

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 14, 2024

Present: Mrs. Evans Mrs. Renzi-Falge
 Ms. Mesires Mr. DiFabion
 Ms. Dittrich Ms. Calarco
 Mrs. Tarzia Mrs. Weldon
 Mr. Bolton Mrs. Maureen Gorman, Friends President

Excused: Mr. Caughlin
 Mrs. Seymour

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

INTRODUCTION: Mrs. Evans introduced Maureen Gorman to the meeting. She is the new Friends Board President.

APPROVAL OF MINUTES: Mrs. Weldon moved to approve the minutes from the April 9th, 2024 meeting, Ms. Dittrich seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that there was nothing remarkable to report. Ms. Mesires moved to approve the report as presented. Mrs. Weldon seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans began her report by wishing Mr. DiFabion a Happy Birthday. She also reported that she and Mrs. Renzi-Falge will be speaking with Stephanie Adams on Friday to go over some details that we discussed at the last meeting, and they will report on that at the June board meeting.

TREASURER'S REPORT: Mr. DiFabion reported that the profit and loss should be at 83%, and currently the report reflects that our total income is around 93% and the income is about 58%, which means we're ahead on the income and a little behind on expenses. Mr. DiFabion wanted to reiterate that some of the expense items need to be spent down before the end of the fiscal year, including audiobooks, adult DVD's, etc. Reporting on Grants and Donations, the library received a \$4,680.00 grant from the Northern NY Community Foundation for the 2024/2025 Large Print collection, which brings a total income for the fiscal year to just under \$60,000.00 (\$59,780.35). The total grants and donations for all time is now at \$110,519.01. Reviewing the bank accounts, they are currently at around \$254,000.00 which is rather large for our bank accounts. We will have to start looking at the Schobel CD which is due in December. Ms. Dittrich asked the question if the Schobel account was used to purchase the microfilm reader, and Mr. DiFabion confirmed it was. She also asked the question if the funds allocated for Otis Woodruff Money Market "Paintings" funds should be moved into a CD account to accrue more interest. Mr. DiFabion said that he would look into the rates. Ms. Mesires moved to approve the Treasurers Report as presented. Ms. Dittrich seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

The window project is completed with the exception of the broken window, which they are still waiting for the replacement to be delivered. The cornice work has begun and is moving fairly smoothly. They are still at the mercy of the weather, but they hope to be done by the end of May. We are still waiting on quotes to see how much money it will cost to get the fountains up and running.

Programming/Department Highlights

From Jamie LaPlaca: On Tuesday, April 23rd, I held a Garden Club program for ages 3-12. This is the second year I held this program because it was very popular last year. Multiple patrons asked if I was going to do it again this year, so I made sure to add it to my program list for this spring. The goals of this program were to introduce participants to the world of gardening, let participants show off their creativity, connect with other people their age who share a similar interest, and connect participants to the world around them. First, everyone got a white ceramic pot to paint. They painted the pot with acrylic paint, and had complete freewill on the design of their pot. They were able to use any color(s) they wanted, and had no limits on their creativity. Some participants opted for a rainbow pot, others opted for a polka dotted pot, and others chose to make pots based on their favorite characters. The most memorable pot was the Bluey pot. This allowed participants to show off their creativity and artistic abilities. Then, participants were encouraged to go look for books, play in the play room, or explore the library to give the pots time to dry. This step emphasized the importance of patience as their pots would've gotten ruined if they rushed the drying process. Once the pots were dried, everyone came back to plant their soil and seeds. Everyone was given the same seeds (mixed wildflower) and the same

amount of soil in a small Ziploc bag. Participants were encouraged to use their hands to scoop up the dirt, put it in the pot, then bury their seeds in the dirt with their fingers. The purpose of this was to introduce them to different textures, improve their fine motor skills and coordination, and show them how to properly plant if they wish to continue to garden outside the library. Scoops were provided in case participants did not want to use their hands. After they planted their seeds, participants were given instructions on how to care for the plant. The program then ended, but many stuck around to show each other their pots. Thanks to the help of my fellow librarians who helped me plan this program, this program was a huge success. I've gotten several emails and phone calls from caregivers saying how excited their child is that their plant is starting to grow. I will definitely be doing this program again next year. A total of 84 people attended this program. Last year, 33 people attended.

From Ashley Pickett: On Tuesday, April 30th 23 adults from around Jefferson County visited the library for a new-to-us event, SKYWARN training. The National Weather Service's SKWARN Storm Spotter Program is a national effort to save lives during severe weather emergencies with an expanding network of trained volunteer weather spotters. SKYWARN spotters support their local community and government by providing reports of severe weather directly to the National Weather Service in Buffalo; event participants learned about the NWS, some severe weather safety tips, and also left with an overview of severe weather meteorology. The vast majority of participants were new library visitors and were seen exploring the building during breaks and after the event. The presenter, who drove straight from Buffalo for the event and traveled back immediately after, requested that we schedule another SKYWARN session for winter weather! Our community members will get to experience another round of weather education as we gear up for winter weather.

Miscellaneous

The Trisomy 21 Foundation of NNY presented us with the Advocate of the Year award for our continued partnership, use of volunteers, and advocacy for individuals with down syndrome.

NCLS is looking to put together a group of library directors and trustees from Jefferson County to discuss the future of county funding and how it should be split among the libraries. NCLS and member libraries are looking to make the allocation more equitable to the libraries. If any trustees are interested in joining this committee, please let me know and I can provide you with more information and let Paulette know you have an interest in joining.

The little spring book sale held in the rotunda made \$1422! We are looking forward to the Farmer's Market on May 22.

In addition to the report emailed with the meeting materials:

The cornice work is looking really nice, and clean. The black staining on the marble has been removed. The work is all weather dependent. Mrs. Renzi-Falge is hoping they will be done before the end of this month so that we can open the front doors for Farmers Market. There have been some tricky spots on the cornice that have taken them a little longer than expected. Once it is complete, maintenance will plant some flowers and finish power washing the steps and building. She is also hoping that maintenance will revisit the repairs to the front fence as well.

The window project, they completed their punch list this week.

There has been bidding sent out on the roof. The asbestos abatement showed that there were some hot spots that will need abatement.

COMMITTEE REPORTS:

- **Building & Grounds: No Report.**
- **Finance & Investment Committee:** Mr. DiFabion presented the proposed budget to the board. He reviewed the changes that were made from the 2023/2024 budget. Ms. Mesires asked if the city had approved our budget yet for the 2024/2025 FY, Mrs. Renzi-Falge stated that she had not heard about any cuts, nor did she request any increases. Ms. Mesires moved to approve the budget as presented. Ms. Dittrich seconded the motion.
- **Friends Committee and Liaison report:** Ms. Gorman reported that the Friends had their annual meeting recently, and she stated that the meeting itself was very short, and the speaker was Ellen Marie Wiseman and said it was really nice. The Friends are now working on the upcoming book sale this fall. She presented the proposed dates to the board for approval. The setup for the book sale would start on October 22nd, with the preview day being on Friday, October 25th, and the book sale officially running from Saturday October 26th through November 4th. Book sale take down will start on November 5th through the 6th. Mr. DiFabion moved to approve the requested dates. Mrs. Weldon seconded the motion.
- **Policy Committee: No Report.**
- **Marketing Committee: No Report.**

NEW BUSINESS:

Paypal and New Bank Account: Mrs. Renzi-Falge explained to the board that NCLS is moving towards PayPal and is asking that all libraries also consider this. This discussion has also led to the library discussing getting other PayPal/Venmo/credit card transaction abilities, including a new register, new account, etc. Ms. Calarco motioned to approve the request to obtain a PayPal account, Mr. DiFabion seconded the motion. Motion carried. Mr. DiFabion motioned to open a new bank account at WSB for PayPal transactions, Ms. Mesires seconded the motion. Motion carried.

Antiques Roadshow: They have reached out to FML to be a host. The library must be closed for three days to facilitate the taping. The staff would still be able to come into work, but the library would be closed to the public. This would be in 2026, but not sure which month of the year. If the board chooses to do the show, Mrs. Renzi-Falge would like to form a committee. The board entered into discussion about the questions that they would like to ask. Mrs. Evans, Mr. Bolton and Mrs. Weldon stated they would like to be a part of the committee. Mr. DiFabion motioned to pursue the discussion with the show. Mrs. Weldon seconded the motion. Motion carried

New Board Meeting Discussion: Mrs. Evans reported that Mr. Scott Slater reached out to the board with interest about joining the board. This position on the board is completing the term for Mrs. Sarah Weir which expires in December of 2026. Ms. Dittrich motioned to accept Mr. Slater as the new board member, Ms. Mesires seconded the motion. Motion carried.

TASK REVIEW:

1. RFP's to be resent to CPA's
2. Mrs. Evans to send Mr. Slaters resume to city council for board appointment
3. Mr. DiFabion to open the new bank account and begin the PayPal account
4. Mrs. Renzi-Falge will reach out to the Antiques Road Show for further discussion

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Ms. Calarco seconded the motion. Meeting adjourned at 4:54pm.

The next meeting of the Board of Trustees will be held on June 11th, 2024 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary