

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, April 9<sup>th</sup>, 2024**

Present: Mrs. Evans      Mrs. Renzi-Falge  
          Ms. Dittrich      Ms. Calarco  
          Mrs. Tarzia        Mrs. Seymour  
          Mrs. Weldon      Mr. Bolton

Excused: Ms. Mesires  
          Mr. DiFabion  
          Mr. Caughlin

GUESTS: Mr. Patrick Currier, Sr., RA – C&S Companies  
          Ms. Stephanie “Cole” Adams, PLLC - via Zoom

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

**GUEST INTRODUCTON:**

**Ms. Stephanie “Cole” Adams, PLLC:** Ms. Adams attended the board meeting via zoom to discuss the current library bylaws. She and the board members discussed and reviewed each line item (i.e. 3.2, 3.3, etc.) and made recommendations and suggestions based on the law that the board should change in the current bylaws. Ms. Adams will send some suggestive language to the board to use in their revisions, but otherwise the board will work on making their changes and revisit this topic at the next board meeting.

**Mr. Patrick Currier, Sr. RA:** Mr. Currier from C&S Companies, is the architect that has assisted the library with many projects, and is now helping with the upcoming Makerspace. He attended the board meeting to present the drawings that he has created for the space based on conversations with Mrs. Renzi-Falge, Mrs. Carr and Mr. Caughlin. Mr. Currier explained the layout of the space on the second floor on the library. The board members, Mrs. Renzi-Falge and Mr. Currier had a discussion regarding the plans, layout, and equipment wanted for the space. The construction grant needs to be submitted in August. Mrs. Renzi-Falge and Mrs. Carr will be working on getting estimates from contractors for the grant proposal.

**APPROVAL OF MINUTES:** Ms. Calarco moved to approve the minutes from the February 13<sup>th</sup>, 2024 meeting, Ms. Dittrich seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Ms. Dittrich reported on behalf of Mr. DiFabion. She stated that the report reflected nothing extraordinary, therefore nothing to report. Mrs. Weldon moved to approve the report as presented. Mrs. Seymour seconded the motion. Motion carried.

**PRESIDENT’S REPORT:** Mrs. Evans reported that she and Mrs. Renzi-Falge reviewed the current committees, and did some updating. It appears the marketing committee needs to be set aside at this point due to not being active, and the librarians have been doing a remarkable job. Buildings and Grounds, Finance and Investment, and Policy are full with committee members, but a Friends Liaison is still needed.

**TREASURER’S REPORT:** Ms. Dittrich reported on behalf of Mr. DiFabion. She stated that the YTD profit and loss should be at about 75% and currently, the report reflects about 90% in income, so that is really great. As for expenses, it should also be at the 75% and only 55% has been spent. She did notice, in her personal opinion, more money needs to be spent on materials, specifically in adult audio, Non-Fiction/CBA, Adult DVD’s and Large Print due to them being well below the 75%. Bank account listing reflects approximately \$225,600.00 which is higher than normal. Grants and donations for March 2024 included a restricted donation of \$650.00 from Stewart’s. In addition, an unrestricted donation of \$1,180 in Bullet Aid was received from Assemblyman Scott Grey. Grants and donations for the fiscal year reflects 51% spent. For all time, the following portions of revenue have been spent: Board designated funds 28%; grants 86%; restricted donations 79%. Ms. Calarco moved to approve the Treasurers Report as presented. Mrs. Seymour seconded the motion. Motion carried.

## **DIRECTOR'S REPORT:**

### **Building & Grounds**

The window project has begun and is moving very quickly. As with any project, there are a few missing pieces and a broken window to be replaced. They hope to be done soon.

In addition to the report provided in the emailed meeting packet: Mrs. Renzi-Falge reported that the construction crew did not work on Monday to work on the patron entrance as previously planned. They did not get the window out over the staff door, etc. They are behind schedule so there may be some additional days closed to the public, but she will keep the board informed of the plans. Also, she is keeping an eye on the cornice because due to the drilling, there have been additional chunks falling.

### **Programming/Department Highlights**

From Brittani LaJuett: This year we continued our long-standing tradition of hosting the Watertown City School District's Art Shows. For the Case and High School Art Show, we displayed roughly 110 pieces of art and 242 smiling faces attending the opening night. For the Elementary Art Show, we were able to include 128 pieces and 406 people attended opening night. We also put out cookies and some of our logoed giveaway items. Families commented on how gorgeous our building is for an art show and how excited their kids were to get to have their artwork in our building. Many patrons took a moment to walk through the show during the following week that the art was displayed for. We look forward to next year's art shows and are already working with the Art Department to pick out dates.

From Ashley Pickett: On Saturday March 23rd, we hosted Aileen O'Donoghue, a physics professor from St. Lawrence University, for an all-ages eclipse informational event in our South Reading Room. Titled Eclipse 101: Learn from the Experts, this workshop was intended to share the how's and whys surrounding our upcoming solar eclipse in a way that makes science enticing, fun, and awe-inspiring. Through hands-on demos and historical data, Aileen successfully wrapped each participant around her little finger in an engaging exploration of how eclipses occur, why they occur, and why this rare eclipse day will be filled with awe and wonder. Each of the 54 participants (a record-breaking number for a strictly educational event at the library!) left raving about her presentation skills and, as a bonus, had a pair of library-sponsored eclipse glasses in their hands!

From Amanda Tehonica: The popularity of the Adult Winter Reading Program continues to increase and we are celebrating the highest statistics to date. There were more than 60 participants submitting 5,704 reading hours for the winter of 2023-2024! This is a participant increase of 32.6% from last year; a 134.6% increase from 2021-2022. Reading hours submitted also experienced a drastic increase of 87.88% from last year and was up 177% from 2021-2022. Three winners were randomly chosen to win \$30 gift cards to Amazon, a local coffee shop (North Country Grounds Cafe & Resto was chosen), and a local eatery (Vito's was chosen). For the first time, reigning favorite Amazon was not the most popular prize option with the most hours being allocated to a local eatery. General Information: The Adult Winter Reading Program is designed for ages 18+. For each hour tracked and submitted, the participant earns an entry for the prize drawings. There were three prize options and participants chose how many entries were to be allocated to each. Their contact information and hours tracked were submitted via an online form or through a paper postcard in the library. The program ran from December 21st through March 19th.

### **Miscellaneous**

We received \$650 from the Stewart's Holiday Match Program. This year we plan to use the grant to fund our ever increasing in size Trick or Treat Program. We are very thankful to Stewart's Shops for consistently supporting our programming endeavors!

We are having a Spring Rotunda Book Sale to clean out some of what has come in over the winter. Thank you to Vicky for putting it on for us.

## **COMMITTEE REPORTS:**

- **Building & Grounds:** No report.
- **Finance & Investment Committee:** Ms. Dittrich reported that the finance committee met and worked on the RFP for a new accounting firm. And the committee is meeting again on Wednesday, April 17<sup>th</sup> to discuss the board budget.
- **Friends Committee and Liaison report:** Mrs. Renzi-Falge reported that the Friends meeting was shorter than usual. They discussed frustrations with finding a tote bag that is the size that they would like to sell. And discussed the annual meeting on May 1<sup>st</sup>, 2024, with Ellen Marie Wiseman as the speaker at 5:00pm. They have also partnered with the Little Book Store in Clayton who will be at the library to sell Ellen's books.
- **Policy Committee:** No report.

- **Marketing Committee:** No report.

**OLD BUSINESS:**

**NEW BUSINESS:**

**TASK REVIEW:**

**MOTION TO ADJOURN:** Ms. Dittrich motioned for the meeting to be adjourned. Mrs. Seymour seconded the motion. Meeting adjourned at 5:31pm.

The next meeting of the Board of Trustees will be held on May 14<sup>th</sup>, 2024 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary