

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 12th, 2022

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

Excused: Mrs. Weir Mrs. Weldon
 Mrs. Seymour
 Ms. Calarco

CALL TO ORDER: Meeting was called to order at 4:02pm by Ms. Mesires.

APPROVAL OF MINUTES: Ms. Mesires asked if everyone had the opportunity to review the meeting minutes from the March 8th, 2022 meeting and if they had any questions. No questions were asked. Mr. DiFabion moved to approve the minutes, Mr. Caughlin seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that the only items that continue to be excessive are the accounting and professional fees, otherwise there isn't anything new to report. No additional questions were asked by the board. Mr. Caughlin moved to approve the consolidation expense report as presented. Mr. DiFabion seconded the motion. Motion carried.

PRESIDENT'S REPORT: No report.

TREASURER'S REPORT: Ms. Dittrich reported that the Year to Date is looking okay at 75% profit and loss. Currently above on income, with just some of the items under that category being under 75%. Under the expenses, currently it's reflecting 90%, this is due to the accounting and professional fees and the Non-Fiction CBA fees as previously reported. Currently still ahead at 38.6% total. The checking and savings accounts currently reflect \$166,184.15 which remains higher than usual due to the receipt of the recent revenues. Grants and donations report reflect the receipt of the shirts and jackets, memorial donation of \$100.00, and the Stewarts Grant of \$650.00. Mrs. Evans moved to approve the Treasurers Report as presented. Mr. Atkinson seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The domed windows replacement project is re-scheduled to start the 2nd or 3rd week of April.
- The humidity problem that occurs in the summer has finally been identified. Jade Stone and the City Engineers believe that the problem was computer and control settings in the HVAC system. Siemens is working on correcting the problem.
- The Engineering department identified the library property boundaries. Using a metal detector, they located the survey markers which unfortunately show that we cannot widen the driveway or parking lot.
- The new fire panel and updated sensors have arrived and were installed during the last week of March.
- National Library Week was April 3rd -9th. The librarians created special library displays and marketing for the week. Also, National Library Giving day was April 7th. The library highlighted many ways that you can support the library.
- NCLS is collaborating with WPBS on a grant that they were recently awarded called Tell Me A Story. Each winning station gets to identify a child from their region to appear in a national PBS segment during the Camp-TV program, reading from a book that relates to that day's episode. Our region has selected Splashdance by Liz Starin! The segment will be filmed at Flower Library on Thursday, April 14th.
- The Friends Annual Meeting is Wednesday, April 27th at 5:00. The Friends Board President asked Ms. Reff to be the guest speaker.
- The city's de-escalation training has been rescheduled for Friday, May 13th at 10:00. The training will be approximately 1.5 hours long and the library will have to be closed during the training.
- NCLS has moved all the library files to the new server and started two factor authentication for staff email and office products.

- The circulation system contract expires next year and NCLS has formed a committee to review potential new circulation systems. NCLS has reviewed three new systems with a review of other systems in May.
- The company that created the software to control the public access computer printing and time control program (Iteam) went out of business. NCLS has been reviewing replacement programs that have all the functions needed and are still cost effective. They have chosen Libki which has an installation cost and a yearly charge of \$22.50 per PC per year. Since Flower Library will be the testing site, NCLS is paying for the installation cost meaning the cost will be approximately \$400 per year. NCLS will be installing the software for testing soon.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the only item to discuss is the Friends Annual Meeting will be held on April 27th, 2022 at 5:00pm and that Ms. Reff will be the featured speaker.
- **Policy Committee:** No Report. Will be reviewing a policy regarding the 1st Amendment Audit.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- **New Director:** Ms. Mesires stated that prior to discussing the new salary for the new director, Mr. Caughlin disclosed that the new director needs to be approved by the board. Ms. Mesires asked for a motion to approve Mrs. Suzie Renzi-Falge for the position of director as recommended by the interview committee. Ms. Dittrich moved to approve Ms. Renzi-Falge as the new director. Mr. DiFabion seconded the motion. Motion carried. Ms. Mesires commented that there will be a formal announcement made to the staff, the Friends group and to the public about the new director via all outlets.
- **Directors Salary:** Ms. Dittrich requested that the board enter into executive session to discuss a personnel matter. Board only. The board entered into executive session at 4:11pm. Mr. Caughlin moved that the board return to open session at 4:38pm. Mrs. Holberg seconded the motion. Motion carried. Ms. Mesires asked for a motion for the new director's salary to be at "Step C" according to the City Management Salary Schedule. Ms. Dittrich made the motion. Mrs. Holberg seconded the motion. Motion carried.

NEW BUSINESS:

- **Legal Bills:** Ms. Reff requested official action to pay the current legal bill. Mr. Caughlin moved to pay \$8000.00 of the current bill to see how it proceeds. Mr. DiFabion seconded the motion. Motion carried.
- **Friends Fall Book Sale Dates:** Dates requested by the Friends group were included in board meeting materials sent prior to board meeting. Ms. Reff stated that the staff reviewed the dates, and none of the dates are conflicting. Mr. DiFabion moved to approve the dates as requested. Mrs. Evans seconded the motion. Motion carried.
- **Fines:** The continuation of the library going fine free. Ms. Reff shared statistics regarding current fines at the Flower Library. The board discussed and decided to continue the discussion at later board meetings once the new library director has come on board.
- **First Amendment Audit:** Ms. Reff informed the board about the audit that occurred in the library. She stated that she had a discussion with ALA and they will be holding a workshop the following week for all libraries that have had their audit, and for those who haven't. Ms. Reff suggested that the policies for the library be updated referring to photography and filming in the library. Further discussion may be needed.

TASK REVIEW: None.

MOTION TO ADJOURN: Ms. Dittrich motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 4:56pm.

The next meeting of the Board of Trustees will be held on May 10th, 2022 at 4:00pm via Zoom.

Andrea Carr, Recording Secretary