

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 10, 2023

Present: Ms. Mesires Mr. DiFabion
 Mrs. Weldon Mrs. Seymour
 Mr. Caughlin Mrs. Renzi-Falge
 Mrs. Joanne Lavarney, Friends Liaison

Excused: Ms. Dittrich Ms. Calarco
 Mr. Atkinson Mrs. Weir
 Mrs. Evans

Guest: Student from JCC Government Class

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

APPROVAL OF MINUTES: There wasn't a quorum at the meeting so the minutes could not be voted on. There were not any questions asked.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that everything is in line. Adult non-fiction is a higher expense, which is expected to happen as the year goes. The vote will take place during the board meeting in November due to not having a quorum.

PRESIDENT'S REPORT: Ms. Mesires wanted to mention again the trustee education that is required by law each year. It is due before the end of the year. She also wanted to remind the board that a policy was passed that if the required education is not completed, you can be asked to abdicate your seat on the board, so please complete those hours required. NCLS sends out education available each month. The hours must be sent to the board president to be compiled.

TREASURER'S REPORT: Mr. DiFabion reported the year to date P&L should be at 25% for both income and expenses, and they are both currently below that. Book sales and restricted donations are doing quite well thanks to the farmers market. Expenses are mostly trailing behind including adult graphic novels, and large print. There are also some large expenses like genealogy which have already been discussed. The bank account listing is still about \$184,000.00 which is roughly about where it was last month. Money was received from the Jefferson-Lewis Board of Realtors in the grants and donations as well as a donation for adult audio books. No questions were asked. Approval of the report will take place during the next board meeting.

DIRECTOR'S REPORT:

Building & Grounds

We have received notice that it is too late in the season to begin the cornice repointing project. They need the temperatures to stay between 50-90 degrees for multiple days in a row to do the work. They have stated that they will begin work in April 2024.

Programming/Department Highlights

From Jamie LaPlaca: Once a month I team up with volunteer Sarah Wolfe to conduct a Music and Movement program designed for ages 0-5. Sarah has a background in music, and knows how to play various instruments including the ukulele. During this program, Sarah uses song and dance to encourage kids to get their bodies moving, their voices singing, and to make some beautiful noise. The songs Sarah uses involve following her movements, teaching participants how to listen to the lyrics and follow what they say. While the kids are having fun dancing and singing, they are also learning important early literacy, comprehension, and cognitive skills to help them in the classroom and in their daily lives. In addition, Sarah also teaches them some basic sign language so they can communicate nonverbally. She taught them the signs for "thank you," "yes," "no," and more. This past session on September 22nd, there were a total of 40 participants. The previous session had a total of 38. Our next Music and Movement program will be Friday, October 20th at 10:30am.

Please see the attached summer reading report from Program Coordinator Brittani LaJuett. (Included in the meeting materials).

Miscellaneous

Chris Brock from the Watertown Daily times did a wonderful multipage article about the library, our rich history, and our plans for the future. I have included the article in the board packet.

On Tuesday October 10 at 7:30 PBS will be airing a special about the library and our "ghosts"/ghost tours.

The Makerspace Survey just closed. There were 153 people that filled out the survey, and it's 457 pages long. The librarians have a meeting on Friday, and they are going to split up the questions up among them, highlight areas of interest and discussion topics, and bring back a report of results for the board.

Also, on October 17th, Pat Currier, the architect for the library/city, is coming to the library to take a look at the future makerspace area to help us to start getting quotes compiled to work on the construction grant in the near future. Mrs. Renzi-Falge and Mrs. Carr also had a meeting with the city codes department to discuss with them the potential plans for the makerspace to ensure that there wouldn't be any issues, and they confirmed that all would be fine as long as ventilation and fire codes are met, etc.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin reported that the YMCA is putting in a teaching kitchen as well, so it might be something to consider while planning the makerspace. Mrs. Renzi-Falge also reported that the library is waiting on the glass samples, as well as the status on the start of the lights on the second floor.
- **Finance & Investment Committee:** New credit card applied for and approved. Also going to be planning a meeting soon.
- **Friends Committee and Liaison report:** Mrs. Lavarney reported that the book sale is almost ready, the preview night is one week from this Friday. The signup sheet is available for people to sign up for volunteering at the book sale. The Friends are also looking forward to hearing about the cost for the makerspace so they can help with that.
- **Policy Committee:** Mrs. Weldon reported that Mrs. Renzi-Falge sent the current policy to the committee to review for any revisions that need to be made. The committee is planning to have weekly or bi-weekly meetings in order to update several policies at once, and to stay within the law, which states that they need to be reviewed and updated every five years. So the intent is to get them updated all within the same year and keep them on a schedule in order to make it easier for the committee to stay within the law.
- **Marketing Committee:** No Report.

OLD BUSINESS:

- **Letter to School Board:** A letter to the Watertown City School Board was included in the board meeting packet for the board members input. It is a letter that Ellen Bach suggested that the library board write in order to help clarify the purpose of the library being on the school ballot. There has previously been some confusion by some of the newer members on the school board regarding the ballot. The letter was sent to Ms. Bach for her review, but she hasn't responded. Ms. Mesires is asking the library board if it should be sent to the school board without her approval. It was decided that they will give it a couple of more days before sending it to the board. If they do not hear from Ms. Bach by Friday, Mrs. Carr will mail it out to the school board.

NEW BUSINESS:

- Approval of Central Library Funding for NCLS (budget in board packet). Cannot be voted on without a quorum.
- Approval of Library staying open later on Friday December 15th for an interactive movie night (6:00p-8:30p). Cannot be voted on without a quorum. Moved to November meeting agenda.
- Approval to close library for staff training day on January 19th, 2024. Cannot be voted on without a quorum. Moved to November meeting agenda.

TASK REVIEW:

- Try to get in touch with Ellen Bach.
- Sign up to volunteer for the book sale.
- Trustee Training completion.

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Mrs. Seymour seconded the motion. Meeting adjourned at 4:38pm.

The next meeting of the Board of Trustees will be held on November 14th, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary