

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, September 8th, 2020**

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

Absent: Mr. DiFabion
 Mr. Atkinson
 Mr. Caughlin

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

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

Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the special board meeting held on August 25th, 2020 and if they had any questions. No questions 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. Ms. Mesires motioned to approve the report, Mrs. Evans seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weir stated that she had some items that she wanted to discuss but she will be moving them to the October meeting due to the absences. So, no report for this month.

TREASURER'S REPORT: Ms. Dittrich stated that the Profit and Loss Report reflects that the library is currently already in the negative due to not receiving the typical grants and donations, as well as the book sale not being up and running per usual this year. The checking and savings are currently at \$103,600.00. Ms. Dittrich rolled over the Carthage Savings CD account as previously discussed for another 6 months at .5%. There is nothing currently outstanding in the Grants and Donations Report. Ms. Mesires moved to accept the Treasurers Report. Mrs. Weldon seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The library has sold \$633 in Roswell's picks thanks to Vicky Crossway's book selections and the media blitz.
- The façade inspection occurred Friday, August 14th. No word yet on a repair estimate.
- The library scheduled Senior Planet classes for this spring and fall. Due to Covid, the classes were postponed. The library will offer virtual classes starting in October through March of next year.
- Ms. Reff has completed the quarterly one on one meetings with staff. Items discussed were when the library should move to the next phase of reopening and what services should the library offer. This is also a chance for staff to share any other issues or concerns if they feel uncomfortable sharing at the normal librarian and clerk meetings.
- New virtual programs coming up are Virtual Bedtime Stories, Virtual Lego and a Cancer Services program before Wednesday craft night on September 9th.
- Ellen Marie Wiseman, bestselling author of Orphan Collector will be hosting an author talk with us on Thursday, September 17th via Zoom. Registration is required.
- Ms. Reff has started recreating the library website using Wordpress.
- The staff has started the yearly project of removing patron bills older than 10 years.
- The Jefferson County Historical Society is interested in possibly partnering with the library for their 2021 Genealogy Fair which is tentatively scheduled for the end of September or the beginning of October. Ms. Reff will have more information after their next board meeting.
- REALM4 study was completed. The study found that the virus stays on DVD's for 5 days. The library has increased the quarantine time accordingly since wiping the DVDs erases all the information that we have written on them.

- Ms. Reff is on vacation from September 19th to September 27th.
- Ms. Reff contacted Ellen Bach regarding the library payment schedule. She thanked us for letting her know.

Additional Comments:

- The REALM Test 5 results were released showing that stacked books showed a trace of the virus after 6 days. Questions still remain regarding whether the trace is viable. Ms. Reff stated that until more information is available
- Ms. Reff stated that she attended Mrs. Weldon's dinner club to discuss the library and programs. The members of the dinner club each made contributions towards the library after.
- Ms. Mesires suggested that Ms. Reff contact Joanne Witt at BOCES in regards to have the graphic design students assist the library with helping create the new website.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** No meeting. Meeting tomorrow.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

Server Upgrade Update: Ms. Reff stated that she spoke with Mr. Battista from NCLS in regards to the library bandwidth and usage. Unfortunately, only the last 30 days of data is available, so bandwidth may be a factor in the future but current traffic demands are at about 10% of capacity. Also, Ms. Dittrich arranged a meeting with the JCC IT Director in order to get an unbiased opinion regarding library computer issues and needs and to help the library make the best decision. Mr. Horton from JCC discussed concerns about local backup versus cloud backup and staff training issues to help keep the library computers secure. Ms. Reff states that she has set up a meeting with Mr. Battista based on the input from Mr. Horton from JCC.

NEW BUSINESS:

Timeline to Receive School Ballot Funds: Ms. Mesires stated that the resolution to collect the tax dollars for the library was approved by the Watertown City School Board on September 1st, 2020. This means the tax bills could now be generated and sent out. Tax payers have until the end of the year to pay the tax, and as of January, anything that isn't collected, the school board sends to the city to have their tax collections done for them. Ms. Mesires is saying that around the middle of January, there is a possibility that the library could get 75% of their ballot funds sent to them, and the remaining amount before the end of the fiscal year of June 30th, 2021. Ms. Reff asked the board for official action that we would like to receive 75% of the funds in January and the remainder of the funds in June. Mrs. Weldon moved to approve receiving 75% of the funds in January and receiving the remaining 25% in June. Mrs. Holberg seconded the motion. Motion carried. Ms. Mesires also wanted to mention and make the board aware that the funds may not be the full \$75,000.00 as awarded due to some people grieving their taxes.

EXECUTIVE SESSION: Ms. Mesires made a motion for the meeting to be moved into Executive Session to discuss the pending litigation. Mrs. Weir seconded the motion. Move to Executive Session at 4:31 pm. Mrs. Weir moved to leave Executive Session at 4:39 pm. Mrs. Weldon seconded the motion. Motion carried.

TASK REVIEW:

- Mrs. Weir to discuss the trustee goals in October at the board meeting.
- Executive session in October to review the employment history of an individual.
- Server upgrade.

MOTION TO ADJOURN: Mrs. Holberg motioned for the meeting to be adjourned. Mrs. Evans seconded the motion. Meeting adjourned at 4:43 pm.

The next meeting of the Board of Trustees will be held on October 13th, 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