ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 8th, 2025

Present: Mrs. Evans Mrs. Renzi-Falge
Ms. Calarco Ms. Mesires
Mrs. Tarzia Mrs. Seymour
Mr. Bolton Mr. DiFabion
Mrs. Weldon Mrs. Wright
Mr. Slater Mrs. Burdick
Ms. Maureen Gorman, Friends President

Excused: Mrs. Ruggiero, City Council Liaison

Guest: Kevin Hammond, New Resident to New York

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

APPROVAL OF MINUTES: Mr. Slater moved to approve the minutes from the March 11th, 2025 meeting, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that there are some line items that appear a little high, but it all appears to be typical monthly expenditures. Ms. Mesires moved to approve the report as presented.
Mrs. Seymour seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans wanted to comment on the emails that the board members have been receiving from NCLS regarding funding problems from the state, and she wanted to suggest that board members are welcome to contact their legislatures regarding these issues.
She also wanted to mention that Mrs. Renzi-Falge sent out an email regarding the sexual harassment training that is required by the City, so please complete that and submit it to her. Also, a couple of members have completed their required annual CE already.

TREASURER'S REPORT: Mr. DiFabion reported that the bank accounts reflect about $23,000.00 less this month due to the deposit and withdrawal of the payroll from NCLS which in turn is given to the comptroller at the city. Otherwise the bank accounts are looking relatively healthy. The withdrawal of the CD from Carthage Savings is reflected currently in the checking account which is making the accounts look much higher, but those funds are designated for the new security cameras, which are scheduled to start on Monday, April 14th, 2025. The profit and loss report should be at 75%. The income is trailing slightly behind, but the majority of that is due to the delay in receipt of the school ballot funds. Mrs. Carr will contact the district business office to get a status when she returns. As for the expenses, nothing seems extraordinary. Grants and donations, there was a $600.00 Stewarts Grant received for the Trick or Treat program in the fall, and $125.00 in unrestricted donations received, which brings the year to date totals for grants to $9,682.00, $29,317.90 for restricted donations, and $15,397.11 in unrestricted donations with an approximate total of $52,000.00 for the year, and $140,842.15 for all time. The board again discussed the delay in the school ballot funds, and perhaps contacting them regarding future disbursements and how they would like for them to be released more frequently. Mr. Bolton moved to approve the Treasurers Report as presented. Mrs. Burdick seconded the motion. Motion carried.

DIRECTOR'S REPORT:
Building & Grounds
The city has begun taking measurements and making plans for the loading dock repairs. They are still in the very beginning stages and I will update you as I know more.
If the weather continues to improve, we hope to open the front door around April 15th. Maintenance will be working on cleaning up the front lawn and washing the steps and front of the library to prepare.

Programming/Department Highlights
March was Youth Art Month and we held two successful art show featuring the students from the Watertown City School District. The Junior High/High School art show brought in 222 community members on opening night. The Elementary art show brought in 302 community members on opening night. Hundreds of community members came through to visit each art show after their openings as well. We appreciate our continued partnership with the school district and are already planning for next year's shows with the local art educators.
From Amanda Tehonica: While looking for a project to offer that is different from past offerings, I came across a technique to make your own notepad with basic supplies. This was the perfect opportunity to use some brightly colored paper that had been sitting around without much purpose. I created a custom design consisting of our building outline and a set of lines to be printed on the paper stash. Participants were provided with a container of the glaze padding compound, a paintbrush, the precut chipboard backing, and binder clips. They took turns using the paper cutters gathered from around the building and were amazed at how easy it was to make their own notepad after receiving instructions. The 11 participants were able to make multiple notepads within the time period and also used the scrapbook paper available to personalize their projects.

Miscellaneous

Interviews for Librarian I have begun. We had 9 people apply which is much higher than usual. I am hopeful that we will be able to hire someone before summer begins. Additionally, a person was selected that Mrs. Renzi-Falge and the other librarians felt would be a good fit, her name is Ashley Morrison. She is currently at the Gouveneur library, but would like to work at a larger library. Mrs. Renzi-Falge is hopeful that she can start at the beginning of May.

Security camera upgrades and install are slated to begin the week of April 14th.

In regards to the antique desk, a person named Bruce Haynes from Mexico, NY will be coming to provide an estimate to repair it.

COMMITTEE REPORTS:

- ***Building & Grounds*: No report.**
- ***Finance & Investment Committee*:** There were some questions from the board in regards to the reports provided each month, and wanting to obtain a better understanding of what is reflected and fulfilling the role of a trustee and being fiscally responsible. Mr. DiFabion quickly explained the bank account listing report, and explained the different reports, and how the CD accounts are created, locked, which are restricted, etc. There was a question in regards to the "Emma Flower Taylor Bequest" CD Account. Mr. DiFabion was unsure what it was (it currently has $57.04 reflected on the statement), he will check with Mrs. Carr when she returns.
  In regards to the profit and loss report that is provided, Mr. DiFabion explained that this is a year to date report that explains where the budget stands each month.
  When it comes to the consolidated expenses, this report reflects expenditures just for the month, and helps to show the board if any large expenses occurred during the previous month that may need to be discussed. This also reflects all expenses for the city as well.
  Grants and donations reports were recreated a couple of years ago to make it more streamlined and easier to follow. The old reports contained a lot of excess information that the board felt it didn't need to see, so the finance committee created classification reports. The executive committee discussed maybe bringing back the old report every six months so that the board can see more information on a regular basis, but he wanted to show the board members that if they view the current reports, it will show on the "All" classification, it shows the amount of funds received over all time being approximately $592,000.00, and there is approximately $451,000.00 total expended. Leaving roughly $141,000.00 left. Some of those funds are restricted for something, some belong to grants, and others could be unrestricted and could be designated by the board. When Mrs. Carr returns, Mr. DiFabion intends to meet with her to discuss the report further. It can be a continuing conversation to ensure that the board has the information that they need.
- ***Friends Committee and Liaison report:*** Ms. Gorman passed around a flyer to the board members regarding the upcoming annual meeting that is being held on May 7th. She reported that at the meeting there will be a vote on three new perspective board members: Theresa Stone, Jana Sanford Wilson, and Katherine Ann Kolton.
  Also, she wanted to mention that the library board members would be greatly appreciated if they considered becoming Friends members, if they aren't already. They have recently been working on their member list, and it has been considerably dwindling.
  The Friends will also have a small presence at the Farmers Markets the summer, from 11:00am-1:00pm, setting up a table near the library book sale to sell Friends swag and handout membership forms.
  Book sale dates have changed. They will now be: Set-up – 10/13/2025-10/16/2025, Preview night -10/17/2025, Book Sale - 10/18/2025-10/27/2025, and they expect to be torn down before Halloween.
- ***Policy Committee:*** **No report.**

OLD BUSINESS:

- **Review, discussion, and approval of the 2025-2026 Board of Trustees Budget:** Mrs. Evans asked the board if they had any additional questions or comments about the budget presented that the March board meeting. No questions asked. Mr. DiFabion moved to approve the budget as presented. Ms. Mesires seconded the motion. Motion carried.

TASK REVIEW:

- **Mrs. Renzi-Falge to find out more information regarding salaries from NCLS**
- **All board members to complete their sexual harassment training and send it to Mrs. Renzi-Falge**
- **Mr. DiFabion to continue to work on the grants and donations report with Mrs. Carr**
- **All board members to please mark their calendars for May 7th to attend the Friends Annual Meeting.**

MOTION TO ADJOURN: Ms. Mesires motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 4:53pm.
The next meeting of the Board of Trustees will be held on May 13th, 2025 at 4:00pm in the New MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary