

**ROSWELL P. FLOWER MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, November 14, 2023**

Present: Ms. Mesires      Mr. DiFabion  
          Ms. Dittrich      Ms. Calarco  
          Mrs. Evans          Mrs. Weldon  
          Mr. Caughlin      Mrs. Renzi-Falge  
          Mrs. Seymour      Mrs. Joanne Lavarney, Friends Liaison  
          Mrs. Lisa Ruggiero, City Council Liaison

Excused: Mrs. Weir  
          Mr. Atkinson

Guest: Shikhar Vyas, New Board Member Applicant

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

**APPROVAL OF MINUTES:** Both the September 12<sup>th</sup>, 2023 and the October 10<sup>th</sup>, 2023 minutes needed to be approved. Mrs. Evans moved to approve the minutes from meetings, Mr. DiFabion seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Ms. Mesires again reminded all board members to complete their trustee education before the end of the year. Trustee education can be found on the NCLS website. There are approximately six weeks left to complete it. Also, there is a new edition (2023) trustee handbook that has been published. There are several copies at the library for people to review. Eventually, it will be available online. Mrs. Renzi-Falge stated that there are some important updates in regards to NYS standards, etc.

**TREASURER'S REPORT:** Mr. DiFabion combined his consolidated budget and treasurers report into one. He stated that the bank accounts are standing firm at about \$190,000.00. He reviewed that most expense line items across the board are fairly stable. He did point out that the office and library supplies are higher than normal. Mrs. Carr pointed out that there has been more purchasing out of the board budget on that line item than expected, and it will have to be considered during budget talks for the next fiscal year. Ms. Mesires reminded the board that two months of both consolidated expenses and treasurers reports (September and October 2023) need to be approved by the board. Mr. Caughlin moved to approve September and Octobers reports as presented. Ms. Dittrich seconded the motion. Motion carried. Mr. DiFabion added that there was donation from NCLS for CBA Funds. Mrs. Renzi-Falge noticed that there was an expense in office and library expenses that should be moved to library furnishings, so asked the board to please amend the approval with that change. Mr. Caughlin amended his motion to include the change. Mrs. Seymour seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

**Building & Grounds**

We had our initial walk through with architect Patrick Currier to discuss plans for the MakerSpace. While he was here we were also able to pick out the color for the window casings. We went with Medium Bronze to match the other windows that were just replaced. Zero Draft is struggling with designing the new windows over the side door and loading dock door due to the size and shape of the space. They are currently working on updated drafts and modifications from the original design. We asked if they could start the lights since the windows were taking longer than anticipated. It was explained that two of the light fixtures are currently on backorder and they are waiting for those to come in before they begin. We have no time estimates for when these projects will begin at this time.

**Programming/Department Highlights**

From Jamie LaPlaca: On Saturday, 10/28 I hosted a Halloween Party for all ages and abilities. Halloween costumes were encouraged, but not mandatory. Attendees got to go around the Children's Room and the Community Room to try to earn candy. We had four different games and three different crafts. The games included a bucket toss, a ring toss, a football toss, and a cup toss. The crafts included a coloring magnetic picture frame, scratch art, and a do-it-yourself bracelet. This program was meant to provide a safe place for all ages and abilities to come and celebrate Halloween. Many people may be uncomfortable wearing a costume or may be considered "too old" to trick-or-treat, which prohibits them from doing activities they may want to partake in. This program welcomed any and everybody. Many adults who did not have children with them even came in to join the fun. In order to be even more inclusive, everyone got candy whether or not they won the game. This program was meant for pure fun, not for competition. With the help of 6 volunteers and the Friends for letting me use the Community Room, this program was a huge success. I had to reprint our youth program calendars twice (30 copies each batch) and reprint newsletters because so many people were interested in what else we offered. There was a total of 237 people who attended the program. Photos from the program were posted on Facebook. So far, the post received over 60 likes and 7 shares.

Please see the attached outreach report from Program Coordinator Brittani LaJuett.

## Miscellaneous

October was a busy month for ghost tales. I was invited to tell library ghost stories 2 weekends in a row for the History and Haunts downtown tour (hosted by DBA). I was interviewed by ABC 50 for an upcoming segment they are releasing on local haunts (due to air in November).

Ashley Pickett, Jamie LaPlaca, and myself attended the NYLA conference in Saratoga Springs. Some of the classes we attended included:

- Expanding Collections for Diversity, Equity and Inclusion
- Kind, but with Spine: Constructive Confrontation, Deliberate Boundaries and Avoiding Compassion Fatigue
- NYS Library's Personal History Initiative
- By All Teens Necessary
- Drop STEM, Why We Need STEAM
- Active Programming for Families
- Rethinking Summer Reading
- Expanding Collections for Diversity, Equity and Inclusion
- Designing Community-Centered Libraries
- Teaching Tech for Non-Tech Teachers
- Pushing Boundaries without Pushing Buttons
- Librarian's Guide to Genealogy
- Researching Historical Travels for Patrons
- Censorship Then and Now
- Oral Histories with Friends and Colleagues

Mrs. Carr and Mrs. Renzi-Falge have been working on opening the new credit card. The pre-approval has been granted by Capital One, but Mrs. Renzi-Falge isn't currently on the library bank accounts, therefore, a full approval hasn't been given so during the finance and investment portion of the meeting, approval will be needed to add her to all bank accounts.

The City of Watertown invited the library to participate in the Christmas Parade on Friday, December 1<sup>st</sup>, 2023. Mrs. Renzi-Falge stated that she thinks that the staff shows a lot of interest in participating, but in order to do so, the library hours would need to modify the hours from 10:00am-6:00pm to 9:00am to 5:00pm. She quickly shared some initial thoughts on the design of the "float" for the parade. She also expressed that the board of trustees and the Friends are welcome to join. Ms. Mesires asked the board for a motion to modify those Friday hours to accommodate the parade. Mr. Caughlin motioned to change the hours on Friday, December 1<sup>st</sup>, 2023. Mr. DiFabion seconded the motion. Motion carried.

## COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that he does not have a report aside from what Mrs. Renzi-Falge explained about the lights and the windows in her director's report. And later the results of the survey will be explained.
- **Finance & Investment Committee:** A motion is requested to add Mrs. Renzi-Falge and Ms. Mesires to all library bank accounts and remove Ms. Dittrich. Mr. DiFabion motioned to make the changes to all of the bank accounts. Mrs. Evans seconded the motion. Motion carried.
- **Friends Committee and Liaison report:** Mrs. Lavarney reported that the book sale was a big success and it's estimated to have made about \$9,500.00. She thanked the library staff and trustees for their help. The Friends group is excited to hear more about the MakerSpace and how they can help proceed with the project. Also, the Jennifer Banazek has created a raffle fundraiser that includes a Lego set and gift certificate to Dry Hill.
- **Policy Committee:** Mrs. Weldon reported that the policy committee had their first meeting in regards to creating a uniform library policy document. They committee is deeply considering not only the content but the format. The initial changes that are being presented were included in the board meeting packet. Ms. Calarco motioned to approve the initial changes. Mr. DiFabion seconded the motion. Motion carried.
- **Marketing Committee:** No Report.

## OLD BUSINESS:

- **Approval of Central Library Funding for NCLS (budget in board packet):** Ms. Dittrich had a question in regards to the marketing line item. Mrs. Renzi-Falge explained that this is used for the NCLS promotional signage (pull up screens), book marks, advertising on radio, television, etc. Mrs. Renzi-Falge also pointed out that Mrs. Crossway received an increase in salary. Overdrive increased as well as Ancestry. Ms. Dittrich moved to approve the budget. Mrs. Weldon seconded the motion. Motion carried.
- **Approval of Library staying open later on Friday December 15<sup>th</sup> for an interactive movie night (6:00p-8:30p):** Mrs. Renzi-Falge requested that the library show an interactive movie after hours on December 15<sup>th</sup>. The movie that will be shown is "Home Alone". Mrs. Weldon moved to approve the after-hours program. Mr. DiFabion seconded the motion.
- **Approval to close library for staff training day on January 19<sup>th</sup>, 2024:** Mrs. Evans motioned for the closure. Mrs. Seymour seconded the motion. Motion carried.
- **MakerSpace Review discussion:** Mrs. Renzi-Falge created a condensed version of the complete survey for the MakerSpace. The board reviewed the report. Mr. Caughlin stated that he liked the librarian recommendations. Discussion among the

trustees in regards to the specifics of health codes for a teaching kitchen, etc. as well as the accessibility of the spaces to the community. It's also discussed that it's a good idea to now start creating policies for the space to make sure that it's best for not only for the library but for the community as well. Ms. Mesires asked that a list of items and prices wanted for the space be presented in January.

**TASK REVIEW:**

- Mrs. Renzi-Falge will be looking into health regulations for a learning kitchen.
- The policy committee to review other libraries policies for MakerSpaces.

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

The next meeting of the Board of Trustees will be held on December 12<sup>th</sup>, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary