

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, January 9, 2024**

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

Excused: Ms. Dittrich  
          Mr. Atkinson  
          Mrs. Weir

Guests: Ms. Amanda Tehonica, Librarian  
          Ms. Debbie Dermady

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

**MOTION TO ELECT NEW PRESIDENT AND VICE PRESIDENT 2024-2026:** Ms. Mesires requested a motion to formally elect the new library board president and vice president for the 2024-2026 term. (This was not previously voted on due to not having a quorum in November, and not having a meeting in December). Mr. DiFabion moved to elect Mrs. Evans as the new board president and Ms. Calarco as the new board vice president effective immediately. Mrs. Weldon seconded that motion. Motion carried.

Mrs. Evans then presented Ms. Mesires with an award and gift to express the board's gratitude for her 2021-2023 term as the president of the board.

**APPROVAL OF MINUTES:** Mrs. Evans asked the board for a motion for the approval of the November 14<sup>th</sup>, 2023 meeting minutes. Ms. Calarco moved to approve the minutes, Mrs. Weldon seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Mr. DiFabion reported that the consolidated expenses look fairly typical. There are a couple of expenses that appear to be a little higher than usual, including the adult non-fiction. Otherwise, there isn't a lot out of the ordinary to report. Mrs. Renzi-Falge asked Mrs. Carr to explain the status of the school ballot funds. She explained that she spoke with the business office at the school district after receiving approximately \$294.00 check unexpectedly (as opposed to the \$75,000.00 allotted) and they stated that they had not yet received the tax funds from the municipality, and those funds will be forwarded as soon as they received them as well. Mr. Caughlin moved to approve the report as presented. Ms. Mesires seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Evans again thanked Ms. Mesires for her term as president.

Additionally, mentioned the email that was recently sent from Angela at NCLS titled "The Board Buzz" and wanted to make sure that everyone paid attention to that email when it comes out because she feels it will be beneficial to all members while serving on the board.

She also wanted everyone to start thinking about new board members because there are some positions that will be coming up in the near future. Heather Tarzia was a person that was agreed upon by the board, previously. She asked that all board members please have anyone they think would be a good fit to forward their resumes to Mrs. Renzi-Falge. Mrs. Renzi-Falge did also mention that there are a couple of board members that have not officially or formally resigned, but have not been attending meetings so the board can decide how they would like to proceed with those positions. And there will also be members that have served two full terms, and will also be coming off of the board at the end of this year. Mrs. Ruggiero mentioned that the next city council meeting is taking place next Monday if they would like the new member to be voted on. The board agreed that it would be okay if it was presented to council for a vote on February 5<sup>th</sup>.

**TREASURER'S REPORT:** Mr. DiFabion stated the bank accounts appear to be a little higher at over \$209,800.00 due to receiving the CBA funding from NCLS. When it comes to the year to date profit and loss, it should be at 50%. The income is just shy of the target percentage with 49.07%. Unrestricted and Restricted donations are exceeding the goal, with grants, and the school ballot (as discussed previously). Otherwise nothing overly remarkable. As for expenses, they are behind at 32.54% as opposed to the projected 50%. Adult graphic novels and promotional materials, office and library materials and genealogy expenses are the few items that are exceeding the projection. Grants and donations, book sale funding from the Friends was received in the amount of \$9,500.00 towards programs for next fiscal year as well as a \$100.00 donation towards audiobooks. For the fiscal year to date, about \$28,000.00 has been received, and for all time, about \$110,000 received in total grants and donations. CD is up for renewal. Mr. DiFabion will be shopping rates and will come back with that. Ms. Mesires moved to approve the Treasurers Report as presented. Mrs. Weldon seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

**Building & Grounds**

The lighting project is nearly completed. The new lights and dimmer switches are installed. The lights look wonderful in the rooms. They are still waiting to install one back ordered switch. Zero Draft anticipates this to be completed in the next week or so. They are still waiting for the windows to come in to begin the second part of the project.

## Programming/Department Highlights

From Brittani LaJuett: Snow is in the air...well maybe not- but it will be soon, so you know what that means, the Winter Reading Program is here! All ages are welcome to participate. This year participants have from December 21 at 9:00 am until March 19 at 8 pm to read and turn in their time read for prize tickets. Every hour read equals 1 chance to win one of our fabulous prizes. For children ages 0-12, prize options include gift cards for Amazon, Target, or Walmart. For teens ages 12-18, there are 3 opportunities to win a gift card to Walmart, Game Stop, or Stewarts. For ages 18+, prize options include the winners' choice of gift cards to Amazon, a local coffee shop, or a local eatery (located within Watertown). Participation is easy, just stop by the library to pick up a reading log, fill out the reading log as you read, and turn it in for prize tickets by March 19, 2024 at the latest. Teen and Adult participants have the added option to turn in time read via online forms, available on our website. The fine print: winners must be able to pick up their prizes at the library as prizes will not be mailed, participants may only win 1 prize, and reading hours must be submitted by the deadline to be eligible. Teen participants are limited to submitting 200 hours total and adult participants are limited to submitting a total of 250 hours total.

From Jamie LaPlaca: On Saturday, December 9<sup>th</sup>, I held an Elf Workshop program for all ages and abilities. This is a program we do every year given its popularity. The goal of this program is to give people of all ages and abilities a space to celebrate the holiday season. This program is self-directed, so participants were able to do the activities at their own pace. The activities included eating Christmas-themed snacks, writing letters to Santa, creating reindeer antlers, designing a winter-themed puzzle, designing ornaments, and taking photos with Santa and Mrs. Claus. While the program itself was meant to be fun, there were certain elements of the program I purposely included to meet the interests and skills levels of different ages and abilities. For instance, the reindeer antlers involved using only stickers to decorate the antlers while the ornaments involved coloring within the lines of the ornament. The reindeer antlers were chosen with preschoolers and younger in mind while the ornaments were chosen with school-aged children in mind. In addition, the winter-themed puzzle not only involved markers and crayons, but also involved using more advanced problem-solving skills to put the puzzle together. The puzzle, although only 25 pieces total, was meant for a more skilled audience. The three levels of crafts welcomed not only those who prefer a certain way of designing over another, but also welcomed those with differing abilities. As stated above, the purpose of this program is to give people of all ages and abilities a space to celebrate the holiday season. Therefore, keeping multiple interests and skills levels in mind was a top priority when planning. While the participants were mostly school-aged, many adults also joined in on the fun. With the help of 4 volunteers and Stewart's Shops for sponsoring the program, this program was a huge success. A total of 132 participants attended this program. Over 30 photos were posted from the event on our social media accounts. In total, the posts reached 66 likes and 5 comments.

## Miscellaneous

Our new public copier has arrived! We are waiting on IT for help getting it set up and ready for public use.

We will have our annual financial audit presentation at the February meeting.

The librarians and myself are busy collecting prices and information for furniture, electronics, and other items in preparation for the Makerspace construction grant.

## COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin stated that he didn't get a meeting together over the past couple of months but did get some material from Dawn Vincent at NCLS regarding other makerspaces within the system that have been completed with a construction grant. Also the committee is going to be getting more information regarding the department of health and the requirements for teaching kitchens.
- **Finance & Investment Committee:** Mr. DiFabion mentioned that it has been brought to the attention that there needs to be an outside person, not a board member, to be the treasurer. He would like to open a discussion about appointing a person that is an outside entity that would be the official treasurer. It could be an outside accounting group, or a staff member to the library. It cannot be Mrs. Carr as she directly handles all transactions that are received or sent, or Mrs. Renzi-Falge as the director. Mr. DiFabion as the current treasurer would take on the role as a CFO. The board asked to have Matt Corey from NCLS attend the March board meeting to further discuss this topic and gain further understanding regarding the requirements, etc.
- **Friends Committee and Liaison report:** Mrs. Renzi-Falge reported that the Friends are having their annual luncheon as a thank for their book sale. They are also discussing bringing back an evening with the artists (previously known as the art gala) which was a successful fundraiser for them a few years ago. It will most likely be in the spring or summer of 2025. Mrs. Renzi-Falge stated that it would be a great fundraiser during the big 120<sup>th</sup> anniversary events that are going on at the library. Ms. Calarco asked if the Friends have been able to fix their renewal process because she had still not heard if she had been renewed as a member. Mrs. Renzi-Falge said she would look into that.
- **Policy Committee:** Mrs. Weldon reported that the committee has been meeting and reviewing all of the policies and have been making several changes. Again, they are focusing on making everything within the policy manual uniform. There was discussion regarding the board required education that must be completed each year, and the amount of time allowed for a grace period into the following year. It cannot exceed 90 days, but the question was should it be less? Mr. Caughlin pointed out that it was currently set at 45 days. Mrs. Renzi-Falge explained that it was most likely because of the annual reporting that must be completed in February each year, and that the library board must be in compliance with this requirement. The board agreed to keep the current policy of 45 days. Mrs. Weldon briefly explained the additional changes that were made. The suggested changes made for approval were previously sent in the board meeting packet. Mr. Caughlin moved to approve the changes to the policies submitted to the board with the

exception of the special events policy as that needs to be further discussed. Mr. DiFabion seconded the motion. Ms. Mesires requested to amend the policy due to the fact that the special events policy is out of date, and should be approved as is, and can be reviewed at a later date. Mr. Caughlin agreed to amend his motion to approve all policies submitted to the board in the meeting packet, Ms. Mesires seconded the motion. Motion carried.

- **Marketing Committee:** Mrs. Renzi-Falge stated that the committee hasn't really met. There have not been any new purchases made, and the materials previously purchased are still being distributed. The committee is happy to accept new members.

#### **OLD BUSINESS:**

- **MakerSpace Kitchen Update (Department of Health):** Mrs. Renzi-Falge spoke with Carol from the Department of Health and she explained that the NYS Public Health Guidelines for the addition of a learning and instruction kitchen in public libraries follow very similar to the food service guidelines. The difference is we would have to obtain an application for a permit, however fortunately, because we're a nonprofit organization, it would be free of charge. And because we're not regularly going to have food, and/or resources, the kitchen would be subject to minor inspections but nothing overly concerning as we it's not operating as a restaurant. Only to ensure that its being run safely and effectively.

#### **NEW BUSINESS:**

- **Long Range Plan (current one expires in 2025):** Mrs. Renzi-Falge created an updated long range plan considering the previous is expiring in 2025. She is asking if there is a subcommittee that would like to be formed in order to provide input in its creation. Mrs. Evans stated that if anyone is interested in participating in the committee to let her know or Mrs. Renzi-Falge know.
- **Bylaws review:** Ellen Bach recommended that the board look over the current by-laws to ensure that everything is completely correct of and accurate. Upon discussion, the board is considering having the attorney review them directly. They feel it could be considered preventative maintenance for the board. Mr. Caughlin moved that the board contact Ellen Bach/Whiteman, Osterman & Hanna to request an engagement letter and present it at the next board meeting in February for further discussion. Mr. DiFabion seconded the motion. Motion carried.

#### **TASK REVIEW:**

- Mrs. Renzi-Falge to contact Matt Corey to attend the March board meeting.
- Special events policy to be added to the February agenda.
- Mr. DiFabion to look into CD Rates.
- Mrs. Evans will be contacting the Mayor to nominate Mrs. Tarzia for the position on the board.
- Board members to consider new potential trustees.

**MOTION TO ADJOURN:** Ms. Mesires motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 5:06pm.

The next meeting of the Board of Trustees will be held on February 13<sup>th</sup>, 2024 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary