

**ROSWELL P. FLOWER MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, April 13<sup>th</sup>, 2021**

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

Excused: Mrs. Weldon

Guests: Rande Richardson, Northern New York Community Foundation

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

**PRIVILEGE OF THE FLOOR:** N/A

**APPROVAL OF MINUTES:** Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the March 9<sup>th</sup>, 2021 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.

Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the March 22<sup>nd</sup>, 2021 special 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.

**NEW BUSINESS:** Rande Richardson from NNYCF was requested to attend the meeting by the board to discuss options for patrons to donate to the library. Mr. Richardson explained various options through the NNYCF that are available and provided different options for ways to give, including to an endowment fund, a cash fund, etc. The board is interested in adding a “donate” button to the library website that will be linked directly to NNYCF. Mr. DiFabion moved to proceed with adding the option to the website. Ms. Dittrich 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. DiFabion moved to approve the report, Mr. Atkinson seconded the motion. Motion carried.

**PRESIDENT’S REPORT:** No Report.

**TREASURER’S REPORT:** Ms. Dittrich stated that the bank accounts are currently at \$164,984.32, and feels that money not being spent per usual is due to the pandemic, it is a little higher than normal. The year to date on the Profit and Loss Report should currently be at 75%. The income is currently reflecting 87%, and expenses are only at 47% as opposed to the projected 75%. Ms. Dittrich predicts this is also due to the pandemic and the library not being fully open to the public, etc. The Grants and Donations report showed that the library received the previously frozen 20% of the LLSA grant for \$2354.00 (computer related expenses), WPBS American Portrait Project grant for \$437.00, and the Stewarts Grant for \$600.00. Mr. Caughlin moved to approve the Treasurer’s report. Mrs. Evans seconded the motion. Motion carried.

**DIRECTOR’S REPORT:**

- The façade and marble pedestals have deteriorated and become a safety concern. The city has installed a fence around the steps and we are moving forward with scheduling repairs.
- The window replacement project has gone out to bid and the winning bidder is Zero Draft. Once the city finalizes the contract, the work can be scheduled.
- The ceiling tile manufacturer came to the library to review the falling ceiling tile problem. It was found that many of the ceiling tile tracts are not straight which would cause the ceiling tiles to fall. He was concerned about humidity and has taken two tiles to be tested. We should be hearing the result of the tests soon.
- The Adult Fiction books have been weeded, shifted and inventoried. The adult DVD’s have also been inventoried.
- The staff are shelf reading and cleaning shelves in anticipation of opening the stacks to patrons.

- The library received a Stewarts Grant for \$600 to be used for the Halloween Trick or Treat event and Teen Summer Reading Program prizes.
- The library also received \$437.50 from PBS for co-hosting a workshop during the American Portrait Initiative.
- Ms. Reff met with all the staff for the quarterly one on one meetings. The staff had great ideas for the reopening phases and other ways to improve the library.
- The first virtual art show grades K-6 WCSD was held on March 8<sup>th</sup> and reached 2807 people and had 614 engagements. The second art show started on March 22 and reached 407 people.
- Most of the staff will have received their second Covid shot by the end of April.
- Several months ago, the NNYLN canceled the OCLC account for interlibrary loan due to cost and NCLS had to pick up the OCLC requests. The library is now using an NCLS account which allows the library to do their own OCLC requests for their patrons which will free up NCLS cataloging staff time.

Mr. Caughlin asked Ms. Reff about the ATTAIN Lab reopening. Ms. Reff explained that UCAWD disclosed they will not be opening the lab until everyone has been vaccinated. Still waiting on confirmation.

#### COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin reported that the committee has not met, but that he had a discussion with Ms. Reff about the projects that are taking place within the library (i.e., historic window replacement, façade, ceiling tiles). Ms. Reff explained the repairs to the façade that are needed currently. The window project cannot be done until the soffit/façade is repaired. The ceiling tiles were inspected by the manufacturer and the city engineer, and now the library is just waiting on the report. The window bid is completed and it looks as though it came in under budget.
- **Finance & Investment Committee:** Ms. Dittrich stated that the Emma Flower Taylor CD account at Carthage Savings and Loan is currently due. Ms. Dittrich stated that the amount currently in the account is \$28,200.00, and \$25,000.00 is the endowment, so that is untouchable. The current rate is .2% APR. Ms. Dittrich made an effort to receive rates from five different banks to give the board options. It was suggested to withdraw the \$3,200.00 in excess of the \$25,000.00 endowment currently in the CD account and deposit that into the board savings account at Watertown Savings Bank. Mr. Caughlin moved to authorize the Treasurer to reinvest the \$25,000.00 in a CD at the most favorable interest rate that's permitted at a longer term. Mr. DiFabion seconded the motion. Motion carried.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends had a meeting on April 7<sup>th</sup>, 2021. They discussed the upcoming book sale plans. They will be proceeding with book donations by appointment only starting in May pending board approval on the Phase 3 Reopening Plan. The annual meeting is happening on May 5<sup>th</sup>. They will not be having a speaker, it will be primarily business only and via zoom.

Mark Lavarney from Watertown Savings Bank received a COVID Relief Grant for the Friends group in the amount of \$10,000.00 because they were unable to hold their annual book sale in the fall of 2020. Mrs. Holberg suggested that the library send a thank you letter once it is received.

- **Policy Committee:** No Report.
- **Marketing Committee:** Mr. Atkinson reported that the marketing committee met on March 22<sup>nd</sup>, 2021. He stated that Ms. Reff had some great ideas for the committee.
  - **"Stuff"** – Take home job fair kit, library lawn signs, slogans (summer reading program), car decals.
  - **Social Media** – Contests, boosting posts, newsletters
  - **Outreach** – Fort Drum (tours), marketing to seniors, schools
  - **Friends** – Marketing products?
- It was also suggested to try and partner with Volunteer Transportation Group?

#### OLD BUSINESS:

**Central Library Plan of Service:** Ms. Reff explained that when Flower Library became the sole Central Library, the board approved a resolution to do so but also needed to approve the NCLS Central Library Plan of Service which states that Flower Library is the sole Central Library. Mr. Caughlin moved to adapt the NCLS Central Library Plan of Service from 2017 to 2021. Ms. Dittrich seconded the motion.

**Deed of Gift-Napoleon Painting:** Mr. George Smith and his family would like to donate the painting to the library. The board previously discussed the painting and agreed to send Mr. Smith the deed of gift without condition for him to sign prior to accepting the donation. Mr. Smith submitted a counter offer to the board for consideration. Ms. Reff is going to contact Mr. Smith and reiterate that the library board feels strongly about offering deeds of gift without condition and appreciates the donation.

5:13pm – Ms. Calarco left the meeting.

**Phase 3 Reopening:** Ms. Reff presented the board with a phase 3 reopening plan. The library will be entering the third phase of reopening on May 3<sup>rd</sup>. This will not include public use of phones, or children in the play area. Patrons will be allowed in the children's room stacks, and the basement stacks. Book donations will be accepted on Wednesdays. Ms. Dittrich moved to accept the reopening plan as presented. Mrs. Holberg seconded the motion. Motion carried.

**TASK REVIEW:**

- **Ms. Reff will be contacting Rande Richardson from NNYCF about adding the donate button to the website.**
- **Ms. Reff will also be contacting Mr. George Smith about the painting.**
- **A policy and marketing committee meeting needs to be scheduled.**
- **Ms. Dittrich will be finalizing the CD account and planning a finance committee meeting.**

**MOTION TO ADJOURN:** Mrs. Weir motioned for the meeting to be adjourned. Ms. Dittrich seconded the motion. Meeting adjourned at 5:17pm.

The next meeting of the Board of Trustees will be held on May 11<sup>th</sup>, 2021 at 4:00 pm via Zoom meeting.

Andrea Carr  
Recording Secretary