

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, March 14th, 2023

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

Guests: Mr. Jaden Cheung (and his mother)
 Mrs. Rebecca McCranie, Library Intern

CALL TO ORDER: Meeting was called to order at 3:59pm by Ms. Mesires.

INTRODUCTION OF GUESTS:

Mr. Cheung introduced himself stating that he was a student from General Brown High School who was there to observe the meeting for school.

Mrs. McCranie is currently the Flower librarian intern from University of Buffalo. She has been working with Mrs. Renzi-Falge and the other librarians to complete her internship for her degree as a librarian.

APPROVAL OF MINUTES: Ms. Dittrich moved to approve the minutes from the February 14th, 2023 meeting, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that the consolidated report wasn't overly exciting, aside from accounting and professional fees being higher than usual due to attorney fees and CPA Audit fees. Mr. DiFabion moved to approve the report as presented. Mrs. Evans seconded the motion. Motion carried.

MOTION FOR EXECUTIVE SESSION:

- Mr. DiFabion moved to enter executive session to discuss current pending litigation at 4:03 pm, Mrs. Holberg seconded the motion. Motion carried.
- Mrs. Weldon motioned to leave executive session and return to the normal session at 4:16pm. Mr. DiFabion seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires stated she had nothing to report. Looking forward to the anniversary discussion.

TREASURER'S REPORT: Ms. Dittrich reported that for this February, the year to date profit and loss should be around 67% for both income and expenses. Currently, the library is ahead on income overall at 88.9%, although the book sale line item is currently a little behind at 56% behind. Expenses are at 56% currently. Children's Books, Newspapers/Magazines, E-Books, and Computer expenses are the highest line items in expenses. And Grants and Donations are getting close to the budgeted amount of \$20,000.00. Currently at \$58,000.00 in the positive. The savings and checking account is currently reflecting \$207,477.68. Grant and donations for the month of February, \$10,762.00 received, expended \$3,500.00, so for the month, currently in the positive of \$7,000.00. For the fiscal year, July 2022-February 2023, the library has received approximately \$39,000.00, almost \$33,000.00 spent, so currently ahead with a net income of approximately \$6,000.00. For all years combined, the report is currently reflecting a net income of \$82,284.00. Financial standing is good at the moment. Mrs. Weldon moved to approve the Treasurers Report as presented. Mrs. Holberg seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

- The fire department responded to a staff member stuck in the elevator. The staff member was fine and the elevator has been fixed. The fire department pointed out that they didn't have keys to the loading dock door which got Mrs. Renzi-Falge and the maintenance department moving on figuring out why the door only has a key code entry and no actual key in the event the battery dies, etc. The library had to get a locksmith involved to be able to have key access to this door as the fire department has requested.
- Asbestos testing will begin soon on the walls and windows that are set to be replaced.

Programming Highlights

- From Amanda Tehonica: On Wednesday, March 1st, Amanda offered a Glass Vase Etching program for adults. The glass vases were purchased through the Dollar Tree and the remaining supplies were on hand from similar programs from the past. Participants were provided with a variety of pre-cut vinyl stencil options as well as other supplies to help create their unique finished project. Step-by-step instruction was provided and a cream was used to create the etching finish. The program attracted thirteen participants with a few first time attendees and other faces returning from pre-COVID.
- From Brittani LaJuett: Over Mid-Winter vacation, the teens and I played a tried and true classic, Zombie Tag! It's a cross between hide and seek and tag where teen "humans" find hiding spots in the library and a teen who has been secretly chosen as the "zombie" seeks them out. No running is allowed and it's in the teens' best interest to behave in a low key manner to avoid drawing attention to themselves because other patrons are in the area too. The teens had a blast and now want me to plan a Zombie Tag program for every break. 6 teens attended which is a great number when you consider how much the weather plays a factor in teens coming to the library. We will play another round of Zombie Tag at the end of summer party!

Miscellaneous

- The Annual Report to NYS was successfully completed and handed in thanks to the diligent work of Mrs. Carr, Mrs. Renzi-Falge, and the librarians.
- Mrs. Renzi Falge attended workshops on FOIL and open meeting laws, found both incredibly helpful.
- Mrs. Renzi-Falge attended my first budget meeting with the City, more information forthcoming. The city manager and comptroller had questions regarding the capital project requests (i.e. the repair to the cornice, etc.).
- The library just received a \$650.00 Stewarts Grant which will go towards large fall programs.
- The board was provided with a copy of the Central Library Update that is provided to all of the libraries (68 total) in the system, and is created by Ashley Pickett. It is a NYS Requirement as the central library.

COMMITTEE REPORTS:

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** No report.
- **Friends Committee and Liaison report:**
 - Mrs. Holberg reported the Friends have submitted their book sale dates for approval. The dates that they are looking for approval on are October 17th, 2023 for setup. Preview night will be on Friday, October 20th, 2023. The bag sale at the end of the book sale will take place on October 27th, 28th and 29th with a special event on the final day on October 30th, 2023. Mr. DiFabion moved to approve the dates of the book sale as requested. Ms. Dittrich seconded the motion.
 - The Friends are currently looking for two new board members, but have prospects. They are also going to start up the reminder for members to renew their annual memberships via MailChimp.
 - Notecards were made again for purchase at the circulation desk.
 - A "conflict of interest" policy was created, and approved during the meeting.
 - The Friends Annual Meeting will be held on May 3rd, 2023 at 5:00pm and Mrs. Renzi-Falge is the keynote speaker for the meeting.
- **Policy Committee:**
 - The board continues to discuss the board email policy that they would like to create. Mrs. Renzi-Falge attended a training that was given by an attorney that specializes in open meeting law regarding FOIL Requests and shared with the board what the laws are and how they affect the library board directly. This new information helped identify what the board/policy committee need to be concerned and not concerned with. The policy committee will have a meeting to revise the policy, and have it ready for approval at the next board meeting.
- **Marketing Committee:**
 - Mr. Atkinson reported that the committee had a brief meeting via zoom. Two important pieces of information that he took away from the meeting was that the core audience of library users to focus on are patrons over 50 years old as well as families with children (based on a poll). The consensus of the board was that funds should be spent to reach these specific groups of people. Social media (Facebook, Instagram, TikTok) is a great way to reach all patrons. Ms. Mesires also suggested that the information that the librarians provided a couple of months prior should be combined with the additional information that has been received. The discussions will continue.

OLD BUSINESS:

ATTAIN Lab: Letters of eviction have been given and mailed to Mr. Joell and UCAWD. May 1st 2023 was the date given to vacate. Mrs. Renzi-Falge has not received a response from UCAWD regarding the eviction, but understands that they are in the process of breaking down the office and classroom. Ms. Mesires asked that Mrs. Renzi-Falge send an additional follow up letter to UCAWD in order to discuss the notice provided.

120 Year Anniversary Celebration: Mrs. Renzi-Falge stated that the librarians had a meeting and started creating plans and programs for the anniversary dates as previously mentioned during the board meeting on February 14th. 2023. Some of their ideas entail the farmers market, different give aways and events, etc. One of the ideas that someone had was investing in “platinum library cards” for patrons to receive when a donation for the anniversary is made. Mr. Caughlin suggested passing that idea along to the Friends group as it is a fundraising endeavor. Rande Richardson from the NNYCF would like to attend the next meeting to create a possible “Community Foundation Endowment Campaign” specifically for the anniversaries. Mrs. Renzi-Falge also mentioned that the brochures that the library created several years ago are now starting to run out, and are actually no longer accurate, so she suggested creating a new brochure featuring the library art work, and history, as well as perhaps mention the 120th Anniversary of the library.

Polaris: Mr. Caughlin asked Mrs. Renzi-Falge if she had any updates regarding the new database/circulation system, Polaris. Mrs. Renzi-Falge explained that there will be about a week and a half without being able to use the data base during the changeover. As of April 17th, the current catalog system will shut down. The library has reserved Community Room (meeting space) to collect all returned books/re-shelving materials. There will be about a 10-day flux during the cross over period between when the old system is being moved over to Polaris. There isn't currently an app for phones yet either, but Polaris is working on creating one. Mrs. Renzi-Falge commented that there are really only one or two concerns by herself, and other librarians/libraries, is that there hasn't been anything created or training performed on cataloging new materials, but she is confident that Pam Wills at NCLS will work on that soon.

NEW BUSINESS:

Motion to change the date of the April Board Meeting: Mrs. Renzi-Falge requested that the April board meeting be changed to the week prior due to school vacation week. The new date would be April 4th, 2023 at 4pm. Mr. Atkinson moved to approve the new meeting date, Mrs. Weir seconded the motion. Motion Carried.

Fine Free Discussion: Flower Library is one of the last libraries in the system that still collects fines for materials. Mrs. Renzi-Falge provided the board with specific statistics regarding the fines that have been collected over the past year, and years. Mr. Caughlin would like to go fine free, and suggested the policy committee create a new policy as such detailing the new policy for library fines.

TASK REVIEW:

- Policy for fine free.
- Anniversary planning, and Mr. Richardson from NNYCF to attend next meeting.
- VP and Treasurer positions

MOTION TO ADJOURN: Mrs. Evans motioned for the meeting to be adjourned. Mrs. Weldon seconded the motion. Meeting adjourned at 5:05pm.

The next meeting of the Board of Trustees will be held on Tuesday, April 4th, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary