ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, November 12th, 2024

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

Excused: Mr. Bolton

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

APPROVAL OF MINUTES: Ms. Calarco moved to approve the minutes from the October 8th, 2024 meeting, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that the consolidated expenses were a bit higher than normal, but it is to be expected. The adult non-fiction is actually trending about 10% behind where we usually are this time of year. Computer expenses and online databases, those all come in sections, specifically the newspaper, and then more database expenses in genealogy that seem high for the month, but are expected. Ms. Mesires moved to approve the report as presented. Mr. Slater seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans reported that a letter was received from the new CPA in regards to the audit being in process, and it was shared with the board members in their materials packet. Mrs. Renzi-Falge also added how impressive and helpful the CPA's have been thus far during the process. The audit should be completed before the end of the year.
Mrs. Evans also wanted to take time to announce and appreciate Mr. Caughlin and Mrs. Dittrich for their devotion and commitment to the library board, Mr. Caughlin since July 2008 and Ms. Dittrich since October 2009. They are both retiring from the board in December 2024, and were presented with recognition certificates.

TREASURER'S REPORT: Mr. DiFabion began his report discussing the bank accounts, and how they seems significantly lower but that is to be expected considering the amount of the invoices paid the previous month. The current balances are just over $150,000.00. The YTD profit and loss reflects the income a little behind, but nothing concerning. The expenses are a little ahead as discussed during the consolidated expenses but that is due to the databases that were purchased. Grants and donations, for the month, some money was spent on computer supplies, and some small miscellaneous items, as expected. The YTD grants and donations report reflects about $9,000.00 in grants, a little over $1,100.00 in restricted donations, and $15,900.00 in unrestricted donations, for a grand total for all time grants and donations of $118,338.77. Mrs. Weldon moved to approve the Treasurers Report as presented. Mrs. Seymour seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds

The B & G Committee had a meeting and walk through with the city engineer to reprioritize building projects. More on that during the Buildings & Grounds Report.

Programming/Department Highlights

From Jamie LaPlaca: On Saturday, October 19th, we held a Halloween Trick-or-Treat-or-Trucks event for all ages and abilities. This event was our Halloween Party, but with a fun new addition–Touch a Truck! Touch-a-Truck allows participants to explore, touch, and climb in a variety of vehicles to learn about different organizations and jobs in a fun, interactive way. We had a total of 10 different vehicles, which parked in the City Hall Parking Lot. The organizations that participated include: Watertown City Police, Watertown City Fire Department, Jefferson County Sheriff's Office, New York State Police, Watertown Parks & Recreation, Evans Mills Raceway, Groff's Towing, Town of Watertown Fire Department, and DPW. In the Children's Room, we had 7 Halloween-themed activities including a bucket toss, a gourd ring toss, a monster walk up the stacks, musical chairs, an eyeball egg race in the stacks, spooky sensory bowls, and a find the eyeball in the haystack game. The crafts included Halloween puppets, paper bag pumpkins, and hanging cardboard bats. All the crafts were multistep processes to teach patience, how to follow directions, and encourage

creativity. The activities were chosen to fit the theme, but some of them also taught invaluable lessons. For instance, the monster walk involved doing certain actions to resemble monsters (stomping your paws, roaring, etc.) which encouraged participants to follow directions, listen to instructions, and read and comprehend what was being asked of them in order to complete the game. The spooky sensory bowls involved taking everyday objects, covering them in a bucket, and having participants blindly stick their hands in the bucket to feel and guess what they are. The buckets were labeled with spooky names (for instance, cooked spaghetti was called brains) to fit the theme. This activity encouraged bravery, sparked curiosity, and caused many laughs when participants were told what they were actually touching. The toss games and races taught hand-eye coordination and good sportsmanship. We also had a Cool Down Area in the Community Room. We had many participants who needed some time away from the chaos, which was the exact purpose of this space. The room had tables, chairs, and quiet activities such as coloring pages and crossword puzzles. Participants of all ages utilized this space. This event was a huge success, and we are already brainstorming for next year. Our security guard counted 662 participants in the library, but we believe the number to be higher because quite a few participants (primarily adults) stopped by the trucks but did not go into the library. This event would not have been possible if it weren't for the help from Brittani, Ashley, and Suzie. We all can't wait until next year!

From Amanda Tehonica: Throughout the month of October, activities were offered for adults focused on this haunting time of year. First up was a kit to create your own pet ghost which proved to be wildly popular. This craft allowed for a leftover stash of recycled baby jars, moss, and cheesecloth to be put to good use. Within 4 library business days, all 30 kits had been claimed. On October 9th, the program maximum of 16 participants learned how to make a standing ghost. Balloons, paper cups, and pipe cleaners created the shape form for the glue-soaked cheesecloth to be draped over. It was a messy fun time for all and projects stayed to dry overnight for pick up the following day. To close out the month on October 23rd, a lucky 13 participants upcycled pool noodles to create a spooky candle set. Leftover pool noodles were cut to various heights before hot glue was added to create a melted wax drip effect. The opening of the pool noodle was widened to fit a battery operated tea light before all surfaces were painted black. Once dry, the tea lights were turned on and set in place with a ribbon to hold their candle arrangement together. This month was well attended with 59 adults participating in the crafty offerings.

Miscellaneous
Andrea and I have been working with our new auditors, who have already begun their audit. They anticipate that they will be able to present it to the board before the years' end. In comparison, in years past, we haven't received our audit information until February.

The Farmer's Market Book Sale totals are in. This year, Vicky Crossway raised $6642 for the library. We are so appreciative of all of the effort and hard work she puts in to continuously make the book sale a huge success each year. It has become known as a "staple" of the Farm & Craft Market. This year, on rainy days, we began setting up the book sale in the rotunda so folks wouldn't miss out on those days. It was wildly successful! I'd also like to give special mention to Craig, Bryan, and Danielle who faithfully assist with the book sale each week.

Three staff members attended the NYLA conference this year in Syracuse, NY.

We recently had a family donate a Zoo New York Pass to the library for families to checkout. We will be releasing more information to the public once we have received the pass. It will work and be checked out just like NYS Park Passes are. We are grateful to the family who donated!

Update:
There are a couple of security cameras that need to be replaced in the library, one by the circulation desk, and one in the children's room. *During discussion regarding this topic, the board requested that Mrs. Renzi-Falge get a full estimate from AllTech to replace all of the cameras in the library.

Mrs. Renzi-Falge also reported that she and Ms. Tehonica are decorating the windows at the Chamber of Commerce office on Court St. in an attempt to raise awareness of the upcoming 120th Anniversary Party.

COMMITTEE REPORTS:

- ***Building & Grounds*:** The committee met with the city engineer. Capital plan items were the main discussion points, and when they will be worked on in the future, etc. The loading dock was discussed as more of a priority as a project due to its condition. There was a full walk around of the building outside and inside to get a sense of the projects that are already planned, and that are happening in the future.
- ***Finance & Investment Committee*:** No Report.

- ***Friends Committee and Liaison report:*** Ms. Gorman reported that the book sale is over and was another success. It was the quickest take down of the sale that she could remember, in only two hours. The Friends earned $8,233.11 during the sale. Upcoming, they are looking forward to assisting with the anniversary party on January 4th.
- ***Policy Committee:*** Mrs. Weldon reported that the policy for processing credit cards is ready for review by the board. It was submitted in the board email packet. Mr. DiFabion moved to approve the new policy. Ms. Calarco seconded the motion. Motion carried.

OLD BUSINESS:

- **Approval of updated Trustee by-laws:** By-laws were provided to the board in the packet previously emailed. Ms. Mesires moved to approve the by-laws as presented. Mr. DiFabion seconded the motion. Motion carried.
- **Jefferson County Funding:** Discussion of letter provided to the board in the packet previously emailed. Mr. Caughlin motioned to accept the suggested course of action that Mrs. Renzi-Falge provided. Ms. Calarco seconded the motion. Motion carried.

NEW BUSINESS:

- **Approval of closing on Friday January 17, 2025 for all staff training day:** Mr. DiFabion moved to approve the closing. Mr. Slater seconded the motion. Motion carried.
- **Approval of changing library hours to 9 am-5 pm on Friday December 6, 2024 to accommodate for staff participation in the Christmas Parade:** Mr. DiFabion motioned to approve. Ms. Mesires seconded the motion.
- **Approval of the NCLS Central Library and services budget:** Mr. Slater motioned to approve. Mrs. Weldon seconded the motion. Motion carried.

TASK REVIEW:

- Camera quotes from AllTech.
- Window decorating completed at the chamber of commerce.
- Cast vote for Jefferson county funding

MOTION TO ADJOURN: Ms. Mesires motioned for the meeting to be adjourned. Mrs. Weldon seconded the motion. Meeting adjourned at 4:47pm.

The next meeting of the Board of Trustees will be held on December 10th, 2024 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary