

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, February 9th, 2021**

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

Guests: Mr. Matthew Corey, NCLS
 Ms. Liz Bush, Bowers & Company, CPA's PLLC

CALL TO ORDER: Meeting was called to order at 4:01 by Mrs. Weir.

PRIVILEGE OF THE FLOOR: Ms. Liz Bush from Bowers & Company, CPA's PLLC attended the board meeting to review the annual audit and tax return for 2019/2020. Ms. Bush reviewed the audit and answered any questions that the board had. Mr. Caughlin moved to accept the audit as presented and refer the capitalization recommendations to the policy committee. Mrs. Holberg seconded the motion. Motion carried.

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the January 12th, 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: Mrs. Weir asked if anyone had any questions regarding the Consolidated Expenses report. No questions were asked. Ms. Mesires motioned to approve the report, Mr. Atkinson seconded the motion. Motion carried.

PRESIDENT'S REPORT: No Report.

TREASURER'S REPORT: Ms. Dittrich stated that the Profit and Loss Report seems to be in order. Expenses should be at 58%. There are a couple of items that currently do not have payments against them yet, specifically eBooks and computer expenditures. The library should be receiving those invoices from NCLS in the near future. Ms. Dittrich and Ms. Reff reminded the board about the five-year rotation of purchasing computers for the library to ensure that they are always up to date. The Checking and Savings Account is reflecting \$179,017.67. Ms. Dittrich feels that the accounts are in a good place currently. The Grant and Donation Report did not reflect anything to report. Mr. Caughlin moved to approve the treasurers report. Mrs. Weldon seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- The NNYCF selected the library for two of its grants. The first grant is the Life Long Reading Grant for \$1000. The library is purchasing children's audio-books and hardcover books.
- The second NNYCF grant is for \$500 and the library is purchasing 5 more State Park passes for 2021. These allow free entry for the day into all State Parks.
- Suzie met with the Morning Rotary Club on January 14th. They were very interested in helping with the library's legal expenses, the food drives and many other things that the library is doing.
- The new webpage went live on Friday, January 29th. The library worked through a few glitches and will be promoting the new webpage.
- The library now has the capability for patrons to print directly from their own devices using wireless printing. The library will be starting that new service soon.
- Ms. Reff talked with Rande Richardson from the Northern NY Community Foundation regarding the possibility of setting up an account which would allow people to donate directly to the library via the library's webpage. Since there are several types of accounts, Ms. Reff asked Mr. Richardson to come to a board meeting to discuss all options.
- NCLS had meetings on February 3rd to discuss new system fees as part of the library's Funding Year 2021-2022 Board budget.

- Mr. Richardson also asked Ms. Reff and Mrs. Renzi-Falge to attend a conference call with many other not for profit organizations that will be participating in a campaign called #giveNNY 315 Day for giving starting on March 15th, 2021. NNYCF will be matching \$10,000.00 of funds raised during the campaign.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report.
- **Finance & Investment Committee:** Ms. Dittrich stated that there is a CD account term due. The maturity date is February 21st, 2021. The current rate is .49%. Mrs. Weldon suggested renewing for another 6 months at Carthage savings and loan. Mr. Caughlin moved to investigate additional banks and their rates and make the best decision on behalf of the board. Mr. DiFabion seconded the motion. Motion carried.
- **Friends Committee and Liaison report:** Mrs. Holberg did not attend the meeting. Ms. Reff reported that the recent meeting for the Friends was short. The focus was on the fall book sale, due to the board approving the dates at the previous board meeting. Ms. Reff stated that the Friends annual meeting was discussed, as well as upcoming board officers, terms, and they requested updates on library financial and legal issues for the library. They also asked that Ms. Reff express and convey to the board that they will do whatever they can to help and support the library.
- **Policy Committee:** "Deed of Gift Form" – Ms. Mesires moved to accept the revised Deed of Gift form and policy as presented. Mrs. Weldon seconded the motion. Motion carried.
- **Marketing Committee:** Mr. Atkinson volunteered to become the chairperson of the committee. Mr. Atkinson stated that the committee will figure out a time to meet soon.

OLD BUSINESS:

School Ballot Discussion/Vote: Ms. Reff provided the board with an updated pros and cons list. One of the main concerns of the board is the pending litigation. During the discussion, Ms. Calarco requested that the conversation be shifted to discuss the upcoming city budget in order to help make the decision regarding the school ballot. After Ms. Reff presented the changes that are being presented to the City Comptroller and City Manager for the upcoming fiscal year city budgets, the board continued the conversation regarding the decision to proceed with the school ballot. Ms. Reff asked each board member individually their thoughts regarding the ballot. A few board members were uneasy about entering due to COVID and the pending litigation. Mr. Corey from NCLS contributed towards the discussion to help clarify any questions that the members may have. Ms. Mesires motioned to proceed with the school ballot for \$30,000.00, Mrs. Weir seconded the motion. Ms. Calarco proceeded with additional questions. Ms. Reff took a vote. The vote passed at ten to zero in favor of the school ballot. The logistics of the campaign will be discussed at a later date.

*Mrs. Weldon left the board meeting at 5:24pm.

NEW BUSINESS:

City Operational & Capital Budget: Ms. Reff presented the changes being presented to the city for the upcoming 2021/2022 fiscal budget year. The board proceeded with a discussion about potential expenses that may be cut by the city, and could potentially become the board's responsibility. Mrs. Holberg motioned to approve the city budget as presented. Mrs. Weldon seconded the motion.

Bill for Eisenhower Transcripts: Mr. Caughlin presented the board with an invoice from Veritext Legal Solutions for a certified transcript from the Eisenhower litigation. The invoice total is for \$451.50. Ms. Dittrich moved to pay the invoice. Mr. DiFabion seconded the motion. Motion carried.

Accepting Donation from Don Alexander: Per Mrs. Ruggiero, Mr. Alexander would like to donate a painting to the library. Ms. Reff presented a photograph of the painting to the board for approval. Ms. Dittrich moved to accept the donation. Mr. DiFabion seconded the motion. Motion carried. Ms. Reff will send Mrs. Ruggiero a deed of gift for Mr. Alexander.

TASK REVIEW:

- **Marketing campaign for the school ballot.**
- **Ms. Dittrich to renew the CD account.**

MOTION TO ADJOURN: Mrs. Seymour motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 5:39 pm.

The next meeting of the Board of Trustees will be held on March 9th, 2021 at 4:00 pm via Zoom meeting.

Andrea Carr

Recording Secretary