

**ROSWELL P. FLOWER MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, May 11<sup>th</sup>, 2021**

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

Excused: Mrs. Weldon  
          Ms. Dittrich

**CALL TO ORDER:** Meeting was called to order at 4:00 by Mrs. Weir.

**PRIVILEGE OF THE FLOOR:** N/A

**APPROVAL OF MINUTES:** Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the April 13<sup>th</sup>, 2021 meeting and if they had any questions. No questions were asked. Mr. Atkinson moved to approve the minutes, Mrs. Holberg seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Mrs. Weir asked if anyone had any questions regarding the Consolidated Expenses report. No questions were asked. Mr. Caughlin moved to approve the report, Mrs. Weir seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** No Report.

**TREASURER'S REPORT:** Ms. Dittrich was excused from the meeting. Mr. Caughlin moved to have the Treasurer's Report be tabled until the next meeting. Mrs. Holberg seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

- The fountains are being cleaned and they should be filled and running soon.
- The library received quotes for the repair of the façade, soffit, steps and pedestals. The repairs have been added to the Funding Year 2021-2022 budget. Unfortunately, it was found the marble fence is now unsafe in many places and caution tape was placed on the fence.
- The window replacement project has gone out to bid and City Council officially awarded the contract to Zero Draft. The tentative construction end date is in September.
- One of the library patrons, Lisa Fitzpatrick, has created children's murals at several schools. She is interested in creating murals for the library's children's room.
- Through the efforts of all 61 nonprofits, the community's incredible generosity, and a Community Foundation \$10,000 matching commitment, nearly \$40,000 was raised to support the wide range of missions that collectively strengthen the region for the Give NNY 315Day.
- TV 7 filmed the City Council candidate interviews at the library. It was an opportunity to have all the candidates visit the library.
- Ms. Reff is meeting with City Council on Saturday to discuss the library budget. One of the topics is potentially having security at the library full time. Also, adding in the librarian III position and adding back in the librarian I position that was removed last June.
- Phase 3 reopening went very well. Patrons were excited to be able to browse the basement and the children's stacks. The library is raffling off a gift basket each week for the first 5 weeks of reopening.
- Ms. Reff stated that she will be on vacation from May 21<sup>st</sup> through May 28<sup>th</sup> returning after Memorial Day.

Mr. Caughlin asked Ms. Reff if the hostas that were planted last year in front of the library, around the fountains had been removed. Ms. Reff stated that she would like into it. Mr. Caughlin also asked that Ms. Reff make sure that the mural that

is being completed is done with a real purpose and plan for the children's room. Ms. Reff stated that she will send the board the artists ideas that she has presented so far.

#### COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin did not have a report aside from make sure that the façade and the fence in front of the library are safe.
- **Finance & Investment Committee:** Ms. Dittrich was excused from the meeting. Mr. DiFabion and Ms. Reff discussed the Finance Committee meeting that was held. Mr. DiFabion stated that the meeting discussion primarily discussed the donate button that was added to the website, as well as the new board budget for 2021/2022, which will be discussed under old business.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends held their annual meeting. They did not have a speaker or new members nominated to the board. The Friends passed a resolution honoring Maxine Quigg. It was brought to Mrs. Holberg's attention that Mr. Terry O'Brien was an inmate supervisor during the annual book sale for the Friends, so he was mentioned during the annual meeting as well. The Friends also discussed getting ready for the fall book sale, and starting to take donations again.
- **Policy Committee:** The policy committee reviewed several policies and presented the following changes to the board. They are as follows:
  - Confidentiality of Library Records – No change
  - Links from the Library's Web Site – No change
  - Fax Machine Policy – No change
  - Emergency Closing – No change
  - Whistleblower Policy – Change Compliance Officer to library board
  - Freedom to Read – No change
  - Freedom to View – No change
  - Library Door/Curbside Delivery Policy – Remove entirely.
  - Library Bill of Rights – Article VII added
  - Interlibrary Loan Policy – Updated to address Empire Delivery, no fees, limit of requests
  - Lending Rules – Minor changes – remove VHS, Chromebooks, allow fine free for some organizations.
  - Reference Policy – Social Media reference added, other changes
  - Free Access to Libraries for Minors – Multiple changes by ALA.

Mrs. Weir moved to accept all changes presented by the committee. Mr. DiFabion seconded the motion. Motion carried.

- **Marketing Committee:** No Report.

#### OLD BUSINESS:

**Phase 3 Reopening Updates – Quarantine Time:** Ms. Reff explained that the CDC has released new guidelines regarding transmission of covid through surfaces. Based on the new guidelines, the Executive Committee felt it was acceptable to reduce the quarantine time for materials from four or five days to one day. Ms. Calarco motioned to change the quarantine time to one day. Mr. Caughlin seconded the motion. Motion carried.

**Donate Button Demonstration:** Ms. Reff showed the board the new areas on the library website that the donate button can be accessed for people to easily make donations to the library. The library will receive notification from the NNYCF of the donations so that the library can send them "Thank You" letters.

#### NEW BUSINESS:

##### **A RESOLUTION HONORING MAXINE M. QUIGG:**

Whereas, the library community lost a strong, forward-thinking leader and generous and knowledgeable mentor on Wednesday, April 28th, 2021, with the death of Maxine Quigg; Whereas Maxine Quigg was a tireless and outspoken advocate of the Flower Memorial Library, as well as many other incredible organizations within the community; Whereas Maxine Quigg served more than 14 years on the Flower Memorial Library Board of Trustees; and Whereas Maxine Quigg's sense of humor, kindness, energy and graciousness enriched those fortunate enough to know and work with her, therefore be it Resolved that the Roswell P. Flower Memorial Library Board of Trustees On behalf of its members, may we recognize the remarkable achievements of Maxine Quigg and gratefully acknowledge her many contributions to the Flower Memorial Library and the local community; and Extends our sincerest condolences to her family and friends.

Mrs. Holberg moved to pass the resolution honoring Maxine Quigg who was a good friend of Flower Library and an important member of our community. Mrs. Evans Seconded the motion. Motion carried.

The board also agreed that there will be a memorial placed at the library for Mrs. Maxine Quigg. It was discussed there might be a tree planted, a bench, a scholarship, author visit series, etc. The board will continue the discussion to determine what they feel is best.

**Board Budget FY 2021-2022:** Ms. Reff presented the board budget for the fiscal year of 2021-2022. She expressed the city budget hasn't been finalized yet, so this could potentially change. Ms. Reff explained all changes to the current year budget in comparison to the proposed budget. Mr. Caughlin moved to accept the budget as presented. Mr. Atkinson seconded the motion. Motion carried.

**TASK REVIEW:**

- **Ms. Reff will contact Rande Richardson at NNYCF and Kyle Ramie about the ideas for Maxine Quigg's memorial.**
- **Ms. Reff is going to contact Lowe's to find out about new Little Libraries.**

**MOTION TO ADJOURN:** Mrs. Seymour motioned for the meeting to be adjourned. Mrs. Weir seconded the motion. Meeting adjourned at 4:40pm.

The next meeting of the Board of Trustees will be held on June 8<sup>th</sup>, 2021 at 4:00 pm via Zoom meeting.

Andrea Carr  
Recording Secretary