

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 10th, 2023

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

Excused: Mrs. Holberg
 Mrs. Weldon

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

INTRODUCTION OF GUESTS: Bowers & Company CPA's LLC, Liz Bush and Janelle Tupor, attended the board meeting to review the annual audit that was recently completed. Ms. Tupor and Mrs. Bush thoroughly reviewed the report from the audit with the board members and answered all questions asked. Mr. Caughlin moved to accept the audit as presented. Mrs. Evans seconded the motion.

APPROVAL OF MINUTES: Mr. DiFabion moved to approve the minutes from the January 10th, 2023 meeting, Ms. Calarco seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that there is \$20,000.00 spent under board funds. High expenditures were for attorney fees, ebooks, and other materials. Mr. Caughlin moved to approve the report as presented. Mr. DiFabion seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires reported there are a couple of new items coming up under new business. She mentioned that Ms. Dittrich is still looking for a replacement for a treasurer so she can retire. Also, a new VP will be needed in January.

TREASURER'S REPORT: Ms. Dittrich reported that as of this month in the fiscal year, the profit and loss should be around 58% for both income and expenses. According to the report, the income is currently reflecting 73%. The high percentage is due to the CBA funds. For expenses, it should be reflecting 58% normally, but currently below that at 47%. Currently it's reflecting that the line items that exceed the 58% are Children's books, newspapers and magazines, and eBooks. Grants and donations are high as well. The net income is currently at \$47,281.00. The savings and checking account is currently reflecting \$196,394.00 which is a lot higher than normal. Grant and donations reflect the following: For the month of January deficit for the month. For the fiscal year, slightly ahead with a net income of \$223.00. For all years, ahead by \$76,000.00 which is included with the bank account. Mr. Atkinson moved to approve the Treasurers Report as presented. Mr. DiFabion seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

- The library's new intercom system has been installed. NCC was in the library for 3 days in January installing speakers in rooms with broken speakers and rooms/areas that were missing them all together. So far the new system is nice and announcements can be clearly heard in all areas of the library.
- The maintenance team noticed pieces of the marble cornice had started falling down in the front of the library (almost directly in front of the front door). The city engineering department was diligent in getting estimates for this fix as we will not be able to open the front with the danger of marble falling on to people. I received estimates and information in enough time to submit to the city for a capital project for the next fiscal year.
- The architect has been in and out, taking measurement and meeting with different window companies in preparation to go out to bid for the next project.

Programming Highlights

- From Jamie LaPlaca: On Monday January 23rd, I held a "Baby Rock Band" program for ages 0-2. The purpose of this program was to introduce infants to instruments, sounds, music, and movement at a young age. To achieve this goal, we sang and danced as a group then spent time playing with different instruments. Together, we all sang and danced to four nursery rhymes. The nursery rhymes included, "Head Shoulders

Knees and Toes,” “The Wheels on the Bus,” “Itsy Bitsy Spider,” and “Twinkle Twinkle Little Star.” Singing and dancing as a group introduced the infants to rhymes, movements, and following directions. Then, we spent time experimenting with different instruments. The infants were able to experiment with the instruments on their own without any direction from me. They were introduced to all different kinds of instruments including but not limited to egg shakers, tambourines, maracas, and drums. Exposing infants to instruments at a young age not only introduces them to sound and music, but it also helps them build fine motor skills, enhance hand-eye coordination, and improve their sensory skills. This program also gave infants and guardians a chance to learn what the infants liked and didn’t like. While some infants loved banging on the drum, some really liked shaking the maracas. Some cried over the loud sound the bells made while some loved ringing them over and over. Overall, this program was meant to introduce infants to the world of music, teach them how to follow directions via song and dance, increase their motor and developmental skills, and learn what sounds each infant responded to. A total of 33 people attended. Another “Baby Rock Band” program will be held on February 13th.

- From Ashley Pickett: Beginning in September of 2022, Central Librarian/Adult Services Librarian Ashley Pickett has offered online resources training for any interested library staff member. The system-wide training is led virtually via Zoom and highlights the databases purchased by the central library funds. Because the Central Library Advisory Committee hopes to increase the use of our databases across the board, the workshops are a quick, condensed 30-minute tour highlighting everything each database has to offer to our community. Each month focuses on one individual database at a time with the goal of wrapping them up before Summer Reading begins. Before the training all member library staff receive a cheat sheet with instructions and tips, and after the training all libraries receive a batch of professionally printed bookmarks with instructions to hand out to their patrons (both created by Ashley). While attendance is not high during the live session, views of the posted recording are much better! Our hope is that this series of trainings will make an impact on community use and stretch our funding dollars further. A total of 10 training sessions have been offered as of February 1st, 2023.

Miscellaneous

- Mrs. Renzi-Falge was a presenter for the Greater Watertown North Country Chamber’s Economic Forum. She was asked to present on building resilience. There were 20 people in her group from various community organizations and they discussed recovering from the pandemic and how business has changed and what impact that will have for the future.
- The city budget planning period has begun. Mrs. Renzi-Falge has submitted a tentative budget and capital narrative for review to the city.
- The NYS Annual Library Report has opened. Mrs. Carr and Mrs. Renzi-Falge have been diligently working to get this completed.
- The library has begun training for the new circulation system. This will be a multiple month process as they have decided to train in stages. So far Mrs. Renzi-Falge has been trained on checking books in and out, placing holds, and setting up library cards. Basic functionality at this point. They still need to be trained on barcoding and running reports. The system goes live on April 26th.

Mrs. Renzi-Falge included a request to the board for staying open on March 10th, 2023 and March 31st, 2023 for the Watertown School District art show. Mr. DiFabion motioned to approve the request and Ms. Calarco seconded the motion. Motion carried.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin informed the board about the little roof over the stair case to the basement was destroyed from falling snow, but was told there is a plan to repair it.
- **Finance & Investment Committee:** Finance committee meeting to discuss the school ballot for 2023 because financially, the board is in a good position. And second, the amount of time to prepare is not ideal. It was discussed to spend the next year, and creating a well thought out plan for the next ballot. Try to create a long range plan.
- **Friends Committee and Liaison report:** Friends meeting was cancelled due to weather. They will meet in March.

- **Policy Committee:** The committee discussed sample policies. The committee created a new policy for foil request. They are recommending that new, separate emails be created. Ms. Dittrich stated that she would not approve a policy until the final details of how new emails are decided on. Mr. Caughlin suggested tabling this discussion for another time. Ms. Mesires also agreed that until all edits of the policy are complete, it should continue being a discussion. Mr. Caughlin also added additional suggestions to the situation, with the policy and obtaining emails.
- **Marketing Committee:** No meeting, but Mr. Atkinson reported that he spent extensive time viewing other libraries websites to see what they might be doing differently.

OLD BUSINESS:

ATTAIN Lab: The board held a discussion regarding the lab, and its purpose. Mrs. Renzi-Falge spoke with Mr. Joell in the lab, and he disclosed that he doesn't offer what they used to. It has become clear that the lab will not continue to remain in the library. The board agreed that a 60-day notice to vacate the area will be served to Mr. Joell and UCAWD. The board is asking for May 1st to be the eviction date. Mr. DiFabion motioned to move for the 60 day vacate notice. Mr. Caughlin seconded the motion. Motion carried.

NEW BUSINESS:

120 Year Celebration – Mrs. Evans had a good idea to have a celebration on July 11th 1903, because it is when the cornerstone was laid for the library. She also mentioned additional dates for the following years to have events (building dedication: 11/10/1904, official opening: 1/4/1905). She thought it was a great idea for marketing to create a slogan, and other items, as well as create promotional items, etc. The board discussed different ideas to celebrate the anniversaries.

MOTION FOR EXECUTIVE SESSION:

- Mr. Caughlin motioned to enter executive session to discuss a new pending lawsuit at 5:21pm. Mr. DiFabion seconded the motion. Motion carried.
- Mr. Caughlin motioned to end executive session at 5:44. Mrs. Weir seconded the motion. Motion carried.

TASK REVIEW:

- Draft a letter for attain lab.
- 120 year celebration with librarians.
- Start a plan for the ballot for next year.

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Mrs. Evans seconded the motion. Meeting adjourned at 5:47pm.

The next meeting of the Board of Trustees will be held on March 14th, 2023 at 4:00pm in the Old Watertown Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary