

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, June 8th, 2021**

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

Excused: Ms. Mesires

CALL TO ORDER: Meeting was called to order at 4:03 by Mrs. Weir.

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the May 11th, 2021 meeting and if they had any questions. No questions were asked. Mr. Caughlin 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. Mrs. Weldon asked about the high expenses for the city library supply expense line. Mrs. Carr explained that the library recently purchased a large amount of COVID supplies for reopening the library. Mrs. Weldon moved to approve the report. Mr. Atkinson seconded the motion. Motion carried.

PRESIDENT'S REPORT: No Report.

TREASURER'S REPORT: Ms. Dittrich was absent from the April 13th, 2021 meeting. She combined her report for the April meeting with the report for the May meeting. Ms. Dittrich reported that the budget is getting close to the end of the fiscal year. She stated that the percentages for income are higher than expected on several areas. The income should be at 92% at this point in time, and it's currently exceeding 100%, so that is great. In the expenses, Ms. Dittrich stated that she focused on where the library has not spent money. Ms. Dittrich reviewed a few line items that reflected low expense items, and Ms. Reff explained their expenses (some due to COVID). Ms. Dittrich also mentioned that the expenses should also currently be at 92%, and they currently reflect 59.51%, so at 11 months in, the expenses are looking pretty good. Mr. Caughlin moved to approve the treasurers report as presented. Mrs. Evans seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The library is applying for another construction grant for new windows in the new part of the library and new flooring, especially the main floor. Approval would be sometime in 2022 with construction in 2022-2023.
- The library is working with the public to schedule donations when staff is available to bring them in. Maryann Boxberger from the Friends is no longer able to come to the library for donation appointments.
- The first Farmer's Market book sale was a success. The patrons were very happy and the library made \$335 on the first Farmer's Market book sale and \$307.50 on the second Farmer's Market book sale.
- The Central Library Advisory Committee has been meeting to revise the 2022-2027 NCLS Central Library Plan of Service. Once the committee completes the draft, it will go to the library board for approval before going to the Director's Organization and then the NCLS board for final approval.
- Ms. Reff attended a city security meeting to address potential problem areas in the library and city hall security systems. The library has already implemented many of the recommendations which include an "Incident Log" and cameras installed in key areas.
- The library is resuming their "Code Adam" drills in June. Code Adam is a procedure the library enacts when a child is reported missing.
- Brittani LaJuett (Librarian I) is scheduled to return on Tuesday, July 6th.
- The library will be interviewing the potential new security guard next week. The training will start on July 10th. Mrs. Weldon stated that she knows the new security guard and that he is very nice. He will be working the nights and weekends that Bryan (the current security guard) is not working.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin reported that the hostas by the fountains are in fact starting to grow, but it appears that ten of them are missing and he would like those to be replaced. Also, Mr. Caughlin wanted to discuss the mural that is being planned. He and the board requested that a plan be created by the artist for approval by the board.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends discussed fundraising items during their meeting. They also stated that they have created a MailChimp account to automate their mailings to all of their members. The Friends also discussed the fundraising ideas for Maxine Quigg and Terry O'Brien with NNYCF.
- **Policy Committee:** No Report.
- **Marketing Committee:** Mr. Atkinson reported about a potential "Job Fair Kits" that could be provided to patrons that are currently searching for employment. They could be used when the library attends job fairs, etc. Mr. Atkinson stated that he wasn't sure this was still relevant, or worth the effort, considering the current employment situation in the area. Mr. Atkinson stated that Ms. Reff is going to contact The Work Place about the role that the library may have in helping the community find jobs. Ms. Reff stated that she did reach out to them, but has not heard back yet.

Mr. Atkinson also mentioned the marketing materials that the Friends may want to provide to the patrons of the library, and he stated that the discussion is going to continue with Mr. Ramey as well as the Friends board. It was also discussed that the Friends and the Library boards may want to bring in Authors for talks in remembrance of Maxine Quigg and Terry O'Brien. Mr. Atkinson stated that it may be a good idea to also involve NCPR as a partner as well as NNYCF. That discussion will continue.

Yard signs were a discussion as well. They will have "A Reader Lives Here" and the library logo on them. Mr. Atkinson stated that these will cost about \$5.00 each, and would like to give these away to any patrons that would want to display them. Ms. Reff is going to discuss that cost with the Friends as well to see if they would like to contribute towards those. The budget is also being discussed of what it should be for the new fiscal year, but Ms. Reff will review that and come back to the board.

OLD BUSINESS:

Phase 3 Reopening Updates – Quarantine Time: Ms. Reff briefly explained the phase 3 reopening plan to the board. Mr. Caughlin moved to authorize the phase 3 reopening plan as presented as well as authorize the director at her discretion to open meeting rooms for use, programming and install more public computers, if the state authorizes that type of use. Mrs. Holberg seconded the motion. Motion carried.

Mask Mandate: Ms. Reff wanted to have a discussion with the board about how they felt the mask mandate should be handled within the library. Mr. Atkinson moved that the director of the library is authorized to follow the state policy regarding the use of masks and is able to depart from it as she deems fit. Mr. Caughlin seconded the motion. Motion carried.

Memorial to Maxine and Terry: Ms. Reff stated that she spoke with Rande Richardson from NNYCF and discussed with him an annual event that he will be approaching his board that they will help organizations with that will honor Maxine and Terry. Ms. Reff mentioned the ideas that she had, and Mr. Richardson liked the idea about the author talk. It was also mentioned that it would be a different event each year. Ms. Reff asked the board if they wanted her to continue pursuing this idea with NNYCF. Mr. Caughlin also mentioned that he thinks it would be a nice idea to have a memorial in front of the library as well. Mrs. Weldon motioned to continue pursue discussions with NNYCF to devise a plan for how we will memorialize Maxine and Terry. Ms. Dittrich seconded the motion. Motion carried.

NEW BUSINESS:

Renew Term for Fran Seymour: Ms. Calarco moved to renew the term for Mrs. Seymour. Mr. Caughlin seconded the motion stating that he was in favor of the renewal of her term stating that he feels she is an asset to the community. Motion carried.

NCLS Board – CL Seat: Mr. Caughlin stated that the position on the board at NCLS is available. He stated that it would be beneficial to another board member to enter into the position, but he would be happy to stay if no one else was interested. He stated that the nominations are not due for a little while, so he recommended that other people should consider it. Mrs. Weldon added that she learned a lot about libraries, and being on the board. She also recommended the position. No official action taken.

TASK REVIEW:

- **Marketing committee projects**
- **Maxine and Terry Memorial Partnerships**
- **Hostas**

MOTION TO ADJOURN: Mrs. Weldon motioned for the meeting to be adjourned. Mrs. Weir seconded the motion. Meeting adjourned at 4:46pm.

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

Andrea Carr
Recording Secretary