the board's input on which hours would be best to cut based on the data that on the charts provided. (Ex. Sundays are the least trafficked day). Ms. Reff stated that she is focusing on what is best for the patrons. Ms. Dittrich moved to propose that Ms. Reff eliminate Sunday hours and one evening per week. Mrs. Evans seconded the motion.

#### NEW BUSINESS:

**Board Budget:** Ms. Dittrich presented the proposed board budget for the 2020/2021 fiscal year. There was discussion regarding the school ballot vote in June and how it would affect the board budget. It was decided to postpone the vote on the budget until the June board meeting when we might have more information. Mrs. Ruggiero wanted to also inform the board that the late Mrs. Carolyn Fitzpatrick had a large book collection that is going to be donated to the library as soon as the library starts accepting donations again.

#### TASK REVIEW:

- Concentration on the school budget vote and marketing.

**MOTION TO ADJOURN:** Meeting adjourned at 5:13pm.

The next meeting of the Board of Trustees will be held on June 9th, 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