

**ROSWELL P. FLOWER MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, December 14<sup>th</sup>, 2021**

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

Excused: Mrs. Weir  
          Mrs. Seymour

Guest: Matt Corey, NCLS

**CALL TO ORDER:** Meeting was called to order at 4:00pm by Ms. Mesires.

**APPROVAL OF MINUTES:** Ms. Mesires asked if everyone had the opportunity to review the meeting minutes from the November 9<sup>th</sup>, 2021 meeting and if they had any questions. No questions were asked. Mr. Caughlin moved to approve the minutes, Ms. Dittrich seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Ms. Dittrich stated that the adult non-fiction line item looks high because it is being spent from the CBA funds received from NCLS. Otherwise, everything else seems okay. Ms. Mesires asked if anyone had any questions regarding the Consolidated Expenses report. No questions were asked. Mrs. Holberg moved to approve the report. Mrs. Weldon seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Ms. Mesires stated that Mrs. Weir had send some remarks to her via email. They were as follows:

"It has been my pleasure to serve as president of the Flower Memorial Library Board of Trustees. Thank you for your graciousness and support as I made my way through meetings and zooms. I believe our library is in great shape as we head into a new year and a new presidency. I look forward to Maria's leadership in the coming years and to supporting the board in future endeavors. Thank you." Ms. Mesires thanked Sarah for her tenure as president.

**TREASURER'S REPORT:** Ms. Dittrich reported that the Year to Date Summary should currently be reflecting 42% for December, and it is below that for both the income and expenses. Currently the most significant line item that is behind in the income is the unrestricted donations. But the unrestricted donations were behind last year at this time also. Income is at 40% as compared to 42% so the income line isn't a concern. Expenses are at 35.5% which is below the expected 42%. The adult audio, newspapers and magazines, membership fees and genealogy expenses are exceeding the 42%, but they are typically annual fees. The report also reflects that the library has received almost \$8,799 more than spent. Mr. Caughlin asked if the library had received the money from the Friends book sale. Ms. Reff said that the library had just received a check for \$10,000 which, as stated in the Director's notes, was \$2,000 more than what the library asked the Friends for programming. The extra \$2,000 is for special programs and events.

The checking and savings accounts currently reflect \$130,792.62. Ms. Dittrich stated that this is approximately the same amount in the past. The Grants and Donations Reports and the monthly statistics were not available.

Mr. Caughlin moved to approve the Treasurers Report as presented. Mr. DiFabion seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

**Building and Grounds:**

- The domed window replacement project was started. Unfortunately, the project has been put on hold until December 14<sup>th</sup> due to the construction crew testing positive for COVID.
- We replaced the water fountain with a water bottle filler.
- The first mural is done in the Children's Room Playroom!
- The Friends created a "Joy to the Word" Christmas tree for the Festival of Trees and then someone purchased the tree and donated it back to the library. The tree is being set up in the rotunda.

### Events and Training:

- I met with Cliff Olney and Pat Hickey as part of the orientation for new City Council members. We discussed the library and I answered questions. They will be touring the library on Friday, December 17<sup>th</sup> at 2:00 or 2:30. Please be part of the tour if you are available.
- The swearing in for the new City Council members will be held at the library on Saturday, January 1<sup>st</sup> at noon.
- We had 203 people for our Elf Workshop on Saturday, December 4<sup>th</sup>.
- We started a rotunda book sale in the rotunda. Vicky created several book gift baskets that we are also selling.
- The De-escalation training schedule for Thursday, December 9<sup>th</sup> was cancelled due to a positive covid case at City Hall.

### Miscellaneous:

- Due to the holidays, we decided to push out the Marketing survey on January 10<sup>th</sup>. We think we will have more participation after the holidays.
- The Friends generously increased the amount that they budgeted for library programs from \$8,000 to \$10,000. We can use the extra money for special events and programs not included in our current budget.
- The Friends have started selling their new coffee mugs and tumblers for \$10.
- The order form for Flower Library T-shirts and jackets went out to the Friends board, library staff and library board. The last date to order shirts or jackets is January 14<sup>th</sup>.

Ms. Reff also added that the crew is back working on the window replacement, but only 5 windows were delivered. The rest of the windows are back ordered until February 2<sup>nd</sup>. There will be a meeting tomorrow with the construction crew and the architect to see what can be done to expedite the delivery. Also, Ms. Reff invited any of the board to attend the orientation for the new City Council members. The orientation is Friday at 2:00 or 2:30 depending on when they finish touring another city department.

### COMMITTEE REPORTS:

- **Building & Grounds:** No Report.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends did not meet but voted to give the library \$10,000 instead of \$8,000 during their meeting. Kyle Ramey, Friends President, is proposing that the Friends do not have to meet every month. Also, the Friends will be getting a new president in April since Mr. Ramey's term will be expiring.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

### OLD BUSINESS:

**Amendment of By-Laws/Assistant Treasurer Position:** Ms. Dittrich led the bylaw update discussion. The following were discussed at the last board meeting.

1. Partial term limit of 6 years or more counts as a full term. Limit of 2 consecutive terms.
2. Board duties – (recording secretary to be relocated to under “3. Meetings”.)
3. Assistant Treasurer duties
4. Order of business at regular meetings.

A new section was added to the draft regarding Trustee removal.

The board first discussed whether to approve the first four changes that the board reviewed at the November meeting or wait and approve all the changes after the board reviewed the changes at two board meetings. The board decided to approve all the changes at once.

Mr. Caughlin had concerns about the Assistant Treasurer position in a not for profit corporation and said he would review that for the next meeting.

Mrs. Weldon shared her concerns about who and how we would have a backup for Ms. Dittrich. Mr. Corey shared information about Treasurers from the Trustee handbook.

The board had questions and discussed special meetings announcements with regard to Open Meeting law. Ms. Calarco wanted the bylaws to be very clear and specific regarding trustee removal. After discussion, the trustee removal, resignations, absences and vacancies become a separate section. The terms officers, trustees and members were used interchangeably. The wording needs to be consistent. Mr. Caughlin moved to table the bylaw amendment discussion and review the Assistant Treasurer information and the Removal section. Mr. DiFabion seconded the motion. Ms. Mesires suggested that the Policy Committee work on the Bylaw changes. Motion passed.

#### **NEW BUSINESS:**

##### **Closed days for 2022: Saturday, January 1<sup>st</sup>.**

Ms. Reff asked that the library be closed on Saturday, January 1<sup>st</sup> since the holiday falls on a Saturday, the staff, by union contract, get the Friday off. Mrs. Evans moved to approve closing the library on January 1, 2022, Mrs. Weldon seconded. Motion carried.

##### **NYLA Defense Statement of Intellectual Freedom:**

Mr. Caughlin asked the board to amend the NYLA Defense Statement of Intellectual Freedom which NYLA to reference the Flower Library Board of Trustees and officially endorse and add it to the Policy Manual. Mr. Caughlin moved to amend the statement and add to the policy manual, Ms. Dittrich seconded the motion. After discussion, Mr. Caughlin amended the motion to have the Policy Committee review the statement. Ms. Dittrich seconded the amended motion. Motion carried.

##### **Fine Free for Teens:**

After discussion that with the library staff, Ms. Reff asked the board that teens would be fine-free which means any item that they take out, whether adult, teen or otherwise, would be fine free for them. They would be billed for any items not returned with 45 days. Any old fines for the teens would also be forgiven. After some discussion, Mrs. Holberg moved to make the teens fine free for a year trial period, Mr. Caughlin seconded the motion. Motion carried.

##### **School Ballot:**

Ms. Reff said that the city budget is looking good, NCLS said that the proposed system fees and IT fees were cancelled. New, unknown expenses would be the legal costs. Mr. Corey talked about having money available for unforeseen expenses, such as the legal expenses which so far have totaled the cost for a position at the library. The goal would be sustainable funding. One option would be becoming a school district public library. Mr. Corey explained that this type of library would change the residency requirements. Mr. Corey and the board discussed the school district option in detail. The board also spent time discussing the pros and cons of going on the school ballot. The subject will be discussed again at the January, 2022 meeting.

##### **TASK REVIEW:**

- Assistant Treasurer – Mr. Caughlin
- Bylaws and Intellectual Freedom – Policy Committee

**MOTION TO ADJOURN:** Ms. Dittrich motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 5:15pm.

The next meeting of the Board of Trustees will be held on January 11<sup>th</sup>, 2022 at 4:00 pm via Zoom.

Andrea Carr, Recording Secretary and Yvonne Reff Library Director.