

**ROSWELL P. FLOWER MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, June 11<sup>th</sup>, 2024**

Present: Mrs. Evans      Mrs. Renzi-Falge  
          Ms. Mesires      Mrs. Weldon  
          Mr. Bolton      Mrs. Seymour  
          Mr. Caughlin      Mrs. Tarzia  
          Ms. Maureen Gorman, Friends President

Excused: Mr. DiFabion  
          Ms. Dittrich  
          Ms. Calarco

Guest: Mr. Scott Slater, New board member

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

**APPROVAL OF MINUTES:** Ms. Mesires moved to approve the minutes from the May 14<sup>th</sup>, 2024 meeting, Mrs. Tarzia seconded the motion. Motion carried.

**APPROVAL OF CONSOLIDATED EXPENSES:** Mr. DiFabion was not in attendance. Ms. Mesires reported on his behalf. She stated that the consolidated expenses for May are pretty much the same as April's, and nothing appears to be concerning. She asked if there were any questions. Mr. Caughlin moved to approve the report as presented. Mr. Bolton seconded the motion. Motion carried.

**PRESIDENT'S REPORT:** Mrs. Evans reported that she and Mrs. Renzi-Falge are still waiting on their meeting with Stephanie Cole-Adams, which is happening soon. She also wanted to mention that the year is halfway over, so the board may want to consider taking time to complete their required CE credits.

**TREASURER'S REPORT:** Ms. Mesires reported that the bank accounts reflect pretty healthy finances. The profit and loss report shows one month away from the end of the fiscal year, so the report should reflect 90%, and the income is at right around there, and the expenses are at 63%, so everything looks great. Mrs. Renzi-Falge reported that there are a couple of big ticket items coming prior to the end of the year, including some new children's room furniture that will be through grants and donations expenditures, and hopefully the PayPal items, as previously discussed, which will also come from that line item. Ms. Mesires also mentioned that the grant for LLSA/Computer expenses was received, and otherwise there is a good amount left in grants and donations left to spend. Mrs. Evans asked about moving some of the savings funds into CD Accounts. Mr. Caughlin and Mrs. Weldon suggested that or a Money Market account, based on rates and requirements. Mr. Caughlin will look further into this information. Mr. Caughlin moved to approve the Treasurers Report as presented. Mrs. Tarzia seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

**Building & Grounds**

The cornice repointing and cleaning is completed. The building is looking beautiful, the front doors are open, and maintenance has been diligently working at landscaping and cleaning up the front and sides of the library.

We had our construction grant walk-through with NCLS, more on that in the B & G report.

**Programming/Department Highlights**

From Jamie LaPlaca: On Saturday, May 11<sup>th</sup>, I hosted a Zombie Dolls event for ages 6-12. The goal of this program was to promote creativity and give participants a space to be themselves. This program involved taking ordinary dolls and turning them into zombies using art supplies. I prepped for this program a few days in advance by spray painting all the dolls gray as a base. I had a mix of dolls including different genders, sizes, hair colors, hair textures, and more. I also collected a variety of clothes for the dolls including athleisure, formal wear, and everyday wear. I wanted to be as diverse as possibility so everyone can create a doll that resembles them. I allowed the non-toxic spray paint to dry for a few days, then brought them all to the library the day of the program. Before the start of the program, I laid out all the dolls, clothes, and art supplies. Art supplies included paint, glitter, and scissors. Then, at the start of the program, participants were free to choose a doll, clothes, and whatever art supplies they wanted. I did not give any instructions so they can take their creativity in whichever direction they wanted. While some opted for fun, sparkly dolls, most participants chose a more horrifying route that included a lot of red paint and missing limbs. My favorite part of this program was the super shy children who were hesitant to participate ended up creating the most horrifying, creative

zombies. Once they started, they didn't want to stop! A total of 27 participants attended this event. I will definitely be bringing this event or something similar back in the future so children can continue to embrace their creativity in unique ways.

From Brittani LaJuett: This month Andrea and I attended Career Jam, which is an event held every year by The Workplace in order to prompt young teens to start thinking about different career paths they can take after high school. This is a program we have been a part of for 5 years now and always have a lot of fun at. At our booth, Andrea and I spoke to 160 teens over the course of the day about the many different jobs in a library, what it means to have positions that are part of a union, and what we do day-to-day. We also had them don fakes glasses and shawls and race to put books in order! Many teens were surprised that there are more than just Librarians working in libraries, mentioned that they stop by the Teen Space from time to time, or were excited for the start of our Summer Reading Program. We're headed towards the end of the school year so things are getting busy here in the library! We also held a program as part of the WCSD Reads initiative. Our program, called Ben Yokoyama's Noodle Fan Club, was geared towards the children in grades K-4 who were reading "Ben Yokoyama and the Cookie of Doom," by Matthew Swanson and Robbi Behr. The main character, Ben, loves noodles so we set up different noodle themed activity stations in the children's room. 14 people attended this program and were thrilled to build spaghetti sculptures, toss noodles at targets on the wall, and make a matching game. We have been involved with WCSD Reads for the past 2 years and find that it's an excellent opportunity to network with teachers in the school district and draw new patrons in to the library.

The Summer Reading Program for kids and teens began on June 1<sup>st</sup>. The adult program will begin on June 21<sup>st</sup>.

#### **Update:**

- Mrs. Renzi-Falge reported that the broken window was fixed this morning.
- The cornice repointing and cleaning is completed and done. Maintenance has been landscaping out front, so everything is looking healthier and really nice.

#### **COMMITTEE REPORTS:**

- **Building & Grounds Committee:** Mr. Caughlin reported that they committee had a good meeting with Pat Currier, and NCLS. He reviewed the plan/drawing that Mr. Currier provided to Mrs. Renzi-Falge and the board for the project. He and Mrs. Renzi-Falge explained the plans and answered any questions the board had regarding the plans.
- **Finance & Investment Committee:** Mrs. Renzi-Falge reported that Mr. DiFabion opened the new bank account for the PayPal transactions, which would enable the library to order the new register, and components. Mr. DiFabion has some additional questions in regards to the accounts, so the process may remain on hold until next month.
- **Friends Committee and Liaison report:** Ms. Gorman stated that the friends continue to work on the annual book sale and sorting books. The sale dates have been released to the media so they have been requesting books to the public. They are currently looking for book donations from the public. The bags that have been sold previously by the Friends are no longer available, so they have been looking for a new company that can provide the products they are looking for. They have increased their membership committee to three people from one person, so that should be helpful.
- **Policy Committee:** Mrs. Weldon stated that they did not have a meeting last month, but they do need to have a policy created for the PayPal fee that needs to be charged. Otherwise, no other policies really need to be addressed at this point.
- **Marketing Committee:** No Report

#### **OLD BUSINESS:**

**RFP's:** Mrs. Renzi-Falge and Mrs. Carr resubmitted the RFP's to accounting firms in Syracuse and surrounding areas. The hope is to obtain at least one or more estimate/quote in order to compare to the estimate from Bowers & Co. They are due on July 12<sup>th</sup>, 2024.

**Antiques Road Show:** Mrs. Renzi Falge stated that we are waiting for Antiques Road Show to get back to WPBS, before we are able to proceed any further, and if it were to proceed, it would not take place until 2026.

**NEW BUSINESS:**

**Joint Automation Board (JAB) – Memo of Understanding:** Mrs. Renzi-Falge explained to the board that JAB is a technology committee where all of the libraries make universal decisions on how to use the database that checks in and checks out all materials (OPAC Software). Every two years, NCLS would appreciate that boards to review it and sign off on that they all still agree with the terms, especially this year with the change from Sirsi to Polaris. Mr. Caughlin moved to approve the MOU as presented. Ms. Mesires seconded the motion. Motion carried.

**Picking a final winner for the lion naming contest:** The board reviewed the final five contestants selected by the library staff, which were narrowed down from two hundred and forty-five initial entries. After a process of elimination and a final vote, the winner of the naming contest was awarded to Thom Peterson with the names of the lions being “*Hart and Henry*” after Hart Massey and Henry Coffeen. Mrs. Renzi-Falge will be creating a press release to announce the big winner!

**TASK REVIEW:**

- Meeting with Stephanie Adams
- Keith to check on the investment options
- Move forward in July for the date with the policy committee for PayPal fees
- PJ to update regarding his questions on online banking/electronic transfers

**MOTION TO ADJOURN:** Ms. Mesires motioned for the meeting to be adjourned. Mr. Caughlin seconded the motion. Meeting adjourned at 4:37pm.

The next meeting of the Board of Trustees will be held on July 9<sup>th</sup>, 2024 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary