

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, July 11th, 2023

Present: Ms. Mesires Mr. DiFabion
 Ms. Calarco Mrs. Evans
 Mr. Caughlin Mrs. Renzi-Falge
 Mrs. Weir Mrs. Joanne Lavarney, Friends Group

Excused: Mrs. Weldon Mrs. Seymour
 Mr. Atkinson
 Ms. Dittrich

CALL TO ORDER: Meeting was called to order at 4:06pm by Ms. Mesires.

APPROVAL OF MINUTES: Mr. DiFabion moved to approve the minutes from the June 13th, 2023 meeting, Mrs. Weir seconded the motion. Motion carried.

Mr. Caughlin moved to approve the minutes from the special meeting held on June 21st, 2023. Mrs. Evans seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that there wasn't really anything overly exciting with the consolidated expenses. The salaries appear to be a little higher due to some annual raises, etc. Closed out the fiscal year, so some expenses were closed out including the adult fiction, nonfiction, and various other things. There were no additional questions asked. Mrs. Evans moved to approve the report as presented. Ms. Calarco seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires reported that the board has a gift for Ms. Dittrich for her twelve years of service as the board treasurer. Ms. Dittrich is absent from the board meeting, but will present her with the gift at the next meeting. She also wanted to mention the continuing education that the board needs to complete before the end of the year, two hours that needs to be completed and on file. She recommended reviewing the trainings that NCLS sends out monthly that will meet these requirements. She also mentioned the kickoff of the 120-year anniversary. There will be swag to give away at the farmer's market tomorrow, and the board members should stop by. There will also be a time capsule to participate in.

TREASURER'S REPORT: Mr. DiFabion reported that per the year to date profit and loss year end, the income reflects 96.79% which is right on target. The CBA and the Book Sale line items are a lower than expected but overall, it looks okay. Under expenses, it appears right on target or under with the exception of 154% for the accounting and professional fees as expected. Overall, the expenses are at 83% for the year, and a net income of \$23,000.00. According to the grants and donations, the donation for Large Print from the NNYCF Smith Fund in the amount of \$4,620.00 was received. For the fiscal year, there was a total of \$21,000.00 in grants, \$16,000.00 in restricted donations, and \$7,000.00 in unrestricted donations received, leaving a total of approximately \$83,000.00 in total grants and donations. In the checking and savings account, there is approximately \$180,000.00, so that is looking pretty good. Ms. Calarco moved to approve the Treasurers Report as presented. Mr. Caughlin seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

The city anticipates contractor selection for the most recent bids received for the lighting and window project to be July 17th.

The fountains were examined on July 5 and they need new electrical and new pumps. I am waiting for the cost estimate to know if we will have enough money in our city budget this year to fix them. Most of the work can be done by the city without using a contracted person, which will help lower the costs.

Additional marble fell from the cornice. That project will be going to bid in August as it has been deemed detrimental at this point. It has been determined that it cannot last another winter season.

Programming/Department Highlights

From Ashley Pickett, Genealogy Department Supervisor: Over the last 6 months there has been an increase in interest in volunteering in our Genealogy Department. Our dedicated expert, Terry Mandigo, has guided volunteers of all levels through priority projects while sharing research wisdom and local history gems along the way. Volunteers have been of various backgrounds and ages, ranging adults entering second careers to highschoolers just beginning to explore the

world of work. All volunteers have worked together to tackle a massive indexing project for our family files and have begun to correct the errors made over the years while cleaning up the files along the way. The family files are a hand-curated set of histories that consist mostly of local newspaper clippings (obituaries, announcements, and other vital statistics records) with some library research records in the mix. They are organized by last names and size of the files. Because there are three different places a family file may be within the Genealogy Department, we have an index to help users locate their name of interest amongst the now 18,000+ names that are available. Our youngest volunteer, a local highschooler, has been working to sort clippings into envelopes and appropriately glue them into notebooks where needed. She has managed to catch us up on a large backlog! Our department was also lucky to have an intern this winter/spring through SUNY Empire whose main focus was the index to our family files. She diligently worked to catch errors of different kinds within the index while sharing her knowledge of current archival strategies. Her internship has since ended, but she's continued her work within the department in hopes of helping us get further along in this project. We also have a volunteer on summer break from college who is working alongside our former intern and learning from everyone within the department. In addition to our index project, our intern also helped us organize our historic maps. She worked within our budget needs and found materials that allowed us to safely store our maps in our display case in an accessible way. Next steps on this project include posting a map listing on our website for all users to view.

From Brittani LaJuett: Book Display Brigade began in June of 2022 when the Teen Volunteer Council decided they would like to focus their efforts on making an engaging book display for their fellow teens. To date, the Book Display Brigade has had 53 teens attend. Book display brigade is a teen led program during which teens make a book display for the teen space and earn volunteer hours by attending. This month there were 3 attendees. The teens chose to make a book display celebrating the start of summer with a bunch of decorated suns and books set during the summer. They had a lot of fun working together to make some truly unique creations.

Miscellaneous

NCLS hosted their annual cookout at their location on June 22nd. Several staff members were able to attend, have lunch, and network with other library staffers.

Staff has been attending continuing education classes and workshops on how to utilize the new computer and circulation systems effectively and efficiently.

After a 3-year hiatus due to Covid, FML will once again be a summer food provider for kids and teens. This lunch program is provided by the Community Action Planning Council and is offered at no cost to the kids or to us. Ashley and Jamie went to a special training and will be handing out lunches in July and August at noon on Wednesdays. All children ages 0-18 are eligible to receive a free lunch at our location. We plan to serve lunch outside unless it rains and then we will be inside.

NCLS will have a presence at the Jefferson County Fair for the whole week. They have asked Jefferson County Libraries to participate by helping to fill tabled hours and to talk to the community about our libraries and upcoming events. We will be able to fill multiple fair positions and will promote the 120 anniversary as well as summer reading events.

FML failed what the state calls "Maintenance of Effort" for 2021. Our funding was all accounted for, the library simply received less funding in 2021 from the city, due to Covid. This cut from the city triggered the MOE fail. The funding figures used to calculate the MOE are taken from the Annual Report. The city funding was restored in 2022 and the same funding remains in 2023. The city also made multiple cuts to other departments in 2021. It's for these reasons that NCLS believes the library will be eligible for the MOE waiver. NCLS is currently working with their attorney and the City of Watertown to get the waiver application paperwork together. The library board does not need to do anything for the waiver - since Central Library funding is dispersed to the system (then they turn it over to us) they have to apply for the waiver on behalf of the library. Paulette is confident that the waiver will be accepted and at this time we are not anticipating any loss of funding from the state. We have no time estimate on how long this process will take but I will keep the board in the know as I hear updates from NCLS.

COMMITTEE REPORTS:

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** No Report.
- **Friends Committee and Liaison report:** Mrs. Lavarway was in attendance to provide the Friends committee report. She confirmed with Mrs. Renzi-Falge the receipt of funds from NNYCF, and Mrs. Renzi-Falge stated that it is waiting on the Friends endorsement. She asked the board about the amount of the capital campaign or if it is still undecided. Mrs. Renzi-Falge stated that it is still undecided, and that there is more information to share with the Friends in regards to the makers' space and how it is being scaled back in

regards to the actual size of the project, therefore it will be more affordable. A capital campaign may not be necessary, as opposed to a different mode of fundraising.

Mrs. Lavarney stated that she attended the training by NCLS for Friends groups "The Best Friends Group", and felt that all of the members of the Friends board should attend the training as well. She said that she thought it was very informative, especially in regards to the money that the Friends group is responsible for, and the memorandum of understanding that the Friends and the board of trustees can draft together so that everyone is on the same page.

- **Policy Committee:** Special events policy discussion - Mrs. Carr was contacted by Pretty Little Vintage, a local events planner, and she requested to utilize the library for one-day next year to perform three pop-up weddings. Mrs. Carr asked the board the specifics in the policy that would meet the needs of the request, and how to accommodate the request, if at all. The library does not currently have an events coordinator on staff, and also the request would require the library to open for them on a day that it is closed, so it is a special request that needs to be approved. There would also be fees involved that need to be determined and approved. The board has requested that the person come and make a presentation during the board meeting in September, so they could better make their decision. Mrs. Carr will contact Pretty Little Vintage to relay the message from the board. Mrs. Renzi-Falge asked that the board does have further discussions regarding the special events policy itself to make sure that it is all firmly defined for future requests.
- **Marketing Committee:** No report.

OLD BUSINESS:

MAKERS SPACE: Mrs. Renzi-Falge reported that a few meetings have taken place in regards to the space and the plans. NCLS has confirmed that the space will be eligible for a construction grant. Next year is the plan for applying. There is a questionnaire for the public being worked on and the library is asking what the patrons/community would be interested in. The questionnaire is including suggestions like: smart boards, iPads for kids, learning kitchen, 3D printers, vinyl cutting machines, VHS/DVD Converters, STEAM kits, audio equipment, and they are leaving room for suggestions as well. Librarians are working on a mockup of the space at the moment until an architect can work on that further. They are trying to focus on what the room will consist of including: moveable furniture, sewing tables, better lighting, cabinetry, etc. The questionnaires will be distributed in August and will be out for a few weeks. After that is completed, the design of the space can start to take shape. Discussions to continue.

NEW BUSINESS:

NEW BOARD MEMBER: Ms. Mesires asked the board for a motion to approve Mrs. Heather Tarzia to be recommended to the city to be added as the new trustee to the board. Mrs. Evans made the motion as requested. Mr. DiFabion seconded the motion. Motion carried.

MOTION REQUEST – NCLS BROADBAND NYS CONSTRUCTION GRANT: Motion requested to approve Ms. Mesires signing the "Assurances Form" as part of a NYS Construction grant for NCLS on behalf of libraries for the Broadband Project. Mr. DiFabion made the motion as requested. Mrs. Weir seconded the motion. Motion carried.

EVENING PROGRAM AFTER HOUR REQUEST: Mrs. Renzi-Falge requested that the board approve two after-hours programs. The first is for the teen summer reading event being held on September 1st, 2023 from 6pm–9pm. It will require two staff members, and security. She also requested approval for the Harry Potter Event on September 22nd, 2023 from 5:30pm-8:30pm which will require 4-5 staff members and security. Mr. Caughlin moved to approve the request. Ms. Calarco seconded the motion. Motion carried.

TASK REVIEW:

- Mrs. Carr to email Pretty Little Vintage about attending the September board meeting.
- Mrs. Renzi-Falge to contact Paulette Roes at NCLS regarding CL requirements
- Updates about maker space questionnaire.

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Mrs. Weir seconded the motion. Meeting adjourned at 5:09pm.

The next meeting of the Board of Trustees will be held on August 8, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary