

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, August 10th, 2021

Present: Mrs. Weir Ms. Mesires
 Mrs. Holberg Mr. Caughlin
 Ms. Reff Ms. Dittrich
 Mr. DiFabion Ms. Calarco
 Mrs. Seymour

Excused: Mrs. Weldon
 Mr. Atkinson
 Mrs. Evans
 Mrs. Lisa Ruggiero, City Council Liaison

CALL TO ORDER: Meeting was called to order at 3:59pm by Mrs. Weir.

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the July 13th, 2021 meeting and if they had any questions. No questions were asked. Mr. DiFabion moved to approve the minutes, Mr. Caughlin seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mrs. Weir asked if anyone had any questions regarding the Consolidated Expenses report. Mr. Caughlin moved to approve the report. Mrs. Holberg seconded the motion. Motion carried.

PRESIDENT'S REPORT: No Report.

TREASURER'S REPORT: Ms. Dittrich stated that this report is for the first month of the new fiscal year and it reflects being ahead of the projected 8% in profits. It appears that this is because of the \$15,000.00 from NCLS for the non-fiction purchases. The bank accounts are approximately at \$129,500.00, which is close to where they are historically. Ms. Dittrich asked Mrs. Carr to make sure the CD accounts for Emma Flower Taylor are reflecting correctly. In the grants and donations report, there was a \$150.00 donation in memory of Maxine Quigg and Terry O'Brien, and a \$500.00 donation from a former patron that moved away from the area. Mr. Caughlin moved to approve the treasurers report as presented. Ms. Mesires seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The new ceiling tiles have been installed on all three floors of the library and the grid has been fixed.
- It has been discovered that the roof is leaking in the new part of the library. The roof has been temporarily patched.
- Materials have been purchased for the Children's Room murals. Lisa started the murals today.
- The marble for the soffit repairs arrived on Thursday, August 5th. The work started today.
- The domed window replacement project is scheduled to start on October 4th and finish October 22nd.
- The Central Library Advisory Committee has completed the draft 5-year Central Library Plan of Service. Once the Plan of Service has been approved by the Director's Organization, it will be brought to the board for approval.
- The Jefferson County libraries met and decided to ask the Jefferson County Board of Legislators for an increase in support. The percentage of increase has not been decided yet.
- Ms. Reff hasn't received all the training video acknowledgement forms yet. She asked the board to please let her know if they need a copy of the forms or the videos.
- Ms. Reff stated that she has been noticing the transmission rates for covid and that Jefferson County is currently at a substantial transmission rate. She is asking the board for their input on how to proceed. Mr. Caughlin agreed that it should be discussed to give guidance to the director.
- Ms. Reff added that the library can now accommodate wireless printing for patrons directly from their devices.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that the hostas have been planted. He submitted a request for reimbursement for the cost that he expended for the project. Mrs. Holberg moved to reimburse Mr. Caughlin for his expenses, Ms. Mesires seconded the motion. Motion carried.
- **Finance & Investment Committee:** Ms. Dittrich wanted to bring attention to the board an updated profit and loss statement from the former fiscal year that reflects all final costs. It reflects that the 2020/2021 fiscal year ended \$17,927.00 in the good.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends will be participating 50/50 on the yard sign expenditures. They will be given away to free to anyone that would like to display one in their yard. There will be 100 printed to start. Ms. Reff will be getting the pricing together. There will also be 100 tote bags made. The Friends board also voted to promote library programming as opposed to books/adult fiction.
- **Policy Committee:** No Report.
- **Marketing Committee:** The marketing committee decided to start a subscription to "Survey Monkey". Ms. Reff has started creating a survey for patrons to complete.

OLD BUSINESS:

Deed of Gift/Napoleon Painting: George Smith requested that he and his sister be grantors on the deed of gift. Mr. Caughlin recommended that the board approve the Deed of Gift be signed by the director and the addendum be signed by the board president. Mr. DiFabion seconded the motion.

Construction Grant: Ms. Reff explained the details for the new construction grant that is being requested. There is a letter for appropriated funds that needs to be signed by the board treasurer, ensuring that the board would be responsible for the additional costs of the project aside from the award of the grant. Mr. Caughlin moved to authorize the treasurer to sign the letter. Mrs. Weir seconded the motion. Motion carried.

NEW BUSINESS:

DISCUSSION-Masks/Transmission Rate: The board as a group felt it was necessary to discuss the current transmission rates, and that the states and counties may not mandate masks, closures, etc. again. After several thoughts and ideas, Mr. Caughlin suggested that the board advise the director to follow the CDC guidelines unless something further arises. Further discussion may take place.

TASK REVIEW:

- Yard signs, marketing materials.

MOTION TO ADJOURN: Ms. Mesires motioned for the meeting to be adjourned. Ms. Dittrich seconded the motion. Meeting adjourned at 4:39pm.

The next meeting of the Board of Trustees will be held on September 14th, 2021 at 4:00 pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr
Recording Secretary