

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 10th, 2022

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

CALL TO ORDER: Meeting was called to order at 4:03pm by Ms. Mesires.

APPROVAL OF MINUTES: Ms. Mesires asked if everyone had the opportunity to review the meeting minutes from the April 12th, 2022 meeting and if they had any questions. No questions were asked. Mr. Atkinson moved to approve the minutes, Mrs. Evans seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that there wasn't anything out of the ordinary aside from the \$8,000.00 payment to the attorney. No additional questions were asked by the board. Mrs. Weldon moved to approve the consolidated expense report as presented. Mrs. Holberg seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires had two items to report. She requested that if anyone cannot attend a meeting to please contact herself and/or Mrs. Renzi-Falge. She also wanted to extend appreciation for Mrs. Evans for coordinating the luncheon for the library staff on Friday, May 13th, 2022 following the mandatory training being put on by the city.

TREASURER'S REPORT: Ms. Dittrich reported that the Profit & Loss Budget vs. Actual should be reflecting 83%. The income is currently showing 111%, which is primarily from 'Restricted Donations'. Book sales will increase soon considering the farmers market will be starting at the end of May. The Expenses are currently at 98% due to nonfiction and professional fees which are causing the numbers to be skewed. The checking and savings accounts currently reflect \$151,370.24 which continues to be healthy at the moment. As for grants and donations, there wasn't anything to noteworthy to report. Mr. Caughlin moved to approve the Treasurers Report as presented. Mrs. Weldon seconded the motion. Motion carried. Mrs. Dittrich also wanted to present the new proposed 2022/2023 Board Budget to discuss. Ms. Dittrich explained any potential (suggested) changes to the board. Ms. Calarco moved to approve the budget as presented. Mr. DiFabion and Ms. Mesires moved to table the approval until the June board meeting to wait until the budget with the city is presented and approved, as well as a potential decision is made with the court case.

DIRECTOR'S REPORT:

- **Windows:** Still a work in progress. There are errors that need to be addressed before they can complete the project. I do not have a current project time line. I was told the remaining windows are not the correct size and the company is working to remedy this issue. The city engineering department is working with the contractor for updates, fixes, and finishing the project.
- **Grounds:** Maintenance would like to landscape the front for spring/summer and will need to add plants and flowers to replace those that have died over the last few years.
- **Meetings:**
 - Met with the Librarians to discuss their job duties and the future
 - Met with the clerks to answer any new questions or concerns they may have
 - Reached out to the City Manager to introduce myself and ask a few questions. He plans to sit down with me at some point to get acquainted.
 - Met with Todd Batista from NCLS IT to get passwords changed/updated and to discuss any projects he is in progress with at the library
 - Attended the City Council Meeting on May 2, having never gone to one it was a good learning process for me.
 - Met with Ms. Dittrich to discuss the board budget for 2022-2023
 - Our City Council budget discussion is scheduled May 23rd

- **Continuing Education:**
 - Met with Matt Corey and did NCLS's Director's Orientation
 - Have been attending webinars for different ILS systems and am able to offer input on likes and dislikes
 - Attended the NNYLN Annual Meeting virtually
- **Civil Service Update:** Reached out to Amie McIntyre with Civil Service about having librarian exams released, I am waiting for her to return from vacation for more information.
- **Programming Highlight:** From Brittani LaJuett, Librarian I (Demographic: tweens & teens): In April, it became super evident that Open Gaming is hitting an area of interest that also is a source of improvement for tween and teen participants. This program has anywhere between 4-10 attendees every week and is largely made up of boys, which has historically been a harder demographic to get into the library. Gaming gives tweens and teens a chance to build and practice social skills in addition to building leadership, strategy, and decision making skills while having fun. While I did not take any form of structured qualitative starting data from the participants I have noticed that social skills of participants have improved drastically. This past month, I noticed that participants are more likely to chat with one another, include each other in concise decision making conversations instead of one participant just making a unilateral decision, and they make it a point to reach out and include new participants. I found myself with little to do during the program now that they are becoming so good at working cohesively! This program is the poster child for the phrase "we're more than just books."
- **In addition to the report provided with the board meeting documents:**
 - The window project is on hold. Work already completed needs repairs.
 - Façade lights – Materials are getting ordered. There is a 4-6 week lead time. This is being paid by the capital fund through the city.
 - Mrs. Renzi-Falge asked the board about the board committees, who participated in which committee and if they would like to have a librarian sit on those committees to help participate.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that there should be a meeting soon and would like to have a librarian on the committee. Mr. Caughlin also stated that the landscaping out front sounds great.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Holberg reported that Joanne Lavarney has volunteered to be the president of the Friends group for the next two years, and Patricia (Bunnie) Gorman has volunteered as vice president. There are five new members that have been added to the board. The Friends are discussing having an author poet to come and do a reading next spring to honor Maxine Quigg. There is a group that is going to work on the Friends By-Laws that need to be reviewed. Matt Corey from NCLS has provided some samples to work off of.
- **Policy Committee:** No Report. Mrs. Weldon stated that she would be happy to have a librarian to be involved with the committee.
- **Marketing Committee:** No Report.

OLD BUSINESS:

OCLC Update: NCLS made the decision to give Flower Library OCLC permanently because the it is the only central library in the system. NCLS will be reimbursing the library for postage costs. Mrs. Holberg asked that Mrs. Renzi-Falge explain the OCLC process, and meaning. The board had concerns about the additional work that would be put on the library clerk that would be responsible for OCLC, and therefore asking if there may be compensation due for that. Mrs. Renzi-Falge explained that the majority of the materials are for the Watertown library patrons, and would not be additional undue burden on the library clerk for the task. Flower Library started the trial of this task six months ago, and the trial has ended. Ms. Mesires asked that Mrs. Renzi-Falge monitor the situation to ensure that if the volume were to increase, or the situation were to become less manageable, that the library and the board have the opportunity to reevaluate the situation. Mr. Caughlin requested some additional data regarding the OCLC/ILL to continue the discussion later, and to later discuss the permanent arrangement. Ms. Mesires stated that this would be tabled to next month. Mrs. Renzi-Falge is going to contact Mr. Matt Corey at NCLS to obtain additional data to provide.

NEW BUSINESS:

- **In-Person Meetings:** The board discussed moving back to in person meetings as opposed to Zoom meetings based on the governor's decision. Some feel uncomfortable still based on Covid, Ms. Mesires stated that everyone is welcome to continue wearing a mask, etc. based on their comfort level. Ms. Mesires suggested using the Community Room in the library as it is a larger room but easier to hear. Mr. Caughlin suggested looking into the policies (with the policy committee) that NCLS provided regarding virtual meetings, there are caveats that need to be met in order for virtual meetings to continue. Mr. Atkinson moved to continue one more month via Zoom. Mrs. Evans seconded the motion. Motion carried.
- **Closed for Christmas Eve 2022:** Christmas Eve lands on a Saturday and the staff wanted to request the day off from the board. Ms. Dittrich moved to close on Saturday, December 24th, 2022. Mr. DiFabion seconded the motion. Motion carried.
- **Trustee Continuing Education:** Mrs. Renzi-Falge wanted to inform the trustees that they are required to have two hours of continuing education/training each year. The board president is responsible for keeping track of all trustee hours. NCLS will be offering trustee workshops. Education can be obtained via webinar, zoom, etc. This training does not include the mandatory state training (sexual harassment, etc.).

TASK REVIEW:

- Mrs. Renzi-Falge to obtain data for OCLC for the board.

MOTION TO ADJOURN: Mrs. Weldon motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 5:08pm.

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

Andrea Carr, Recording Secretary