ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 13th, 2026

Present: Ms. Calarco Mrs. Renzi-Falge
Mrs. Evans Mr. Slater
Mrs. Tarzia Mrs. Seymour
Mr. Bolton Mr. DiFabion
Mrs. Weldon
Mrs. Marcia Kettrick, Friends President

Excused: Mrs. Burdick
Mrs. Wright

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

APPROVAL OF MINUTES: Mr. Bolton moved to approve the minutes from the September 8th, 2026 meeting, Mr. DiFabion seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Calarco reported that she has either both or one of the required continuing education from three board members so far for the year. These required credits are due by 12/31/2026.
Also, it's time for the director evaluation. The form is very similar to last years, and she asked that the board members put all comments on the back. Those are due back to her by October 27th.
Mr. Slater has resigned as the board treasurer, but will remain as a board member. The financial committee is going to review the position. In the interim, Ms. Calarco will sit in the position until the end of December. Mrs. Carr will contact the banks to have Mr. Slater removed from all of the bank accounts, and to have Ms. Calarco added. Mrs. Carr also needs to contact Heather Gallagher at Carthage Savings in regards to the CD accounts.
Ms. Calarco asked Mrs. Renzi-Falge to let the board know that the MakerSpace will be named. Mrs. Renzi-Falge requested that it be named after Mrs. Evans Father, Mr. David Cummings. The MakerSpace will have a plaque that will reflect this, along with a plaque that displays all of the other generous donors. Mr. Slater made a motion to approve the name of the MakerSpace, Mrs. Weldon seconded the motion. Motion carried. Mrs. Evans abstained.

CONSOLIDATED EXPENSES AND TREASURERS REPORT: Mrs. Evans asked Mrs. Carr if the questions regarding the bank accounts had been corrected. Mrs. Carr stated that she had gone through all of the bank accounts and re-reconciled all of them to ensure that all of the information was completely correct, for not only the board reports and for the upcoming audit. Mrs. Renzi-Falge stated that there were two grants received, one was for $5,000.00 from the Lustick family for the MakerSpace, and $700.00 that Mrs. Renzi-Falge received to attend the ALA conference next year. Mr. DiFabion moved to approve the Treasurers Report as presented. Mrs. Weldon seconded the motion. Motion carried.

DIRECTOR'S REPORT:
Building & Grounds
The Makerspace project is scheduled to begin the week of October 19th. The contractor is anticipating completion around Thanksgiving.
The front door is now closed for the fall and winter a few days early due to the vandalism that happened. Mrs. Renzi-Falge requested a quote from NCC Systems for a break glass alarm for the front door. It's around $3,500.00. She is still waiting for city engineering to get the glass itself replaced.
Programming/Department Highlights
From Olivia Bauer: On Wednesday, September 23rd, I hosted a rhinestone book cover event. This event was designed to allow people to glue rhinestones on their books to accentuate sections of each item rather than to cover the entire book. Patrons were invited to bring a book or select a library provided book to decorate the cover. Altogether I had nine adult participants and one infant. All of the participants brought their own items to decorate. The majority of the participants brought books to decorate; however, a few people thought outside the box and brought a notebook or folder to decorate. Overall, this was a fun event that allowed people of all ages and experiences to spend time together. Including a group of ladies who had a wonderful time talking to the baby while her parents had time to decorate their books. This was a very successful program that I would love to hold again.
From Jamie LaPlaca: On Tuesday, September 22 at 6:00 p.m., I held a DIY Trick-or-Treat Bag program for youth ages 0-17. Our young patrons were invited to decorate their very own canvas trick-or-treat bags using a variety of art supplies provided by the library including markers, crayons, glitter glue, pom-poms, googly eyes, and Halloween stickers. This is a program I have offered since I started at the library four years ago, and it continues to be one of my favorite programs to do each year. It is a fun way to get children and families excited for Halloween by providing them with something they can use at all the different Halloween events in the area (including ours!). I also use the program as an opportunity to talk with families about where they can find affordable or free Halloween costumes for children and teens who may need them. One of the reasons I continue to offer this program is because it is simple and accessible for youth of all ages, while also creating an opportunity to connect with families and share helpful community resources. It combines creativity and fun with practical information that can help make Halloween a little easier for our local families.

The program had a total of 52 participants. I loved seeing all of the different bags come to life and watching each child and teen put their own creative flair into their design!

Miscellaneous

We've begun ordering materials for the Makerspace (as much as we have room to store for now) so that we are that much closer to getting it up and running once the construction is completed.

COMMITTEE REPORTS:

- ***Building & Grounds*:** No Report other than the MakerSpace. The loading dock does not have an update.
- ***Finance & Investment Committee*:** CD Accounts need to be renewed. Carthage and other banks to be contacted.
- ***Friends Committee and Liaison report:*** Mrs. Kettrick reported that the Friends have engaged with a professional photographer to take photos for a blanket and for notecards.
  The book sale set up started today. She also confirmed the board members volunteer days and times.
  Mrs. Weldon added that the raffle basket drawing will be after the book sale. So far, $1,700.00 has been raised through raffle tickets.
- ***Policy Committee:*** No report.

OLD BUSINESS: None.

NEW BUSINESS: None.

TASK REVIEW:

1. **CD Account renewals**
2. **Signature cards/account updates with removing Mr. Slater and adding Ms. Calarco as signers at Watertown Savings Bank and Carthage Savings.**
3. **Committee for treasurer's policy**
4. **Directors evaluation is due October 27th.**

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Mrs. Evans seconded the motion. Meeting adjourned at 4:42pm.

The next meeting of the Board of Trustees will be held on November 10th, 2026 at 4:00pm in the Old Watertown Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary