

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 13th, 2022

Present: Mrs. Weir	Ms. Calarco
Mrs. Evans	Ms. Mesires
Mr. Caughlin	Mrs. Holberg
Mrs. Weldon	Mrs. Renzi-Falge
Mrs. Seymour	Mr. DiFabion

Excused: Mr. Atkinson
Ms. Dittrich

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

APPROVAL OF MINUTES: Mr. DiFabion moved to approve the minutes from the November 8th, 2022 meeting, Mrs. Evans seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that there wasn't a lot to report. Mr. DiFabion mentioned that there were two expenses under the city that jumped out to him, which were the employee expenses and security expenses which increased from the previous month. Mrs. Renzi-Falge will have Mrs. Carr look into that for the board when she returns from sick leave. No other questions asked. Mrs. Holberg moved to approve the report as presented. Mrs. Weir seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires reported that Ms. Dittrich's brother passed away recently. She is going to be getting a card for the board to sign and send their condolences. Also, for the board retreat in January. It will be held on the same evening as the board meeting, and dinner will most likely be included. Ms. Mesires and Mrs. Evans will be discussing over the next few weeks the plan, as well as Ellen Bach phoning in during the retreat to discuss some things as well.

TREASURER'S REPORT: Mr. DiFabion reported that the bank accounts currently reflect \$153,000.00 which is the norm. The grants and donations report is reflecting a large donation of \$5,000.00, as well as a few smaller donations totally roughly \$5,101.00. The total for all transactions in grants and donations is approximately \$83,000.00. On the profit and loss report, Mr. DiFabion reported that everything appeared to be fairly normal. There were a few areas that were higher than others. All items should be just over the 33% mark, and some are a bit higher for income. For expenses are higher but that is to be expected. Mrs. Weldon moved to approve the Treasurers Report as presented. Mrs. Calarco seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

- The library was notified that the elevator has some structural issues to be dealt with. The issues are in the pit at the bottom of the shaft. There are concerns with the corrosion of the pit equipment and channels, which are solely responsible for supporting the weight/force of the hydraulic jack and cab. It seems there has been intermittent water intrusion into the pit which has caused corrosion around the jack assembly and will compromise its structural integrity. It was recommended there be scraping and removing the existing corrosion and refinishing the channels to prevent any additional degradation and costlier repairs down the road. The rail is not secured to the hoist way. They will anchor these as well. The city has agreed to pay for these repairs with the total cost at \$4,760. This project is starting on Wednesday, December 14th.
- Mrs. Renzi-Falge reported that she and the engineering department, along with Mr. Caughlin, had their pre-construction/pre-bid walk through for the next construction project. This project consists of the windows on the newer side of the building, as well as the lights in the Old Watertown Room, the 1812 Room, and the two areas outside of those spaces. Mr. Caughlin will report more on that meeting during his Building and Grounds report.

Programming Highlights

- *From Brittani LaJuett:* In November, our STEAM at SoZo series officially began! STEAM at SoZo is a monthly outreach program where I take STEAM related technology and robotics kits to SoZo Teen Center and lead a program where the teens learn how to use said technology. We started with Bloxels, which is a software and art board combo that the users use to make a video game (think old school Super Mario Bros side scroller style). 9 teens participated and they positively loved it. Creating a video game with Bloxels will take multiple meetings to accomplish, so we focused on creating main characters and villains for the November meeting. The teens came up with some truly creative characters that included a snowman fighting against a small fire, a good heart fighting a bad heart, and a caffeine powered villain known as IDK (who honestly was pretty terrifying). Next month, we will focus on creating our game objective and starting on level 1. The staff of Sozo Teen Center and I have agreed to give STEAM at SoZo a 1-year long trial run and will decide whether or not to continue the program series towards the end of next year. With the exception of our existing Sphero collection, all items that I intend to use for STEAM at SoZo have been supplied by an Action Grant procured through the Northern New York Library Network. These items include: Bloxels, Makey Makey, Cubelets, and Ozobot classroom kits. The Action Grant is a huge step in our efforts to offer more STEAM based programming because their use is not limited to the STEAM at Sozo series and we get to keep them at the end of the trial year. Additionally, offering this program at Sozo Teen Center is a great opportunity for us to foster a more communicative and cohesive city-wide effort to enhance the lives of local teens. To add to this, teens who visit Sozo Teen Center often have impoverished or at-risk backgrounds with potentially less access to STEAM learning opportunities; so this partnership creates a more equitable teen experience which can contribute to their future success in the job market.
- *From Amanda Tehonica:* For the third year, the Library offered an "Everything but the Turkey" meal kit. The goal of the kit is to help our community members have a Thanksgiving meal that otherwise might not have been possible. The seventy-five kits included instant mashed potatoes, gravy mix, stuffing mix, canned corn, canned green beans, cake mix and frosting. An assortment of donated cookbooks and children's books were also available for the community to select one of each to keep. Participants share how grateful they are and this year was no exception. Librarian Jamie relayed an interaction with one young patron who was sad when asked about their holiday plans. The patron's mother shared how inflation has impacted their budget and they did not have the means for a meal that was not microwaved. When the mother was told about the meal kit available, she cried and shared that her children had never had a traditional Thanksgiving. Thanks to this program, they were able to.
- In addition to this report, Mrs. Renzi-Falge reported that the Elf Workshop also took place on the weekend before the board meeting and it was very successful.

Miscellaneous

- Mrs. Renzi-Falge attended the New York Library Association annual conference. Workshops she attended included "Working with Friends Groups", "Legal Questions and Answers for Libraries", Marketing, Diversity, Introduction to NYS Construction Grants, etc. All of these were very helpful and she certainly brought back information to use in the future.
- The library received a donation of \$5,000 from Mr. David Cummings
- The library received a donation of new and gently used kids and young adult books for their little free libraries. 100 books were donated. This donation is from SeaComm Federal Credit Union as part of their Pay-It-Forward program.
- The Library received a complement from Mrs. Beth Maurer who is the principal of the Universal Pre-K program at Watertown City School District. They recently sent out a community engagement survey to their Pre-K families and she stated that the number 1 community resource used was the Flower Memorial Library and the reason was for "all of the educational and fun FREE children's programming offered". She was excited to tell Mrs. Renzi-Falge and is thankful for the continued partnership.
- In addition to the previously submitted report, Mrs. Renzi-Falge reported that Mrs. Lavarney from the Friends donated two beautiful wreaths that are being displayed on the lions out in front of the library. Maintenance does not think that wreaths will work on the new windows due to the new casings.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin reported that he attended the pre-construction walk-through that took place at the library with the city engineering department, the architect, Mrs. Renzi-Falge and Mrs. Carr. The windows to be replaced were evaluated, as well as the lights that are very outdated. During the walk around the outside of the building, it was discussed the pea gravel needs to be replaced as well. Mrs. Renzi-Falge added that the new lights will enable the art in the meeting spaces to be showcased much better.
- **Finance & Investment Committee:** No Report
- **Friends Committee and Liaison report:** Mrs. Holberg reported that the Friends are already in the process of getting ready for the book sale for next year. There is a new committee forming, and Marcia Ketrick and Maureen Gorman are going to co-run the book sale. Mrs. Holberg stated that if anyone is interested in being a part of the committee to please contact either Ms. Ketrick or Ms. Gorman. Otherwise, they recently purchased the wreaths for the front of the library. And they're also working on getting their membership renewals online back up and running.
- **Policy Committee:** Mrs. Renzi-Falge explained that the trustee email policy, which is an update, is provided to the board members to be reviewed, as well as the trustee education policy, which is a new policy, needs to be added. The board discussed the policies, specifically the email policy in regards to foil requests, etc. It was decided that the discussion regarding the email policy needs to be tabled and discussed further. The trustee continuing education policy needs to be in place by January 1st, 2023.
Mr. DiFabion motioned to postpone/table the decision on the policy for trustee emails. Mrs. Evans seconded the motion. Motion carried.
Mr. Caughlin moved to approve the policy in regards to the trustee annual continuing education. Mr. DiFabion seconded the motion. Motion carried.
- **Marketing Committee:** No report.

OLD BUSINESS:

- Traffic Counters
 - Trax Sales- \$1,539 for eq. install/ \$399 annual service
 - SenSource- \$1,790 for eq. (install extra)/ \$380 annual service
 - Store Traffic- \$1,431 for eq (install extra)/ \$999.85 annual service

The board discussed the different options that Mrs. Renzi-Falge gathered for them to consider in replacing the current door counter. Considering the options, Mr. Caughlin moved to accept the quote from Trax Sales along with their annual service. Mr. DiFabion seconded the motion. Motion carried.

NEW BUSINESS: None.

MOTION FOR EXECUTIVE SESSION:

- Mr. DiFabion motioned to enter executive session to discuss litigation at 4:42pm. Mrs. Weldon seconded the motion. Motion carried.
- Mr. Caughlin motioned to end executive session at 5:01pm. Mrs. Seymour seconded the motion.

TASK REVIEW: None Noted.

MOTION TO ADJOURN: Mrs. Weldon motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 5:02pm.

The next meeting of the Board of Trustees will be held on February 14th, 2022 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary