

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, November 8th, 2022

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

Excused: Mrs. Weir
 Ms. Calarco
 Mrs. Evans
 Mr. Atkinson

CALL TO ORDER: Meeting was called to order at 4:02pm by Ms. Mesires.

APPROVAL OF MINUTES: Mr. Caughlin moved to approve the minutes from the October 11th, 2022 meeting, Mrs. Holberg seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that there wasn't anything exciting to report. \$3,300 for the month, which is less than normal. No questions asked. Mr. DiFabion moved to approve the report as presented. Mrs. Seymour seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires reported that there will potentially be a January board retreat, as opposed to a board meeting to discuss the questions that Mr. Atkinson presented at the last board meeting. The board agreed that this was a great idea considering that a board meeting isn't necessary for that month. Ms. Mesires also wanted to mention that the executive committee has not received any response regarding a new treasurer. Ms. Dittrich would like to leave the role by the end of the year if possible.

TREASURER'S REPORT: Ms. Dittrich reported that the profit and loss has started to reflect a better bottom line due to the CBA funds being received, reflecting a net income of almost \$15,000.00. The report should be at 33% at income but is reflecting 24%. Expenses are a little higher than the 33% due to the large print and the computer supplies. Everything looks good over all at this point in the year. The bank accounts, they look higher than usual at \$163,245.96. Grants and donations are reflecting expended \$301.00 in grants, \$48.00 received in unrestricted donations as well as expended. For YTD grants and donations there is a net revenue of almost \$1,200.00 more than what has been expended year to date. So the bottom line is currently \$75,875.00. All looks good overall. Mr. Caughlin moved to approve the Treasurers Report as presented. Mr. DiFabion seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

- The library has received notice for the State Aid for Library Construction. The library has been approved for \$134,549. This particular grant will be used to replace windows in the 1976 portion of the library on the main floor and second floor. Also included in this grant are new lights for the historic hallways in the upper mezzanine, Old Watertown Room, and 1812 Room. The library has notified the city engineers and anticipate a meeting with them as soon as their schedule allows so that the ball can start rolling with bids.

Programming Highlights

- The library annual Halloween Party saw 340 participants. This event is made possible from a Stewarts Community Grant.
- From Amanda Tehonica: Once per month, the Library visits Samaritan Summit Village to provide a social and creative outlet for the residents. The arts and crafts activity varies from month to month and takes into consideration the ability of the participants from the skilled and assisted living floors. The theme for October was a step-by-step autumn sky painting with jack-o-lanterns and 19 artists put their personal spin on the design. Paint colors and paint brushes were provided by the Library while Summit provided the canvases, drop cloths and rinse cups. This Outreach collaboration began in 2017. Amanda has made 8 visits this year and has crafted with 90 participants.
- From Jamie Sloane: On Tuesday October 4th, I held a "Monster Mash" program for ages 0-12. This program involved taking ordinary white paper lunch bags and turning them into our very own monster puppets.

Participants had the complete freedom to make their monsters however they wanted. A template was made as a guide but it was not mandatory to follow. They were each given one bag to work with, and access to various art supplies. These supplies included markers, crayons, pipe cleaners, pompoms, googly eyes, and glitter glue. While some opted for the bloody Frankenstein, others opted for the glittery fairy. The idea of this program was to allow the participants to express their creativity, interact with others by asking for help and inspiration, and get into the Halloween spirit. A total of 24 people attended.

Miscellaneous

- Mrs. Renzi-Falge was asked to be a community participant on the CAPC Policy Council which meets once monthly. They ask for community input while building and improving on their programs. The library is also asked to share the library's up-coming community events during meetings so they can report back to families.
- The library received their second run of CBA funding from the state (\$20,000). This money is used towards nonfiction adult materials. The library receives two disbursements per year, 1 in February and 1 in September. The state was a little late in sending it this year.
- Mrs. Renzi-Falge was contacted by Mr. AJ Hungerford about hosting a historical/genealogical exhibit featuring the Hungerford Family (a very prominent family in the Watertown and surrounding areas). They would like to have the exhibit in June 2023 and would allow the library to keep the exhibit up for public viewing through the summer. More information will follow.
- The library was bequeathed \$1,000 from the estate of James Wetterhahn.

COMMITTEE REPORTS:

- **Building & Grounds:** No Report
- **Finance & Investment Committee:** No Report
- **Friends Committee and Liaison report:** There wasn't a meeting for October due to a high number of absences. Mrs. Holberg reported that the goal for the Friends book sale was \$8,000.00 and they netted \$8,003.00. They did a great job! The Friends finished the sale with a bag sale and then a giveaway so there wasn't a lot to dispose of at the end. It was a success.
- **Policy Committee:** Email policy discussed, (i.e. foil, personal email, etc.) but further discussion necessary.
- **Marketing Committee:** No report.

OLD BUSINESS:

TRAFFIC COUNTER: More quotes to consider. Will table the discussion until December.

ATTAIN LAB: Mr. Caughlin asked for an update on the status of the ATTAIN Lab. Mrs. Renzi-Falge stated that as of right now, she hasn't heard of any updates. She had a meeting with Mr. Joell and his supervisor regarding the purpose of the lab, and it was made clear that ATTAIN has been moving towards becoming virtual/online. The board discussed further their concerns. Mrs. Renzi-Falge stated that the library continues to request information to help promote the lab, and encourage the lab use.

NEW BUSINESS:

DONATION ON BEHALF OF MS. DITTRICH: Ms. Dittrich requested that the donation made by her former co-workers when she retired be used towards specific inclusive teen materials (specifically LGBTQ+) as well as American History (nonfiction and/or fiction) materials. Mrs. Holberg motioned in honor of Linda Dittrich's retirement that the board honor her request for the intended purchases for the young adult collection LGBTQ/Diversity type books and books dealing with American History fiction or nonfiction with the donation made in her honor. Mrs. Seymour seconded the motion. Motion carried.

COUNTY LEGISLATURE BUDGET MEETING: Mr. Caughlin and Mrs. Holberg attended the meeting to advocate for library funding. Mr. Caughlin reported that he had a discussion during the presentation with a couple of the county legislature members that he hopes was effective. The entire legislature board, in the end, will be making the decision regarding funding for the library. There seems to be a misconception by some about school board funding and the ease of libraries being on the ballot each year. So, Mr. Caughlin made attempts during the presentation to discuss this further with the members in hopes to educate them further regarding this process. He, and the board plan to continue discussing this further with the county legislature members and the public to continue advocating for library funding.

TASK REVIEW:

- Lawsuit status
- Retreat planning for January
- Hungerford exhibit
- Email policy
- Napoleon Painting

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Ms. Dittrich seconded the motion. Meeting adjourned at 4:58pm.

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.

Andrea Carr, Recording Secretary