ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 14, 2025

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

Excused: Mr. Slater Mrs. Weldon
Ms. Calarco Mrs. Wright
Mrs. Ruggiero, City Council Liaison

CALL TO ORDER: Meeting was called to order at 4:04pm by Mrs. Evans.

APPROVAL OF MINUTES: Mr. Bolton moved to approve the minutes from the September 9th, 2025 meeting, Mr. DiFabion seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that the consolidated expenses appear to be higher than normal right now due to the change in Contracted Services being reclassified. There were some higher expenses under genealogy, computer expenses and adult non-fiction. Overall everything looks typical. Due to Mr. DiFabion feeling as though there was a discrepancy in the accounting on the September (August) report, Mr. DiFabion moved to approve the August consolidated expenses report, Ms. Mesires seconded the motion. Motion Carried. Ms. Mesires moved to approve the September report as presented. Ms. Seymour seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans reported that it is time for the Directors evaluation. She asked that the board review and complete them, and to return them to her by November 4th.
She also stated that the board still needs to fill the assistant treasurer position as well as the trustee position once Ms. Mesires leaves the board the end of this year.
She also reminded the board members that all continuing education must be completed before the end of the year.

TREASURER'S REPORT: Mr. DiFabion reported that there is currently $212,000.00 in the bank accounts. The profit and loss should currently reflect 32%. At four months into the fiscal year, the report shows that it is trailing just a little behind, but he states that he is not concerned due to the fact that the school ballot funds are expected over the winter. Expenses reflect a couple of higher items, such as furniture and genealogy, but that is to be expected.
Under grants and donations, it was a quiet month. There was one donation by North Country Library System for $795.00 which was a reimbursement for software that was purchased for the TouchSource computer. Currently the year to date reflects $18,086.34, with an all-time total of $134,831.91. Upon discussion of the credit card transactions and donations being made at the register, it appeared that the reports were not reflecting correctly. Ms. Mesires and Mr. DiFabion asked Mrs. Carr to contact the accountant for clarification regarding this. Ms. Mesires moved to approve the Treasurers Report as presented. Mr. Bolton seconded the motion. Motion carried.
Mr. DiFabion also asked to discuss the funds from NNYCF going into the CD account at Carthage Savings Bank. He would like the board to amend the motion from one year to six months due to needing the funds for next summer, and due to a change in rate from 4.00% to 3.25%. Ms. Mesires seconded the motion. Motion carried.

DIRECTOR'S REPORT:
Building & Grounds
Thank you to our maintenance department for getting the front of the building ready for fall. They have put pumpkins and mums out to make us more festive.

The front door will close for the season on October 14th to ensure public safety as the temperatures drop.

Programming/Department Highlights
Please see the attached summer programming report
From Jamie LaPlaca: On Saturday, October 4, all the librarians hosted our annual *Halloween Trick-or-Treat-or-Trucks* event, which is a community and personal favorite that combines festive Halloween fun with our beloved Touch-a-Truck!

Touch-a-Truck gives participants the chance to climb in, explore, and learn about a variety of community vehicles. Like last year, we partnered with City Hall to host the vehicle portion in their parking lot, while the Halloween festivities took place inside the library.
We were thrilled to welcome vehicles and staff from the City of Watertown Police Department, City of Watertown Fire Department, City of Watertown Department of Public Works (DPW), Jefferson County Sheriff's Office, New York State Police, Groff's Towing, and the Victims Assistance Center. Each organization brought at least one vehicle (DPW brought two!) and spent the morning teaching attendees about their work and the important roles their vehicles play. Patrons were encouraged to climb inside, honk horns, ring sirens, and get a hands-on experience. This year, each organization went above and beyond by decorating their vehicles for Halloween. My personal favorite vehicles were the armored truck from the Jefferson County Sheriff's Office because I have never actually seen one of those up close before!
Inside the library, families enjoyed a variety of crafts and activities. Crafts included paper pumpkin decorating, scratch art bookmarks, and paper bag monsters. All the crafts were designed to encourage creativity and imagination rather than following step-by-step instructions.
Our activity stations were a hit, featuring Spooky Feely Bowls, Pin the Spider on the Web, Boo Toss, Skeleton Beanbag Toss, Find the Eyeball in the Web, Witch Hat Ring Toss, Spooky Tattoos, and a Spin to Win prize wheel. The crowd favorite was definitely the Spooky Feely Bowls, where participants reached into mystery containers filled with "monster parts" like spider legs (pipe cleaners) and monster teeth (popcorn kernels). The Spooky Tattoo Station was another big hit! We offered a wide variety of trendy temporary tattoos that patrons of all ages loved including spooky Bluey designs to Disney favorites and traditional Halloween characters. My personal favorite was the Spin to Win wheel because it gave everyone, even the less coordinated participants, a chance to walk away with a fun prize.
This year, we had 797 participants which is over 100 more than last year's 662! We're so grateful to our community partners and all the families who came out to celebrate with us. I especially want to thank my wonderful coworkers, whose creativity and teamwork made this event such a success. We already have some awesome ideas for next year, and can't wait to start planning again!
From Ashley Pickett: On Wednesday, October 1st librarians Jamie LaPlaca and myself hosted our second session of Budget Bites to Go, an educational cooking workshop held in partnership with Cornell Cooperative Extension. Second in a five-part series, participants were invited to learn about healthy nutrition on a budget with an experienced teacher as she demonstrated a themed recipe. At the conclusion of each session, all participants are able to take home a free meal kit that includes the shelf-stable ingredients necessary to make the demonstrated meal along with instructions, tips and tricks, and other information. This month's theme was hearty soups and stews; participants taste-tested a butternut chili and took home the ingredients to make it for themselves. This series was made possible through a mini grant of $1000 obtained from the North Country Library System. While this session was full with 16 participants ages 18+, any unclaimed kits will be placed on the main floor for any patron to take home! Future themes include meals for two, light food, and breakfast.

Miscellaneous

Farmer's Market Book Sales have come to an end. Thank you to Vicky and Danielle for running them for us all summer. We only had to miss two for weather. In total the library made $6,726 in earnings from this endeavor.

COMMITTEE REPORTS:

- ***Building & Grounds*:** No Report
- ***Finance & Investment Committee*:** No Report.
- ***Friends Committee and Liaison report:*** Ms. Gorman reported that $716.00 was the end of the summer total. Today was the first day of setup for the annual booksale. They have noticed that there is about 1/3 less books than normal this year. And they are still looking for volunteers at the sale.
  So far, the basket raffle has raised at extra $230.00, the drawing will be on the last day of the sale.
  The Ellen Marie Wiseman posters are out. The Friends acquired two great sponsors, so they have already raised $1,000.00 for the event.
  It has been determined that the Friends can no longer do the wreaths on the windows as done in years past due to the type of new windows that were installed. So it seems that they may do a couple of easels on the front steps with wreaths.

OLD BUSINESS:

- **Library Long Range Plan needs approval before the end of the year. Please review carefully for discussion at the November meeting. This is the same document that was sent earlier this year for review.**
  - Mrs. Renzi-Falge stated that she would like to vote on this in December, so she asked that the board review the plan over the next month and have a deeper discussion at the November board meeting.

Mrs. Evans asked Mrs. Renzi-Falge to explain the New York State Minimum Standards for public libraries. Mrs. Renzi-Falge explained where the board members can view the information online.

NEW BUSINESS:

- **Motion to approve switching November meeting from the 11th to the 12th on account of Veterans Day:** Mr. DiFabion moved to approve the motion, Ms. Mesires seconded the motion. Motion carried.
- **Motion to approve closing on January 16th, 2026 for All Staff Training Day:** Dawn Cole from the United Way to attend to discuss Bridges out of Poverty. Mr. DiFabion moved to approve the motion, Mr. Bolton seconded the motion. Motion carried.

TASK REVIEW:

1. Mrs. Carr to contact the accountant regarding the report discrepancies.
2. Ms. Mesires to open the new CD account at Carthage Savings Bank.
3. Board members to review the long range plan that has been submitted for discussion at the November board meeting.

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 November 12th, 2025 at 4:00pm in the New MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary