ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, September 10, 2024

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

Excused: Ms. Dittrich

CALL TO ORDER: Meeting was called to order at 4:01pm by Mrs. Evans.

APPROVAL OF MINUTES: Mrs. Weldon moved to approve the minutes from the August 13th, 2024 meeting, Mr. Caughlin seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that the consolidated expense report appears fairly unremarkable and is in line for August. Mr. Caughlin moved to approve the report as presented. Ms. Mesires seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans took a moment to thank everyone for their donations in her father's memory receiving a copy of the Northern New York Community Foundation newsletter. She also passed around the most recent version of the board contact list. She also mentioned to the board that the annual director evaluation will be arriving in the board members email so please be sure to complete it and get them back to her.
She also wanted to be sure to reiterate that considering that this meeting is taking place in September, that leaves only a few more months for board members to complete their required continuing education by December 31st.
Mrs. Gorman from the Friends group was in attendance, so Mrs. Evans wanted to personally thank her and the friends for the interest funds off of the NNYCF account that were received previously by the library.

TREASURER'S REPORT: Mr. DiFabion reported the bank accounts are continuing to look healthy, especially with the $75,000.00 that is now in the new CD Account with Carthage Savings. As for the YTD Profit and Loss, the income and expenses should be at 16%, so the income is higher than expected due to the donation of the interest from the Friends group. Otherwise, the income is typical. Expenses are a bit lower than expected, with a couple of line items that exceed the 16% due to first of the year purchases like Newspapers and Magazines, Large Print, etc. Grants and donations year to date a total of $15,137.00 has been received thanks to the Friends group, which brings the all-time grants and donations report to approximately $115,000.00. Mrs. Weldon asked the question about the Friends interest funds that are donated, confirming that those funds are unrestricted, and Mr. DiFabion confirmed that they are. Ms. Mesires moved to approve the Treasurers Report as presented. Mrs. Tarzia seconded the motion. Motion carried.

Mr. Caughlin also wanted to report regarding a conversation at a previous board meeting regarding the questions about the Otis Woodruff Estate Funds that the library has in a money market account. Mr. Caughlin confirmed after further research into the estate that these funds must only be used to clean the Woodruff paintings in the genealogy department or for a Woodruff Family related purpose. Otherwise, it would need to go to court.

DIRECTOR'S REPORT:
Building & Grounds
I met with the roofing contractor. They are dropping off their supplies on September 9th. They are waiting to hear back from the asbestos abatement company to see when they can get that completed. After completion they have to wait ten days and then they can begin tearing off and replacing the roof. The driveway and parking lot will need to be closed to accommodate their lifts, ladders, and dumpsters. They estimate the whole project will take a week or two to complete once they have begun. As always, I will keep you posted on any new information that comes my way.

Update: Materials for the roofing project have been delivered and are in the parking lot. Work on the roof will begin on Monday, September 16th, 2024. The parking lot will need to be closed during the day while the construction is taking place.

Programming/Department Highlights

From Brittani LaJuett: On August 5, the Youth Alliance of Jefferson County hosted a Teen Night in a partnership with the library in order to promote their position that teens should be engaging in their community in productive ways instead of turning to risky behavior to fill their free time. This program was primarily planned by the teens with the help of their facilitator, Heidi Williams, and I. The teens planned to paint with black light paint in the Future Maker Space, have a few snacks, a scavenger hunt, and play Zombie Tag. At the event, there were handouts and giveaways to promote living a healthy and drug free lifestyle. The library provided the space, some supplies, snacks, and helped promote the program. In total 10 teens showed up and had a phenomenal time. Of the 10 teens who attended, 8 were teens I had never met before! The teens who planned the program did a wonderful job and gained valuable experience too. If possible, we hope to plan another Teen Night next summer.

From Amanda Tehonica: On August 12th, a monthly outreach program was held at Samaritan Summit Village. The theme of each month varies but there was a special request by Caela Berry, Activity Coordinator, to center the activity around Elvis Presley (whose death date was August 16th). We decided to do a paint and stencil activity on canvas panels. I used the library's vinyl cutting machine to create a cameo of Elvis in a classic pose to be used as a stencil for their projects. Residents applied their vinyl stencil to their canvas with assistance and then chose which bright paint colors they wanted to use. Once the paint dried, the stencil was removed to reveal their finished project. The 12 residents enjoyed singing along to Elvis while they painted. This partnership with Samaritan Summit Village began in 2017.

Miscellaneous

I have applied for a LEAD grant from the NNYCF to help with Makerspace costs. I'll keep you posted of the outcome. Congratulations to Brittani LaJuett for being accepted into the 2024-2025 Jefferson Leadership Institute. She is the 3rd staff member we have been able to send.

Ashley Pickett, Jamie LaPlaca, and I will be attending the Association for Rural and Small Libraries Conference in Springfield, MA, September 11-14. Some classes I plan to take are as follows: Building the Makerspace Program Is Making, Too! We've Got the Tools to Help, Funding, Sustainability & the Future of Public Libraries, (r)Evolutionizing the Interview: Tips for Improving the Interview Process for Volunteers, Staff, Board Members & You!, Creating Gender-Inclusive Spaces: A Guide for Library Staff, and Strategic Planning for Every Library: A Collaborative Approach, Coequals in Comradeship: The Power of Peer Cohorts.

COMMITTEE REPORTS:

- ***Building & Grounds*:** No Report – Mr. Caughlin asked Mrs. Renzi-Falge about the Jane Deline Grant that is available for new projects. Mrs. Renzi-Falge confirmed that the grant will be applied for, but is only for materials once the project is complete, i.e. 3D Printer filament, Sewing supplies, etc.
- ***Finance & Investment Committee*:** No Report – Mrs. Renzi-Falge did mention the Aplos Software that she would like to have a committee meeting about. Mr. DiFabion stated that he would like to have a meeting with Margo at NCLS to see the software firsthand.
- ***Friends Committee and Liaison report:*** Mrs. Gorman reported that currently, the upcoming book sale is the focal point of their board meetings. She asked that all of the board members take a couple of posters to post where they can, and also sign up as a volunteer at the book sale. She also mentioned that there is a subcommittee to update the library information card due to the previous one used being very outdated, and she is hoping that it will be ready for the sale. Incentive for new members is they get to have a coffee date with Mrs. Renzi-Falge.
- ***Policy Committee:*** Mrs. Weldon reported that the committee met regarding the PayPal policy. She mentioned that there are other parts of the policy that need to be discussed further, including credit card/debit costs and fees. Will be discussed further.

OLD BUSINESS:

- **Motion to Approve new wording for Board bylaws:** Mr. DiFabion moved to approve the new wording in the By-Laws provided in the packet emailed to the board. Mr. Slater seconded the motion. Motion carried.

NEW BUSINESS:

- **Motion to Nominate Dawn Cole to the North Country Library System Board of Trustees:** Mr. Caughlin moved to approve the nomination. Mr. DiFabion seconded the motion. Motion carried.
- **Discussion about residency requirements for trustees:** Mrs. Evans shared some information that she and Mrs. Renzi-Falge received from the board attorney's office/paralegal regarding recent discoveries. The conversation regarding residency as a trustee on the board was discussed at a recent school board meeting which created a reason for the library board to contact their attorney in case there was a need to prepare for questions that may

arise. Mr. Corey from NCLS wanted to explain Public Officer Law which prohibits a municipal board from allowing anyone from outside of the municipality from service on their board. But also, the only way around that law, is for a library to become a school district public library, which creates additional issues that need to be considered. The board and Mr. Corey ensued into discussion regarding these options, and possibilities. Mr. Caughlin drafted letters to both the member of the school board that seemed to be confused about the laws, as well as the community member that appears to be upset about the school tax levy that the library receives due to the amount of properties he owns in the school district. Discussion to continue.

TASK REVIEW:

- **Director evaluation**
- **Continuing Education**
- **Book Sale Volunteer Signup**
- **Mrs. Renzi-Falge – By-laws**
- **Woodruff account to be added to the next meeting agenda**
- **Aplos software discussion to be added to the next meeting**
- **Policy is going to work on the PayPal policy**

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Ms. Mesires seconded the motion. Meeting adjourned at 5:09pm.

The next meeting of the Board of Trustees will be held on October 8th, 2024 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary