ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, November 12, 2025

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

Excused: Mr. DiFabion Mrs. Weldon

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

APPROVAL OF MINUTES: Ms. Calarco moved to approve the minutes from the October 14th, 2025 meeting, Mr. Slater seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Mesires reported that the October report appeared unremarkable. The promotional materials appear high due to library promotional materials being restocked. Mr. Bolton moved to approve the report as presented. Ms. Seymour seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans reported that there was an obituary in the newspaper for a Mrs. Pamela Gagnon, and it requested donations be made to the library in her memory. The library has received several donations, and two to the NNYCF as well.

TREASURER'S REPORT: Ms. Mesires reported that the bank accounts look good. She did have questions about the balances and how the savings amount increased and the checking amount decreased. Mrs. Carr and Mrs. Renzi-Falge responded that the donation of $15,000.00 from the Friends was received and deposited into the savings account, along with other donations which was the reason for the increase. And the Jefferson County Grant and the NY State Construction Grant was paid to the city which was the reason for the decrease in the checking.
As for the profit and loss, it should be reflecting around 33%. Currently it shows that it's trailing a little behind in income due to not yet receiving ballot funds, which are not expected until the beginning of 2026. Expenses are also not at 33% which is okay as well. In October, there was $230.00 in grants and donations received. Ms. Mesires also wanted to mention that the new CD was opened at Carthage Savings, and when that happened, she was made aware that other CD accounts were not relocked at the correct rate. Heather Gallagher at the bank backdated the lock on those accounts and locked them in for the board at the corrected rate, but Ms. Mesires wanted to reiterate that it needs to be closely monitored in the future. Mrs. Wright moved to approve the Treasurers Report as presented. Ms. Calarco seconded the motion. Motion carried.

DIRECTOR'S REPORT:
Building & Grounds
I have a meeting with the City Planner Geoff Urda to discuss the city's strategic plan for the library for the coming years. This meeting will happen on December 4th.

Programming/Department Highlights
Ashley Pickett and I offered a series of Ancestry.com classes for NCLS directors and staff via zoom. We ended up with 25 participating libraries. The purpose of these classes is to get the library staff familiar with using the resource so that they can train and help their own patrons. Ancestry.com is an expensive resource, but so useful, we want to make sure as many people are using it as possible.
Everything but the Turkey will be held on November 4th at 6 pm. This is our 5th year of offering this program to our community. This year we were able to provide 50 kits to community members. Kits come with all non-perishable items that are traditional thanksgiving side dishes. We also provide free used cookbooks for anyone who would like one while picking up their kits. "Food for Thought"- the poverty rate in Jefferson County is 13.4% (which is higher than the national average of 12.4%). It is important to our staff that we continue to help with food insecurity issues among our patrons, partner with community resources, and offer helpful and informative programs when we can.
From Ashley Morrison: On October 9th, I hosted my new monthly program for tweens, Tween Crafternoon. This was the second month I held the program, and this time our project was creating glove monsters. I designed this program to provide a fun craft opportunity for tweens ages 8–12. I selected glove monsters as our October craft because it fit the season and gave participants the chance to learn basic sewing skills. By the end of the program, everyone took home a customized glove monster they had sewn themselves. The program had a total of six participants and was very successful! Only two of the participants had sewn before, and the other four learned a new skill that day. If I were to offer another sewing craft in the future, I would allow more time to provide additional guidance on sewing basics.

Miscellaneous
Jamie, Andrea, and I attended the New York State Library Conference this year. Workshops included (but were not limited to): Integrating Makerspace Technology for Library Business, From Team Member to Team Leader, Your Budget is an Advocacy Tool, Cardholder Signup Policies: Access in Practice, Sustainable Programming: Repair Cafe, DIY Crafts and Eco Friendly Swaps, Unintentional Library Barriers In Library Service, Enhance Library Programming Using Community Members, Academic & Public Library Partnerships, Recruiting & Interviewing for the Library of Today & Tomorrow, Trustee Handbook Club for Directors, Books to Business: Libraries as a Catalyst for Economic Growth, State of Our Libraries: A Conversation with the State Librarian, Creative Tech Solutions for a Tight Budget.
Of note in the Central Library Services Aid budget for 2026: There are more years of the Watertown Daily Times now in the public domain. The committee voted to approve paying for digitization for the public domain years. These will be hosted by New York State Historic Newspapers and scanned by the Northern New York Library Network. This is a free resource for New Yorkers.

In Addition to the submitted report: Mrs. Renzi-Falge reported that October had record numbers of people through the doors thanks to the Friends book sale. She wanted to thank them for their continued support.

COMMITTEE REPORTS:

- ***Building & Grounds*:** Mr. Bolton and Mrs. Renzi-Falge intend to meet after the board meeting to discuss the MakerSpace due to the upcoming funding and commencement of the project.
- ***Finance & Investment Committee*:** No Report
- ***Friends Committee and Liaison report:*** Ms. Gorman wanted to thank the volunteers that participated at the book sale. She announced that $7,268.40 was raised at the book sale. The Book Sale Raffle Basket raised $680.00, and the upcoming book reading with Ellen Marie Wiseman gained two sponsors totaling $1,000.00.
  In October, the Friends had 34 membership renewals, 37 new memberships, and 2 lifetime memberships. 180 promotional items were sold. Also the Friends group purchased two wreath stands for the front steps of the library. Ms. Calarco had questions about the lifetime memberships and the cost/terms of that. Ms. Gorman stated that she believes that membership cost is $500.00, but she will look into it further.
- ***Policy Committee:*** No Report

OLD BUSINESS:

- **Library 2026-2029 Long Range Plan open discussion, edits, and additions:** Mrs. Evans asked if the board members reviewed the comparison between the old plan and the new plan. She initially asked the board to propose any questions or comments about the new plan, and confirm they are comfortable about the new plan as presented. She followed by reviewing the old plan to see if items still need to be included, or if they can be deleted. Mrs. Renzi-Falge stated that she will be working on the edits as stated and sending it to the officer's committee for a final review prior to sending to the entire board with the December board meeting packet.

NEW BUSINESS:

- **Motion to approve the North Country Library System's Central Library Services Aid Budget for 2026:** Mrs. Renzi-Falge reviewed the updated CSLA budget with the board. The budget is the same as last year, but is withholding 5% for any roll overs. Ms. Mesires moved to approve the budget as presented. Mr. Slater seconded the motion. Motion carried.

- **Motion to approve the library opening for a special partnership with the city on Friday December 12, 2025 from 7pm-9pm for visits with Santa after the parade:** Ms. Calarco motioned to approve the request as presented. Mrs. Burdick seconded the motion. Motion carried.

TASK REVIEW:

- Mrs. Renzi-Falge to updated the long range plan, executive committee to review and forward to the board next month.

MOTION TO ADJOURN: Ms. Seymour motioned for the meeting to be adjourned. Mrs. Tarzia seconded the motion. Meeting adjourned at 5:47pm.
The next meeting of the Board of Trustees will be held on December 9, 2025 at 4:00pm in the New MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary