

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 9th, 2023

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

Excused: Mrs. Weir

Guests: Mrs. Rebecca McCranie

CALL TO ORDER: Meeting was called to order at 4:02pm by Ms. Mesires.

INTRODUCTION OF GUESTS: Mrs. Rebecca McCranie attended the board meeting as the current intern at the library from SUNY Buffalo. She presented a marketing plan to the board (as part of her final project), with information derived from a survey taken last year by the patrons of the library/community.

APPROVAL OF MINUTES: Mrs. Evans moved to approve the minutes from the April 11th, 2023 meeting, Mr. DiFabion seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that there was nothing to report or appeared unusual. Mrs. Weldon moved to approve the report as presented. Mr. Atkinson seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires reported that she received a thank you note from Mrs. Holberg after her final meeting last month, and wanted to share it with the board. She also reported that Ms. Calarco has decided that she will be the next vice president during Mrs. Evans presidency starting in January 2024, and also Mr. DiFabion has taken the roll of treasurer starting this coming July. She stated that a Friends liaison is still needed. Official motion requested for both positions.

Ms. Dittrich motioned to appoint Mr. DiFabion as the new board treasurer. Mrs. Seymour seconded the motion. Motion carried.

Mrs. Evans motioned to appoint Ms. Calarco as the new vice president starting in January. Mrs. Weldon seconded the motion. Motion carried.

Ms. Mesires also mentioned that she was collecting one year reviews for Mrs. Renzi-Falge, and to please turn those in to her.

TREASURER'S REPORT: Ms. Dittrich reported that as of this month in the fiscal year, the profit and loss should be reflecting 83% for both the income and expenses. Income is currently at 90% which is right on target. Items that are falling a little short of the 83% are the NCLS CBA Funds, and Book Sales. The expenses are higher for some line items, specifically the accounting/professional fees, which reflects 112% due to the attorney fees. Membership fees also exceed the amount budgeted due to a pending refund from ARSL. The savings and checking account is currently reflecting \$182,632.52. Grant and donations reflect the following: For the month of April, there isn't anything to report as there was very little activity. For the fiscal year to date (July through April), 86% of dollars received have been utilized, which is great. For the grants and donations for all time, under board designation funds: 28% expended, unrestricted funds: 27% expended, Grants: 85% expended, and Restricted: 89% expended. So overall, 82% of all funds have been expended which is fantastic. Mr. DiFabion moved to approve the Treasurers Report as presented. Mrs. Weldon seconded the motion. Motion carried.

DIRECTOR'S REPORT:

-Building & Grounds:

- Mrs. Renzi-Falge reached out to engineering and planning departments for information moving forward with the Makerspace and grants. The head of the planning department, Mike, is on vacation and has not reached back out yet to set a meeting.
 - ✓ Mrs. Renzi-Falge updated the board at the meeting that she has heard back from the engineering department and they are looking to schedule a time to meet. She asked the buildings and grounds committee to attend, if they can.

- The city engineers, Mrs. Renzi-Falge, and Mrs. Carr did a walk through with a lighting architect to design the new lights that are slated to be added this summer to the historic rooms, they discussed sizing, brightness, and replacing old cloth electrical cords in the ceilings. This project will go out to bid next month.

-Programming Highlights

- From **Jamie LaPlaca**: On Tuesday January 24th, I teamed up with Colton McCracken from the Cornell Cooperative Extension for an educational food program called “New Year, New Snacks.” Together, we decided to do a fruit pizza program for ages 6-18. All participants ranged from the 6-12 age bracket, though. The goal of this program was to introduce participants to new, healthy foods and learn about the different food groups. First, participants learned about the different food groups by following along on a worksheet as Colton explained what each food group entailed. Then, participants worked together to list as many snacks as possible that included more than one food group. After the activities, participants were then able to create their own healthy snack using a variety of ingredients. Everyone started with an English muffin, but were able to customize the toppings. Toppings included cream cheese, strawberries, apples, and blueberries. Teaching the participants about the different food groups showed them how to incorporate different food groups into their snacks and how to choose/make healthy, tasty snacks. Giving them the opportunity to make, customize, and taste a new healthy snack expanded their food palette. This, in turn, introduced them to new healthy alternatives. There was a total of 32 participants.

I collaborated with Cornell Cooperative Extension again on Tuesday April 25th for a “Fun with Foods” program. This time, I worked with several people from the organization. I worked with Colton, Betsy, and Amy. Colton and I worked with children ages 6-12 while Betsy and Amy worked with the children’s guardians. Colton and I did a pasta salad while Betsy and Amy did fruit and vegetable smoothies. First, children and their guardians did a vegetable sorting activity. They learned about how to eat different vegetables, how to cut different vegetables, and more. Then, the children worked on the pasta salad while the guardians went to work on the smoothies. For the pasta salads, children were able to customize their salads. The food options included penne pasta, parmesan cheese, zucchini, yellow squash, broccoli, and Italian dressing. Guardians worked together to create one smoothie. The smoothie included strawberry non-fat Greek yogurt, strawberries, bananas, chia seeds, orange juice, spinach, and blueberries. After both parties were done making their new snacks, they got together and ate them together. The purpose of this program was to introduce both guardians and children to new, healthy snacks and encourage participants that vegetables can be fun to eat. On the way out, multiple participants said they were going to recreate the pasta salad at home for their families. There was a total of 33 participants. Colton and I are in the process of planning two more programs for July and August. The details are not yet confirmed. Because of positive reviews and high attendance, we are planning to do healthier snack programs for ages 6-12.

- From **Ashley Pickett**: On April 25th, I had the pleasure of hosting a virtual book club with a unique location - Watertown, Wisconsin! The title chosen for discussion was The Reading List by Sara Nisha Adams. Thanks to Zoom, we were able to shorten the distance between our respective Watertowns and talk about a powerful book. Adams' book concentrates on the magical ability of reading to heal, and how important it is to introduce or find the right book at the right time. It also talks about the potential for a library to serve as a beacon in the community for those lost souls who need it most. Participants walked away with the profound feeling of awe, and of having found a top 5 book of 2023!

-Miscellaneous

- Mrs. Renzi-Falge attended a Noon Rotary lunch to talk to participants about our new catalog and all the current workshops that are being offered at the library.
- Amanda Tehonica and Mrs. Renzi-Falge attended the Greater Watertown Chamber of Commerce Women in Leadership Conference at the Hilton Garden Inn. Kayla Jamison, president of the Chamber gave them free tickets to attend for being good community partners.
- Mrs. Renzi-Falge has a budget session scheduled with the city on May 11th to discuss the submitted budget proposal and to answer any questions they may have regarding capital projects or changes.
- The library has officially gone live with the new catalog. The staff is still learning all of the nuances and glitches and it will be process for the next year while they watch the catalog evolve. So far staff are happy with what they have learned and there seems to be an ease of use for most individuals. The catalog the patrons see is still very basic. It will be customizable for each library in the near future. The library has the ability to highlight new books and materials and other events right from the catalog.

- The next big change from NCLS is moving everything to Microsoft 365/OneDrive. The library currently uses google as the email and document hosting site but due to security and privacy issues, the library system believes that Microsoft is a safe route for its member libraries. By the summer, each employee will have a new way of signing into everything, an outlook account, and they will be migrating all of our files from an in house server to OneDrive or Teams (saved to the cloud). Since this is a learning curve for many of the staff, they will be attending and watching trainings as they are offered through the system.
- Mrs. Renzi-Falge is partnering with Watertown Pre-K for a special library card sign up night on May 31st. Watertown Pre-K students and families will be encouraged to visit the library that night to sign up for library cards and hear about what the library has to offer. She65 will also be offering story time, craft, LEGOS, playdough and snack for the families to enjoy while visiting. Watertown Pre-K hopes to continue to partner with us to do these events 2-4 times a year going forward.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin attended a meeting in St. Louis and had an opportunity to tour a maker space while there. He also attended a meeting in Fayetteville with Mrs. Renzi-Falge and Ms. Tehonica to tour their library makerspace (“maker-place”). The two meetings provided different ideas of how a space could be built, and what could be provided inside them. He stated that there will be a committee meeting in the near future to discuss the ideas further. He thinks a survey to the community would be helpful as well, and to also consider staffing it. Mr. DiFabion asked if an additional staff person would be needed for this, and Mrs. Renzi-Falge agreed that it would be necessary. But overall, starting small, and growing the space as time goes by.
- **Finance & Investment Committee:** Ms. Dittrich was asked to review the new proposed board budget for 2023/2024 that was sent to the board in their materials packet. She presented the changes being proposed for the next fiscal year with explanation and detail.
Ms. Dittrich also mentioned that she would like to create a 5-year financial plan (or the like), based on the discussion about the maker space. It was discussed that the plan should be created by October or November of this year so that the board can make the decision to go on the school ballot May 2024. Mrs. Renzi-Falge asked the board if anyone would like to help create an ad hoc committee to discuss future budgets and financial plans.
The board had some questions about the line items on the proposed budget, and items that need to be purchased in the near future. There was also mention of the school board ballot, and how the library board needs to consider the rising annual budget when discussing the ballot for 2024. Ms. Dittrich stated that the library is still waiting on the final city budget approval. Mr. Caughlin suggested tabling the approval until the June meeting and after the city has confirmed their annual budget for the library.
- **Friends Committee and Liaison report:** Mrs. Holberg sent Ms. Mesires the report from the meeting on May 5th. She said that the friends have been receiving book donations and sorting. There is a mail chimp survey out to the community at the moment. They heard about the conversation with Rande Richardson and they’re excited about that. They also commented on Mrs. Renzi-Falge’s presentation during their annual report and how great it was.
- **Policy Committee:** Mrs. Weldon stated that the ATTAIN Lab portion of the current policy needs to be removed. Ms. Calarco moved to approve the removal of the policies. Mrs. Seymour seconded the motion.
- **Marketing Committee:** No Report.

OLD BUSINESS:

Community Foundation Discussion: Ms. Mesires commented that she would like to discuss the options from the meeting with Mr. Richardson from the NNY Community Foundation about ideas for the library to begin an endowment fund or match campaign with their organization. The board is discussing what the fund would be for, including the 120-year anniversary celebration, and/or for the future maker space. Mr. Caughlin mentioned that he thinks that Mr. Richardson was offering a capital campaign for the anniversary event. Mrs. Renzi-Falge stated that if we do the grant match campaign, that an endowment can come hand in hand. The discussion will continue.

NEW BUSINESS:

Board Member Application Received: A resume and letter were received from Heather Tarzia for the position currently open on the board. Ms. Calarco stated that would like the candidates to be invited to a board meeting

to meet them, and discuss the board position with them directly. Ms. Mesires will extend an invitation to Ms. Tarzia, and other potential candidates.

MOTION FOR EXECUTIVE SESSION:

Mr. Caughlin motioned to enter executive session at 5:34pm to discuss attorney/client advice from Ms. Bach concerning a pending claim against the library.

Mr. Caughlin motion to leave executive session at 5:48pm.

TASK REVIEW:

- Creating an ADHOC for the school ballot.
- Budget review.
- Discussions with NNY Community Foundation.

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Mrs. Evans seconded the motion.

Meeting adjourned at 5:48pm.

The next meeting of the Board of Trustees will be held on June 13th, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary