ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, March 11, 2025

Present: Mrs. Evans Mrs. Renzi-Falge
Ms. Mesires Mrs. Weldon
Mrs. Tarzia Mrs. Seymour
Mrs. Burdick Mrs. Wright
Mrs. Ruggiero, City Council Liaison
Ms. Maureen Gorman, Friends President

Excused: Mr. Bolton Mr. Slater
Mr. DiFabion Ms. Calarco

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 February 11th, 2025 meeting minutes, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Mesires reported that highest expenses reflected on the consolidated expense report were for eBooks and adult non-fiction. Mrs. Weldon asked a question regarding the purchasing of eBooks and a discussion took place in regards to how books are chosen for the system, etc. Mrs. Weldon moved to approve the report as presented. Mrs. Tarzia seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans reported that she worked on the committee list due to the new trustees on the board. Mrs. Evans is currently the Friends Liaison, and will remain so through the end of the year. A representative still hasn't been chosen for NCLS, so Mrs. Evans stated that she will attend as many of the NCLS board meetings that she can for the rest of this calendar year, and at the end of the year when her term as the president is up, she will switch from being the Friends Liaison, and become the full time NCLS board representative.

TREASURER'S REPORT: Ms. Mesires reviewed the bank accounts, and they reflected the closing the CD account that was agreed upon at the previous board meeting. Those funds have been deposited into the checking account in preparation for the new security cameras. Additionally, NCLS deposited half of Vicky Crossway's annual salary, and additional CBA funds into the checking account which added to the higher balance. Profit and loss, there is about three months left to the budget which should be at roughly 66% of the budget for the year. Currently, the income is right where is should be, and the expenses are about 10% lower, which is great. The income will grow, as we are still waiting on school ballot funding. Grants and donations are showing an all-time total approximately $142,000.00 to date, with about $15,000.00 expended this year, and a little over $2,000.00 in February. Mrs. Weldon asked the question about the high interest income amounts, and Mrs. Carr explained that it was the interest accrued on the CD accounts over the past several years that was entered after the audit. Mrs. Seymour moved to approve the Treasurers Report as presented. Mrs. Wright seconded the motion. Motion carried.

DIRECTOR'S REPORT:
Building & Grounds
The city may begin working on our loading dock before the next fiscal year due to its poor condition. As the weather begins to improve they will be able to at least get a new design for the area to begin work as soon as possible. It has been explained to me that this can happen because there is an emergency fund for projects like this.

During the middle of the night when we were closed one of our security camera caught a historic piece of furniture begin to fall apart. It is a cabinet piece from the Madame Deferiet collection. Maintenance did try to fix it but due to the advanced age of the piece they were not able to do it without causing more damage. Do we want to look into antique furniture repair for this piece?

Programming/Department Highlights
From Brittani LaJuett: One of my goals with Homeschool Hangout has been to give local homeschoolers experiences kids usually have at school that they might miss out on. So, this Valentine's Day, I held a classroom style Valentine's Day party for homeschoolers ages 10-17. I had a feeling most of the kids had never had this experience and it turned out to be correct; only 1 had ever exchanged cards or been to a classroom party before! We played a Valentine's Day themed bingo, made cards for each other, played a cheesy left-right passing game with a prize, and made conversation heart magnets (the tween boys loved my example that said "U Stink" and had to make their own versions). The kids loved it and some had even brought candy to pass out to friends. In all 13 kids attended and they all left quite happy.

On a related note, I want to thank you all for the opportunity to work and grow at this Library. I have enjoyed my time here and will happily brag to folks about my time at the fancy library so full of life.

From Jamie LaPlaca: On Saturday, February 8th, I held a Princess Tea Party for all ages and abilities. With new princess movies soon hitting theaters, like the live-action Snow White, a lot of people have been asking for princess book recommendations. This popular

request inspired me to make this program. This program included décor, crafts, activities, and baked goods all resembling life as royalty.

For the décor, I decorated the Children's Room and the Community Room with balloons and crepe paper. A photo backdrop with rose gold fringe was also set up for extra décor. I bought tea party-themed paper goods and set them up at the Children's Room's tables. Each participant received a plate, napkin, utensils, and tea cup. I had volunteers stationed in that area to replace the dinnerware and silverware after each person so everyone can get the full experience. The snacks included apple juice, cookies, cupcakes, and brownies. The snacks were selected based on Google and Pinterest searches of "royal tea party inspiration." The results showed many baked goods, so I chose some I can buy in bulk and within budget like Twinkies and Hostess cupcakes.

The crafts included royal crowns, paper fans, and wands. The royal crowns involved coloring and bedazzling a cardboard crown. The paper fans involved coloring half a paper plate then crisscrossing and gluing two popsicle sticks to the back of the plate to create a fan. Finally, the wands involved coloring and bedazzling wooden wands and gluing ribbon to the bottom. These crafts were chosen so all ages and abilities can participate, and each craft can be modified to meet the abilities of each participant.

For the ballroom dance lessons, I teamed up with a local dance studio, Rhonda's Footeworks. One of the studio's teachers, Miss Ayla, volunteered her time to teach participants different ballroom and ballet skills – she even came in costume!

This event was so much fun and a huge success. I loved seeing so many people—adults included—come in their princess outfits. A total of 207 people attended this event.

Miscellaneous
Ashley Pickett has been promoted to Librarian II. Congratulations to her and all of her hard work over the last few years.

The Central Library newsletter has been created and released to the system. This is a requirement of Watertown to do annually as part of our Central Library duties. Thank you to Ashley Pickett for putting it together once again.

We had a recent outreach event at Watertown High School where 81 teens received library cards for the first time and/or had their previous accounts reactivated. We look forward to more events like these in the future.

March is Youth Art Month. Please consider joining us and the Watertown City School District at their annual art shows here at the library.

COMMITTEE REPORTS:

- ***Building & Grounds*:** No Report.
- ***Finance & Investment Committee*:**
    - Motion to amend the 2024-2025 board budget to reflect a needed increase in the Contracted Services Line item to move forward with Security Camera updates: Mrs. Weldon moved to amend the current year budget to include the increase in the contracted services for the security cameras. Mrs. Seymour seconded the motion. Motion carried.
- ***Friends Committee and Liaison report:***
    - Motion to approve 2025 book sale dates: Mrs. Gorman presented the board with the dates that the Friends would like to have their annual book sale, including set up and tear down. Ms. Mesires accepted the schedule as presented. Mrs. Tarzia seconded the motion. Motion carried.
      Mrs. Gorman also reported that the Annual Meeting is coming up on May 7th, 2025 at 5pm. They will have Case Elementary School Music Teacher, Katie Taylor, as their Speaker this year, and also have music.
- ***Policy Committee:*** No Report. Mrs. Weldon did comment that the committee worked on the entire policy manual just last fall. So unless someone sees a policy that needs to be addressed, or if someone has something to add, there is likely that they won't need to be reviewed for a little bit.

OLD BUSINESS:

- Motion to approve 2023-2024 Financial Audit as presented at the February meeting**:** Ms. Mesires moved to approve the audit as presented. Mrs. Seymour seconded the motion. Motion carried.

NEW BUSINESS:

- Motion to approve the 2024 Annual NYS Report: Ms. Mesires motioned to approve the report. Mrs. Seymour seconded the motion.
- Review and discussion of the 2025-2026 Board Budget: Mrs. Renzi-Falge reviewed the proposed changes for this year's board budget. Small discussion took place. Will continue the discussion at the April board meeting.

TASK REVIEW:

- Budget review.
- Consider repairing the piece of furniture that broke.

MOTION TO ADJOURN: Ms. Mesires motioned for the meeting to be adjourned. Mrs. Seymour seconded the motion. Meeting adjourned at 4:48pm.
The next meeting of the Board of Trustees will be held on April 8th, 2025 at 4:00pm in the Future MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary