

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, June 13th, 2023**

Present: Ms. Mesires Mr. DiFabion
 Ms. Dittrich Mrs. Evans
 Mrs. Weldon Mrs. Renzi-Falge
 Mrs. Lisa Ruggiero, City Council Liaison

Excused: Mr. Caughlin Mrs. Weir
 Mr. Atkinson Mrs. Seymour
 Ms. Calarco

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

INTRODUCTION OF GUESTS: Mrs. Heather Tarzia attended the meeting as a potential new board member.

APPROVAL OF MINUTES: There was not a quorum, therefore, Ms. Mesires is going to wait to approve the April meeting minutes until the next board meeting.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported: accounting and professional fees continue to grow, but that is the only item that appears outstanding. Nothing else is exciting. Board approval to wait until a quorum.

PRESIDENT'S REPORT: Ms. Mesires just wanted to remind the board members to complete their continuing education even though they have until the end of the calendar year to complete it. Her suggestion would be to check the NCLS website to complete it.

TREASURER'S REPORT: Ms. Dittrich reported that as of this month in the fiscal year, the profit and loss should be around 92% for both income and expenses, and income is currently at 91% which Ms. Dittrich states is as close as the board will most likely get. The school ballot funds are on target, the CBA funds are lagging behind in the receipt from the state which seems like there is always a delay. The book sales have not reached the level as hoped, but the Farmers Market is under way again which hopefully will help. The expense side is a little out of whack due to the accounting and professional fees about \$10,000 over due to the legal fees. Expenses should again be at 92%, and currently it is reflecting 76%/77% which is fine. The net income is about \$26,289.00. As a recap, the appropriated fund balance that was anticipated was \$9300.00, so as of right now, it will not be needed for the current fiscal year. The savings and checking account is currently reflecting \$173,482.00, which is on the healthy side of things. Grant and donations reflect the following: For the month of May, \$93.00 in unrestricted donations. For the fiscal year, Ms. Dittrich focused on the percentages over the fiscal year. There were 42% in grants, 40% in restricted donations, and 18% in unrestricted donations. When comparing unrestricted donations received over all time, it appears that there was an increase showing 5% over all time vs. 18% for this fiscal year. Ms. Mesires wondered if this was due to the donate button now on the library website. Ms. Dittrich was unsure, but can only hope that the trend continues. The report was did not have board approval due to no quorum.

DIRECTOR'S REPORT:

Building & Grounds

The lighting and window project will go out to bid on June 29th at 2 pm.

Programming Highlights

From Ashley Pickett: Flower Library's Seed Library is a new offering for community members. Library users and non-users alike were welcome to pick up one seed kit at the Circulation Desk and use it to start their own mini-garden at home! Armed with knowledge from an inspiring session at the 2022 NYLA Conference held in Saratoga, Adult Services Librarian Ashley Pickett led the charge and got these kits off the ground at the library.

Inside each kit, gardeners found a small amount of:

- Lettuce plant seeds (variety: Black Seeded Simpson)
- Bean plant seeds (variety: Cherokee Wax)
- Tomato plant seeds (variety: Pink Brandywine)
- Pepper plant seeds (variety: Sweet Pimento)
- Pea plant seeds (variety: Wando)
- Sunflower seeds (variety: Autumn Beauty)

All of the individual packets were labeled with enough information that anyone could get started with just a little time and effort - even if they don't have a green thumb! Thanks to a team counting and packing effort, 100 seed kits were created just in time to take advantage of the gorgeous Memorial Weekend weather. Staff hope to see the fruits (or vegetables?) of their labor throughout the summer!

From Amanda Tehonica: Earlier in the year, Amanda contacted Rhonda of Allen's Florist and Pottery Shop about the possibility of offering a flower arranging class in an effort to expand the variety of weekend programs offered for patrons. On Saturday, May 6th, 2023 the class entitled "Intro to Flower Arranging" was held in our Library's Community Room. Rhonda shared in-depth the characteristics of a variety of greenery and flowers brought along for use in creating two vase arrangements. Step-by-step she explained the process and shared numerous tips and tricks including removing leaves from stems that would be in the water to avoid mold growth and arranging at eye-level rather than looking down. The six participants shared nothing but positive feedback and two were chosen as winners of the demonstration arrangements. Amanda and Rhonda will be collaborating again in the fall to offer a class demonstrating centerpiece techniques using wet floral foam. It is also worth mentioning that originally it was agreed that the Library would pay a \$75 fee to cover the program costs but at the time of the event, Rhonda waived the fee and donated her time and all materials.

Miscellaneous

I attended the City of Watertown Job Fair at the Watertown Arena. Many city, county, and school departments got together to host a Civil Service Job Fair with the hope of getting more folks interested in working in these local jobs. I was asked to attend to showcase our Civil Service collection of exam study guides, our resume database, and any materials we had on interviews and job related subjects.

NCLS has moved us to Microsoft 365/OneDrive. There are still quite a few bugs to work out with getting everything resynched from our previous google accounts. Our biggest issue has been our staff calendar and making sure employees time off is correct for time sheets. We hope the IT department can fix this soon or we may end up having to use our own version of a google calendar.

Adult Services Librarian Ashley Pickett and representatives from the Victims Assistance Center of Jefferson County were awarded the full amount of \$1000 for The Resilient Pages: Grant Proposal for Tablets in Safe Shelter Project. This funding is part of the Outreach Mini Grant from NCLS and is intended to support projects that meet the needs of underserved populations, such as those who live in institutions or who are at-risk. The Resilient Pages Project was designed to benefit both the adults and youth who are supported by the Victims Assistance Center.

Using grant funds, library staff will purchase three wifi-enabled tablets for the residents of the Center's Safe Shelter – one for adults/teens and two for children (as well as age-appropriate tablet covers and headphones). Librarians will work together to choose a list of trending titles and topics to cover and purchase these titles via Amazon; they will be made available on the tablets through the Kindle app. Safe Shelter residents will also have full access to the library's Overdrive catalog, ensuring that the tablets remain useful beyond the initial year-long lifespan of the grant. Library staff will demonstrate how to use both resources as well as other library services during tours of the library building with residents who are comfortable traveling to the library. Reading, regardless of the content of the story or the medium through which the story is told, is widely recognized to have impacts on persons of all ages, especially during stressful times. We hope that by providing access to both educational and trending pleasure reading topics via the Kindle and Libby apps for both age groups we can provide a sense of grounding during one of the most devastating points of their life and give the clients something different to focus on. The professionally-chosen e-books will also help fulfill a need for connection and reduce the intense feelings of loneliness in an environment where clients feel an overpowering feeling of isolation.

Mrs. Renzi-Falge added to her report that she was contacted by Ms. Brianna Pisani from Pretty Little Vintage about having an event at the library in 2024. She requested that she use the library for a venue for three "pop up weddings". Mrs. Renzi-Falge read the email request to the board. There was discussion regarding the event, and the possible requirements. Ms. Mesires asked that Mrs. Renzi-Falge please add this to the July agenda under old business to further discuss this request.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin and Mrs. Renzi-Falge had a meeting with the city which included a walk-through with Mr. Ken Mix, Mr. Logan Eddy, Ms. Meredith Griffin, and Mr. Mike Lumbis to discuss the potential makers space and the potential construction grant. Mr. Mix and the others stated that they would not be able to financially assist in the project. Mrs. Carr explained to the board that the project can be funded without financial obligation from the city directly. In addition to the meeting with the city, Mr.

Caughlin, Ms. Mesires and Mrs. Renzi-Falge have had meetings to discuss the potential makers space, and what it will consist of, etc. At this point, it's decided that the makers space is the main focus, and the tech lab on the second floor will be discussed at a later time. NCLS did confirm that the project is grant eligible, and confirmed that this would be best for submission next year (2024).

Mrs. Renzi-Falge and Ms. Mesires stated that they would like to get ideas and vision about the makers space. Feedback about the space from the public/patrons is important. It is suggested to obtain newzjunkie surveys, printouts in the library, web forms, etc. Some of the ideas so far are: Kitchen, sewing machines (area), cutting machines for vinyl and paper, technology upgrades (3D Printers), cake pans, etc.

- **Finance & Investment Committee:** Board budget needs to be voted on prior to July 1st, 2023 due to lack of quorum. Ms. Mesires and Ms. Dittrich agreed to have the special meeting on Wednesday, June 21st, 2023 at 4:00pm to approve the new budget. Ms. Mesires emailed all board members to inform them of the meeting.
- **Friends Committee and Liaison report:** Ms. Mesires attending the Friends meeting, and prior to the meeting, Ms. Mesires, Mrs. Renzi-Falge and Mrs. Evans had a meeting with Mrs. Joanne Lavarnway, and asked about the endowment interest each year at the NNYCF. During the Friends board meeting, it was agreed the for 2023/2024, the endowment would come to the library for the 120th anniversary, but they would like to vote on it each year as opposed to being an automatic annual disbursement. Further discussion regarding the endowment will be taking place. Some of the Friends board members do not want the funds to go towards the litigation.

The Library board would like to understand further the policy about the endowment and how it should be disbursed. It was also suggested that the Friends group attend the training that NCLS is offering for the Friends. To be discussed further.

- **Policy Committee:** NR
- **Marketing Committee:** NR

OLD BUSINESS:

- **120th Anniversary update:** On July 12th there is a special farmers market where there will be an event about the cornerstone of the library being laid. Ashley and Amanda are creating a story board that is reflecting a timeline of the library history. The librarians would like to start purchasing promotional items (i.e. hats, bookmarks, flash drives, etc.) as soon as possible to hopefully have them available for that date. There will also be video and handwritten testimonials taken on that day (and thereafter). The events also will include history talks, and tours upcoming, etc. A lot of exciting events coming for the anniversary.

NEW BUSINESS:

TASK REVIEW:

- Contact Mr. Richardson from NNYCF to discuss Friends endowment agreement.
- Special meeting on June 21st, 2023 for Budget approval due to no quorum during regular board meeting.

MOTION TO ADJOURN: Meeting adjourned at 5:14pm. Special meeting to be held on June 21st, 2023 at 4pm in the South Reading Room at the Flower Memorial Library.

The next full meeting of the Board of Trustees will be held on July 11th, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary