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

Present: Mrs. Evans, Mrs. Renzi-Falge, Ms. Dittrich, Ms. Calarco, Mrs. Tarzia, Mr. Slater, Mr. Bolton, Mr. DiFabion, Mrs. Weldon, Ms. Mesires

Excused: Mrs. Seymour, Mrs. Ruggiero, City Council Liaison

CALL TO ORDER: Meeting was called to order at 3:59pm by Mrs. Evans.

APPROVAL OF MINUTES: Ms. Mesires moved to approve the minutes from the November 12th, 2024 meeting, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that the consolidated expenses are reflecting a normal range of expenditures. The higher expenditures reflect adult non-fiction which is normal, and the other is from grants and donations which was due to purchasing new chairs for the reference area. Mrs. Renzi-Falge mentioned that there was a refund under Music CD's for $.01 due to a refund from Amazon and no purchases for the month of November. Mrs. Weldon moved to approve the report as presented. Mr. Slater seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans requested that all 2024 board member required continuing education be submitted to her by December 31st. She also asked that the board members start thinking about a new board member to step into the open position that will be available in January.

TREASURER'S REPORT: Mr. DiFabion reported began his report discussing the bank accounts. They are reflecting around $144,000.00 which is a little lower, but a significant amount of money has been expended and the accounts are starting to be built back up. The year to date profit and loss should be at 41%, both income and expense are trending a bit behind. The grants and donations are the same, unrestricted donations are a bit higher now. The school ballot funds are only at about 3%, but the new ballot funds can be expected in the next few months. Looking at the grants and donations reports, for the month of November, a large amount is reflected under restricted donations. That is due to a reimbursement for travel to the NYLA conference from NCLS, another is from the Senior Planet Program, and another donation from HoldDown Upstate for Everything but the Turkey program, with a total restricted donation of $4,135.00. That total for the year to date grants to $9,082.00, restricted donations to $5,304, and unrestricted donations to $14,900.00, for a total of all time to approximately $121,000.00. Ms. Dittrich moved to approve the Treasurers Report as presented. Mr. Bolton seconded the motion. Motion carried.

DIRECTOR'S REPORT:

Building & Grounds: The building is undergoing a deep clean for the anniversary party. The marble floors will be stripped and waxed this week.
Mrs. Renzi-Falge also mentioned that going along with the anniversary party, all invitations have been mailed. She is passing around a sign-up sheet for the board members to sign up to volunteer at the party. She also mentioned that she was just informed that there are several local community businesses that are donating services or giving reduced rates to provide items to the party.
Programming/Department Highlights:
From Ashley Pickett: On Wednesday, November 13th, a representative from the Hiscock Legal Aid Society was here to help individuals with immigration questions. This event was held in partnership with the New York State Department of State Office for New Americans and was a first of its kind here at Flower Library. Potential topics covered included naturalization/citizenship, DACA, travel documents, work authorization, and more; all conversations happened in a one-on-one manner in the South Reading Room and waiting participants explored the historic portion of the building. While the number of participants (7) seemed small at first glance, the representative from this Syracuse office stayed late and his 3.5 hours spent with us were nearly entirely full of conversations with his clients! This partnership allowed us to reach an audience we typically aren't able to connect very easily with and will continue through the winter season!
From Brittani LaJuett: Last month, Jamie and I held a Dinovember Party in the Children's and Community Rooms. It was a celebration of all things dinosaur that included a special guest appearance from a genuine T. Rex (or maybe it was Suzie in a dinosaur costume - we'll never tell). During the event, patrons were able to play dinosaur picture bingo, walk along a dinosaur walk, take a picture with a fun backdrop, make a clay fossil imprint, decorate a triceratops mask, or scratch a design into a dinosaur. Patrons were happy that the activities and crafts could be scaled up or down based on an individual's abilities and the dinosaur walk was able to stay up in the children's area for a few weeks after the event as a passive activity. A total of 78 patrons attended the program; it was a roaring, stomping good time for all.
Miscellaneous: Thank you to all of the staff members and their families who joined us for the Holiday Parade!

Update on Cameras: Waiting on two quotes, one from AllTech and one from NCC Systems for the two cameras that need replacement. A quote for all cameras from AllTech was received, so we're just waiting on the other. The server that hosts the cameras is way out of date and will need to be replaced, therefore, it will be costly to replace just the two cameras.

Jefferson County Funding Update: NCLS sent out an email with the new formula. It shows that the library will have a $3,000.00 reduction the first year, and an $8,000.00 reduction the second year. Overall, this is an attempt to be more equitable for all libraries within the system. Mr. Bolton mentioned that while reviewing the spreadsheet provided, he noticed hidden columns which may reflect that the Flower Library would dip below the state required 20%. Mrs. Renzi-Falge said that she will reach out to Matt Corey at NCLS to check on this information and report back.

COMMITTEE REPORTS:

- ***Building & Grounds*:** No report. A new chairperson is needed for this committee.
- ***Finance & Investment Committee*:** No report.
- ***Friends Committee and Liaison report:*** No official report. Mrs. Renzi-Falge did report that the Friends did not do wreaths this year, but they are going to purchase flowers for the anniversary party.
- ***Policy Committee:*** No report

NEW BUSINESS:

- **Resolution to approve moving money from the Schobel CD into the Schobel checking account for Genealogy expenses and reinvesting the remaining amount back into a CD at the highest interest rate available:** The board members held a discussion regarding the amount of funds to transfer into the checking account. Mrs. Carr will contact the auditor to check see what they think should happen with this year's funds that have been spent from library funds for genealogy, and if they should be reimbursed from the Schobel account. Mr. DiFabion motioned to move $15,000.00 to the Schobel Checking Account, and reinvest the remainder of the funds in the CD account already established for six more months. Ms. Calarco seconded the motion. Motion carried.
- **Motion to recommend Kelly Burdick to the Board of Trustees:** Mr. Caughlin suggested Ms. Burdick from his office to fulfill his term which ends December of 2028. Her resume and letter of interest was included in the board packet for the trustees to review. Ms. Mesires made a motion to accept Ms. Burdick to fulfill the outstanding term for Mr. Caughlin. Mr. DiFabion seconded it. Motion carried.
- **Fountain update:** Mrs. Renzi-Falge reported about the city's discussions regarding the next year's capital projects. The library's largest project that needs a lot of focus is the mason work that needs to be completed on and around the library, which includes the loading dock, the fountains, the fencing in the front, the sidewalks, etc. The amount to repair the fountains is substantial. The city is asking what the board is interested in doing with the fountains, whether or not they are willing to entertain the option of removing them and filling them in, etc. The board had an extensive discussion regarding the work that needs to be done, and what should take place as first priority. Mrs. Renzi-Falge stated that she will keep the board informed as the budgeting process with the city engineers gets underway.

TASK REVIEW:

- Mr. DiFabion to transfer funds to Schobel checking and to look into a new CD rate.
- Mrs. Evans to contact the Mayor about Kelly Burdick joining the board.
- All board members to complete CE by December 31st.

MOTION TO ADJOURN: Ms. Dittrich motioned for the meeting to be adjourned. Mrs. Weldon seconded the motion. Meeting adjourned at 5:04pm.
The next meeting of the Board of Trustees will be held on January 14th, 2024 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary