

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, July 12th, 2022**

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

Excused: Mrs. Seymour Mr. Atkinson
 Ms. Dittrich Ms. Calarco

Unexcused: Mrs. Holberg

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

APPROVAL OF MINUTES: Ms. Mesires asked if everyone had the opportunity to review the meeting minutes from the June 14th, 2022 meeting and if they had any questions. Mr. Caughlin moved to approve the minutes, along with a request that the word “inadvertently” be removed from the ATTAIn Lab discussion. No additional questions were asked. Mr. DiFabion seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that the consolidated expenses appear to be right on target. Mrs. Weldon asked about the genealogy expenses, and wondered why they seemed higher than usual. Mrs. Renzi-Falge explained that an annual expense was received and paid earlier than normal in June rather than in August, so it will not appear in the new fiscal year, but rather in the previous fiscal year. No additional questions were asked by the board. Mrs. Evans moved to approve the consolidated expense report as presented. Mrs. Weldon seconded the motion. Motion carried.

PRESIDENT’S REPORT: Ms. Mesires reported that the board retreat will be taking place next Tuesday at Mr. Caughlin’s house. Mr. Caughlin asked that everyone bring a dish to pass. Mr. Caughlin is hoping to discuss the director goals, and the Alex Cohen report during the retreat.

TREASURER’S REPORT: Ms. Dittrich was not present for the board meeting. Mr. DiFabion as the assistant treasurer filled in on her behalf. Mr. DiFabion reported that the budget appeared to be right on target for the end of the fiscal year. He mentioned that there was an amendment to the new fiscal year budget that needed to be made, and approved by the board. The programming budget was accidentally submitted at \$8,000.00 when it should actually reflect \$10,000.00. Mrs. Weldon moved to approve the amendment to the budget. Mr. Weir moved to approve the Treasurers Report as presented. Mrs. Evans seconded the motion. Motion carried.

DIRECTOR’S REPORT:

Building & Grounds

- New façade lighting will be at the library/city within the week, the electricians will inspect and then install them for the library as they have room in their schedule.
- July 1st started the new budget season and more building projects will start as soon, including finishing the façade repairs and installing a new intercom system throughout the building.

Continuing Education

- Staff attended the Chamber’s Business After Hours event and was able to network and talk up the library to many different organizations including a member from Running Boards (Marketing) and The Little Book Store. We look forward to working them and many others in the future.

Civil Service Update

- Librarian I & II interviews will start this month; Mrs. Renzi-Falge will reach out to those interested in being a part of the hiring committee as soon as the Civil Service Commission has given the green light.

Programming Highlights

- Technology & STEM Additions: See attached PDF
- Program Review submitted by Ashley Pickett, Librarian I (Adult Services): June marked the 10th month that Flower Library has hosted a Spice Club for adults. These take-home kits contain a sample of the featured spice or herb, a history of the sample, a list of cookbooks that are available for checkout from the library, and recipe cards. The ingredients of each recipe always call for the featured spice and include varied proteins, carbs, and sweets. As of June 1st, 371 kits were taken home on a first come, first served basis! Ashley has received reports of happy families and full bellies, making it official - taste-testers approve!

Possible Future Goals

Mrs. Renzi-Falge knows the board plans to have a meeting to discuss director goals and she thought wanted to provide input for the possible future:

- Marketing and advertising campaign (make Flower Memorial Library a household conversation)
- Development and instillation of a Maker Space and current technology lab (find funding, construction grants, other grants, maybe capital campaign with Community Foundation)
- Continue to have work done on the historic building, including having inside art and architecture cleaned again (it's been almost 20 years since the last cleaning)
- Grow the library networking community: ingraining the library into the community with local organizational and business partnerships

In addition:

- One of the little libraries that was generously built by Parks & Rec was stolen from one of the playgrounds. Mrs. Renzi-Falge has contact Mr. Weller, and discussed potentially replacing the little library in the location.

COMMITTEE REPORTS:

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** Meeting next week. No report.
- **Friends Committee and Liaison report:** Ms. Lavarney attending the board meeting and reported that the Friends have been working on sorting books for the upcoming fall book sale. Also, they are planning a poetry reading event with Natalli Amato on Thursday, September 29th from 7:00pm to 9:00pm. There will be refreshments available. Tickets will be \$20.00 for Friends members, and \$25.00 for non-members.
- **Policy Committee:** No report.
- **Marketing Committee:** No report. Meeting to be scheduled.

OLD BUSINESS:

ATTAIN Lab: Mrs. Renzi-Falge and Ms. Mesires will be meeting withUCAWD in regards to the direction that the ATTAIN program will be heading. Mrs. Renzi-Falge also met with Mr. Joell in the ATTAIN Lab to discuss the status of the lab, and according to that conversation, it is up to him to remain virtual, or return to in person. He stated that he has tried to bring people into the lab, but has been unsuccessful. At this point, it is decided to see whatUCAWD clarifies after the meeting with Ms. Mesires and Mrs. Renzi-Falge.

NEW BUSINESS:

- None

TASK REVIEW:

- Marketing meeting to be scheduled.
- Finance meeting is scheduled for next week.
- Meeting withUCAWD next week.
- Board Retreat on Tuesday.

MOTION TO ADJOURN: Mr. Caughlin motioned for the meeting to be adjourned. Mrs. Weir seconded the motion. Meeting adjourned at 4:26pm.

The next meeting of the Board of Trustees will be held on August 9th, 2022 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary