

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, July 13th, 2021**

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

Excused: Mrs. Weldon

Guest: Mr. George Smith

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

INTRODUCTION OF GUESTS: Mrs. Weir introduced Mr. George Smith to the meeting. Mr. Smith joined the meeting to discuss his potential donation of a painting of Napoleon, as previously discussed by the board. Mr. Smith wanted to reiterate his full wishes for the painting and its potential future with the library and within the community. Mr. Smith wants to ensure that the painting is not sold for less than its worth, and that it stays within the community. Mr. Smith brought the painting with him as well, so the board was able to view it in person. A brief discussion followed. The board will be sending Mr. Smith a revised deed of gift with the verbiage as discussed for his review.

APPROVAL OF MINUTES: Mrs. Weir asked if everyone had the opportunity to review the meeting minutes from the June 8th, 2021 meeting and if they had any questions. No questions were asked. Mr. Caughlin moved to approve the minutes, Mr. Atkinson seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mrs. Weir asked if anyone had any questions regarding the Consolidated Expenses report. Ms. Mesires moved to approve the report. Mr. Caughlin seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Weir stated that her only report was that it was good to be meeting in person again and seeing everyone's faces.

TREASURER'S REPORT: Ms. Dittrich reported that this is the final report for the 2020/2021 fiscal year minus the \$38,000 invoice that was just received from the attorney. She stated that the year finished roughly \$22,000.00 in the good thanks to the school ballot, so that is great. Ms. Dittrich also reported that there is currently around \$174,000.00 in the bank accounts. As for the grants and donations, her previous co-workers made donations on her behalf to the library to commemorate her retirement in the amount of \$1,000.00. In addition to that donation, there was \$648.00 from the NNYCF for #giveNNY 315Day. Mr. DiFabion moved to approve the treasurers report as presented. Mrs. Holberg seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- There are several areas of the library that do not have speakers installed. The speakers are used when we are doing Code Adam drills (lost child), for normal announcements and for emergencies. NCC provided a quote to install speakers in the other areas.
- The library has resumed their monthly Code Adam drills.
- Ms. Reff is on the NCLS ILS committee. This committee will be evaluating new circulation systems for a possible migration.
- Ms. Reff is meeting with Todd from NCLS on July 16 to discuss the computer and server upgrades.
- Ms. Reff attended the statewide Central Library meeting on June 30th. The focus was on meeting minimum standards for Central Libraries.
- The staff participated in the Panic Button and Rave app phone training. Interested staff have downloaded the app which either notifies them of an emergency or allows them to report an emergency.
- Brittani LaJuett started on Monday, July 7th. The new security person, Hank, was trained on Saturday, July 10th. He will receive more training throughout the following weeks.
- The little libraries have been supplied with almost 500 books so far this year.
- Ms. Reff have updated the Long Range Plan and the Strategic Plan and will be sending it out the Executive Committee and the Policy Committee soon.

- A new minimum standard will be starting in January, 2023. Trustees will be required to attend at least 2 hours of training per year. NCLS will be sending out more information soon.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin provided the board with the examples provided by the artist that will be doing the murals in the children's room. Ms. Dittrich suggested asking the Friends to help fund the project. The board agreed that was a great idea. Mr. Caughlin also stated that there will be more buildings and grounds discussion later in the meeting.
- **Finance & Investment Committee:** Ms. Reff presented the board with a new invoice from the attorney for the January-May 2021 litigation. Ms. Dittrich moved to pay the invoice. Mr. DiFabion seconded the motion. Motion carried.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends meeting was in person for the first time. The discussion was focused mostly on the program for Maxine Quigg and Terry O'Brien titled "Reach for the Stars" which will be an author talk. They also discussed marketing materials, i.e. tote bags, mugs, lawn signs, etc. Mr. Ramey will be contacting the board marketing committee to discuss this further.
- **Policy Committee:** No Report.
- **Marketing Committee:** No Report.

OLD BUSINESS:

Napoleon Painting: See *Guest Introduction* Report.

Construction:

- Ceiling tile replacement (starts soon)
- Soffit Repair – waiting on SHPO approval.
- Front lights – waiting on soffit replacement/repair.
- Historic window replacement - waiting on soffit replacement/repair.
- Front marble steps – waiting on marble (ordered).
- New construction grant for the remainder of the windows.

NCLS Board – Central Library Seat: Mr. Caughlin again asked the board if they were interested in the five-year seat on the NCLS board. No board members seemed to be interested. Mr. Caughlin stated that he would remain in the position for the time being. Mrs. Weir moved to accept Mr. Caughlin stay in the position. Ms. Dittrich seconded the motion.

NEW BUSINESS:

Friends Group funds - Programs: Ms. Reff presented to the board the idea that since the Friends are no longer going to be funding the adult fiction collection for the library, that perhaps they would like to contribute funds towards library programs, in addition to special items that may be needed. The board agreed that this would be a great use of Friends funds. Ms. Reff will present the idea to Mr. Ramey.

Board Members – Mandatory Videos: Ms. Reff asked the board if they have had the opportunity to view the state mandated sexual harassment and workplace violence videos that are now required. All members must watch the videos and complete the form or sign a form if they have already seen the videos and provide it to Ms. Reff.

Report to the Community: Ms. Reff presented the 2020/2021 Report to the Community to the board to review and approve before releasing it. Mrs. Weir approved the Report to the Community as presented. Mrs. Evans seconded the motion. Motion carried.

Fine Free: Ms. Reff proposed the question to the board about remaining fine free or returning to collecting fines. The board had a few questions about the fines, and the city's involvement. Ms. Reff gave a brief explanation. Ms. Reff will be compiling reports to present to the board for the next meeting for further discussion.

TASK REVIEW:

- **George Smith – Napoleon Painting Deed of Gift- Mr. Caughlin and Ms. Reff**
- **Hostas-Mr. Caughlin is still waiting to hear.**

MOTION TO ADJOURN: Ms. Mesires motioned for the meeting to be adjourned. Mrs. Evans seconded the motion. Meeting adjourned at 5:21pm.

The next meeting of the Board of Trustees will be held on August 10th, 2021 at 4:00 pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr
Recording Secretary