

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

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

Excused: Mr. Atkinson

Guests: Mr. Matthew Corey, NCLS
 Mr. Ken Mix, City of Watertown Manager

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 December 8th, 2020 meeting and if they had any questions. No questions were asked. Mrs. Evans moved to approve the minutes, Mrs. Holberg 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, Mrs. Weldon seconded the motion. Motion carried.

PRESIDENT'S REPORT: No Report.

TREASURER'S REPORT: Ms. Dittrich stated that the Year to Date Report reflects an influx of income primarily due to the donation from the Friends. Ms. Dittrich did have questions about some of the expenses, and why they had not yet been spent for the year, specifically the funds for ebooks and computer expenses would be used. Ms. Reff explained that those invoices usually are received early in the year, so they should be coming any time. Also, there have been some new computers ordered, therefore, those will be paid for as soon as they are received from NCLS. The Checking and Savings Account is reflecting approximately \$175,000.00, which is higher than normal. \$20,000.00 of those funds are from the Friends. Soon, \$16,000.00 of that will be spent towards NCLS, so those funds will be lower soon. The Grant and Donation Report reflected a couple of new donations. James Neville, \$50.00, Memorial Donations, \$75.00, and Travel and Training Reimbursements from NCLS CLD funds for \$400.00. Mrs. Holberg moved to accept the Treasurers Report. Mr. Caughlin seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The caulk in the domed windows tested negative for PCB's and asbestos.
- On Tuesday, January 5th, Ms. Reff met with Ken Mix, City Manager and Jim Mills, City Comptroller to give them a background regarding the board's finances prior to any budget discussions. The official city budget discussions will start in February.
- The all staff training day will be held on Friday, January 15th. Due to covid concerns, the staff will not be meeting or training as a group. The focus of the webinar/zoom and individual videos will be cybersecurity, avoiding stress and burnout, safety concerns and customer service.
- The library started the Facebook promotion to reach 3000 "likes". They will be giving away a gift basket of books each week to the people who have liked the library page and signed up for the contest.
- The virtual Senior Planet classes have restarted. Topics include "How to Choose a New Computer" and "How to Spot Fake News".
- Ellen Marie Wiseman will be doing another virtual book talk on Thursday, January 21st.
- Mrs. Carr and Ms. Reff met with Susan Mitchell, Margo Shephard and Matt Corey to discuss Central Library Funding. There is a \$20,000 carryover in CLD funding which will be used to fund the first 5 months of adult non-fiction book purchases here at Flower Library and ebooks.
- The audit has been completed. Mrs. Carr and Ms. Reff are waiting for the final report to review with the board.

- Brandon Kraeger has created two potential new logos for the library with variations of both. They are:



COMMITTEE REPORTS:

- **Building & Grounds:** No Report.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg stated that the Friends have provided the dates for the book sale (October 19, 2021 – Start Setup, through November 3, 2021 – Final Take Down Date). Mrs. Holberg also mentioned that the group had not yet received the Thank You letter from the board for their generous donation to the library. Ms. Reff stated that Ron had picked up the letter and will be providing it to the group very soon. Mrs. Holberg also mentioned that Maryann Boxberger is working on replacing all of the plywood tables with new folding tables for the book sale. There was some concern about not have Watertown Correctional Facility available to help with setup, but there is hope to have volunteers used otherwise.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report. Need a chairperson.

EXECUTIVE SESSION:

Mr. Caughlin moved to enter Executive Session at 4:13 to discuss the pending litigation. Mr. DiFabion seconded the motion.

Ms. Dittrich moved to leave Executive Session at 4:55. Mr. DiFabion seconded the motion.

Mr. Caughlin moved to retain Ellen Bach and her firm, Whiteman, Osterman & Hanna, LLP as council to address the hybrid pleading that was served on the library on December 12th, 2021. Ms. Dittrich seconded the motion. Motion carried.

OLD BUSINESS:

School Ballot Discussion/Vote: Ms. Reff started the discussion by reminding the board member that the February board meeting is the final meeting to make a decision on whether or not the library will appear on the school ballot. Ms. Dittrich commented that the board should really evaluate the three-year budget plan before the decision is made. The board discussed at length the pros and cons of the decision. The final decision has been postponed until the February board meeting.

NEW BUSINESS:

Friends Book Sale Dates: The Friends Group have formally requested the following dates for their fall book sale.

- Setup Date: Tuesday, October 19, 2021-Friday, October 22, 2021
- Preview Date and Time: Friday, October 22, 2021 7-9 pm
- Book Sale Start Date: Saturday, October 23, 2021
- Bag Sale Start Date: Saturday, October 30, 2021
- Book Sale End Date: Monday, November 1, 2021
- Take Down Dates: Tuesday, November 2, 2021 & Wednesday, November 3, 2021

Ms. Dittrich moved to approve the book sale dates as presented to the board. Mr. DiFabion seconded the motion. Motion carried.

Accepting Donation from George Smith: Mr. Smith contacted the library/Ms. Reff in regards to a painting that he would like to donate to the library. It's a painting of Napoleon that resembles a Paul De La Roche, and would be perfect for the Napoleon room in the library. Ms. Reff stated that the painting will not need to be insured by the library. Insurance for the artwork is carried by the city. Ms. Reff and Mr. Caughlin stated that they will review the deed of gift with a transfer of ownership for the painting with verbage honoring Mr. Brown's request. Mr. Caughlin moved to accept the donation from Mr. Brown. Mrs. Evans seconded the motion. Motion carried.

TASK REVIEW:

- **School ballot pros and cons.**
- **Ms. Reff to contact the attorney and NYLA regarding the litigation.**

MOTION TO ADJOURN: Ms. Dittrich motioned for the meeting to be adjourned. Ms. Mesires seconded the motion. Meeting adjourned at 5:33 pm.

The next meeting of the Board of Trustees will be held on February 9th, 2021 at 4:00 pm via Zoom meeting.

Andrea Carr

Recording Secretary