

**ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, September 12, 2023**

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

Excused: Mr. Atkinson
 Mrs. Weir
 Mr. DiFabion

CALL TO ORDER: Meeting was called to order at 4:03 by Ms. Mesires.

APPROVAL OF MINUTES: Mr. Caughlin moved to approve the minutes from the August 8th, 2023 meeting, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion was not present to give a full report. The board asked for explanations regarding the genealogy expenses. Mrs. Carr explained that it was higher than usual due to the purchase of the new microfilm machine. Mr. Caughlin moved to approve the report as presented. Ms. Dittrich seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Mesires presented Ms. Dittrich with her certificate of appreciation for her 12-year term as the board treasurer.

Ms. Mesires also wanted to discuss with the board on whether or not they had seen the most recent Watertown School District board meeting that recently took place, and if they had heard the comments regarding the library's collection of taxes. It appeared that the commentary held some misinformation in regards to why the library is on the school ballot, as well as who can be a trustee of the board, etc. Ms. Mesires is concerned that this specific individual appears to be confused with the information, so she feels that due to the change in board members, some reeducation for the school board may be beneficial because there may be some do not understand the process. The board discussed the best approach for providing the correct information to the school board members. It was suggested to invite the members to a library board meeting, as well as the library board members attending a school board meeting. NCLS has also offered to attend the school board meeting to assist with educating the school board members, and the community about the importance of the school ballot funding. It was agreed among the board that a presentation should be made. To be discussed further.

TREASURER'S REPORT: Mr. DiFabion was not present. Ms. Mesires reported on his behalf. On the profit and loss, there was a large donation made into grants and donations which was the interest income from the Friends for \$13,950.00 which was the interest from the NNYCF account, as well as the book sale income, so the income looks good. For the expenses, the only item that looks excessive is the genealogy due to the new microfilm machine. The bank account listing reflects approximately \$180,000 between the checking and savings. The board asked Mrs. Carr to check on the due dates for the CD Account renewals. For grants and donations, all transactions, it appears that there is approximately \$92,000.00 remaining. For the month of August, there is a bottom line of \$11,529.28. Mrs. Renzi-Falge also commented that Mr. Lance Evans also just dropped off the check from the Jefferson-Lewis board of realtors in the amount of \$2,626.35, so that will appear on next month's reports. There was a mistake made on the year to date report, so unfortunately that information was inaccurate. Ms. Dittrich moved to approve the Treasurers Report as presented. Ms. Calarco seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

We are still waiting on our schedule from ZeroDraft for the window project. ZeroDraft has the contract for both the windows and the lights. They have subcontracted the lights to Watson Electric. ZeroDraft believes that once the windows come in the whole project should only take two weeks and then another two weeks for the lights. Heritage Masonry was recently awarded the contract for the cornice. They are still in the early stages of getting all of their paperwork submitted so we do not have a tentative start date. Our city engineer believes this project can be completed before the winter.

The quotes for the fountains has not come in yet. Our maintenance team has once again reached out to the contractor to ask for a date. They are hoping to have more information by September 8th.

Programming/Department Highlights

From Jamie LaPlaca: We are in the process of building a homeschool library in the Children's Room. Some of the materials have already been sent to NCLS for processing, so it is just a matter of time before they hit our shelves. The goal of our Homeschool Library is to give homeschool families a chance to figure out what works best for their child(ren) without having to buy materials right off the rip. This collection will give families a chance to look through different materials and try out different approaches for free. Once they decide what approaches work best for their needs, they will then know exactly what to purchase for their child(ren). In addition to textbooks and other curriculum materials, we will also have information sheets detailing the legalities behind homeschooling in Watertown and NY State, teacher editions with complete tests and answer keys, supplemental materials to go alongside the textbooks, and more. Our collection will serve grades K-12. Our Homeschool Library materials will follow Dewey Decimal System classification, but will not fall under J like our non-fiction collection. They are marked as HSC. For instance, HSC 372.6 BAUE. They will also be marked with a hot pink sticker so they stand out. To start, all homeschool items can be placed on hold by our patrons only. If patrons from other libraries come in person to check them out, that is fine. There are also no renewals on any of the homeschool materials. Checkout is for 4 weeks. While patrons cannot write in the homeschool materials, they are more than welcome to make as many copies as they want and/or take pictures of the pages. Once the collection is on the shelves, we will be keeping an eye out to see what works and what doesn't. We will also be talking to patrons who use the collection to get their opinions. We are willing to make adjustments to the collection and its circulation if it means it'll better serve the needs of the community.

From Amanda Tehonica: I have continued to build a relationship with the DPAO Day Habilitation Center participants and staff going on four years now. My most recent visit on August 17th followed the routine we have established for our time together each month. Two picture books are chosen by me to be read aloud and for this visit the main character in each was a tyrannosaurus rex. Both were silly in nature which the group absolutely loves -- they roar along and react to the story prompts. After the stories we switch our focus to being creative together. This time each participant decorated a cartoon-style tyrannosaurus rex in a style of their choosing using a variety of art supplies. They gave their dinosaurs names and their art typically becomes a bulletin board display in the entrance area of their space. Their smiles and laughter are truly heartwarming which adds to how much I look forward to my visit each month.

Miscellaneous

There is a new partnership between the North Country Library System and HarmoNNY Performing Arts Community to lend musical instruments through the delivery. People are able to sign up through HarmoNNY to borrow musical instruments and pick them up at their local libraries. Flower Library will be one location where items may be picked up. There are no large items coming (ie: drums, harps) but more like the occasional saxophone or trumpet. This is a one-year pilot program to see how it all works out. More information can be found at <https://www.harmonny.org/instrument-lending-library>.

As part of "Good Neighbors Day" Community Bank reached out to us to offer a donation of \$250 for the MakerSpace. The Drop your Drawers campaign will begin again in October. Brittani LaJuett takes the lead on this amazing program to encourage the community to donate new kids underwear to us which we then give to school nurses in the Watertown District. This will be our 3rd year of helping students feel clean and dry at school!

NCLS 75th anniversary annual meeting is September 14. There is now a waiting list to attend. We have multiple staff members attending this year.

Ms. Amanda Tehonica and Mrs. Andrea Carr have been selected by the Greater Watertown Chamber of Commerce to attend the Jefferson Leadership Institute for the 2024 Class. Very exciting for them both. They will be attending classes over the next year all over the North Country in order to strengthen their leadership skills.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin reported that there was a meeting with the committee. The makers space survey has gone out. The windows and the light project are coming at some point. The windows have been ordered, and they are waiting on them to be shipped. The cornices are also waiting to be started/repared as well. There has also been discussion about the fountains being repaired. Roxanne Burns put out a press release about potentially started a fundraiser to repair them. The repairs should be done in the spring.

- **Finance & Investment Committee:** Mr. DiFabion was not present for the meeting. Ms. Mesires asked that Mrs. Carr lead the discussion in regards to a new credit card for library use. Mrs. Carr explained that she had requested a meeting with the finance committee to discuss a change in credit card due to multiple reasons that have been discussed previously with the board when it comes to the KeyBank credit card (i.e. lost payments, issues with fees, customer service, purchasing restrictions, etc.). Also, the amount of the card needs to be increased due to the changes in purchasing needs for the library. Mrs. Carr stated that she had presented the committee with a couple of different options that had been suggested to her including Chase Ink and Capital One Spark. And upon further discussion with other business owners, it appears that the best option for the library would be the Capital One “Spark Business” credit card. Mrs. Carr requested approval from the board to have Mr. DiFabion apply for the new business credit card, and to close the KeyBank credit card. Mr. Caughlin motioned to authorize the treasurer of the board (Mr. DiFabion) with Mrs. Carr to seek a new credit card, apply for a minimum of \$5,000 spending limit, and to terminate the KeyBank credit card by the end of the 2023 calendar year. Mrs. Evans seconded the motion. Motion carried.
- **Friends Committee and Liaison report:** Mrs. Renzi-Falge reported that the Friends had their meeting with Mr. Rande Richardson from the NNYCF to learn about their investment opportunities. She stated that they were very amicable to the idea to begin giving the library the interest off of their endowment yearly. They also discussed different ways to work with NNYCF in the future to fundraise for the MakerSpace. Otherwise, they are in full planning for the book sale in October. October 20th is preview night. Their bookmarks are ready, and the posters are made.
- **Policy Committee: NR**
- **Marketing Committee:** Mrs. Renzi-Falge said the only item she wanted to share about marketing was pointing out that on the budget line, the members may notice some funds were used to boost a Facebook ad, and also paid for NewzJunky to run an ad, for the survey for two weeks, for the MakerSpace.

OLD BUSINESS:

Jane Deline Grant Funds Update: Amanda Tehonica looked into applying for this grant. It appears that the library is not currently ready to apply quite yet, because the library will need to have all mechanisms in place, be able to complete a full presentation, and have all outcomes within six weeks of receiving the funds. So it appears that the library will be better suited to apply next year once the MakerSpace project is underway, and the library has a better idea of what exactly will be needed for the maker’s space. The application window is open in August through September.

Special Events Discussion: To be discussed at the next meeting due to the presenter not being able to attend this meeting.

NEW BUSINESS:

- **Joe Foy – Nomination:** Mrs. Renzi Falge stated that NCLS contacted her and asked that the Flower Library board make a formal nomination for Joe Foy from HarmonNY to be nominated to the NCLS Board of Trustees. Mr. Caughlin motioned to nominate Joe Foy to the the NCLS Board of Trustees. Mrs. Weldon seconded the motion. Motion carried

TASK REVIEW:

- Mrs. Carr to confirm Wedding Coordinator for next month’s meeting
- Mrs. Renzi-Falge and Ms. Mesires to contact the school board to engage in a discussion regarding the school tax and library funding.

MOTION TO ADJOURN: Mrs. Evans motioned for the meeting to be adjourned. Mrs. Seymour seconded the motion. Meeting adjourned at 5:02pm.

The next meeting of the Board of Trustees will be held on October 10th, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary