

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 12th, 2021

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

Excused: Mrs. Weir
 Ms. Calarco

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 September 15th, 2021 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. Mesires asked if anyone had any questions regarding the Consolidated Expenses report. Ms. Dittrich discussed that it appears the expenses seem higher than normal due to the purchasing of adult non-fiction books and computers. Mr. Caughlin moved to approve the report. Mrs. Holberg seconded the motion. Motion carried.

PRESIDENT'S REPORT: No Report.

TREASURER'S REPORT: Ms. Dittrich reported that the Profit and Loss Report should currently be reflecting 25% for October. The revenue is currently below 19.37%. There are two line items that exceed the 25% mark, which are book sales and grants, and the donations line item as well as some other smaller items are below the 25% mark. Expenses are currently around 17%. Currently the difference is in the positive of approximately \$2,600.00. The expenses that are exceeding the 25% are membership fees, grant and donations, and genealogy. The majority of those expenditures are annual fees, and one-time expenses.

The checking and savings accounts currently reflect \$127,905.59. Mrs. Carr worked with the accountant and the bank to get the Emma Flower Taylor CD accounts corrected in QuickBooks, therefore they are corrected now.

In Restricted Donations and Grants, the LLSA Grant was received in the amount of \$8,400.00, along with some Memorial Donations in the amount of \$960.00 and Miscellaneous donations in the amount of \$96.00. Ms. Reff also mentioned that currently the NNYCF has a total of \$1,725.00 in donations received from the website "Donate" button. Mrs. Holberg moved to approve the Treasurers Report as presented. Mrs. Evans seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- Ms. Reff met with City Engineers and Zero Draft on Friday, October 1st for the pre-construction window replacement meeting. The construction trailer was supposed to arrive on Monday, October 4th, but the shipment was delayed until possibly Monday, October 11th. The library will lose 5 parking spots for the trailer whenever it arrives. If construction starts on Monday, October 11th, Columbus Day when the library is closed, Ms. Reff will be working that day to address any potential problems with construction.
- B&T Construction started the repair of the front steps and marble pedestals on Thursday, October 7th. The construction on the front steps was completed.
- The library held the first outdoor movie on Friday, September 17th thanks to the combined efforts of Brittani and Amanda. Ninety people attended the movie.
- The NCLS Annual Meeting was held on Thursday, September 30th. Keith Caughlin's term on the NCLS board was renewed. The speaker, Cassie Guthrie, did a great presentation on how to improve advocacy skills.
- The Friends Book sale is scheduled to start on Friday, October 22nd with the preview night. Bryan (security) and Ms. Reff will be working that evening. The sale continues through Monday, November 1st.
- Halloween Trick or Treat is Saturday, September 23rd from 2:00-3:30pm
- The Brooklyn Library reached out to Ms. Reff wanting information about the library's "Everything But the Turkey" Event. They are looking to do something similar in Brooklyn.

- Ms. Reff interviewed John who is replacing Hank as the second security person. He started on Monday, October 4th. Hank's last day was Saturday, October 2nd.
- Yard signs have arrived and the PR is starting on Wednesday, October 13th.

COMMITTEE REPORTS:

- **Building & Grounds:** No official report. Mr. Caughlin asked that now that the steps have been repaired if the doors can be opened, and the barricades can be removed. Ms. Reff stated that they cannot because the marble is slippery this time of year, and the doors are normally locked for the season. Also, the façade has not been completely repaired yet. But the barricades can be removed for the steps.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends group is counting down to the 22nd, which is preview night of the book sale. Joanne Lavarney is still looking for volunteers. Also, marketing materials were discussed (i.e. mugs, travel mugs, tote bags). But the book sale was the main focus of the meeting.
- **Policy Committee:** The policy committee presented changes to the following policies for approval from the board:
 - *Test Proctoring Policy*
 - *Lending Rules & Procedures*
 - *Threat and Lockdown Policy (new)*

Mr. Caughlin moved to approve the changes/updates to the Proctoring and Lending Policies and to table the Lockdown Policy for the director to keep as a procedure as opposed to a policy. Ms. Dittrich seconded the motion. Motion carried.

- **Marketing Committee:** Mr. Atkinson reported that there are some marketing materials available to the public purchased by the Friends. Also, the lawn signs are also now available for everyone to display on their lawns. The Marketing Committee created a survey to have completed by patrons and the public about library use. Numbers are down considerably since 2019, and the survey might be useful to find out why. It might be in the best interest of the board to spend money on advertising the survey on Newzjunky, as well as posting it on the library webpage, Facebook page, etc. The board had a discussion about the survey and what they thought might be beneficial to the library for information, including adding age ranges for who is completing the survey, adding current library hours for reference, etc. Ms. Reff stated that she will add the board's revisions and send it to them for their approval.

NEW BUSINESS:

2021 Central Library Budget: Ms. Reff briefly reviewed the 2022 Central Library budget. Mr. Caughlin moved to approve the budget as presented. Mr. Atkinson seconded the motion.

Long Range Plan/Strategic Plan: Ms. Reff reviewed the updated 5 Year Long Range Plan and new Strategic Plan. The board discussed both plans and Ms. Reff answered questions. Mr. Atkinson moved to approve the Long Range Plan as presented. Mrs. Evans seconded the motion. Motion Carried. Ms. Dittrich moved to approve the Strategic Plan as presented, Mrs. Holberg seconded the motion. Motion carried.

Vice President 2022-2023: Ms. Mesires and Ms. Reff mentioned that the position for Vice President will need to be filled in January. They asked the board if anyone was considering the position as the moment. No one stated that they were at the moment. It was asked that they think about it and contact Mrs. Weir, Ms. Mesires or Ms. Reff with any questions.

Assistant Treasurer Discussion: There was a brief discussion about adding an Assistant Treasurer to have on the board in the event that Ms. Dittrich is unavailable to fulfill her duties as the treasurer. Ms. Mesires asked that this discussion be added onto the next board meeting agenda to be discussed further.

TASK REVIEW:

- Volunteer for Book Sale when the email is received.
- Mr. Caughlin mentioned the brief he received regarding the Eisenhower legal matter. Waiting on our attorney's response. 30-45 days.

MOTION TO ADJOURN: Mrs. Holberg motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 5:12pm.

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

Andrea Carr, Recording Secretary