

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: December 10, 2018 Time: 7:00 pm

Present: Rita Rolfe, Maggie Steyn, Claudia Andres, Mary Wieland, Karren Swayze, Heather Crumlish
Jerome Andres, Barbara Costello, Sonora Miller, Kevin Cassick & Paul Inskeep

Absent: Diana Newton

Guests: Lauren Morse & Sean Scaribrick

Call to order: Rita opened the meeting at 7:01 pm by welcoming our guests, followed by the board introducing themselves.

Minutes: The minutes of the November 26, 2018 Trustee meeting were reviewed and approved with 2 corrections: 1) Tentative Trustee is Lauren Morse, not Lauren White. 2) Propose to remain open Tuesday 9:30-8, not 10-8. Motion to approve, Maggie Steyn, second Heather Crumlish. Motion carried.

Treasurer's Report:

- No formal report since we just had a meeting on Nov, 26. Annual report will be presented January 28th.
- Maggie did report that the annual library drive is going exceptionally well with over \$16,000 received which is \$2,000 over goal.
- She also reported that the \$5,000 received for the children's room will be moved from "income" to a special funds line item.
- Heather presented Maggie & Sonora a check for \$1,200 which represented the profit from the Cyclocross run held in the Fall. Thanks to Heather, Maggie and many others for their hard work on this successful project.

Director's Report:

- No formal report since we just had a meeting on Nov. 26. Annual report will be presented on January 28th.
- Sonora passed out an overview of 7 "local" library's benefit and wage package, presenting a strong case for our own employees. It gave the board a new perspective on what was discussed at our last meeting, while trying to keep costs in line. She also had second thoughts on her proposal of reducing her own personal hours. She is very concerned about reducing the number of hours the library is open, fearing that our circulation will decrease proportionately. She brought up many other points why the library hours should not be shortened.

Correspondence:

- Heather passed a card around to be sent to Chris who is on sick leave.

Friends of the Library:

- The friends had their annual dinner at the officer's club. Some of our board attended.
- Cookie sale went well at the Christmas in the Village festivities.
- Sending out the 2nd fund drive letter on December 12th.

Personnel Committee:

- Personnel policies are being updated, should be completed in about 2 weeks. Heather's plan is to send out to committee members for review when completed. Looking for additional members for the committee.

Nominating Committee:

New Trustees

- Heather introduced the 2 new candidates for Board Trustee's: Lauren Morse & Sean Scarisbrick, who in turn told about their backgrounds, special talents, interests and what they wanted to be Trustees. Both are fully committed to the next 3 years as Trustee's in the future. At this point a motion was made to: **"Accept Lauren Morse & Sean Scarisbrick as Trustee's for the Youngstown Free Library"** Motion to approve Heather Crumlish, second Paul Inskip. Motion carried. Diana Newton is going off the Board after many years of service. The Library board thanks Diana for her work on many committees and wishes her well.

Slate of Officers for 2019

- **Rita Rolfe-President**
- **Heather Crumlish-Vice President**
- **Maggie Steyn-Treasurer**
- **Paul Inskip-Recording Secretary**
- **Mary Wieland-Corresponding Secretary**

President's remarks:

- Last month's executive meeting centered around cutting salaries, library hours, benefits and other means to reduce the deficit for 2019. All of us and especially Rita had time to really think about these drastic moves. Rita pointed out that with a large amount of funds in savings for a "rainy day" perhaps that time is upon us and we need to very carefully dip into these funds and spend some of it in lieu of cutting. Her thoughts are to spend from the fund the \$20,000 deficit projected for 2019 without any proposed cuts. Next year (2019) our main goal will be sustainability for 2020 and to come up with some special income programs so we don't have to "dip" again. If we find that at the end of next year, we are still projecting a deficit budget and no additional income has been raised then we will be forced to make cuts. Heather and Mary both agreed with Rita that the rainy-day funds should be considered. Karren reminded the board that we had agreed earlier in the year to spend a large amount of the funds on space study/revamping the library.

Space planning

- Karren's reminder brought us into the space planning discussion.
- Rita had a lengthy discussion with Lisa Erickson (NIOGA) who said we do not need a 10-year contract with the village merely a letter stating a 10-year space approval. We do have such a letter signed by the former Mayor, Neil Riordan in 2011. With this letter we could receive a 75% NYS construction grant and NIOGA would work with us to attain the remaining 25% thru another grant. The end result would be 0 cost to the Library and 0 taken from the reserve fund. Sonora told the group that the NYS construction grant monies are secure for 2019, but at this point 2020 money is up in the air.

Finance: At this point (7:56) since the discussion centered on salaries for 2019, Sonora and the 2 new 2019 Trustees were excused. A motion was made to **"Enter into executive session"** Motion to approve Maggie Steyn, second Heather Crumlish. Motion carried.

The Executive Board meeting ended and the regular board meeting reconvened at 8:20 at which time Sonora returned to the meeting.

Rita explained that a series of motions need to be made that were discussed at the executive meeting:

Holidays

- Motion was made **"The board strongly recommends that the Library have the same holiday's as last year, with the idea that we be open as many days as possible, including Veteran's day and the final approval of the calendar that Sonora presents at the January's meeting" (Voting on the recommendation only.)** Motion to approve, Karren Swayze, second Maggie Steyn. Motion carried.

Hours of operation

- Motion was made to: **“Recommendation that the Library be closed at 8:00 pm rather than 8:30 pm for the Winter months of January, February & March”** (*Voting on recommendation only*) Motion to approve, Karren Swayze, second Mary Wieland. Motion carried.

Budget

- Motion was made” **That the budget will include the income we receive normally for 2019, plus a deficit of \$23,500”**. Motion to approve, Paul Inskeep, second Karren Swayze. Motion carried. Rita asked Sonora for a final budget that will be reviewed and approved in January. Sonora, that will be the amount of money you will have to work with in the upcoming year.

Salaries

- Motion was made to: **“Continue Sonora’s hours at 40/week, increase her salary by 2% (\$46,226) and a health care bonus of \$4,000 for a total of \$50,226 yearly, Also, Page \$11.10/hr., Criss Schemel moving from temp. to Tier 2 clerk \$11.50/hr. & Tier 1 clerk(s) \$12.00/hr., for 2019”** Motion to approve, Heather Crumlish, second Kevin Cassick. Motion carried.

Part time staff benefits

- Motion was made: **“In reviewing the personnel benefits of paid vacations, personal time & sick leave that those benefits be continued for part time workers: Marky Jones & Marlene Wessel only, as long as they are employed by the Youngstown Free Library. Going forward we will review the policy with the aim of discontinuing those benefits, so any other part time staff at this point in time and going forward would not receive those benefits”** Motion to approve, Maggie Steyn, second Karren Swayze. Motion carried.

Sonora asked for clarification on what months the Library would close early. Answer from Rita, January thru March only, 3 moths total. Asked how she felt about all the motions and the boards decision and she answered very relieved and quite favorable...like a huge weight was lifted off of her. She was pleased the way the board had respected the staff.

Village Board/Contract- Rita has sent to “our” lawyer a copy of the original agreement letter from the former mayor, a copy of the NYS Library stating 10 years is needed for a construction grant and that a letter is all that is needed. She also told him that the contract (not signed by the Library) states that the contract can be terminated in 60 days, so why are they making a big deal out of 10 years? Still awaiting a meeting between the 2 lawyers (ours & village) and the Major to straighten out the contract. All agree we cannot sign it at present. Karren feels that we should “push” thru Raleigh rather than the Lawyers; he has been to all our meetings when we discussed contact/expansion/space, etc. Rita agreed and will jog him also. It won’t hurt to push their lawyer & also the mayor. Maggie is going to the next village board meeting & will inquire if it’s on the agenda, she will also ask about the toilet/sink removal and try to get a firm date.

Historian-Karren has done a great job creating a notebook of all the newspaper/Sentinel/newsletter articles that have been published this past year. She would like it displayed somewhere in the Library so that the patrons can see & read about all the programs that the library has provided for the community this past year & a half. An excellent way to promote awareness with the public. Sonora and Karren will find an appropriate place in the Library for display. Everyone though it was an excellent idea and Karren will be working on a new notebook for 2019.

“Motion to adjourn” Paul Inskeep, second Mary Wieland. Motion carried. Meeting adjourned at 8:40 pm

Next meeting: Monday January 28, 2019. Annual meeting at 6:30, regular Board meeting at 7:00 pm

Respectively submitted: Paul Inskeep, Recording Secretary
Board of Trustees 2018, Youngstown Free Library

**YOUNGSTOWN
FREE LIBRARY
2018**

BUDGET 2018	Activity 11/01/2018 - 11/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
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REVENUE

TOWN OF PORTER	\$78,646.00	\$0.00	\$78,646.00	\$0.00	100%
NIAGARA COUNTY	\$5,711.00	\$0.00	\$5,440.00	\$271.00	95%
YOUNGSTOWN VILLAGE LOC. LIBRARY SERVICE	\$6,000.00	\$1,000.00	\$1,000.00	\$5,000.00	17%
AID	\$1,420.00	\$0.00	\$1,293.00	\$127.00	91%
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$2,000.00	\$318.90	\$2,589.83	-\$589.83	129%
INTEREST	\$2,400.00	\$351.89	\$3,876.25	-\$1,476.25	162%
GIFTS	\$1,000.00	\$319.56	\$1,582.18	-\$582.18	158%
ANNUAL DRIVE	\$14,000.00	\$5,920.00	\$14,107.03	-\$107.03	101%
MISCELLANEOUS	\$100.00	\$31.99	\$240.71	-\$140.71	241%
GRANT FUNDS	\$0.00	-\$5,000.00	\$400.00	-\$400.00	
TOTAL REVENUE	\$111,277.00	\$2,942.34	\$109,175.00	\$2,102.00	98.11%

<u>EXPENDITURE</u>	BUDGET 2018	Activity 11/01/2018 - 11/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL					
SALARIES (GROSS)	\$73,610	\$5,906.51	\$66,793.99	\$6,816.01	91%
SALARIES (CHRISTMAS BONUS)	\$0	\$0.00	\$0.00	\$0.00	
HEALTH BENEFIT	\$4,000	\$307.70	\$3,692.40	\$307.60	92%
SOCIAL SECURITY & MEDICARE	\$5,630.00	\$475.38	\$5,392.19	\$237.81	96%
CONTINUING EDUCATION & NETWORKING	\$500.00	\$0.00	\$425.61	\$74.39	85%
NEW YORK STATE DISABILITY & SUTA/FUTA WORKER'S	\$350.00	\$9.50	\$428.34	-\$78.34	122%
COMPENSATION	\$750.00	\$0.00	\$226.00	\$524.00	30%
TOTAL PERSONNEL	\$84,840.00	\$6,699.09	\$76,958.53	\$7,881.47	91%
LIBRARY MATERIALS					
AUDIO VISUAL MATERIALS	\$6,500.00	\$47.23	\$3,545.21	\$2,954.79	55%
BOOKS	\$16,000.00	\$335.34	\$6,183.54	\$9,816.46	39%
COMPUTER SOFTWARE	\$200.00	\$0.00	\$159.00	\$41.00	80%
PURCHASES FROM GRANT/GIFT FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000.00	-\$770.00	\$833.43	\$3,166.57	21%
BOOK PROCESSING & SUPPLIES	\$1,500.00	-\$482.35	\$845.29	\$654.71	56%
TOTAL LIBRARY MATERIALS	\$28,200.00	-\$869.78	\$11,566.47	\$16,633.53	41%

OPERATING EXPENDITURE	BUDGET 2018	Activity 11/01/2018 - 11/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$8,328.00	\$694.00	\$7,634.00	\$694.00	92%
OFFICE SUPPLIES	\$1,500.00	\$216.66	\$1,823.73	-\$323.73	122%
HOUSEKEEPING	\$300.00	-\$252.13	\$32.85	\$267.15	11%
INSURANCE	\$2,800.00	\$0.00	\$2,851.38	-\$51.38	102%
COPIER LEASE & USAGE	\$2,200.00	\$137.49	\$2,712.88	-\$512.88	123%
MAINTENANCE (SPACE)	\$1,500.00	\$0.00	\$516.41	\$983.59	34%
POSTAGE	\$550.00	\$8.10	\$1,109.87	-\$559.87	202%
PROGRAMMING	\$700.00	\$29.36	\$63.16	\$636.84	9%
PUBLICITY	\$1,000.00	\$48.89	\$548.33	\$451.67	55%
INTERNET/PHONE	\$1,600.00	\$128.43	\$1,042.72	\$557.28	65%
TOTAL OPERATING	\$20,478.00	\$1,010.80	\$18,335.33	\$2,142.67	90%
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,200.00	\$0.00	\$1,342.96	-\$142.96	112%
OTHER - SPACE etc	\$4,300.00	\$0.00	-\$118.38	\$4,418.38	-3%
TOTAL CAPITAL EXPENDITURES	\$5,500.00	\$0.00	\$1,224.58	\$4,275.42	22%

	BUDGET 2018	Activity 11/01/2018 - 11/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
MISCELLANEOUS					
ACCOUNTING & PAYROLL SERVICES:	\$3,450.00	\$247.25	\$2,888.50	\$561.50	84%
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$215.00	\$2,533.00	\$47.00	98%
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260.00	\$32.25	\$355.50	-\$95.50	137%
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124.00	\$0.00	\$0.00	\$124.00	0%
990 PREPARATION & DEPRECIATION	\$400.00	\$0.00	\$400.00	\$0.00	100%
W-2 PREPARATION	\$40.00	\$0.00	\$0.00	\$40.00	0%
1099 PREPARATION	\$46.00	\$0.00	\$0.00	\$46.00	0%
INVESTMENT & ADVISORY FEES	\$150.00	\$0.00	\$55.00	\$95.00	37%
PROFESSIONAL SERVICES - AUDIT etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
PROFESSIONAL SERVICES - LEGAL etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
BANK FEES & CHARGES	\$0.00	\$0.00	\$45.31	-\$45.31	
MISC - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$13,600.00	\$247.25	\$3,388.81	\$10,211.19	25%
TOTAL OPERATING EXPENDITURE	\$152,618.00	\$7,087.36	\$111,473.72	\$41,144.28	73%
FUNDS					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$750.00	-\$250.00	150%
TOTAL FUNDS	\$500.00	\$0.00	\$750.00	-\$250.00	150%
TOTAL EXPENDITURES	\$153,118.00	\$7,087.36	\$112,223.72	\$40,894.28	73%
Net Income (Loss)	-\$41,841.00	-\$4,145.02	-\$3,048.72	-\$77,573.66	

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: November 30th, 2018

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$18,842.41
Morgan Stanley - 178- Acct	\$241,322.82
Morgan Stanley (Scholarship)	\$3,207.93

TOTAL ASSETS **\$263,473.16**

FUND BALANCES

Unrestricted

General (Operating)	\$7,247.23
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
Gifts/Grants	\$400.00
Total Unrestricted Funds	\$107,647.23

Restricted

Operating Reserve	\$152,618.00
Scholarship (Ruby Carey)	\$3,207.93
Gifts (with restrictions for use)	\$0.00
Gifts/Grants (Children's Room)	\$5,000.00
Total Restricted Fund Balance	\$155,825.93

TOTAL FUND BALANCES **\$263,473.16**