

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 11th, 2022

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

Excused: Mr. DiFabion
 Ms. Calarco
 Ms. Dittrich

CALL TO ORDER: Meeting was called to order at 4:00pm by Ms. Mesires.

APPROVAL OF MINUTES: Ms. Mesires requested a motion for the approval for the September 13th, 2022 meeting minutes. Mrs. Holberg moved to approve the minutes, Mrs. Evans seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich and Mr. DiFabion were both excused from the meeting. Ms. Mesires stated that during the executive committee meeting nothing was brought up by either member of the finance committee. Mr. Caughlin moved to approve the report as presented. Mrs. Weir seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires thanked the board members for returning evaluations to her for review. She stated that she will consolidate them once received.

TREASURER'S REPORT: Ms. Dittrich and Mr. DiFabion were excused from the board meeting. Ms. Mesires explained the treasurers report as presented during the executive meeting. She stated that the CBA Funds from NCLS had not yet been received, due to the state not yet disbursing them, so it still currently reflects zero on the report. Unrestricted donations are currently at 14%, there was one large donation from the Friends that was the reimbursement for the Teen Space furniture, and the School Ballot Funds. Should be at 25%, but currently at 20%. The expenses are currently in the negative, but this is because of those CBA funds still missing. Ms. Dittrich did get all of the accounts necessary switched over from KeyBank to Carthage Savings and Loan. Grants and Donations reflects a current net revenue of \$76,000.00. Mr. Caughlin moved to approve the Treasurers Report as presented. Mrs. Seymour seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

- Maintenance removed all old stained and ripped chairs from the library. This has made the building look less cluttered and cleaner. They will begin moving furniture for the book sale next week.
- Update on new intercom system: parts have arrived but NCC is waiting on the 5 speakers they need. Once those arrive, installation will begin.

Programming Highlights

- From Brittani LaJuett: After investigating the library on the evening of July 30, Paranormal of Watertown stopped back by to talk about the field of paranormal investigation, some of the tools used to investigate, their most hair-raising encounters, and to share a little bit of what they found while at the library. A total of 31 patrons showed up and were actively engaged in the program. One kid even had to check out a book on hauntings on his way out of the library! Paranormal of Watertown did a phenomenal job talking to the group and we can't wait to have them back again next year. Because of how time consuming it is to comb through all of the data they have, the complete video of their investigation is not available yet, but we will share it on our social media accounts as soon as they post it to their YouTube channel. PS the library is totally haunted!
- From Ashley Pickett: Senior Planet is a technology program designed by OATS (Older Adults Technology Services) from AARP. It is aimed at changing the way we age by introducing those ages 60+ to the power of technology, as well as building skills and knowledge through a variety of workshops, courses, and lectures. The goal is to "achieve measurable change in one or more areas of their lives: health and wellness, social

engagement, financial security, civic participation, and creative expression." All content, regardless of the length or type of class, is designed with direct input from who will be taking the classes - seniors.

Here at Flower Library, two adult services librarians (Ashley Pickett and Amanda Tehonica) have completed the required 5 week OATS training to become local trainers who are allowed to deliver Senior Planet programs to our patrons. A second 5-week Computer Essentials course is currently underway with 4 active participants. These participants are learning in a hands-on environment about the basic functions of a personal computer, how to navigate the internet, and how to send and receive email. By the end of the course, each will have a foundation for using the computer and the internet to lead a more active life.

While the current offering held at the library runs for a total of 5 weeks, not all Senior Planet programs follow this structure. Workshops are hands-on by design but are offered for only 1 session. Courses, too, are hands-on, but participants are expected to attend twice a week over 5 or 10 weeks. Lectures are a one-time, content only program without any hands-on instruction.

It is up to the local trainer to choose topics from the list of Senior Planet curriculum that they feel will meet the needs of their patrons. To save library staff time and resources, all curriculum is created initially by Senior Planet employees. Library staff have the option to tailor it slightly to best fit their community. Program options range from cloud storage, Google Photos, and smartphone photography, to money matters, online shopping, and protecting your personal information online. Librarians have set a goal to offer one workshop or lecture per month, or one course per season using the Senior Planet curriculum.

Miscellaneous

- A new staff copier/printer was installed. The library staff are impressed with Usherwood so far, excellent customer service.
- The library received 563 pairs of underwear and 326 diapers for a total of 889 pairs during the "Drop Your Drawers Campaign"

UPDATES:

- The Friends Book sale will be going up next week.
- Trick or Treat is ready to go.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that the front of the library looks great with the mums and the pumpkins.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg stated that Mrs. Lavarney had intended to come to the meeting and bring the sign-up sheet for the board to sign up for shifts at the book sale. The Friends are ready, and they have figured out the successions for next year after MaryAnn Boxberger has stepped down. Mrs. Holberg suggested that the book sale get advertised on the library website. Mrs. Renzi-Falge stated that she would get that on there tomorrow.
- **Policy Committee:** No report.
- **Marketing Committee:** No report.

OLD BUSINESS:

TRAFFIC COUNTER: Ms. Renzi-Falge stated that she did get the additional quotes as requested by the board. Ms. Mesires requested that this topic be added to the agenda for next month so that the whole board be present for the discussion of where those funds will come from.

NEW BUSINESS:

LIBRARY GOALS: Ms. Mesires stated that Mr. Atkinson sent an email with some great ideas for goals for the library. Ms. Mesires suggested flyers to the school districts that can be handed out to new families. Mrs. Renzi-Falge stated that the library should potentially try to reconnect with Fort Drum for when new families come to the area. Ms. Mesires stated that this should be added to next month's agenda as well to continue the conversation.

NEW TREASURER: Ms. Dittrich would like to step away from the treasurer position. Ms. Mesires had her compile her tasks on a monthly/Annual basis so the next person would be aware of the required obligation. Ms. Mesires just asked that the members consider the position and let her know.

EXECUTIVE SESSION TO DISCUSS CURRNT LAWSUIT: Motioned by Mrs. Holberg, Seconded by Mrs. Evans. Motion carried.

Mr. Caughlin motioned to leave the executive session. Mrs. Weir seconded the motion. Motion carried.

TASK REVIEW: None noted.

MOTION TO ADJOURN: Mrs. Seymour motioned for the meeting to be adjourned. Mrs. Evans seconded the motion. Meeting adjourned at 4:36pm.

The next meeting of the Board of Trustees will be held on November 8th, 2022 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Suzie Renzi-Falge, Director/Andrea Carr, Recording Secretary