ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, June 9, 2026

Present: Ms. Calarco Mrs. Renzi-Falge
Mrs. Evans Mr. Slater
Mrs. Tarzia Mrs. Seymour
Mr. Bolton Mr. DiFabion
Mrs. Weldon Mrs. Wright
Mrs. Burdick
Councilman Robert Kimball, City Council Liaison
Mrs. Marcia Kettrick, Friends President

CALL TO ORDER: Meeting was called to order at 4:00pm by Ms. Calarco.

APPROVAL OF MINUTES: Mr. Slater moved to approve the minutes from the May 12th, 2026 meeting, Ms. Seymour seconded the motion. Motion carried.

PRESIDENT'S REPORT: Ms. Calarco reported that she only wanted to remind the board to listen to the listening sessions in regards to the ILS Fees increases which Mrs. Renzi-Falge will discuss later.

APPROVAL OF CONSOLIDATED EXPENSES AND TREASURERS REPORT: Due to staff illness, consolidated expenses and treasurers report will be reviewed and approved in July. Ms. Calarco did have a question in regards to the interlibrary loan statistics and it being a zero number last year. Mrs. Renzi-Falge explained that there are occasions when no statistics available to report.

DIRECTOR'S REPORT:
Building & Grounds
The bids were opened for the Makerspace. The recommended bidder from Patrick Currier is Capital Construction Corporation with the bid of $91,816. Patrick is working with the contractor to get materials ordered, permits filed, and timelines in order.
Thank you to our Maintenance crew for planting flowers for the spring in the front of the building. We went with a red, white, and blue theme for America 250.
Loading dock doesn't have a current update. Due to only two staff members working in the Engineering Department, they have not been able to shift focus back to our project. They will update me when they are able to work on it again.
Programming/Department Highlights
From Jamie LaPlaca: On May 12, I hosted a Princess Tea Party for all ages and abilities. Participants were encouraged to dress in their best royal attire (or simply wear their favorite outfit) and spend the evening like true library royalty. The program featured a variety of crafts, activities, and snacks designed to create an inclusive and welcoming experience for everyone. The crafts included decorating masquerade masks, crowns, and picture frames. Inspired by "royal life" themes (with a lot of influence from Bridgerton), the crafts were intentionally designed to be accessible for a wide range of abilities while still encouraging creativity. Each activity involved coloring as a base, with optional stickers and adhesive gems available for participants who wanted to personalize further. My goal was to create activities that were engaging and adaptable, ensuring no one felt excluded while still providing enough creative freedom to make the crafts exciting for all. Snacks included apple juice, cookies, and pretzels. In previous years, serving tea proved to be messy and less practical, so I opted for juice boxes as a better alternative. Tea cups were still provided for participants who wanted to enjoy the full tea party experience. The craft area was decorated to resemble a formal tea party, complete with decorative paper plates, napkins, and tea cups at each seat. As participants finished their snacks, I refreshed the place settings so each guest could enjoy the same royal experience. I also included a photo backdrop for "royal portraits" and a ballroom area where participants could dance to classical music. A bubble machine was included to encourage participants to step in the "ballroom" (and it worked!). Overall, I felt the event was a great success, with a total attendance of 69 participants. Last year's event, which was held on a Saturday, drew 209 attendees. If I host this program again next year, I would likely move it back to a Saturday to help boost attendance. My favorite part of the event was watching all the little library royalty come in their fancy Disney princess dresses!
From Ashley Morrison: On May 2nd, I held a Star Wars themed program called Jedi Training Academy. I chose this program because Star Wars is culturally iconic. Star Wars debuted in 1977 and the franchise is still expanding, making it the perfect program to engage patrons of all ages. Patrons were able to participate in a variety of themed activities such as building a lightsaber out of a pool noodle, crafting a custom paper droid using tissue paper and foam stickers, making

a Chewbacca paper bag puppet, and doing a scavenger hunt. There was even a surprise visit from Darth Vader (Jack Falge)! Patrons were able to use the lightsaber they had crafted in one-on-one duels with Darth Vader. A total of 35 people attended the program. The program was very successful with many patrons commenting that Darth Vader's surprise visit was one of the best parts. If I were to do this event again in the future, I would add another activity or two to ensure that we have enough activities that appeal to children and adults. I would also make sure that Darth Vader was able to come again because everyone really enjoyed being able to meet and/or duel him. The news also did a special report on this event!

Miscellaneous

The Farmer's Market Book Sale is off to a great start! Vicky sold over $500 worth of materials on the first Wednesday.
I was selected to present a workshop at the New York State Library Conference in November. The workshop is called "Stronger Together: Building and Sustaining Community Partnerships in Public Libraries". This will be held in Saratoga Springs on Friday November 6, 2026 at 11am.

COMMITTEE REPORTS:

- ***Building & Grounds*:** Motion to Approve *Capital Construction Corporation* for Makerspace **–** Mrs. Evans moved to approve Captial Construction Corporation to complete the contracted project for the MakerSpace. Mrs. Wright seconded the motion. Motion carried.
- ***Finance & Investment Committee*:** No report.
- ***Friends Committee and Liaison report:*** Mrs. Kettrick reported that she held the first orientation for new members and stated that it was successful. Also, she and other members have been setting up a table at the Farmers market to sell raffle tickets for this year's raffle basket, and to hopefully gain new memberships as well. She also thanked Mrs. Weldon for explaining in detail at the last meeting just what the loss of the library position really means for the library in regards to the status within the system, and the state.
- ***Policy Committee:*** No report.

OLD BUSINESS:

- ILS Fees Increase: Mrs. Renzi-Falge explained to the board that she had attended one of the listening sessions in regards to the fees, and she feels that the cuts seem fair. There will be a flat fee of $950.00 going up to a little over $1,000.00 in the first year. There are other sessions happening for board members to attend, but will also be recorded so they are available when convenient.
- 2026-2027 Board Budget: Mrs. Renzi-Falge presented the board with the proposed board budget for the new fiscal year. She explained that the appropriated fund balance is higher than usual due to the upcoming construction project, and those funds being received this fiscal year. Mr. Bolton motioned to approve the budget as presented. Mr. DiFabion seconded the motion. Motion carried.

NEW BUSINESS:

- Approval of the NCLS Plan of Service: Mr. Slater motioned to approve the plan of service as presented. Mr. Bolton seconded the motion.
- Motion to add Mrs. Carr to all bank accounts as an authorized signer and for online access in QuickBooks: Mrs. Carr explained to the board that the finance committee discussed incorporating online banking with QuickBooks in order to streamline reconciliation and to create better reporting to the board. The banks that the board works with will require meeting minutes showing board approval to add Mrs. Carr to the bank accounts and creating online banking permissions. Mr. DiFabion motioned to add Mrs. Carr and create online banking access. Mrs. Weldon seconded the motion.

TASK REVIEW:

1. Mrs. Carr to contact bank and send meeting minutes to set up online banking.
2. Treasurers report for July meeting.

MOTION TO ADJOURN: Mr. DiFabion motioned for the meeting to be adjourned. Mr. Slater seconded the motion. Meeting adjourned at 4:28pm.

The next meeting of the Board of Trustees will be held July 14th, 2026 at 4:00pm in the New MakerSpace at the Flower Memorial Library.

Andrea Carr, Recording Secretary