ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 9, 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
Mrs. Ruggiero, City Council Liaison

Excused: Ms. Maureen Gorman, Friends President

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

APPROVAL OF MINUTES: Mr. Bolton moved to approve the minutes from the November 12th, 2025 meeting, Mrs. Weldon seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Mr. DiFabion reported that the expenses look good. $3,660.00 in adult non-fiction. Computer expenses and online databases had some higher expenditures, which can be expected once a year when contracts need to be renewed and things are updated. Mr. Slater moved to approve the report as presented. Mrs. Burdick seconded the motion. Motion carried.

PRESIDENT'S REPORT: Mrs. Evans reported that the library has received some funds from the NNCYC for in memory of Mrs. Pamela Gagnon. So far they have received $750.00 on behalf of the library, and Mrs. Evans has written thank you notes for those donations. Mrs. Carr confirmed that the library has received $800.00 directly from donations in her memory. Mr. Gagnon requested the funds be used for adult fiction, and a name plate be added.
Mrs. Evans also wanted to remind the board members that their CE is due before the end of the year.

TREASURER'S REPORT: Mr. DiFabion reported that the checking and savings accounts look pretty healthy, they are up about $8,000.00 between the checking and the savings accounts. The savings is reflecting just under $200,000.00 and the checking is just over $4,000.00. As for the profit and loss statement, the library is about 5 months in, therefore it should be reflecting about 41%, therefore the income is pretty good. The expenses are currently behind at 36% which is also good. Newspapers and Magazines, Genealogy, Furniture, contracted services, are a touch high but that is to be expected.
Grants and donations is reflecting a $20,000.00 grant from the NNYCF for the makerspace, and some board designated funds and restricted donations in the amount of $2,566.00. The YTD grants and donations reflects $50,527.00 and a $116,800.00. Ms. Mesires moved to approve the Treasurers Report as presented. Mrs. Wright seconded the motion. Motion carried.

DIRECTOR'S REPORT:
Building & Grounds
We have made initial contact with the city and C & S Engineers to get started on the Makerspace project. We are still waiting for responses to set up meeting dates and get the ball rolling.
Update: Mrs. Renzi-Falge stated that she has an update, but will explain under the committee reports.
Programming/Department Highlights
From Ashley Pickett: During the morning of Thursday, November 6th, I held a first-of-its-kind event here at the library - a VR, or virtual reality, event for adults! The Journey Back, a VR Experience was brought to us through a generous free partnership with the Illinois Holocaust Museum & Education Center, East City Films, and the support of Diane C. Hunter. The museum provided us with a trunk full of 10 Meta VR headsets, associated controllers (if needed), an iPad to run the equipment, and all of the necessary cleaning supplies and charging cables free of charge on loan for nearly two weeks. Participants were invited to "walk" with Holocaust Survivors as they share their powerful stories of persistence and triumph against the worst humanity has to offer. Multiple short films were available for viewing, but perhaps the most impactful were the stories told by Fritzie Fritzshall as she returned to her hometown and the notorious Auschwitz killing center, sharing her promise made to the 599 women who helped save her life. Between staff and patrons alike, a total of 9 persons were able to participate in this impactful experience without stepping outside of the doors of the library! It is my hope that as we grow in our technical reputation after the construction of the makerspace, we'll be able to not

only offer more events like this but partner with more organizations and bring in more community members to explore what technology can offer.
From Jamie LaPlaca: Once or twice a month, I host a Toddler Painting program for ages 0-5. Each session features a themed process art usually tied to a holiday in that month or the season. This recurring program is consistently one of our most popular (and one of my personal favorites!). It's so fun to paint alongside the littles, and watch their creativity and confidence grow from session to session.
On November 14, we held a Thanksgiving-themed Toddler Painting program where we created paper plate turkeys. Using white paper plates, turkey body templates, red and yellow paint, googly eyes, Q-tips, and paint sponges, participants were encouraged to dive into the mess and freely explore. They were invited to experiment with different tools including their hands, Q-tips, and paint sponges to practice grasping objects of various sizes and textures. After painting their plates, they glued on the turkey template and selected their own googly eyes, using comparison skills to find a matching pair.
My favorite moment of the day was seeing their faces light up as they discovered that mixing red and yellow made orange. It was like a magical third color they created all on their own!
We had a total of 23 attendees at this session. Our next Toddler Painting program will be held on December 5, where we'll be making a red-nosed reindeer.

Miscellaneous

We have received the $20,000 grant from the Community Foundation!
We participated in Small Business Saturday with Watertown First and were a stop on their "passport" tour through town. This brought in a lot more individuals than we usually have on the Saturday after Thanksgiving. I hope to continue this with them for years to come, if it is offered. The book sale has done really well, and will be taken down on December 19th to ensure that the rotunda is ready for the swearing in ceremony that will be held on January 1st, 2026 for the new judge and city council members.
Mrs. Renzi-Falge also wanted to mention that she sent out handwritten Christmas cards to many community partners, stakeholders, legislatures, and many others, and has decided that she will do this for years to come.
Also, there have been eleven people that have applied for the librarian I position, and interviews begin next week.

COMMITTEE REPORTS:

- ***Building & Grounds*:** Mr. Bolton reported that there was a meeting held with the engineering and planning department from the city, as well as the architect to discuss the upcoming bid, and financing of the project. Mr. Currier, the architect, will begin getting the documents together to begin the process. The city would like to be kept in the loop of the project, but will not be entirely involved, as they are not financially included. The library will be responsible for the finances of the project as well. Mrs. Renzi-Falge mentioned that Mr. Currier stated that if we get everything in place, we could start construction as early as March. The city also provided an update in regards to the loading dock. The city is going to be applying to SHPO to receive permission to work on not just the loading dock, but the balustrade, fountains and the fence. They are also looking into NYS preservation grants to receive assistance for these repairs. Tom Compo, the city engineer, realizes the loading dock is of utmost importance as it is crumbling and dangerous. He stated that he was hopeful that it would be started next summer.
- ***Finance & Investment Committee*:** Mr. DiFabion reported that the Schobel CD is due in January. Mr. DiFabion to look into rates. Ms. Mesires moved to allow Mr. DiFabion to lock CD at the best rate available. Mrs. Weldon seconded the motion. Motion carried.
- ***Friends Committee and Liaison report:*** Mrs. Evans reported that there will not be a Friends meeting in January. She also stated that the Friends earned $7,400.00 at the annual book sale event. They are considering raising prices for next year. Mrs. Renzi-Falge commented that in years past, the Friends have provided the difference and given the library $8,000.00 for library programs. So, the board should be aware that perhaps when the board budget is being created next year, the board may need to build the difference. Also, the Friends purchased wreath stands and Spring Valley Garden Center donated two wreaths, which are currently displayed on the front steps of the library.
- ***Policy Committee:*** No Report.

OLD BUSINESS:

Library Long Range Plan 2026-2029: Mr. Slater moved to approve the plan as presented previously. Mrs. Tarzia seconded the motion. Motion carried.

NEW BUSINESS:

New Officers: Mrs. Evans stated that going into January 2026, the board has a new executive committee. The new president is Ms. Calarco, replacing Mrs. Evans and the new vice president is Mr. Bolton. The new treasurer is Mr. Slater and assistant treasurer is Ms. Seymour, replacing Mr. DiFabion and Ms. Mesires. Mrs. Wright moved to approve the new executive committee of the board. Mrs. Weldon seconded the motion. Motion carried.

Mrs. Weldon also asked to thank Mrs. Evans for her leadership over the past couple of years. Ms. Calarco also presented certificates of appreciation to Mrs. Ruggiero for her service as the board city council liaison, to Ms. Mesires for her terms as a board member, and to Mrs. Evans.

TASK REVIEW:

1. Please be sure to complete your CE by December 31st.
2. Mr. DiFabion to relock the Schobel CD account. Mrs. Carr to contact Ms. Gallagher at Carthage Savings to rate match if necessary.
3. Mr. Slater and Ms. Seymour to be put on bank accounts at Watertown Savings Bank and Carthage Savings as the new treasurer and assistant treasurer. Mrs. Carr to provide the meeting minutes to do so.

MOTION TO ADJOURN: Mr. Slater motioned for the meeting to be adjourned. Mr. DiFabion seconded the motion. Meeting adjourned at 4:42pm.

The next meeting of the Board of Trustees will be held on January 13th, 2026 at 4:00pm in the New MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary