

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, September 14th, 2021

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

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

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the August 10th, 2021 meeting and if they had any questions. No questions were asked. Mr. DiFabion moved to approve the minutes, Ms. Dittrich seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mrs. Weir asked if anyone had any questions regarding the Consolidated Expenses report. Ms. Dittrich pointed out that the genealogy expenses were higher than usual due to a couple of annual subscriptions being paid. And the Adult Non-Fiction line is high due to the high purchase amounts for books that need to happen before the end of the year. Mrs. Holberg moved to approve the report. Mrs. Evans seconded the motion. Motion carried.

PRESIDENT'S REPORT: No Report.

TREASURER'S REPORT: Ms. Dittrich reported that the Profit and Loss Report should currently be reflecting 17% for August. The revenue is currently less than that. There is a significant amount in the Loss & Damaged Materials line due to NCLS depositing the Propay payments that they have collected. Also, book sales are doing well thanks to the Farmers Market.

For expenses, genealogy and adult non-fiction are increased as previously mentioned.

The checking and savings accounts currently reflect \$146,916.66. Mrs. Carr is working with the auditor to have the CD account information updated in QuickBooks. In Restricted Donations and Grants, there was a \$500.00 grant received from the Northern New York Community Foundation, and an Amazon Smile donation. Mr. Caughlin moved to approve the treasurers report as presented. Mrs. Weldon seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- It was discovered that the roof is leaking in the new part of the library. The roof has been patched.
- The marble soffits have been replaced. The work was completed on Thursday, August 12th.
- The domed window replacement project is scheduled to start on October 4th and finish October 22nd.
- Brittani has done an amazing job in the Teen Space adding bookshelves and moving computers.
- George Smith and his sister and family brought the Napoleon painting to the library on September 1st. Some things will be moved around before the new painting is displayed.
- The Jefferson County libraries met and voted to ask the Jefferson County Board of Legislators for an increase in support. The Jefferson County Board of Legislatures received a letter from the 25 Jefferson County libraries asking for 10% increase in funding.
- The library will be closed Thursday morning, September 16th from 10:00-12:00 for Active Shooter Training. The library sent out a press release, posted on the webpage and social media, etc.
- Four of the five librarians will be attending the New York Librarian's Conference in October. Two will be attending virtually, two in person. The fifth librarian, Brittani, will be on vacation.
- The 9/11 display has been setup in the Rotunda. The large posters are courtesy of "The 9/11 Museum & Memorial in NYC", and the newspaper coverage is all from the Watertown Daily Times. All of the library materials on display are available for patron checkout. Also, there are postcards for patrons to write a down their memory of 9/11/01.

- In February, the Directors Report stated that the library had been selected as a recipient of the Northern NY Community Foundation Community Spirit Youth Giving Challenge. Riley Burns entered and won the contest for Flower Library. Riley and her father came to the library August 26th for pictures.
- The Daughters of the American Revolution (DAR) will be having a meeting on Wednesday afternoon, October 13th. They will be using their room and the Old Watertown Room for their meeting.
- Ms. Reff will be on vacation from September 18th to September 25th. Suzie will be in charge while she is gone.
- Edie Donato, the library's beloved former coworker and patron, passed away on September 2nd. The family asked that in lieu of flowers, for people to make a donation to the library.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** No Report.
- **Policy Committee:** No Report.
- **Marketing Committee:** Ms. Reff and Mr. Atkinson reported that they are completing a questionnaire to provide to the community. Newzjunky will advertise it for \$150.00 per week. It is still being discussed. The Friends marketing materials are in progress, and will be further discussed with them at their next meeting.

OLD BUSINESS:

Mask Mandate: Ms. Reff asked the board how they felt with the current numbers rising of covid cases, about mandating masks being worn in the library and during programs. The board and director discussed the current transmission rates. Mr. Caughlin moved to mandate masks for all staff and program attendees. Mr. Atkinson stated that the mandate should include all library patrons as well. Mr. Caughlin amended his motion, and moved to mandate use of masks by all staff, patrons and program attendees. Ms. Mesires seconded the motion. Mr. DiFabion opposed the motion. Motion carried.

Fine Free: Ms. Reff explained the purpose and differences of being "fine free" in the library. She recommends that the library remain fine free for all kids' items as opposed to kids' patrons (ages 0-18 years old) due to when parents check items out for their children, and return to collecting fines for adults, ages 19-65 years old (seniors remain fine free as previously resolved).

Mrs. Weir left the meeting at 4:40pm

Mr. Caughlin moved reinstate fines for adult items, seniors remain fine free, and add an exception that kids' items become fine free. Mr. Atkinson seconded the motion. Motion carried.

NEW BUSINESS:

Board Meetings – In Person or Zoom: Ms. Reff explained that the Governor has once again allowed virtual meetings until January 15th. She asked the board what they would prefer to do starting in October. The board concluded that they would prefer to resume virtual board meetings until further notice. Ms. Calarco moved to start Zoom meetings once again, Mr. Caughlin seconded the motion. Motion carried.

NCLS Direct Access, CL & Plan of Service: Ms. Reff briefly explained the Plan of Service, Central Library Plan of Service, and Free Direct Access Plan of Service from NCLS to the board. NCLS asked that each library board approve the Plans of Service as presented. Mr. Caughlin moved to accept the three Plans of Service. Mrs. Holberg seconded the motion. Motion carried.

In Person Events/Friends Book Sale: Ms. Reff asked the board about in person events, i.e. the Friends book sale taking place at the end of October. It was concluded that masks will definitely need to be required, but otherwise, it's a Friends event, and will ultimately be their decision whether to cancel. Mrs. Holberg suggested making sure that Maryann and/or Kyle be present at the October board meeting to make sure that everyone is on the same page.

TASK REVIEW: No tasks mentioned.

MOTION TO ADJOURN: Ms. Dittrich motioned for the meeting to be adjourned. Mrs. Evans seconded the motion. Meeting adjourned at 4:50pm.

The next meeting of the Board of Trustees will be held on October 12th, 2021 at 4:00 pm via Zoom.

Andrea Carr

Recording Secretary