ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, September 9, 2025

Present: Mrs. Evans Mrs. Renzi-Falge
Ms. Calarco Mr. Slater
Mrs. Seymour Mrs. Burdick
Mr. Bolton Mr. DiFabion
Mrs. Wright
Mrs. Ruggiero, City Council Liaison
Ms. Maureen Gorman, Friends President

Excused: Ms. Mesires Mrs. Tarzia
Mrs. Weldon

CALL TO ORDER: Meeting was called to order at 4:02pm by Mrs. Evans.

APPROVAL OF MINUTES: Mr. Slater moved to approve the minutes from the August 12th, 2025 meeting, Mr. DiFabion seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that the consolidated expenses are quite high, but it requires a discussion that he wishes to have with the board. The largest expenses is under the grants and donations, and it was for the final invoices from NCC Systems for the installation of the new cameras outside of the library. Due to the work not being completed prior to the end of the fiscal year, the work and invoice was completed in July/August. When the financial committee created the budget, it was prior to realizing that this would be the case, therefore, did not budget under contracted services for this expense. Mrs. Carr temporarily placed the invoice under grants and donations in order to pay the invoice, but Mr. DiFabion would like the board to approve moving that expense, and amending the budget in the amount of the invoice of $12,752.80. Mr. DiFabion requested a motion to amend the budget for this expense. Ms. Calarco moved to approve he request. Ms. Seymour seconded the motion. Motion approved. It was decided the that the revised consolidated report will be approved at the October board meeting along with the amended budget.

PRESIDENT'S REPORT: Mrs. Evans reported that Ms. Mesires has informed her that she will be leaving the board in January, therefore, her final month on the board will be December. With this new information, she mentioned to the board to consider a potential new board member, as well as a new assistant treasurer in which she explained the position. Ms. Mesires' term ends 12/31/2031.

TREASURER'S REPORT: Mr. DiFabion reported that the bank accounts are approximately at $205,000.00. Profit and loss should be around 16% and currently it's at about 17% for both income and expenses, so that is okay. He stated that it was discussed during the executive committee meeting that the increase income is most likely due to the increase in funds received from the Friends, therefore, the grants and donations are higher than usual, so next year it may amend the budget when created. Some are still very low, including school ballot funds, which is expected because that is typically not received until later in the year. Under expenses, as previously discussed under the consolidated expense report, the grants and donations are high, but that will change with the movement of the NCC Systems invoice to contracted services. Under grants and donations, for the month of August, $10,000.00 in grants were received, $15,000.00 in restricted donations from Friends, $25.00 in unrestricted donations, with a total for both August and the fiscal year of $26,383.00. The balance for all time is currently at $128,036.27. Mrs. Wright moved to approve the Treasurers Report as presented. Ms. Seymour seconded the motion. Motion carried.

DIRECTOR'S REPORT:
Building & Grounds
From the Engineering Department:
Marble Balustrade and Loading Dock Restoration Project - Flower Memorial Library:
The Flower Memorial Library Marble Balustrade & Loading Dock Restoration Project is currently in the Design Phase. Once designed, it will then be submitted to the New York State Historic Preservation Office (SHPO) for grant approval. Flower Memorial Library is listed and under the protection of historic properties in New York State. Following is the scope of work for this project as shown in the Specifications, Drawing A-1, and bidding documents and as directed by the City Engineer:

1. Restoring the existing West Lawn Marble Balustrade exterior by removing, raking, repointing, repairing, patching, resetting, cleaning, and consolidating the complete Balustrade located at the Flower Memorial Library.
2. Removing and replacing the existing concrete sidewalk located at the Washington Street western side of the Flower Memorial Library Balustrade with a concrete sidewalk that will be approximately 170 feet long. We also plan on removing and replacing a 6'x8' entrance concrete sidewalk at the Washington Street Flower Memorial
3. Removing and replacing the existing 4-foot-wide entrance concrete sidewalk located at the southern and eastern sides of the Flower Memorial Library with a new concrete sidewalk that will be approximately 120 feet long.
4. Restoring the existing exterior northern side of the Flower Memorial Library Loading Dock by removing, repairing, patching, resetting, cleaning, and sealing.

Programming/Department Highlights

Please see the attached in house programming report included in board email packet

From Ashley Morrison: On August 23rd, I held an escape room program for teens and adults. I chose this program because escape rooms are often a fun but expensive activity. For example: To go to an escape room in Watertown it costs over $100 for group of 4 people. This program allowed teens and adults to experience a simple yet fun escape room for free at the library. Patrons were given 45 minutes to solve various clues and puzzles, find the keys, and "escape" the library! When they opened the final box they could pick out a small prize and had the opportunity to take a fun picture with a sign. This program had a total of 14 participants and was very successful! Time slots were available for patrons to register in advance, and we even had more interest than available spots. Each group told me they had a great time and even asked if we planned on doing another escape room in the future. Next time, I would make more time slots available by making the escape room a multi-day event instead of just a Saturday program.

Miscellaneous

We have seen an uptick in problematic individuals in and around the library and security has had to get the police involved more than ever, recently. Violations include drug/alcohol, indecent exposure, harassment, etc. The police are also overwhelmed with the amount of crime in the city currently. We are thankful to our security team for making the library as safe as possible, but please be aware that this particular downtown area is changing.

Update on state monies and bullet aid: The state has not released monies yet and NCLS is thinking that it could be as late as November before we see any checks. Bullet Aid will be announced in the coming weeks but we shouldn't anticipate seeing a check for it until January, according to NCLS.

We have entered audit season. Andrea and I will be meeting with our accountants later this month to begin the process.

I am pleased to announce that Ashley Pickett will be moving into the role of Librarian III. Ashley has been a librarian here for 14 years and has held various roles over the years. She will continue to be a great asset to the team and I look forward to working with her in management. The city will now call for the Librarian II exam and applications.

Just a friendly reminder, September is library card sign-up month! Please make sure you have an NCLS library card and that it is up-to-date.

COMMITTEE REPORTS:

- ***Building & Grounds*:** No Report
- ***Finance & Investment Committee*:** No Report
- ***Friends Committee and Liaison report:*** Ms. Gorman reported that the group earned $611.00 since the beginning of the summer through promotional items, memberships, NNCYF, and raffle basket ticket sales. The raffle basket drawing will be held at the end of the fall book sale.
  Ellen Marie Wiseman has confirmed the date for the book event. It will be held on Thursday, November 13th,2025 from 6:00pm to 8:00pm. The Friends have received, so far, one $500.00 sponsorship for the event, and is welcoming additional sponsorships.
  As for memberships, Ms. Gorman reported that they have been weeding out the list. They currently have 277 active members which includes 18 lifetime members. They received 1 renewal, and 4 new members in August.
- ***Policy Committee:*** The policy committee provided the new "Art Display Policy for Loaned Artwork" in the emailed board packet. The committee requested feedback and wanted to discuss any additional concerns that they may have in regards to the policy. Ms. Calarco stated that she felt the policy was complete, Mrs. Evans agreed. Mr. DiFabion motioned to accept the new policy as presented. Ms. Calarco seconded the motion. Motion carried.

OLD BUSINESS:

- **Approval of the Report to the Community:** Mrs. Renzi-Falge presented the 2024-2025 Report to the Community. There was discussion among the board regarding the change in statistics from previous years. Mr. Slater moved to approve the report as presented. Mr. DiFabion seconded the motion. Motion carried.
- **Thank you notes to previous known donors:** Mrs. Renzi-Falge obtained the information from NNYCF that was requested by Mrs. Evans and Ms. Calarco that reflects all of the individuals that have contributed through the website. The board discussed the list of donors, and the best way to handle these donations from this point forward. It was decided that the executive committee would send thank you cards with the annual report (or other information) to stay in touch with these donors, starting with the most recent five donors. The board also decided to add the Flower Library PayPal/Venmo "button" to the website and Facebook page in addition to the NNYCF donate button to provide donors options.
  The board asked the question about adding the funds from NNYCF to a CD account due to the funds coming later than expected. Mr. DiFabion stated that he will wait to make any final decisions until the next meeting.

TASK REVIEW:

1. Update consolidated expenses and amend the budget for approval in October.
2. Get a library card if you don't already have one.
3. Sign up for book sale as a volunteer.
4. Think about potential trustees and consider becoming the assistant treasurer.

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Ms. Seymour seconded the motion. Meeting adjourned at 5:07pm.

The next meeting of the Board of Trustees will be held on October 14th, 2025 at 4:00pm in the New MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary