

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

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

Absent: Mrs. Weldon
 Ms. Calarco
 Mrs. Seymour

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

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the October 13th, 2020 meeting and if they had any questions. No questions were asked. Mrs. Holberg moved to approve the minutes, Ms. Dittrich 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 stated that she didn't have a report.

TREASURER'S REPORT: Ms. Dittrich stated that the Profit and Loss report for October reflects an overspending of about \$10,000.00 from what received, which is not unusual for the beginning of the year, but is abnormal for October due to the lack of income. Options for income will be discussed later. Nothing outrageous or out of the ordinary is being spent. Ms. Dittrich stated that some spending may have to be halted temporarily. Ms. Reff also mentioned that the attorney is also requesting payment for their legal fees. Ms. Reff stated that she will be following up with Jeremy Johannesen with NYLA regarding their contribution.

In regards to the bank accounts, Ms. Dittrich stated that the library is in the \$100,000.00 range. The Grant and Donation Report reflected a memorial donation, some small miscellaneous donations, as well as another donation from Mrs. Evans father.

Ms. Mesires moved to accept the Treasurers Report. Mrs. Evans seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The window replacement project has officially started. The city staff will be obtaining proposals and putting the project out to bid with a tentative construction time in the spring of 2021.
- The City engineers have asked for a quote from Heritage Construction for repairs to the façade.
- Two trees were planted in front of the library to replace the trees that were damaged and removed. The two tree types are a Hackberry and a Bald Cypress.
- The library had 239 people come to Trick or Treat night. Only 25 people were allowed in at a time and everyone wore masks.
- The NCLS Annual Meeting was held on Thursday, October 29th. Several staff members attended the meeting.
- Ms. Reff attended the virtual NYLA conference on November 5th and 6th. There were several workshops on advocacy, community assessment and Genealogy.
- NCLS is offering a series of advocacy workshops designed to help libraries who plan to go on the school ballot. They are offering one class per month starting November 17th with Ballot Basics. Ms. Reff has signed up for most of the classes.
- "Everything but the Turkey" food bags will be distributed on Tuesday, November 24th. This includes food, family craft, cook book and children's book. The library will start the "Everything but the Meatballs" food bags for Christmas which will offer a pasta meal, vegetables, corn bread mix and brownie mix and cook book and children's book. These will be distributed on Tuesday, December 22nd.

- In addition to the Lego, story time, yoga, craft and other virtual programs, the library plans to add two new book clubs (Romance and mystery), do a Winter Reading program for all ages, and other special virtual events during the winter.
- The Little Libraries provided 537 books to children in 2020.
- The 2021 Jefferson County Budget has been presented to the legislators and so far, there are no cuts to libraries.
- The library's new Wordpress webpage is approximately half done. Ms. Reff will be presenting the webpage at the December meeting.
- Ken Mix has been appointed as the new City Manager. He plans on starting the budget process early. Mrs. Carr and Ms. Reff have already started working on the Library's city budget for funding year 2021-2022.
- The CBA funding is at NCLS. The deadline for spending for all CBA funds given by NCLS is December 15th.

Mr. Caughlin asked Ms. Reff about the events that the library is holding, and asked where the funding is coming from for them. Ms. Reff explained that all funds are coming from grants that were received by the library previously.

COMMITTEE REPORTS:

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

OLD BUSINESS:

School Ballot Funding Plan: The board continued their discussion in regards to pursuing additional school ballot funding next year. Ms. Dittrich asked the question if there might be additional risk due to the pending lawsuit. Ms. Reff stated Ellen Bach, the library's lawyer stated that it could theoretically restart the clock, but it would not prohibit the library from going on the ballot. Upon further discussion, the board agreed to ask Matt Corey from NCLS to attend the December board meeting to see if he can answer questions and provide further insight regarding the ballot, and funding increases.

Friends Funding: Mrs. Weir stated that during the Executive Committee meeting, it was discussed that a sub-committee should be formed to help develop an organized list to present to the Friends group. Ms. Reff stated that previously, it had been discussed to ask the Friends for the usual funds that is received for adult fiction. Ms. Reff explained that after meeting with the Executive Committee, that with the lack of revenue, it would be helpful to ask the Friends to ask for assistance with other items as well. Mr. Ramey had stated that the Friends had set aside \$20,000.00 for the library as an emergency fund. At the previous board meeting, it was decided to request \$13,000.00 for the adult materials, but Ms. Reff and the Executive Committee was thinking it might be ideal to request the full \$20,000.00 considering the unusual circumstances that the library is currently in. The sub-committee would be formed to help create the wish list for all future purchases or needs that the library will be requesting for the Friends to support. Ms. Dittrich suggested that a work session be scheduled to go over the budgets and discuss these items further. Ms. Reff will check dates and contact the board to get the work scheduled.

Director Evaluation: Mrs. Weir stated that she wanted to have an official action on the evaluation for Ms. Reff but needs to review more information, so requested that it be moved to the December board meeting.

NEW BUSINESS:

Renew Maria Mesires for another Term: Ms. Dittrich made the motion to approve Ms. Mesires for another term on the board. Mr. Caughlin seconded the motion. Motion carried.

Authorization to Perform Audit: Mrs. Carr also requested authorization for Ms. Reff to sign the audit request letter approval the audit. Ms. Mesires moved to approve the audit and for Ms. Reff to sign the letter. Ms. Dittrich seconded the motion. Motion carried.

Close Saturday, December 25th, 2021: Mr. Atkinson moved to close the library on Saturday, December 25th, 2021. Mrs. Evans seconded the motion. Motion carried.

Rotunda Book Sale: Ms. Reff presented to the board the idea to have a rotunda book sale, but with social distancing guidelines, as well as other strict guidelines and recommendations in order to keep patrons and staff safe. Mr. Caughlin moved to approve the book sale in the rotunda. Mrs. Holberg seconded the motion. Motion carried.

TASK REVIEW:

- **Invite Matt Corey to the next board meeting in December.**
- **Mrs. Weir to finish Directors review.**
- **Schedule work session with City Manager**

MOTION TO ADJOURN: Ms. Mesires motioned for the meeting to be adjourned. Ms. Dittrich seconded the motion. Meeting adjourned at 4:49 pm.

The next meeting of the Board of Trustees will be held on December 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