

**ROSWELL P. FLOWER MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, March 9th, 2021**

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

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

**PRIVILEGE OF THE FLOOR:**

**APPROVAL OF MINUTES:** Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the February 9<sup>th</sup>, 2021 meeting and if they had any questions. No questions were asked. Mrs. Holberg moved to approve the minutes, Mrs. Evans seconded the motion. Motion carried.

Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the February 23<sup>rd</sup>, 2021 special meeting and if they had any questions. No questions were asked. Mr. DiFabion moved to approve the minutes, Mrs. Weir 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. Mr. Caughlin motioned to approve the report, Mrs. Weldon seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** No Report.

**TREASURER'S REPORT:** Ms. Dittrich said it looks like the library is doing pretty well. The Profit and Loss Report should currently be at 67%. The income is doing well due to the Friends donation. In the expenses, NCLS still looks low due to the EBooks and the computer invoices still not received. She stated this seemed typical based on last year's comparison of 25%. Ms. Reff mentioned that NCLS did come to the library on Monday to install the new computers, so those invoices would be paid soon. Ms. Dittrich also noted that the professional fees were higher than usual due to the audit being recently paid, and the genealogy fees due to Newsbank. The bank accounts are currently at \$154,294.96. Grants and donations reflected that the library received \$1,000.00 from Jane B. Oliver via NNYCF. Mrs. Weldon moved to approve the treasurer's report. Mrs. Holberg seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

- The historic window replacement construction project will be going out to bid in April.
- Library staff have attended two virtual webinars regarding grant opportunities at the Northern New York Community Foundation.
- In addition to the library's yearly coat drive (organized and maintained by Andrea), the library is partnering with #HappyPeriod of the North Country. The library is collecting feminine hygiene products which we are giving out to anyone who requests the items.
- Abigail MacGibeny, Project Manager for the Eastman Johnson Catalogue Raisonnee Project contacted the library about including the Eastman Johnson painting in the catalogue. Ms. Reff provided the provenance information that the library had and a picture of the painting for inclusion in the catalogue. The library will receive photo credit for the information.
- The library had 148 people attend the "Abraham Lincoln: A New Birth of Freedom" free event on President's Day.
- Several members of staff have received their first Covid vaccine shot. As of March 19<sup>th</sup>, all library staff are eligible.
- The contract for the library security expires on June 30<sup>th</sup>, 2021. The contract is going out to bid again in April.

**COMMITTEE REPORTS:**

- **Building & Grounds:** Mr. Caughlin reported that he will be touching base with Ms. Reff in regards to the windows construction project that is going to be starting soon at the library. Otherwise, nothing to report.
- **Finance & Investment Committee:** Ms. Dittrich stated she locked in the CD account for one year with Carthage Savings and Loan at .3%, and that was the best she could find.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends did not have a meeting in March. But that she would inform Mr. Ramey regarding the vote about going on the school ballot.
- **Policy Committee:** No Report.
- **Marketing Committee:** Mrs. Weldon stated that the marketing committee is seeking some guidance from the board as to what they would expect from the marketing committee, i.e., Newzjunky ads, website updates, etc. Mrs. Seymour suggested sending information out through the schools. Ms. Reff also offered suggestions to help promote the library in the most effective ways.

#### **OLD BUSINESS:**

**School Ballot Plan:** Ms. Reff discussed wording to explain to the voters what the new ballot funds will be used for. She suggested new technology specifically, new computers, etc. Advanced technology. The board will work on creating a list of items. It was decided that additional ballot and marketing discussions will continue at the next meeting.

#### **NEW BUSINESS:**

**Phase 3 Reopening:** Ms. Reff presented an updated reopening plan to the board. Mr. Caughlin moved to adopt Phase 3 as presented by the director and implemented according to how vaccinations go, and the Covid rate. Ms. Dittrich seconded the motion. Motion carried.

**NCLS Fees:** Ms. Reff wanted to bring the attention of the board to changes in fees from NCLS. She wanted to be sure they were aware of a zoom meeting presentation taking place on Thursday that will discuss all fees and their changes.

#### **TASK REVIEW:**

- **School ballot marketing**
- **Attain Lab – Ms. Reff will contact them for an update**
- **Ms. Reff will contact Rande Richardson about donation button for website.**
- **Mr. Caughlin asked about presenting to the school board. Ms. Reff and Ms. Mesires stated that the library is on the agenda for the March 23<sup>rd</sup> meeting.**

**MOTION TO ADJOURN:** Ms. Dittrich motioned for the meeting to be adjourned. Mrs. Evans seconded the motion. Meeting adjourned at 4:41pm.

The next meeting of the Board of Trustees will be held on April 13th, 2021 at 4:00 pm via Zoom meeting.

Andrea Carr  
Recording Secretary