

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

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

Guests: Matt Corey and Susan Mitchell, NCLS

**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 July 14th, 2020 meeting and if they had any questions. No questions were asked. Mrs. Holberg moved to approve the minutes, Mrs. Weldon 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. Mr. Caughlin motioned to approve the report, Mr. DiFabion seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Weir reported that she wanted to refocus on the trustee goals that she had requested in January. She wanted to incorporate them into the long range and strategic plans. She wanted to inform the board that they will be discussed soon.

**TREASURER'S REPORT:** Ms. Dittrich stated that being in the first month of the fiscal year, there isn't a lot to report in regards to the Profit and Loss report. The savings and checking accounts are currently standing within the same range as the past couple of months. There will be a CD account that is coming to term that needs to be discussed in a moment. The Grants and Donations report does not reflect any transactions to report. Mr. Caughlin moved to accept the treasurers report. Mr. DiFabion seconded the motion. Motion carried.

Ms. Dittrich also wanted to address a CD account with Carthage Savings and Loan that is coming to term. It currently has a balance of \$34,432.63. Ms. Dittrich suggested to the board to cash out the CD to cover the cost of the attorney fees in case NYLA isn't able to assist with those legal fees. If NYLA is able to raise the funds, then the board can put those funds back into a CD account to begin accruing again. Mr. DiFabion asked the question about shorter term CD accounts considering there are still a couple of months until the bill is due to the attorney. The board discussed different options in regards to renewals, cashing out the account. Mr. Caughlin stated that he felt it best to renew the CD term for three months at the best rate that Ms. Dittrich is able to find just in case NYLA is able to come through, and contact the attorney to let them know the remainder of the fees will be paid by December 15<sup>th</sup>, 2020. The board agreed. Susan Mitchell from NCLS stated that she will also contact NYLA to see if she can help. Mr. Caughlin moved to direct the treasurer find the best 3-month CD rate that she can find and see what happens at the end of that term. Mr. DiFabion seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

- The library has made \$298 on the Roswell's picks book sale in July.
- The library has \$465 in book sales on Amazon which included a \$200 book. Three more books were sold since Friday.
- The new Safety Inspector met with some of the library staff to discuss safety issues and concerns here at the library. He will be using the library staff input to identify workshops and training for the library's specific safety concerns.
- The façade inspection scheduled for next week has been delayed. There are cracks in the steps and several pieces of marble are separating from the walls.
- The Association for Rural and Small Libraries conference would have been in Wichita in September. Due to Covid, the conference is all online which allows all of the librarians to attend for only \$50 registration fee.
- NCLS plans to obsolete the server which hosts member library webpages. At the Director's meeting on August 5th, Todd Battista announced who would be hosting the library webpages (Siteground) and that the library's would be

using Wordpress to create them. Once Todd and Heather set up the library's account on Siteground, the library will start recreating the website.

- NCLS sent out an email regarding Jefferson County budget. Ms. Reff has not yet heard if the libraries decided to ask for an increase. Update: Jefferson County libraries decided not to ask for an increase in funding.
- Ms. Reff emailed Jeremy Johannesen regarding NYLA's plan to help defray legal expenses. No response yet.
- NCLS has frozen all funding for CBA books (which is the only source of funding for adult non-fiction books) and CLD funding (which is the source of funding for Vicky and the databases) until further notice.
- A new study shows stacked books require 96 hours of quarantine. The library has increased the time that books are quarantined on 7/21/2020.

#### COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that a picture of the new mat was emailed to everyone. He also stated that a meeting needs to be scheduled before the next board meeting in September. Mrs. Weir suggested possibly creating bumper stickers for cars with the logo of the library that look like the new mat. Ms. Reff stated that perhaps the library should create a new logo.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** No meeting. Meeting tomorrow.
- **Policy Committee:** Mrs. Weldon stated that there was a slight change to the Limited Service Policy. It was recently brought to the policy committee and the library's attention that materials need to be quarantined for four days, not three. Mr. DiFabion moved to accept the policy change. Ms. Mesires seconded the motion. Motion carried.
- **Marketing Committee:** No Report.

#### OLD BUSINESS:

- **Central Library Resolution:** Matt Corey and Susan Mitchell from NCLS attended the board meeting to inform the board about what the new resolution means to the library, and to answer any questions that the board might have. Ms. Dittrich moved to accept the resolution as presented. Ms. Mesires seconded the motion. Motion carried.

#### NEW BUSINESS:

**Server Update – Work Session August 25<sup>th</sup> 4:00pm:** Ms. Reff asked the board if it would be possible to schedule a work session to discuss the server updates. Ms. Reff provided the board with a spreadsheet showing the differences between Advanced Business Systems and NCLS when it comes to the IT Services. Mrs. Holberg asked that Ms. Reff also create a list of pros and cons for the work session so that it might be easier to determine between the two. The board agreed to a work session on August 25th, 2020 at 4:00pm.

**EXECUTIVE SESSION (cancelled):** The agenda called for an executive session to review the employment history of an individual. Mr. Caughlin asked the board to table this particular work session to a later date when the meeting could be held in a more secure platform. The board agreed.

#### TASK REVIEW:

- Ms. Reff to email the attorney to inform them that there will be a payment made by the library by December 15<sup>th</sup>.

**MOTION TO ADJOURN:** Mrs. Weldon motioned for the meeting to be adjourned. Ms. Mesires seconded the motion. Meeting adjourned at 4:55pm.

The next meeting of the Board of Trustees will be held on September 8th, 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