

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, March 4th, 2023

Present: Ms. Mesires Mr. DiFabion
 Ms. Calarco Mrs. Weldon
 Mr. Atkinson Mrs. Holberg
 Mr. Caughlin Mrs. Renzi-Falge
 Mrs. Weir

Excused:

 Ms. Dittrich
 Mrs. Seymour
 Mrs. Evans

Guests:

 Rande Richardson, Northern NY Community Foundation
 Maureen Gorman, Friends Liaison
 Barb Tucker, Genealogy Department Intern

CALL TO ORDER: Meeting was called to order at 3:58pm by Ms. Mesires.

INTRODUCTION OF GUESTS: Mr. Rande Richardson attended the board meeting to discuss potential options for the anniversary celebration and raising funds through the NNYCF. He explained that a matching campaign like they have previously done with the Friends group, would be simple to do, but there are other options available and open for discussion. The endowment for the Friends started in 2012 and it started with \$175,000.00 and is now up to approximately \$370,000.00. Ms. Mesires asked the question if there were ceiling/limits for endowments, campaigns, etc. Mr. Richardson said that options and specifics can be further discussed once the board has decided how to proceed. Mr. Richardson expressed that it was ideal to start planning now and create the best plan for the library, and that he will be happy to assist. Mrs. Holberg expressed the need to involve the Friends group for this as well, considering they are the library group for fundraising. Mrs. Renzi-Falge also asked the question about what a capital campaign consists of, and Mr. Richardson explained that it would be something tangible such a project, program, etc. Mr. Richardson and Mrs. Renzi-Falge will plan a follow up meeting to discuss further and to start working on ideas that would benefit the library in the best way. The board will also discuss their thoughts and ideas further regarding the future of the library, and the celebration for the 120 Year Anniversary.

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

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that the March report was very typical for expenses, in regards to professional fees, etc. The report itself didn't have any new items to mention. Mr. Caughlin moved to approve the report as presented. Mr. Atkinson seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires started her report with recognizing Mrs. Holberg for her 17 years of service on the board of trustees. Mrs. Holberg is retiring from the board. This is her final meeting. The board presented her with a thank you gift. She will be missed.

Ms. Mesires asked the board members to try and think of one or two people that could potentially be a good fit to fill her position on the board.

She also mentioned that the board needs to complete their one-year evaluation of Mrs. Renzi-Falge, so to please submit their review forms.

TREASURER'S REPORT: Ms. Dittrich was not in attendance. Mr DiFabion reported that as of March in the fiscal year, the profit and loss should be around 75% for both income and expenses. Currently the income is at 90%, grants and donations are far exceeding what is expected. For the expenses, they are currently at 63%. The majority of the expenses are materials, professional fees, and grants and donations. Overall looks pretty good on the profit and loss. The savings and checking account is down from February, currently reflecting \$170,342.00. Mr. DiFabion asked Ms. Carr about the difference in the bank accounts from last month are, and she explained it was due to the payments to the city for the Jefferson County Grant, as well as Vicky Crossway's payroll. Grant and donations reflect the following: For the month of March, \$75.39 received, and \$1,136.76 expended, creating a deficit for the month. For the fiscal year, it

reflects \$39,244.15 received, and \$33,972.98 expended, creating a net income of \$5,271.17. For all years, the report reflects a net income of \$81,147.69. Mrs. Weldon moved to approve the Treasurers Report as presented. Mrs. Holberg seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds:

- The new traffic counters have been installed in the ceilings. The library is waiting for IT to finish the setup so the can start being used. The old traffic counter until the install is completed.
- According to the engineering department our lighting and window project will go out to bid by the end of May or early June. The work will begin shortly after the bids are approved.

Programming Highlights:

- The winter reading program just wrapped up on March 20th. The kids program had 55 participants with 1,292 hours read, the teen program had 14 participants with 1,538 hours read, and the adults had 46 participants with 3,036 hours read (go adults!). Reading participants were able to enter into drawings to win prizes based on hours spent reading.
- On Saturday March 25th, I held a "Toddler Prom" program for ages 3-5. Participants and their families were encouraged to dress the part in their fanciest outfit for a fun morning of songs, dancing, crafts, snacks, and early literacy. Participants were able to walk around the Children's Room and Main Floor to engage in various activities at their own pace. The first activity was dancing. I created a 2-hour song playlist that included nursery rhymes, Disney songs, and television theme songs. During the nursery rhyme songs, I instructed the participants to do the dances with me. For instance, we followed the instructions to The Wheels on the Bus. Many of the participants remembered the dances from our weekly story times, so that made them even more excited. On the dance floor were balloons and a bubble machine. Not only did these extras help them engage even more in the activity, but it also introduced them to sounds (popping balloons), touch sensations (wet bubbles), and sight (colorful balloons). The next activity was the craft corner. Three crafts were available: prom king and queen crowns, macaroni necklaces, and a colorable photo frame. Participants had the freedom to do as many of the crafts as they wanted at their own pace. While some breezed through the crafts, others spent a good amount of time perfecting their artwork. Mrs. Suzie assisted when needed. Our final activity was a snack stand. Run by my volunteer, Maddy, participants were able to take one apple juice box and one snack of their choice. Snacks included a variety of cookies, pretzels, or chips. The purpose of this program was to give our community's little ones a chance to dress up and have fun with others their age. Giving them the freedom to choose which activity to do allowed participants to express their creativity, interact with others, and experiment with different and new sensations. While I had many of my usual little ones attend, there were also a good amount of people from different parts of the county including Beaver Falls, Henderson, and Sandy Creek. There was a total of 125 participants. Submitted by Jamie LaPlaca, Librarian.

Miscellaneous:

- Staff has attended training on the patron view of the new catalog called "Vega". Training continues to be done for staff side of the catalog. Mrs. Renzi-Falge has been training other library staff members in Jefferson County Libraries and have set up individual training sessions with Flower staff to ensure everyone is prepared to "go live" on April 26th.
- Mrs. Renzi-Falge began researching MakerSpaces in libraries and with the help of our knowledgeable librarians have begun to formulate ideas for the future of the library. She has been reaching out to other libraries with these spaces to get more information on what they do, what they don't do, and what they wish for the future. Mrs. Renzi-Falge and the buildings and grounds committee are making plans to visit some MakerSpaces in nicer weather.

Additional:

- Mrs. Renzi-Falge reported that the maintenance department and the electrical department informed her that the fountains are not going to be able to be turned on this year due to electrical issues underneath the fountains. Currently, the boxes are sitting in water, therefore they cannot be turned back on until they get replaced. The board is wondering who did the previously completed work on the fountains several years ago, to ensure that the work was done correctly, etc.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that he is wanting to plan a trip to go and visit other maker's spaces. He will send an email out to the board soon to schedule.
- **Finance & Investment Committee: NR**
- **Friends Committee and Liaison report:** Mrs. Holberg stated that there isn't a current report due to their meeting being tomorrow. She also reiterated that the Friends needs a new board liaison, and asked that everyone considering volunteering.
- **Policy Committee:** Mrs. Weldon reported that the policy committee created the new email policy. And they also created a fine free policy (aside from the NYS Park Passes). The committee also reviewed the current Teen Space policy. Mrs. Renzi-Falge explained that all policies including the ATTAIN Lab will be removed in May and brought to the board for approval. Mr. Atkinson moved to approve the policies as presented. Motion seconded by Mr. DiFabion. Motion carried.
- **Marketing Committee: NR**

OLD BUSINESS:

MOVING TOWARDS THE FUTURE/CONTINUATION OF PREVIOUS DISCUSSION: Ms. Mesires wanted to discuss further what the other board members had previously. A document was sent to the board to review prior to the meeting by Ms. Mesires, and the discussed their ideas further. It's was discussed to relocate the teen space to the first floor, and creating a full technology floor on the second floor of the library. Mr. DiFabion stated that all of the ideas could become one large project/grant request to have it all completed at once. Mrs. Renzi-Falge stated that she thinks it might be a good idea to hire an architect that specializes in Maker Spaces. Mr. Caughlin suggested that involving the Friends group from the beginning to have them assist with up-front costs. Ms. Mesires requested that at the next board meeting, to discuss what everyone would want to do to the library, and to create an organized list.

NEW BUSINESS:

No new business to discuss.

TASK REVIEW:

- Board members to think of new board members.
- Think about what to add to the list for the renovations.

MOTION TO ADJOURN: Mrs. Holberg motioned for the meeting to be adjourned. Mrs. Weir seconded the motion. Meeting adjourned at 4:58pm.

The next meeting of the Board of Trustees will be held on May 9th, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary