

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

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

Excused: Mrs. Weldon
 Ms. Mesires
 Mrs. Holberg

CALL TO ORDER: Meeting was called to order at 4:00pm by Mrs, Evans.

APPROVAL OF MINUTES: Mrs. Evans asked if everyone had the opportunity to review the revised meeting minutes that were sent out to the board yesterday, September 12th, 2022 from the August 9th, 2022 meeting and if they had any questions. Mr. Caughlin moved to approve the minutes. Mr. Atkinson seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that the big number on the report is the grant and donation expenditures, which is \$5,342.00 which is pushing up the bottom line. Mr. DiFabion moved to approve the report. Ms. Calarco seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires is excused from this week's meeting. Mrs. Evans reported that the board retreat is scheduled to be on Thursday September 22nd, 2022 at 5pm, and it was discussed that perhaps dinner should be brought in. Short discussion of where the food should be delivered from. Panera was the agreed location. Mrs. Renzi-Falge will take care of those arrangements for the board.

TREASURER'S REPORT: Ms. Dittrich reported that there are now three new profit and loss reports provided to the board. Those will be explained as part of the finance committee reports. The year to date profit and loss should currently be around 17% for revenue, and it's currently reflecting 8.6%. The difference appears to be the NCLS nonfiction income, which has not yet been received for this fiscal year. In the expenses, the library has been purchasing a lot of materials, as well as the grants and donations and the contracted services are higher than normal. Currently, it is not unusual this time of year. Ms. Dittrich explained the current state of the bank accounts, with the current accounts with Watertown Savings Bank at \$134,288.92, WSB also holds the Otis Woodruff MM Savings account (designated for paintings) at \$40,307.81. There are two bank accounts with KeyBank that are in the process of being relocated to Carthage Savings in the amount of \$67,420.17. \$15,000.00 will go into a new checking account, and the remainder into a CD account. Currently in Carthage Savings the library has two CD accounts totaling \$59,618.03 with the EFT Bequest account totally \$205.04. Mr. Caughlin moved to approve the Treasurers Report as presented. Mrs. Weir seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

- Windows are almost done. The director's office window will be completely replaced due to the crack in it.
UPDATE: Windows are done! Zerodraft, the contractor is working on getting the rust stains from the grinding work, out of the marble, and finishing up their punch list.

Continuing Education

- Ashley, Andrea, & Suzie will be attending the New York State Library Conference in November in Saratoga Springs NY

Civil Service Update

- The new Librarian I is Jamie Sloane, welcome Jamie! She will be specializing in children and family services

Programming Highlights

- From Brittani LaJuett: This summer the library's teen patrons were thrilled to have a normal summer and it definitely showed in their participation. 39 teens turned in at least 1 reading log this summer, an increase of 10 participants from last year. They read a total of 2,397 hours! They also enjoyed the programs they attended. I held 17 teen programs this summer and 91 teens attended them. To celebrate the end of their Summer Reading

Program, participants who read 10 hours or more this summer were invited to attend the End of Summer Party on September 2. At the party, they had pizza, played zombie tag, and video games which was a perfect way to celebrate the end of summer.

- The “Drop Your Drawers” campaign began September 1st. This is an event created by Brittani LaJuett and asks for help from community members by donating new children’s underwear and diapers to our library. We then disperse the underwear to the WCSD to the nurse’s office to ensure our youth have access to clean undergarments should the situation arrive. The diapers are donated to the Healthy Families program of the North Country Prenatal/Perinatal Council. This is our second time doing this program and our community partners are very grateful for the donations.

Miscellaneous

- Our community partner, CAPC, hosted a school supply and backpack give away here at the library. It was well attended by local families.
- The Jefferson County Historical Society will be hosting a Genealogy and Local History Fair on Saturday September 17, 10-3. Ashley and I will be there. She will have an informational table and I will be teaching a children’s genealogy workshop.
- NCLS will be switching ILS platforms early next year (catalog system). Our team is busy clearing up old records and patron accounts to prepare for the move.
- Permission to close the library on Friday January 13th for all staff training day
- Our Running Boards campaign went live on September 1st. Be on the lookout for it around town.

UPDATES:

- The library has received verbal approval for the next construction grant. We won’t see the written confirmation for a little longer.
- The maintenance staff has stated that they will be cleaning and fixing up the two reading rooms over the winter.

COMMITTEE REPORTS:

- **Building & Grounds:** The window changes look great. There has not been a committee meeting in a long while, if there are any suggestions please let Mr. Caughlin know. Mrs. Renzi-Falge suggested mums and pumpkins for the front of the library.
- **Finance & Investment Committee:** Ms. Dittrich reported that there are now three different reports provided to the board. P&L by class All Transactions, YTD, and Month. It is divided into grants/restricted donations, unrestricted donations and board designated donations. The top of the report is revenues, and the bottom is expenses. Ms. Dittrich and Mr. DiFabion explained the new reports to the board. Mrs. Weir moved to accept the new grants and donations report, Mrs. Seymour seconded the motion. Motion carried.
- **Friends Committee and Liaison report:** Mrs. Evans stated that she and other board members came to help tear down boxes for the book sale and they were already done thanks to the maintenance staff. The poetry reading is coming up soon. There was a signup sheet for the Friends book sale passed around for board members to help participate.
- **Policy Committee:** No report.
- **Marketing Committee:** Mr. Atkinson and Mrs. Renzi-Falge both reported that the RunningBoards ad is up and running for the month of September.

OLD BUSINESS:

REPORT TO THE COMMUNITY: Corrections were made to the report based on some changes suggested by Mrs. Evans at the executive committee meeting. Mr. Caughlin moved to approve the corrected report as presented. Ms. Dittrich seconded the motion. Motion carried.

NEW BUSINESS:

TRAFFIC COUNTER: Ms. Renzi-Falge reported that there are some issues with the current traffic counter. The data is inaccurate due to the batteries dying often, it counts people multiple times, etc. Mrs. Renzi-Falge and Mrs. Carr had a meeting including a demonstration with a new company that will provide more accurate monitoring. The board asked that Mrs. Renzi-Falge obtain other options and quotes to ensure the best option is selected.

TASK REVIEW:

- Finalize the report to the community.
- Board retreat plans.

MOTION TO ADJOURN: Ms. Dittrich motioned for the meeting to be adjourned. Mrs. Seymour seconded the motion. Meeting adjourned at 5:05pm.
The next meeting of the Board of Trustees will be held on October 11th, 2022 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary