ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 12th, 2026

Present: Ms. Calarco Mrs. Renzi-Falge
Mrs. Evans Mrs. Burdick
Mrs. Tarzia Mrs. Seymour (arrived late)
Mr. Bolton Mrs. Weldon
Mrs. Weldon Mrs. Marcia Kettrick, Friends President

Excused: Mr. DiFabion Mrs. Wright
Mr. Slater
Councilman Robert Kimball, City Council Liaison

CALL TO ORDER: Meeting was called to order at 4:08pm by Ms. Calarco.

APPROVAL OF MINUTES: Mrs. Evans moved to approve the minutes from the April 14th, 2026 meeting, Mr. Bolton seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES AND TREASURERS REPORT: Mrs. Renzi-Falge reported on behalf of Mr. Slater and Ms. Seymour. The Woodruff funds have been moved to Carthage Savings Bank, and the Emma Flower Taylor CD account has been closed, and those funds have been moved to the Northern New York Community Foundation. Consolidated expenses are on par. Nothing major in grants, the large print funds for 2026/2027 was received from the NNYCF and small reimbursements from NCLS. The profit and loss statement currently reflects 74.89% which is good with only two months left to the fiscal year. Mrs. Weldon asked about the Genealogy fund and Mrs. Renzi-Falge stated that those funds are based on mostly donations received through the department directly. Mrs. Evans noticed that the Paypal Checking account wasn't reflected on the bank account listing. Mrs. Carr stated that she will send the corrected report to the board as soon as possible. Mr. Bolton moved to approve the reports as presented. Mrs. Tarzia seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Calarco stated that she did not have a report.

DIRECTOR'S REPORT:

Building & Grounds

The Makerspace project has been released for bidding. We hope to accept a bid by the end of the month. We have finally received our check from the state to get the project started. There were three contractors that came to the library to do a walk-through of the space on April 27th. Mrs. Renzi-Falge also informed the board that the blueprints were available for review as well.

Programming/Department Highlights

From Ashley Pickett: On Thursday, April 16, four seniors visited the library for an interactive discussion on smart TVs. While all were familiar with cable and used it regularly, they arrived with varying levels of digital literacy - and plenty of curiosity about what it means to use the internet to watch their favorite shows and movies. We started by exploring the TV home screen, and the conversation quickly took off. Participants asked thoughtful questions about the different buttons, how to navigate between apps, and how to move from one show to another. Together, we covered the basics - searching for content, downloading apps, and getting comfortable with the overall interface. The group also discussed what to consider when "cutting the cord," including subscription options and ways to save money while streaming. By the end of the session, participants left with new skills, fresh ideas, and a growing sense of confidence. They even requested a part 2 - after they've had some time to practice!

From Ashley Morrison: On April 11th, I hosted Poetry and Pancakes, an all-ages program celebrating National Poetry Month. Participants enjoyed pancakes while exploring a variety of poetry activities, including designing poetry journals, creating blackout poetry, making DIY bookmarks, and poetry coloring. The design a poetry journal activity allowed participants the opportunity to personalize a journal to write their own poems in. Blackout poetry gave participants the chance to get creative and transform old book pages into new poems by blacking out parts of the text and leaving them with a new poem of their own creation. DIY bookmarks allowed patrons to design a bookmark to use when reading poetry and other books. Poetry coloring offered younger participants an accessible way to engage with poems as they colored alongside a parent or guardian, who in turn read the poem associated with the images to them. A selection of poetry books from our collection were on display and available for checkout as well. A total of 9 people attended the program. Overall, it was successful, with participants expressing that they enjoyed the activities. Because the program

took place on a Saturday during Spring Break, several patrons mentioned they were unable to attend due to travel plans. In the future, I would schedule a similar program on a weekend that does not align with Spring Break to allow for higher attendance.
In addition to this, Ms. Morrison provided the Genealogy Department report that was included in the board meeting materials packet.

Miscellaneous
Tunes 92.5 has invited me in to do a regular segment on the radio promoting our library's events and happenings. What a great opportunity!

In addition to the report provided: Mrs. Evans asked Mrs. Renzi-Falge about the Jane Deline Funds (grant funds) through Kathy Burns-Quencer. Mrs. Renzi-Falge stated that those funds will be available to apply for once the MakerSpace is up and running and will be a great source of revenue if possible.

COMMITTEE REPORTS:

- ***Building & Grounds*:** No report.
- ***Finance & Investment Committee*:** Proposed budget under new business.
- ***Friends Committee and Liaison report:*** Mrs. Kettrick reported that the Friends had their annual meeting with Sarah MacFarland as their guest speaker. There were 56 people in attendance, and overall it was a great event. In regards to the financial report, they have a $2,000.00 gain from the previous year due to memberships, promotions and the raffle basket sale. They will be attending the Farmers Market each week this year as they did last year in hopes that it will be equally as successful. The Membership total income for the year was about $6,800.00, with 257 active members, and 23 lifetime members. They are holding an orientation for new board members on May 27th.
- ***Policy Committee:*** No report.

OLD BUSINESS:

ILS Fees Increase: The board discussed the potential increasing to the ILS fees. The executive board considered having Paulette Roes and Matt Corey attend a board meeting to explain the increase more thoroughly. Mrs. Renzi-Falge stated that there was a meeting to discuss the 12% increase in fees and that there will be informational sessions available to attend, and she feels that after the meeting she attended explaining it more thoroughly, the increases weren't as substantial as originally thought. There will be fact sheets and information provided to library boards to better explain the fees and where they apply.

NEW BUSINESS:

2026-2027 Board Budget: The first draft of the board budget was included in the board packet for review and discussion by the board. The total budget appears to be a little less than last year, but it's not currently include the construction/MakerSpace budget line as those funds have not yet been received. The budget will be amended for review by the board once that is received for approval at the June board meeting.
New York State Annual Report: Mrs. Carr completed the annual report and it was included in the board meeting materials packet for review. Mrs. Weldon moved to approve the annual report as presented. Mrs. Burdick seconded the motion. Motion carried.

EXECUTIVE SESSION:

Mrs. Evans moved to go into executive session to discuss the employment status of a specific employee. Ms. Seymour seconded the motion. Motion carried. Entered executive session at 4:53pm.

Mrs. Weldon motioned to exit executive session at 5:32pm. Ms. Seymour seconded the motion.

TASK REVIEW:

1. Mrs. Carr to provide an updated bank account listing showing the corrections needed.
2. Review the budget and provide the board with the updated information.

MOTION TO ADJOURN: Ms. Seymour motioned for the meeting to be adjourned. Mrs. Weldon seconded the motion. Meeting adjourned at 5:47pm.
The next meeting of the Board of Trustees will be held on June 9th, 2026 at 4:00pm in the New MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary