

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: January 25, 2016 Time: 7:00 pm

Present: Rita Rolfe, Diana Newton, Joan Spira, Maggie Steyn, Jan Gilgore, Mary Wieland, Jan Mathews, Paul Inskeep, Richard Powell, Shelley Vanstrom & Kevin Cassick.

Absent: None

Call to order: By Rita Rolfe at 7:11 pm

Comments from the public: None

Minutes: The Minutes of the November 23, 2015 meeting were approved as read (after corrected to read “Library will be open Saturday November 12, 2016”)

Election of Officers: Diana Newton presented the slate of officers for 2016:

- President-Rita Rolfe
- Vice President-Diana Newton
- Treasurer-Maggie Steyn
- Recording Secretary-Paul Inskeep
- Corresponding Secretary-Jan Mathews

Since there were no nominations from the floor, the nominations were closed and the Secretary was asked to cast a single ballot for the nominees. The nominating motion was carried.

Treasurer’s Report: Nothing has changed for the first 2 weeks of the year. Updated report will be presented at our next Trustees meeting in March.

Director’s Report:

- Jan presented her report. She reported that the Town of Porter recreation comm. wants to expand their activities in the community, by having story hours at the Ransomville library also.
- The BTOP computer classes were announced. Jan has asked the Village to put information on the sign board.
- The Friends held their annual meeting, three new members, four have left, new president: Heidi Lauger.
- Discussed new hours (minimal attendance to date) time will tell.
- On the positive side, circulation is up and most patrons enjoy the coffee machine and the hominess of the reading room with the addition of the fireplace, thanks to Shelley.
- PR campaign: Jan explained the basics of the NIOGA trustees plan of PR. Talked about email blast. Expected contribution from smaller libraries \$500. Jan passed around a sample poster we would receive. Further questions were asked and Rita said they would be discussed under New Business.

Motion made to accept Director’s report, accepted unanimously (Proposed: Mary; Seconded: Diana)

The Director’s Report was filed. (See attached report Jan.25, 2016)

Correspondence: Paul reported he had written 10 Thank You notes: 8 to the Advisory Committee members and 2 to the Art teachers for the children’s art exhibited in the Library children’s room.

Friends of the Library:

- Maggie reported there will be a “Chili Cook off”, an annual event at Bandana’s on Super Bowl Sunday, Feb 7 from 2-4 for \$5. This is a fund raiser with all the proceeds going to the Library.
- The “Friends” newsletter, a quarterly publication will be sent out early February Any articles you want in the newsletter should be directed to Maggie. A question about how it was sent out came up and Maggie explained that about 200 were sent via US mail and approx. 70 by email. It was thought that email lists (present & chimp mail should be combined. There may be legalities, however it will be checked out thru the friends.

New Business:

- Letter of resignation form the board received from Joan Spira. Motion made to accept with regret by Kevin Cassick, second by Maggie Steyn, carried.
- Discussed number of trustees on the board (9 presently) which are elected at the annual meeting. A new member may be appointed at anytime a member resigns without fulfilling their 3 year term, allowing us to fill Joan’s position. Shelley suggests we change the number of trustees to 5-25 making sure there was an odd number of members. This would require a by-law change. Refer to governance comm. Question to ask Lisa: Must the Library Association elect Trustees to a 3 year term?
- To discuss at next meeting: Amendment: Can we vote on business at every meeting (work sessions) not just at business meetings? Minutes would be required at work sessions only if we voted.
- NIOGA trustee candidate: Presently (2) openings on NIOGA board. No interest from our trustees.
- Rita & Jan Gilgore handed out lists. 1) Committee assignments with community advisory comm. added. This group of talented individuals are there to help us, so call on them! 2) Yearly calendar of meetings. 3) List of present trustees with emails, etc. Jan will make corrections and email them to us.
- NIOGA PR campaign-This project’s purpose is to target new library participants, primarily 17-30 years of age, starting in April. For a fee we will get posters, punch cards, stickers and PR releases promoting the library. Motion made: “That the board designate \$500 to NIOGA for their PR campaign to be funded from the general fund” by Maggie, second, Diana, carried. Shelley suggested that when they get their punch card they are encouraged to sign up for chimp mail.
- Rita reported there will be a “Cash Bash” sponsored by the Lion’s club, March 19th at the Red brick school gym. Tickets are \$20 which includes food, drinks and music. Raffle tickets are also available for \$5 with a cash drawing of \$1000 every hour! Proceeds will go to Youngstown & Ransomville libraries & the Neil Riordan scholarship fund. Should be publicized in all public media.
- Lisa Ericson, NIOGA representative for Community Relations will be at our next work session, Monday February 8. She will be speaking on long term goals.
- Looking forward to 2016 the board will be working more closely with the Director to better clarify her job description. We must also establish more finite parameters to help us measure the success of the board in regard to goals, financial procedures and investments.

Old Business

- **Financial Committee:** Maggie had nothing new to report. She strongly supported Rita in her efforts to go forward. Financial policy is needed. She would be getting together with Joan on the transfer to her new role as Treasurer.
- **Handbook:** Everyone should have received the new “Handbook for Library Trustees of New York State 2015 Edition”; Rita & Shelley encouraged all Trustees to read.
- **Vision Committee:** No new meeting to date (December) Shelley suggested that the new advisory board be present at the next Vision committee meeting. Rita reminded the board that with the advisory board help that (4) areas had been identified and that’s what the vision comm. should be addressing. Rita & Shelley will determine when the next meeting will be held.
- **Accounting Service:** Maggie will solicit bids for (2) addition firms for this year to do the board’s

accounting. Shelly suggested a NU student to help or possibly take the job over completely under a intern position or a class project. The student could also do our required Audit under the direction of his CPA professor at NU. Maggie will follow up at NU.

- **Ground rules for meetings:** Rita re-emphasized the 6 basic rules we will be operating under from now on. These rules were spelled out in the meeting agenda.
- **Trustee vacancy:** We must find a replacement for Joan Spira. Laura Andrus has shown an interest but cannot attend our meetings on Monday due to a conflict. At a previous Executive meeting it was discussed that possibly the meeting day or time could be changed to accommodate her. In discussion at this board meeting, Jan Gilgore reminded us that in the past it was voted down. It was not a favorable suggestion with this board also. Rita will ask Laura one more time about coming on the board with the present meeting time.

Other remarks/reminders:

- Minutes must be given to First Niagara Bank for new officers to be added to the check signing authorization. Jan Mathews newest officer.
- Draft of meeting minutes should be posted on the Libraries Web Site within 2 weeks.
- Rita must go to Town of Porter hall to find out about this year's funds. Must sign release.
- Must also check with Joan Spira about transfer of Fund Management.

Motion to close meeting: Made by Maggie, seconded by Kevin. Meeting adjourned at 8:31pm

Next meetings: Work session Monday February 8th at 7: 00pm
Business meeting Monday March 28th at 7:00pm

Respectfully submitted: Paul Inskip, Recording Secretary
Board of Trustees 2015, Youngstown Free Library



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT
Prepared for Trustee Meeting to be held on January 25th 2016

* = Needs Action

PROGRAMS

CHILDREN:

Town of Porter: Sharon Rugg, Amanda Shackelford and Heidi Lauger are the presenters.

Story hours are held at 9:30am and 11:00am each Tuesday morning,. The program began January 5th.

These leaders and the Town of Porter Recreation Commission have started a 2nd Saturday of the month story hour in Ransomville. If it is successful they may expand to do one here also.

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club will return in November 21st. The middle-school students present a themed Story hour each month October through May under the direction of the supervising teacher Tina Oddy.

Dates and Themes:

January 16 th	Theme: Snow Day 14 children attended
February 20 th	Theme: Pirates
March 19 th	Theme: St Patrick's Day
April 16 th	Theme: Animals
May 7 th	Theme: Summer Fun

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing. We have had no new enrollments recently, however several children are working on their 1000 books.

Nursery Rhyme Time – This program will run Friday, February 12th through March 19th.

ADULT:

Youngstown Free Library Book Discussion Group

The year began with 2 new members at the January meeting. The group discussed *A light across the Oceans* by M. L. Stedman. The Wednesday, February 10th meeting will discuss The Rosie project by Simson.

Computer Classes: Sara Taylor BTOP Express trainer from NIOGA will be presenting the following classes.

February 10 th	Intro to Computers & Internet
February 17 th	Internet Resources; Safety, Security, and Fun
March 23 rd	Facebook Combo
March 30 th	Intro to Twitter
April 6 th	Power Point Basic: Create a Presentation
April 20 th	Gadgets and Gear (She finds the gadgets change so fast that this is worth doing twice a year. Most popular course)
April 27 th	Intro to Craigslist

Friends:

The Friends held their annual meeting on Wednesday, January 20th. Heidi Lauger is their new President. New members are Mary Armstrong, Steve Frank and Tanya Furo. Charlotte Clark, Chris Foster, Bill Siddall and David Brooks have left the Friends Board of Directors

COMMUNITY OUTREACH:

The library participated in Christmas in the village by having crafts in the library from 12-2. We had over 200 come into the library on December 13th. We ran out of this year's crafts and had to get out older crafts from previous years. It was a very successful event.

Hours:

The new hours began on Thursday, January 7th. The total count for the 3 Thursdays we have been open between 10 and 1:30 is 11 patrons. 2 of which were new and had no idea of the hours.

The evening hours have been averaging 3 to 5 people after 6 with 1 to 2 person after 8. Tracking of total counts in a day and half hour counts will continue until the end of February unless Nioga asks for the people counter back. .

Total counts for 7.5 hour days averages 45 to 55 patrons

Total counts for 4 hour days average 15 to 25 patrons

Hoopla for downloadable music, e-books, and streaming movies, tv and comics has been well received. This program began the first week in December.

BUILDING, GROUNDS, & EQUIPMENT:

The changes in the reading room have been very well received. Many have people commented about how warm it is. We have had only one negative comment, " This place is getting too fancy"

PERSONNEL:

NIOGA :

December 2nd --Alms meeting and meeting with Crowley Webb PR firm introducing the PR campaign concept. Attended by Jan Gilgore

January 19th - Meeting to discuss PR Campaign and its costs attended by Jan Gilgore

PR Campaign:

This program was initiated by librarians from large, medium and small libraries. NIOGA is supportive and the NIOGA Trustees are supporting it by giving \$5000 in funding, however it is a librarian driven project.

The costs were discussed and reduced by eliminating some elements of the campaign. Tee shirts and Email blast were removed. (The libraries will own all the images so we can do our own email if we chose). The postcard costs were reduced, the creative section remains but then each library would pay for the number of post cards it wants and its own postage).

Each library will be in charge of its own prizes (i.e. hand in your fully punched card and get a book from the prize box) All completed cards will be sent to NIOGA and at the annual dinner in May a grand prize winner will be announced. Visa card or Ipad were discussed but no final decision made.

Paying for the campaign will be on a sliding scale with a budget of \$30000
Small Libraries-\$500 minimum (Several were paying more)
Medium Libraries-\$1000 minimum
Large Libraries -\$1500 minimum

SUGGESTION BOX:
None

CIRCULATION:

	<u>2014</u>	<u>2015</u>
November	1394	1716
December	1458	1737

Submitted by
Jan Gilgore
Library Director
January 20, 2016