

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, February 8^h, 2022

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

Excused: Mrs. Holberg
 Mrs. Weldon
 Mr. Atkinson

Guests: Ms. Liz Bush and Ms. Janelle Tuper, Bowers & Company, CPA's, PLLC

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

INTRODUCTION OF GUESTS: Ms. Bush and Ms. Tuper from Bowers & Company, CPA's attended the board meeting to present the 2020/2021 Annual Audit. The audit was completed in January and reviewed all of the information discovered during the audit process. The board did not have questions regarding the audit, as it was standard. Mr. Caughlin moved to accept the audit as presented. Mrs. Evans seconded the motion. Motion carried.

APPROVAL OF MINUTES: Ms. Mesires asked if everyone had the opportunity to review the meeting minutes from the January 11th, 2022 meeting and if they had any questions. No questions were asked. Ms. Calarco moved to approve the minutes, Mr. DiFabion seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that currently, the bottom line on the report looks higher than usual due to attorney fees, eBooks, and non-fiction expenditures. No questions were asked by the board. Mrs. Weir moved to approve the report. Mrs. Evans seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires reported that the Executive Committee has met and had of discussions about the library director position. To be discussed further later in the meeting.

TREASURER'S REPORT: Ms. Dittrich reported that the Year to Date Profit and Loss Report should currently be reflecting 58% for January. Currently the income is reflecting 54% due to certain line items, including "Unrestricted Donations" being lower than usual. As for the expenses, there are a couple of line items that reflect above the 58%, including Adult Audio Books, Children's Books, Promotional Items, Memberships, Genealogy and Non-Fiction materials. Most of those line items are yearly expenses are not expected to increase much further throughout the rest of the year. The bottom line looks low but the next month's report will most likely look differently once additional funds are received. The checking and savings accounts currently reflect \$98,002.00, which is lower than usual, but the receipt of the school ballot funds will help significantly. The Grants and Donations report reflected \$825.00 in memorial funds, \$42.00 from Amazon Smile, and the \$4500.00 from NNYCF for the Smith Fund. Ms. Calarco asked about the Emma Flower Taylor CD interest and whether or not the library could use that interest as a donation. Ms. Dittrich answered that the library withdrew the interest a year or so ago in the approximate amount of \$3000.00 and it was deposited in to the savings. The \$25,000.00 remains in the CD. The audit report suggestion of designations for restricted or unrestricted donations and funds were discussed. Mr. Caughlin moved to approve the Treasurers Report as presented. Mr. DiFabion seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The window replacement project was put on hold until the beginning of February. Ms. Reff has not received an update from the contractor when the remaining windows will be replaced.
- Todd from NCLS continues to work on the server replacement and other software upgrade projects.
- Lionel and Ms. Reff attended a virtual 2-hour meeting to discuss ATTAIN lab openings. As a result, the ATTAIN lab is scheduled to reopen on Monday, February 14th.

- The library received almost 550 survey responses. They are being reviewed and discussed. The data and will be presented at the March meeting.
- Fines will start on March 1st, with the exception of teens, seniors, and children's items.
- Ms. Reff sent the library's operational and capital city budgets to the City Comptroller. He and the City Manager will be meeting with department heads to discuss the budgets sometime in February.

COMMITTEE REPORTS:

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** No Report other than the renewal of the CD by the end of March.
- **Friends Committee and Liaison report:** Mrs. Holberg was not in attendance of the meeting, but forwarded a report to Ms. Mesires. She stated that the Friends met on February 2nd, 2022. During their meeting they passed their 2022 budget, and discussed several new prospects for their board. The meeting in March will be on the 9th due to the 2nd taking place on Ash Wednesday. And their Annual Meeting will be taking place on April 27th at 5:00pm, to be determined if it will be in person or via Zoom.
- **Policy Committee:** No report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- **By-Laws:** Ms. Dittrich motioned to approve the By-Laws as they were presented. Ms. Mesires seconded the motion. Ms. Calarco presented a minor change to the wording under section 2.1 where it states the term "membership" as to not imply a position that must be paid for. She suggested that the word "membership" be changed to "trustees" to avoid confusion. It was suggested by Mr. DiFabion that it be stated as "Term of Service". The discussion of adding an Assistant Treasurer to the by-laws was also agreed upon without stipulations. Mr. Caughlin moved to adopt the revised by-laws as slightly amended. Mrs. Weir seconded. Motion passed.
- **Assistant Treasurer:** Ms. Mesires asked the board for a nomination of who should be placed in the position of board Assistant Treasurer. Ms. Dittrich nominated Mr. DiFabion for the position. Mrs. Weir seconded the nomination. Ms. Calarco moved to officially place Mr. DiFabion in the position of Assistant Treasurer, Mrs. Dittrich seconded the motion. Motion carried.
- **School Ballot:** Board discussion on whether they should proceed with going on the school ballot again this year, and if there is a justifiable need. Ms. Mesires asked if anyone would like to make a motion to go back on the ballot for 2022. No motions were made.

NEW BUSINESS:

- **New Director Search:** Ms. Mesires explained the time line that the Executive Committee has created to share with the trustees so everyone is on the same page. As of February 8th, 2022 an advertisement had been created and published. NCLS was requested to create a special email address as a repository for candidates to submit their resumes and applications. The deadline for resumes are due at the end of February. The civil service exam registration is due by February 15th, 2022. The month of March will hopefully be used to review applications and schedule interviews, and then offer interviews the week of April 4th through the 8th. The civil service test list will not be certified until April 18th. Ms. Mesires stated that they are hoping for a start date on or around May 1st. Mr. DiFabion asked if there was a particular day that the board wants to complete the interviews. The board wants to form a committee for the interview process. The committee is hopefully going to consist of three board members, staff members, and NCLS staff.

TASK REVIEW:

- Mr. Caughlin asked about the reopening of the ATTAIN Lab. They will be reopening on February 14th, 2022.
- Ms. Mesires will keep everyone updated with the new director search.

MOTION TO ADJOURN: Mrs. Evans motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 5:07pm.

The next meeting of the Board of Trustees will be held on March 8th, 2022 at 4:00 pm via Zoom.