

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 11th, 2021

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

CALL TO ORDER: Meeting was called to order at 4:01pm by Ms. Mesires.

APPROVAL OF MINUTES: Ms. Mesires asked if everyone had the opportunity to review the meeting minutes from the December 14th, 2021 meeting and if they had any questions. No questions were asked. Mrs. Holberg moved to approve the minutes, Mr. DiFabion seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich stated that there wasn't anything of concern reflected on the report. The largest expenses shown were adult fiction and non-fiction materials, as well as computer expenses. Otherwise everything seemed to be in order. No questions were asked by the board. Mrs. Weir moved to approve the report. Mr. Caughlin seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires commented that she is excited to start her two-year tenure as the board president, and she hopes to lead the board of trustees very well into the future.

TREASURER'S REPORT: Ms. Dittrich reported that the Year to Date Profit and Loss Report should currently be reflecting 50% for December and it's currently reflecting 49.48% so it's pretty close. The only line item that may be of concern would be the unrestricted donations which is currently reflecting 18%, which is much lower in comparison to last year's in the Profit and Loss report of 26.8%, but overall the income is doing okay. Under expenditures, there are a couple of line items that are reflecting 90% or over, and they are items that are annual expenditures therefore, are one-time costs. Also, non-fiction is reflecting an expenditure percentage of 76% due to the CBA requirements. Adult audio and Newspapers and Magazines are also approaching 60%. The checking and savings accounts currently reflect \$137,371.80, which is typical. The Grants and Donations report was not received in time for Ms. Dittrich to comment on, Ms. Reff did review the report, and stated that there were some small donations made privately, but no significant grants or donations received to comment on at the moment. Mrs. Weldon moved to approve the Treasurers Report as presented. Mrs. Evans seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The construction crew finished five of the domed windows. Work is scheduled to restart in February for the remaining 7 windows.
- The new fire alarm system parts should arrive in mid-January. NCC will install the new system as soon as all the pieces arrive.
- Todd, from NCLS, and Ms. Reff will be installing the new server on Sunday, January 16th. The new server replaces the Library's current file and print server which is over 10 years old.
- Council members Cliff Olney and Pat Hickey took a tour of the library on Friday, December 17th. They asked lots of questions and seemed very eager to provide anything that the library needs.
- The Teen Space is seeing more traffic. Brittani has been offering more programs including Dungeons and Dragons, Anime Club, and Open Gaming afternoons.
- The library will once again host the Watertown City School District art shows. The art show for the junior high/high school is March 11th and the art show for the elementary school is March 25th. Both shows are 5-7pm.
- The Marketing survey started Monday, January 10th. The survey is available on Newzjunky, Facebook, Instagram, the library webpage and on paper. The library also boosted the Facebook posts to reach more people. Ms. Reff also mentioned during the meeting that so far 220 surveys had been answered and received.
- A reminder that 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 14th.

- Ms. Reff stated that she received a voicemail from Ellen Bach stating that she will be sending a draft of the documents to the board in the next day or two for their review. The response is due on the 15th.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that the first mural in the children's room is completed, and it's really fun. The next mural will be started in the next few weeks. Also, the new windows are in process of being installed.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends met last week. They are in the process of changing some of their by-laws regarding memberships, board terms, etc. The friends questioned the charges for printing from the book sale by the library. Also, they received a donation of \$16,000.00 from the estate of Verena Young, which is being received by the NNYCF. The Friends will be meeting in March before the April Annual Meeting to discuss the new terms, positions on the board, etc.
- **Policy Committee:** Mrs. Weldon had two topics of discussion to present to the board - the Lending Rules Policy and Intellectual Freedom Statement. The board discussed the Lending Rules Policy. Mr. Caughlin moved to approve the Lending Rule Policy with the changes discussed by the board. Ms. Dittrich seconded the motion. Motion carried.
Mr. Caughlin moved to adopt the position statement on the Defense of Intellectual Freedom statement that was reported by the policy committee with the addition of the words "Trustees of". Mrs. Holberg seconded the motion. Motion carried.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- **By-Laws - Deletions and Additions:** Ms. Dittrich and Mrs. Weldon presented the suggested deletions and additions to the board that were discussed at the meeting held on December 14th, 2021. The board started a discussion on the involvement of city council during the removal of a board member. The board decided that it might be best to delay the final decision, or make official action on the revised bylaws until this is clarified. Will be further discussed at the next board meeting being held in February.
- **Assistant Treasurer:** The board concluded that they will wait to make a final decision on this until the bylaws are accepted.
- **School Ballot:** Discussion about entering the school ballot for 2022 and whether it's necessary or not. There is some concern about the legal fees that are being accrued but it was discussed that perhaps the Friends could assist the library with some of those fees, perhaps a legal defense fund. Ms. Mesires stated that the topic will be added to the agenda again in February to see if anyone on the board would like to make an official motion at that point.

NEW BUSINESS:

- **WCSD Art Show:** The library is requesting to stay open later on March 11th and 25th. Mrs. Weldon moved to allow the school district to use the library for the art show, and to remain open for an extra hour on those two dates requested. Mr. DiFabion seconded the motion. Motion carried.
- **City Operational and Capital Budgets:** Ms. Reff presented the two budgets to the board for review prior to submitting them to the city for approval. On the operational budget, Ms. Reff explained that the only difference being requested is that the part time clerk be changed to a full time clerk due to the library not needing pages at this time (positions being removed from the budget). In regards to the capital budget, Ms. Reff explained that there were some very small updates from the previous year and asked the board if they had any questions or suggestions. After some discussion, Ms. Reff explained that she will be forwarding her first draft of the budgets to the City Comptroller and City Manager for review, and she will inform the board of any potential changes.
- **New Director Search:** Ms. Reff will be retiring as the library director. The job description was included in the board meeting materials for the board members to review. The test for the position will be advertised in February. The test will be available to take in March, and the results should be available in the beginning of April. Ms. Reff explained that she will be meeting with Matt Roy, city Human Resources Manager, to finalize the salary, vacation, etc. information that will be necessary for the position advertisement. The board discussed the process of finding a new director, the testing process, as well as creating a committee for selecting the new director, and also asked if there was currently a member within the library staff that was interested.

MOTION TO ADJOURN: Mrs. Evans motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion.
Meeting adjourned at 5:30pm.
The next meeting of the Board of Trustees will be held on February 8th, 2022 at 4:00 pm via Zoom.

Andrea Carr, Recording Secretary