

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, March 8<sup>h</sup>, 2022**

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

Excused: Mrs. Weir

**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 February 8<sup>th</sup>, 2022 meeting and if they had any questions. No questions were asked. Mr. Atkinson moved to approve the minutes, Mrs. Evans 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 and the audit, and adult non-fiction expenditures. This will look this way for a while due to those excessive fees. No questions were asked by the board. Mrs. Holberg moved to approve the report. Mrs. Weldon seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Ms. Mesires reported that anything that she would have to report would be in regards to the new director search which will be discussed later in the meeting.

**TREASURER'S REPORT:** Ms. Dittrich reported that the Year to Date Profit and Loss Report should currently be reflecting 66% for February. Currently the revenue is reporting much higher at 102% due to the receipt of the school ballot funds and the donation from the Friends group as well. As for the expenses, it is currently reflecting 76% which is higher than the expected 66% due to the adult non-fiction materials, and genealogy expenses. Otherwise, not doing too badly. Currently the report is reflecting a net income is showing \$45,000.00 which will decrease as the year continues. The checking and savings accounts currently reflect \$170,769.22 which is higher than normal due to the receipt of the recent revenues. Mrs. Carr presented the board an updated Grants and Donations report reflecting only the most recent months' revenues and expenses. Ms. Dittrich wasn't sure if the report contained all of the information that she would like to see. Further discussion between Ms. Dittrich and Mrs. Carr regarding the report to continue. Mrs. Weldon moved to approve the Treasurers Report as presented. Mr. DiFabion seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

- The domed windows are scheduled to arrive the week of March 7<sup>th</sup>. No further updates as of March 8<sup>th</sup>.
- Todd from NCLS installed a new UPS (Uninterruptible Power Source – battery backup) for the new server. Now if the power goes out for 30 minutes or less, the UPS will maintain the power to the server. If the outage lasts longer than 30 minutes, the UPS will shut the servers down in an orderly fashion to prevent file corruption.
- Ms. Reff completed the quarterly one-on-ones with staff.
- The Watertown High School Art show starts at 5:00pm on Friday, March 11<sup>th</sup>. And the Watertown Elementary School Art Show starts at 5:00pm on Friday, March 25<sup>th</sup>. Art work will be on display at the library for one week.
- Ms. Reff met with Ken Mix, City Manager and Jim Mills, City Comptroller to discuss the library's budget for Funding Year 2022-2023. They had lots of questions but no changes were made to the budget that were submitted.
- The fines started March 2<sup>nd</sup>. Any items checked out prior to March 3<sup>rd</sup> will not accrue fines. Only items checked out after that date will start to accrue fines.
- Ellen Bach confirmed that the Fourth Department is taking about 6-10 weeks to issue its decisions so she is hoping to get a decision by sometime in May.

## COMMITTEE REPORTS:

- **Building & Grounds:** Nothing official, but commented on the connection of the curb and sidewalk in front of the library, but thinks that it's helpful and safe for people to access the library.
- **Finance & Investment Committee:** Ms. Dittrich reported that she mistakenly overlooked the renewal of the CD account. But she has relocked it in with Carthage Savings at 0.3% interest for 12 months. She did discuss rates with other banks, and felt that it was best left where it is.
- **Friends Committee and Liaison report:** No Report – Friends Meeting on March 9<sup>th</sup>, 2022. Annual meeting taking place on April 27<sup>th</sup> at 5:00pm. Unsure if it will be in person or via Zoom.
- **Policy Committee:** Several policies reviewed. Seven policies without any changes, and numerous policies with changes. Please see board meeting material attachment for specific changes. The following Policies were modified:
  - Identification Required for Borrower's Cards
  - Lending Rules & Procedures
  - Computer Use Including ATTAIN Lab & Wireless Network
  - Replacement and Damaged Item Policy
  - Public Comment at Library Board Meetings Policy
  - Collection Development
  - Gifts and Donations Policy
  - Travel and Training Policy

Ms. Dittrich moved to accept the changes made to the policies as presented. Mr. DiFabion seconded the motion. Motion carried.

- **Marketing Committee:** No Report.

## OLD BUSINESS:

- **New Director Search:** Ms. Mesires stated that there are three people that have applied for the position of the new director. She reviewed the tentative timeline for the selection process as well as disclosed the individuals selected for the committee members. Ms. Mesires stated that the new director should hopefully be on board by the end of April. She asked if any of the board members had any questions. Mr. Caughlin asked if this meeting qualified as a quorum. Ms. Reff stated that it does in fact, and will advertise the meeting officially. Otherwise, no questions or comments.

## NEW BUSINESS:

- **Attorney Bill Received:** Ms. Reff presented the board with an invoice that was received from the attorney for payment. It exceeded the limit that the director is permitted to pay without official board action. \$15,651.90, for services rendered in January 2022. Ms. Dittrich moved to approve payment of the invoice. Mrs. Evans seconded the motion. Motion carried.
- **Mask Mandate Removed/In Person Meetings:** Ms. Mesires stated that the library still has their mask mandate policy in place, but New York State has lifted the mandate it needs official action. Mr. DiFabion moved to lift the mask mandate at the library officially. Mrs. Holberg seconded the motion. Motion carried. In person meetings were extended through next week by the governor. That will be discussed further at another time.
- **Survey:** Ms. Reff presented the results of the recent survey that was taken within the community. The board discussed the data. Ms. Reff disclosed that this was just round one of the data analysis.

## TASK REVIEW:

- Ms. Mesires will keep everyone updated with the new director search.
- Ms. Reff will publicize the new director search meetings since a quorum of the board will be present.

**MOTION TO ADJOURN:** Mr. DiFabion motioned for the meeting to be adjourned. Mrs. Weldon seconded the motion. Meeting adjourned at 4:57pm.

The next meeting of the Board of Trustees will be held on April 12<sup>th</sup>, 2022 at 4:00pm via Zoom.

Andrea Carr, Recording Secretary