

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

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

Guests: Mr. Matthew Corey, NCLS

**CALL TO ORDER:** Meeting was called to order at 4:04 by Mrs. Weir.

**APPROVAL OF MINUTES:** Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the November 10th, 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 regarding the Consolidated Expenses report. No questions were asked. Ms. Mesires motioned to approve the report, Ms. Dittrich 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 year to date is in the positive. The majority of the funds that were received were donations from the Friends group, and another donation totaling \$25,000.00. Nothing out of the ordinary in expenses. The Checking and Savings Account is reflecting \$94,710.00. Typically, the accounts range from \$100,000.00 to \$120,000.00.

The Grant and Donation Report reflected the \$20,000.00 donation from the Friends group, \$5,000.00 from David Cummings and memorial donations \$74.00, \$68.00 from the quilt raffle, and \$100.00 for adult audio books. Mr. Caughlin moved to accept the Treasurers Report. Mr. Atkinson seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

- DPW placed a drain and gravel next to the sidewalk sections that were collecting water, ice and leaves. That fix has significantly reduced the water drainage problem on the sidewalk.
- The library has been having problems with ceiling tiles falling. The City Engineering department has been looking into the possibility of humidity problems, bad batch of ceiling tiles, etc. The city is looking to replace the current thermostats with new thermostats that also monitor the humidity.
- The Bald Cypress tree in front of the library will have a plaque made for it. The tree will be dedicated to one of the library's beloved patrons who passed away suddenly last week. The staff contributed to the cost of the plaque.
- The library has hung Plexiglas sheets around the circulation desk to improve visibility and reduce covid exposure for the staff.
- The library's Facebook page currently has 2500+ likes. As part of the library's publicity, the plan is to hold a promotion to reach and exceed 3000 likes. Once the library reaches 3000 likes, people who have liked the page can enter to a gift basket given out weekly for the four weeks after we reach the goal.
- The "Everything but the Turkey" giveaway was a huge success. The 100 bags of food were gone by 10:00 am. The library will be stuffing the "Everything but the Meatball" bags this week.
- The new website is approximately 85% done. The website meets all new minimum standards which take effect in January 2021. The new website can be reviewed at [www2.flowermemoriallibrary.org](http://www2.flowermemoriallibrary.org).
- On April 1<sup>st</sup>, NCLS froze the library's CBA/CLD spending and the library was unable to purchase Adult nonfiction books. When, NCLS unfroze the remaining \$22,000 of Central Book Aid money (CBA) on November 5<sup>th</sup>, the staff was told that they had until December 15th to spend the money and invoice NCLS. The library purchased approximately 1200 books in that time, met the NCLS deadline and are getting the books processed and barcoded for the patrons.

- At the last Director's Organization meeting, NCLS informed them that they will be raising rates for the annual circulation fees and using other criteria to determine the fees. Currently, the library pays about \$7500 per year. It appears that the library will be paying somewhere between \$11,000 and \$12,000 per year based on NCLS information.

#### COMMITTEE REPORTS:

- **Building & Grounds:** No Report. Mr. Caughlin stated that he will meet with Ms. Reff to learn more about the projects happening at the library.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg stated that the Friends gave their donation. They reported that they currently have approximately 621 members. There will not be a meeting in December. Ms. Dittrich suggested that the board send a thank you to the Friends for their generosity this year.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

#### OLD BUSINESS:

**Director Evaluation:** Mrs. Weir made it known that the executive board performed an evaluation for the Director, Yvonne Reff, for the handling of the library, library personnel, and all that it entails in October, 2020. Ms. Mesires made the motion to pass official action of the evaluation. Mr. Caughlin seconded the motion. Motion carried. It was suggested that out of courtesy, to share the evaluation with the City Manager, Kenneth Mix for his record.

#### NEW BUSINESS:

**Board Fronts Money for Central Library:** Mr. Corey from NCLS explained to the board that this is not necessary, as there are no plans to freeze the CLD funds for 2021 as it was in 2020, therefore, the board will not have to worry about this.

**3 Year Board Budget/School Ballot:** Ms. Reff provided a three year projected proposed board budget to review and discuss during the meeting. According to the budget provided by Ms. Reff, it reflects shortfalls for the library in upcoming years. The discussions among the board members stated that when it came to marketing for a new school ballot amount, to request for specifics (i.e. what the funds would be used for specifically, such as materials, programs, etc.) to explain the amount being proposed. The board is reluctant to go onto the ballot again in 2021 considering the library was just on the ballot in 2020, and it was a difficult year for the voters. Mr. Corey asked that the board consider the 2021 ballot will be covering the increases that will incur on the 2022 budget, and that the vote that took place in May 2020. If the board does decide to appear on the May 2021 ballot, the amount will need to be decided at the January board meeting, and presented to the school board in February.

Ms. Reff will update the proposed projected budget per the discussion, and the board asked that the discussion be continued at the January board meeting.

\*Let the minutes reflect that Ms. Mesires left the board meeting at 4:30 for another engagement.

#### TASK REVIEW:

- **Thank you letter to the Friends group.**
- **Board to send summary of Ms. Reff's evaluation to Mr. Mix, City Manager.**

**MOTION TO ADJOURN:** Mr. Caughlin motioned for the meeting to be adjourned. Meeting adjourned at 5:33 pm.

The next meeting of the Board of Trustees will be held on January 12<sup>th</sup>, 2021 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