

**ROSWELL P. FLOWER MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, February 13<sup>th</sup>, 2024**

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

Guests: Mrs. Liz Bush and Ms. Janelle Tuper from Bowers and Company CPA's

**CALL TO ORDER:** Meeting was called to order at 4:00pm by Mrs. Evans.

**MEETING GUEST AND AUDIT REVIEW:** Liz Bush and Janelle Tuper from Bowers and Company, CPAs were in attendance for the board meeting in order to review the 2022-2023 annual audit. Ms. Tuper reviewed the audit that was completed recently which included any and all changes that needed to be mentioned, and items that needed to have the boards attention, etc. They also offered recommendations to update procedures and implement new policies that will help accounting processes in the future. They reviewed any journal entries that needed to be made in QuickBooks in order to make everything balance accordingly. The board did not have any questions for Mrs. Bush or Ms. Tuper. Ms. Dittrich motioned to accept the audit as presented, Mr. Caughlin seconded the motion. Motion carried.

**APPROVAL OF MINUTES:** Ms. Mesires moved to approve the minutes from the January 9<sup>th</sup>, 2024 meeting, Mrs. Weldon seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Mr. DiFabion reported that the expenses are a little higher than normal in January due to two large items. One of which was in grants and donations which consisted of the purchase of new historic tour pamphlets for the library which were last ordered in 2008, and eBooks which is an annual expense. All other line items appear to be typical for January. Ms. Dittrich moved to approve the report as presented. Ms. Calarco seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Evans welcomed Mrs. Tarzia to the board. She passed around a thank you card from the staff for the goodies provided from the board during their training day. Also, Mrs. Renzi-Falge provided a conflict of interest statement to be executed by all board members.

**TREASURER'S REPORT:** Mr. DiFabion reported that the bank accounts are a little lower due to receiving and then providing the city the NCLS/CBA funds for Vicky Crossway's payroll. In regards to the year to date profit and loss, it should be reflecting 58%, the income has increased substantially and the reason for that is the receipt of the school ballot funds of approximately \$69,000.00. Other items are also trending higher than expected including grants and donations, CBA funds, etc. Expenses are trending lower which is a good thing, including genealogy, furniture and office and library materials as well as eBooks, which is an annual expense and will not continue to increase. Ms. Dittrich asked if there are any additional large expenses expected for the remainder of the year. Mrs. Renzi-Falge said she did not expect many larger expenses aside from perhaps membership costs (i.e. NYLA, ARSL, Chamber of Commerce, etc.). Ms. Dittrich also commented that the grants and donations should be used as much as possible, and perhaps consider when budgeting for the next fiscal year, some effective places that those funds can be used. There was also board discussion regarding professional fees, and the cost of the current auditing firms. The board discussed perhaps releasing an RFP to consider other accounting firms. The board agreed that the financial committee will discuss this further and create the RFP. Mrs. Evans requested that the maturity dates for the CD accounts be added to the bank account listing report. Mr. DiFabion also reported that even though the report for grants and donations reflect a "loss", they are doing quite well. For the month of January reflects a \$85.00 in unrestricted donation. For year to date grants and donations, it looks pretty good with \$52,000.00 received, and only about half of that spent at around \$28,000.00. And for all grants and donations, the bottom line is around \$110,000.00. Ms. Mesires moved to approve the Treasurers Report as presented. Mrs. Seymour seconded the motion. Motion carried.

## **DIRECTOR'S REPORT:**

### **Building & Grounds**

The architect stated that the window material should be shipped to the fabricator on or around 2/19/24. At that time, there should be given a more definitive schedule for the window project.

### **Programming/Department Highlights**

From Amanda Tehonica: On Saturday, January 6th, a free "Crochet for Beginners" class for adults was taught by Margaret Hwang. Long time crocheter Margaret generously volunteers her time and expertise for this program. Participants are provided with a packet of instructional information, yarn and a crochet hook for use in the class. From how to hold the hook to thread tension, the focus is on the beginner skills needed to begin any crochet project. Steps are shared with the class as a whole and then each participant receives individual attention from Margaret while they practice. Program interest exceeded the number of seats available and a lottery was used to determine which 12 would participate.

Contact information was gathered for those that were not chosen so they could be included in the next session offering where registration would be required. This partnership began in early 2023 when Margaret's contact information was shared by another programming partner as someone who may have interest in offering crochet instruction to our patrons. Four sessions have been held to date with a fifth scheduled for early February due to popularity.

### **Miscellaneous**

Jamie LaPlaca was invited to apply for the Youth Philanthropy Council of Northern New York Community Foundation Grant Program. She wrote a wonderful grant about the importance of play in early literacy development and asked for money towards new imaginative play furniture and toys for the big play room.

Mrs. Renzi-Falge was asked by NCLS to present at the annual Youth Services Conference (NYLA event) in April. She will be presenting on the importance of joining community boards.

Mrs. Renzi-Falge reported that Staff training day was very successful and thanked everyone who contributed treats for the staff! Something that was done different this year in honor of the 120th anniversary of the library, she took the staff on a detailed historic tour of the building (some staff who have been here for 20+ years had never known the history or been on a tour). This was a big hit with the staff and everyone was very interested to know more about our building and be more invested in our rich history.

Mrs. Renzi-Falge had a walk through with the new city manager. She stated that they had a nice conversation about the library, what is offered, history, and building care. He is very receptive to library needs and maintaining what we have.

### **In addition to what was previously submitted:**

Art Show: The art show is coming back on March 7<sup>th</sup> and March 21<sup>st</sup> both from 5:30 to 6:30pm. Mrs. Renzi-Falge is asking the board for permission to stay open for a half an hour after closing for those two events. Mr. Caughlin moved to approve the request to stay open later for the art show. Ms. Calarco seconded the motion. Motion carried.

## **COMMITTEE REPORTS:**

- **Building & Grounds:** No Report
- **Finance & Investment Committee:** No Report
- **Friends Committee and Liaison report:** The friends annual meeting is going to be changed from 4pm to 5pm this year. Author Ellen Marie Wiseman is going to be the speaker. The new webpage and email has been set up thanks to Mrs. Renzi-Falge. Book sorting has started again as well.
- **Policy Committee:** Mrs. Weldon stated that the final batch of updated policies has been included in this month's board packet. The board discussed all of the edits that had been made. Ms. Dittrich motioned to change the purchase level in the fixed assets under the financial policy from \$1,000.00 to \$5,000.00 per the recommendation of the auditors as well as approve the policy edits as presented. Mr. Caughlin seconded the motion. Motion carried.
- **Marketing Committee:** No report.

## **OLD BUSINESS:**

**New Board Members:** Mrs. Evans asked the board their opinions of Mr. Steve Bolton joining the board as a new member. Mrs. Weldon commented that she considered Mr. Bolton as a wealth of knowledge when it comes to libraries considering he is the former NCLS Director. Mr. Bolton would be fulfilling Mr. Atkinson's term which ends December 2029. The other available board position ends December 2026. Ms. Mesires moved to recommend Mr. Steve Bolton to fulfill the remainder of Mr. Scott Atkinson's term to Mayor Compo. Mr. DiFabion seconded the motion. Motion carried.

**Special Events:** This item to be added to the March agenda.

**NEW BUSINESS:**

- **Law Firms/Legal Representation:** The board discussed that perhaps it would be helpful to have another attorney review the By-Laws. Stephanie Cole Adams was presented as an option. She currently works with NCLS. Mr. Caughlin moved to withdraw the engagement letter request for review of the By-Laws, as discussed at the January board meeting, from Ellen Bach because there has been no response and request an engagement letter for By-Laws review from Stephanie Cole Adams. Mr. DiFabion seconded the motion. Motion carried.

**TASK REVIEW:**

- Submit board trustee recommendation to Mayor Compo: Steve Bolton
- Conflict of interest and harassment forms
- Request engagement letter from Stephanie Cole for By-Law review
- Mrs. Carr to add CD Maturity dates to Bank Account Listing document

**MOTION TO ADJOURN:** Ms. Mesires motioned for the meeting to be adjourned. Ms. Dittrich seconded the motion.

Meeting adjourned at 5:28pm.

The next meeting of the Board of Trustees will be held on March 12, 2024 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary