

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, June 14th, 2022**

Present: Ms. Mesires Mrs. Evans
 Mrs. Holberg Mr. Caughlin
 Ms. Dittrich Ms. Calarco
 Mrs. Renzi-Falge Mrs. Weldon
 Mrs. Weir Mrs. Lisa Ruggiero, City Council Liaison

Excused: Mrs. Seymour
 Mr. DiFabion
 Mr. Atkinson

CALL TO ORDER: Meeting was called to order at 4:01pm by Ms. Mesires.

APPROVAL OF MINUTES: Ms. Mesires asked if everyone had the opportunity to review the meeting minutes from the May 10th, 2022 meeting and if they had any questions. No questions were asked. Mrs. Holberg moved to approve the minutes, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that \$3,804.64 was paid in attorney fees to pay off the previous invoice, otherwise nothing unexpected. No additional questions were asked by the board. Mrs. Evans moved to approve the consolidated expense report as presented. Mrs. Weldon seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires reported that there will be a discussion regarding the ATTAIN Lab, and the space that is being used later on in the meeting.

TREASURER'S REPORT: Ms. Dittrich stated that the year to date report being reviewed is the 11th month of the fiscal year, therefore the end of the year is coming. On the income, the unrestricted donations is only 1/3 of what was expected for the year. 113% of the budget for income, which would normally reflect 92%. When it comes to expenses, that reflects higher than expected due to non-fiction/CBA expenses, as well as membership dues at 136%, and professional fees at 183%. So the budget is overspent, but the income is also higher than expected by \$17,000.00. The checking and savings accounts currently reflect \$142,034.75, which is higher than normal. Ms. Dittrich mentioned that she will have more to report during the Finance and Investment Committee report. Mr. Caughlin moved to approve the Treasurers Report as presented. Mrs. Weir seconded the motion. Motion carried.

Board Budget: Ms. Dittrich briefly reviewed the 2022/2023 board budget as presented during the May board meeting. Ms. Dittrich moved to approve the board budget as presented for approval. Mrs. Evans seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building/Grounds

- New windows were set to ship out on May 27th. Mrs. Renzi-Falge was updated this week that it will now be July 15th before they are completed and shipped to us. When they arrive the work can begin again. Mrs. Carr noticed a crack in one of the new windows in the Director's Office. Possible solutions to this matter are in the works.
- Fountains are up and running, front gardens are mulched, flowers are planted in the urns out front.

Budget Update

- Mrs. Renzi-Falge attended the May 23rd budget hearing with City Council for the City Budget. A few questions were asked and answered in regards to the building. The budget was passed on June 6th with minimal edits to the Library. Most notably they changed some figures around to reflect the changes in staffing and new hires.

Continuing Education

- Equitable Libraries in the North Country- Taking steps to promote equity and inclusion. The group looked at the American Library Association's DEI Scorecard document and considered how it could inform the libraries planning, policies, services, and collections. Also, it was discussed the best practices for bringing the community together for productive and respectful conversations.

Civil Service Update

- Librarian exams close at the end of July
- Danielle Lovesee will be starting as a Library Clerk on June 20th. She will be replacing Patty Fay who retired at the end of May.

Programming Highlights

- The library was able to purchase 2 more state park passes (The Empire Pass) for the community to use this summer. The passes checked out 219 times last year and are a popular option for our community.
- Thanks to the Parks and Recreation Department the library will be able to fill our little free libraries again this year. They are located on 3 public playgrounds around the city (Academy, S. Hamilton, & Portage) and will be filled with donations all summer long for children and teens who may not be able to make it into the library.
- Please see the attached "Programs Year End Review" provided by Program Coordinator Brittani LaJuett for a complete synopsis of what was accomplished this year.
- Program Review submitted by Amanda Tehonica, Librarian III (Adult Services): "Once per month, the Library visits the DPAO Day Habilitation Center to foster a connection with their participants. The visit consists of a story time with a craft activity related to the theme of the books chosen. The theme for May was aquatic animals and twenty-two participants listened to stories before decorating & assembling their fish craft. Our Outreach efforts reinforce the role libraries can play in their lives and promote the library as a safe, comfortable space. The adult participants from this program often visit the Library in groups to explore and search for materials. Once shy participants now greet Amanda and ask for help finding their topics of interest. This Outreach program is nearing its third anniversary this July with a pause during the pandemic. Nine visits have taken place this fiscal year with 176 participants.
- Inform NNY partnered with NCLS for the "Get Lit" Program. They're going around to different libraries in the system and speaking with different librarians about a "Book of the Month", and Alex Hazard came to interview Mrs. Renzi-Falge to interview her to discuss her selection. After, he asked her to appear on the live segment the next day.
- A group of people approached the library regarding an oral history project about music in Watertown from the 50's through the 80's, and they're wondering if the library would like to participate in the project, and potentially be a concert at the library. It may be a great program to participate in.
- Vicky Crossway and the Farmers Market book sale has already made close to \$900.00.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report, other than the work out front looks great.
- **Finance & Investment Committee:** Ms. Dittrich reported that the finance and investment committee met to discuss the grants and donations report that is presented to the board each month. The committee discussed the classification of funds received as donations (restricted, unrestricted, and board designated funds), and how the report should reflect these funds. Ms. Dittrich explained to the board that the committee had a meeting with Liz Bush from Bowers & Company to ensure that all funds were being reported correctly for auditing purposes, as well as to come up with an effective report for presentation to the board. The committee also discussed the accounts that are currently held at KeyBank. There is a money market and checking account for the Schobel Funds (genealogy). Ms. Dittrich has contacted Community Bank and Carthage Savings. She is compiling the information from both institutions to present to the board to possibly move those funds. Ms. Dittrich is also researching credit card companies specifically for non-profit organizations to potentially consider changing the board credit card to, as opposed to using KeyBank. Ms. Dittrich explained that KeyBank is sometimes very difficult to work with as a business, and therefore, the finance committee has discussed leaving the bank entirely. Once the finance committee has finalized the information, and created recommendations, they will present it to the board.
- **Friends Committee and Liaison report:** Mrs. Holberg the Friends are discussing having Natalie Amato come to the library for a poetry reading in September. It was also discussed that Maryanne Boxberger will be running the book sale again this year, but this will be her final year doing so. Mrs. Holberg reported that Brittani LaJuett, the Library Teen Librarian did a great presentation at the meeting, and helped the Friends see the difference their contributions are making in the library. Mrs. Renzi-Falge also mentioned that Ms. Lavarney would be attending the board meetings soon as well.

- **Policy Committee:** Mrs. Weldon reported that the policy committee met to discuss the new policy regarding in person meetings. It is stated by the new law that in person meetings must take place unless specific policies are put in place, a public hearing is held, and many other extenuating circumstances. It was agreed upon as a committee that there wasn't a benefit to continue library board meetings via zoom. No additional policy created. Board meetings will continue in person.
- **Marketing Committee:** No Report from the committee. Mrs. Renzi-Falge commented that she would reach out to the committee to suggest a Running Board for the summer.

OLD BUSINESS:

OCLC Information and Discussion: Mrs. Renzi-Falge provided the board with information from NCLS regarding the agreement made for the OCLC trial period. The board briefly discussed the agreement, and it was agreed that Flower Library will continue with OCLC and the cooperative agreement unless otherwise decided by the board.

NEW BUSINESS:

- **ATTAIN Lab Contract:** Mrs. Renzi-Falge conveyed to the board that the ATTAIN Lab has not had students in the lab since before COVID due toUCAWD and SUNY choosing to have that program become virtual, and would like the board to potentially start considering utilizing the space for other things that may be more beneficial for the library. Mr. Caughlin suggested that the level of dissatisfaction with the current state of the lab be conveyed toUCAWD, and perhaps give them a three-month period to make it a better situation. Mrs. Renzi-Falge also explained the Senior Planet Program that is being taught by Amanda Tehonica here at the library, which will inadvertently teach seniors the functions that the ATTAIN Lab once did. Mrs. Renzi-Falge will contactUCAWD to discuss the program and will also schedule a meeting with Lionel in the ATTAIN Lab to speak with him as well. The board agrees that it cannot remain as it is now.

TASK REVIEW:

- Ms. Dittrich requested that the board come up with goals to discuss in July.
- Re-Review the Alex Cohen report to see the maker space ideas that were in it.
- Mr. Caughlin suggested a board retreat after hours.
- Mrs. Renzi-Falge will contactUCAWD to discuss the ATTAIN Lab.

MOTION TO ADJOURN: Ms. Dittrich motioned for the meeting to be adjourned. Mrs. Evans seconded the motion.

Meeting adjourned at 5:09pm.

The next meeting of the Board of Trustees will be held on July 12th, 2022 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary