ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 13th, 2025

Present: Mrs. Evans, Mrs. Renzi-Falge, Ms. Calarco, Ms. Mesires, Mrs. Seymour, Mrs. Burdick, Mr. Bolton, Mr. DiFabion, Mrs. Weldon, Mrs. Ruggiero, City Council Liaison

Excused: Mrs. Wright, Mr. Slater, Mrs. Tarzia

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

NEW EMPLOYEE INTRODUCTION: Mrs. Renzi-Falge introduced Ashley Morrison, the new Librarian I that just joined the library team. The board members present introduced themselves to her as well.

APPROVAL OF MINUTES: Mr. DiFabion moved to approve the minutes from the April 8th, 2025 meeting, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion stated that the consolidated report appeared to be on the normal to low side, with the exception of the purchase of new computers as reflected on the grants and donations expenditures line. Ms. Mesires moved to approve the report as presented. Mrs. Seymour seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans reported that she had come into the library and saw how the new security cameras were working, and she asked Mrs. Renzi-Falge to give the board a small demonstration as well. Mrs. Renzi-Falge went through the computer screens showing how effective they were, and simple to use. She mentioned that all indoor cameras have been installed, and the company is just waiting on the ground to be harder for the outdoor cameras to be completed.
Mrs. Evans stated that she was not able to attend the Friends Annual Meeting, but thanked those members that were able to attend. Mrs. Weldon mentioned how great the keynote speaker was.

TREASURER'S REPORT: Mr. DiFabion reported that the bank accounts are looking healthy, currently reflecting approximately $236,000.00, but wanted the board to keep in mind that the initial check for the security cameras was just cut, so that will show a reduction. The profit and loss should currently be reflecting 83%. Considering the school ballot funds were just received, it is now reflecting 110% in income. For expenses, it is trailing behind at 70% which is okay. Some board members had questions in regards to the receipt of the school ballot funds and how they're distributed, which Mrs. Carr and Mrs. Renzi-Falge explained that the School business department had a change over and they are behind they're current schedule of distributing funds. It should be better from this point forward. There was also a question in regards to the expenditures being under the percentage expected for the current time of year, and Mrs. Renzi-Falge explained that it's typically due to billing and when invoices are received, and invoices are not sent until items are released.
Under the grants and donations, there was $440.00 in board designated and unrestricted donations, $4,880.00 in grants, and $2,845.54 in restricted donations with a total $8,165.54 in total grants and donations for April, bringing a total of $62,910.00 for the fiscal year, and approximately a total of $144,000.00 for all time. Along with the current grants and donations reports, it was agreed by the board that a "long report" that reflects all grants and donation information be provided to the board bi-annually. The finance committee is going to plan a meeting to discuss the outstanding grants and donations that should be reallocated, and compile a report or recommendation to bring to the next board meeting. Ms. Mesires moved to approve the Treasurers Report as presented. Mrs. Seymour seconded the motion. Motion carried.

DIRECTOR'S REPORT: (Provided with the meeting packet)
Building & Grounds
The engineering department is finishing up the design for the new loading dock with in the next few weeks. They hope to put this project out to bid before June. When I receive copies of the design, I will make them available to the board to see.
In addition to the provided report: Mrs. Renzi-Falge received a call from Dawn Vincent at NCLS stating that our construction grant may increase from 70% to 75%, which will decrease the amount needed from the board for the MakerSpace project.

Programming/Department Highlights
From Jamie LaPlaca: In honor of National Pet Month, we're excited to launch a Pet Supplies Drive in partnership with the SPCA and Jefferson County Dog Control to support local shelter animals in need. With so many animal lovers on our staff, this cause is close to our hearts — and we know it is for many of you, too.
From May 1 through May 31, we'll be collecting new pet supplies to help brighten the lives of dogs and cats waiting for their forever homes. Donations can be dropped off at the Circulation Desk during this time.
To ensure the safety and wellbeing of the animals, we're asking for only the specific items requested by the shelters:

- Purina or Hill's Science Diet wet or dry food ONLY
- Milk bones

- Any non-rawhide treats
- Tennis balls
- Kongs
- Rubber/nylon chew bones
- Cat wands
- Cleaning supplies
- Aloe & oatmeal pet shampoo
- Scratch posts
- Tough chewer toys
- Pill pockets
- Unopened Kitten Milk Replacement
- Collars/leashes
- Cat litter

Every donation, big or small, makes a difference. We are very excited to come together as a community to help support our local shelters.

On Saturday, April 12th, I hosted my 3rd Annual Toddler Prom—an unforgettable evening designed for little one's ages 3 to 5. Our little library guests arrived dressed to the nines, waltzing down our red carpet in gowns, tuxedos, and even a few in fairy and Batman costumes. They made their grand entrance walking down our red carpet and into the transformed Children's Room, which sparkled with prom-themed décor.

Gold stars dangled from the ceiling, a stunning arch of black and gold balloons framed the doorway, and coordinating tablecloths set the scene. Balloons were scattered throughout the room, and a fully stocked snack table welcomed families with apple juice, Goldfish crackers, and an assortment of cookies.

The event offered a delightful mix of activities, including a snack station, creative crafts, and a sensory dance floor. Craft tables invited little hands to create their own prom crowns, design DIY picture frames, and color masquerade masks. The sensory dance floor was a hit—filled with an engaging mix of textures and materials like bean bags, cut-up pool noodles, foam letters, glow sticks, and balloons of all shapes and sizes. The space encouraged exploration, creativity, and movement—perfect for curious minds and busy little bodies.

We were thrilled to welcome a total of 137 attendees, making it one of our most successful Toddler Proms yet. It's truly one of my favorite traditions of the year, and I'm already brainstorming ideas to make next year's event even more magical!

In addition to the provided report: Ashley Pickett provided a report from the Genealogy Department to give the board an overview for 2024. She asked that the librarians provide a report similar to this so the board is aware of everything going on within the library. Initially the report was created for the board, but the board thinks the report should be given to the community as well because it was so well done, and it shows such great information. Mrs. Renzi-Falge will pass the information along.

Miscellaneous

We are finally starting to receive our new computers through the NCLS construction grant. This has been 2 years in the making. We currently have 3 laptops that we plan to make available for public use while in the library and 5 new desktop computers for the public computer lab. This is incredibly helpful for us and IT due to the older nature of our current technology. We will continue to make updates year after year to ensure we are running technology that is accessible and helpful to both patrons and staff.

In addition to the provided report: Mrs. Renzi-Falge attended the Budget Meeting with City Council the prior evening where City Council was asking department heads about their proposed budgets, as well as any projects that may be upcoming in the next fiscal year. The main projects as a reminder are: water fountains, marble fence, loading dock and sidewalks. Historical preservation grants may be available for the fountains and the fence. The engineering department is already working on the loading dock because it is a safety hazard. She will share those plans with the board when they are received.

COMMITTEE REPORTS:

- ***Building & Grounds*:** No Report.
- ***Finance & Investment Committee*:** No Report.
- ***Friends Committee and Liaison report:*** Mrs. Renzi-Falge reported that there a couple new members joining their board. Mr. Ron Roberts is retiring from the board. Book sale time will be starting soon.
- ***Policy Committee:*** Mrs. Weldon reported on some new and updated policies that were provided in the board meeting packet previously email to all members. It included the following:
  - Acceptable Patron Behavior Policy
  - "New" Laptop Policy

  After board discussion, Mr. DiFabion moved to approve the updated policies as presented to the board. Mrs. Burdick seconded the motion. Motion carried.

NEW BUSINESS:

- **Motion to Approve Cheryl Evans to NCLS Board of Trustees:** Mrs. Seymour motioned to approve Mrs. Evans to NCLS Board of Trustees. Mrs. Weldon seconded the motion. Motion carried.

- **Motion to Approve Juneteenth as closed holiday in accordance with the City of Watertown:** Ms. Mesires motioned to approve Juneteenth as closed holiday in accordance with the City of Watertown, Mr. DiFabion seconded the motion. Motion carried.

TASK REVIEW:

1. Finance committee to schedule a meeting to review long grants and donations report.

MOTION TO ADJOURN: Ms. Mesires motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 4:45pm.

The next meeting of the Board of Trustees will be held on June 10th, 2025 at 4:00pm in the New MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary