

# **YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES**

## **Regular meeting**

**Date: January 27, 2020      Time: 7:00 pm**

**Present:** Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Mary Wieland, Karran Swayze, Claudia Andres, Jerome Andres, Kevin Cassick, Barbara Costello, Lauren Morse, new members: Emma Hartloff, Devon Tower, Director: Sonora Miller

**Excused with permission:**,

**Call to Order:** By Sean Scarisbrick at 7:13 pm

**Comments from the public:** None

President's welcome to our new members Emma Hartloff and Devon Tower and if they have any questions to ask.

**Minutes:** The minutes of November 25, 2019 were presented for approval. A correction was necessary: The Cycle Cross race in October donated \$1600.00 in proceeds to the Youngstown Free Library.

- A motion was made by Karran Swayze and seconded by Sean Scarisbrick to accept the corrected minutes of the November 25, 2019 meeting.
- -The motion was passed.
  
- The minutes of the December 16, 2019 meeting were presented for approval. A correction was necessary. Emma Hartloff was corrected to Emma Hartloff.
- A motion was made by Sean Scarisbrick and seconded by Barb Costello to accept the minutes of December 16, 2019 as corrected.
- -The motion passed.

### **Election of Officers**

- Barb Costello presented the following slate of officers for 2020:
  - President: Sean Scarisbrick
  - Vice President: Paul Inskeep
  - Treasurer: Maggie Steyn
  - Recording Secretary: Karran Swayze
  - Corresponding Secretary: Mary Wieland
  
- A motion was made by Jerry Andres and seconded by Lauren Morse to have the secretary cast one ballot for the slate.
- -The motion passed

### **President's Remarks:**

- The President took the opportunity to review the following Meeting Ground Rules:
  1. *We are all equal Trustees and as such are entrusted with creating policy and overseeing finances. We are not here to micromanage and we all actively and equally share the responsibility and decision-making. That all action be discussed by the Board of Trustees prior to execution unless it is a special emergency.*
  2. *Provide agenda items in advance of the meetings by submitting them to the President unless it is an emergency item.*
  3. *Be timely in our comments.*
  4. *Use a committee system to work on projects.*
  5. *Use our work sessions for committees to meet and report.*
  6. *Make decisions prior to vote through a consensus process, which means that you can live with the idea even though you may not agree with all of it.*

### **Director's Report:**

- Volunteers are needed for the upcoming Valentine's Day Candy Land being held on Saturday, February 1, 2020 beginning at 11:30 am in the Red Brick Gym. Sean will check with Keith of the Friends about purchasing pizza and water as the event will go through the lunch time. Also smacks which could be sold were requested. See Lauren Morse.
- A written review of 2019 is available in the DropBox. Any questions, see Sonora Miller.

### **Treasurer's Report:**

- The Annual Budget for 2020 is in the Dropbox. Currently we anticipate a deficit of \$23,491.98.
  - this budget will allow us to keep the library open 40 hours a week, keep our full-time Director and our 4 part-time staff.
  - Our part-time staff will be receiving increases to bring them in line with the New York State Minimum Wage.
  - Our Director will receive an increase of 2.5%.
- A motion was made by Paul Inskip and seconded by Kevin Cassick to accept the budget as presented for 2020.
- -The motion passed.

### **Correspondence:**

- We received thank yous from the staff for the Christmas Bonuses.

### **Old Business:**

- Youngstown Free Library was well represented at the meeting with Assembly member Morinello and State Senator Ortt held in Lewiston. Library funds were again cut in the governor's budget so lobbying, making a phone call to your representative and letter writing are necessary. The Federal 2020 Census is of concern as libraries are being asked to be on the front line to ensure all the population is counted. It will be digital and training for staff is of utmost importance. We will send them all invitations to our upcoming Dessert & Wine in the Stacks.
- February 3 at 7pm in the community Room, will be the rescheduled Skype session with Tom Vitale of Patterson Library in West Valley regarding Foundation possibilities and Sustainability
- The Space Committee met January 1, 2020. As a result, Paul revised the RFQ for a professional Space Study of the Library. He included items from Sonora's wish list. This study would concentrate on the Main Library, foyer, non-fiction room, children's room and bathroom. There is 1 professional interested:

Lynn Stephan Designs. Hope to hear back in March. We would need 3 bids by July 1, 2020, submitted by August 14, 2020 to be considered in the NYS Construction Grant funds which has \$24 million available. A lot of work in a short period of time.

- The Ruby Carey Scholarship
  - Youngstown Study Club through Claudia Andres would like to combine their money with ours and the Friends money to increase the award. Applicants would need a library card and have a zip code of 14174
- The motion was made by Sean Scarisbrick and seconded by Lauren Morse to pursue combining our Ruby Carey Scholarship with the Friends award with the Youngstown Study Club award to begin in 2020.
- -The motion passed.
- The Library's Annual Fund Drive for 2019 (2020) has raised \$20,692 (\$21,500).
- Mini Golf needs to meet and will need volunteers. Lauren, Claudia and Devon volunteered to work on this activity.
- Sean will meet with Keith from the Friends to identify what role the Friends will have in upcoming and new fund raisers.
- Electronics Recycling still scheduled for May 9<sup>th</sup> and the Library Board of Trustees will continue to run this activity.

#### **New Business:**

- Committee assignments and Calendar for this year need to be finalized.
- Question raised regarding work sessions and regular business meetings.
- A motion was made by Sean Scarisbrick and seconded by Lauren Morse to abolish the distinction between work sessions and regular business meetings. The Director's Report and the Financial Report will be made according to the following schedule: January, March, May, September, November.
- The motion passed
- The next regular meeting of the Trustees is February 24, 2020 at 7pm in the Community Room. The community is welcome to attend.
- The motion to adjourn was made by Sean Scarisbrick and seconded by Mary Wieland.
- The motion passed and the meeting adjourned at 8:40pm.

Respectfully submitted,

Karran Swayze  
Recording Secretary  
Youngstown Free Library Board of Trustees

Minutes were corrected as noted above and accepted as corrected—February 24, 2020 Board Meeting.



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### Director's Report

January 2020

#### BUILDING AND GROUNDS

In December, the Library upgraded its Front Desk to reduce service wait time. Previously, there was one computer at the Front Desk for checking patrons' items in and out. Now that we are seeing additional circulation and patron traffic, staff were increasingly seeing lines of patrons at the Front Desk. To address this wait issue, Justin Genter (Nioga's IT specialist) and I installed a new computer at the Front Desk to provide two circulation stations.

The copier/printer has been replaced. The Canon copier was removed and a new Toshiba copier was installed on December 9, 2019. This is for a new five-year lease.

#### FRIENDS, FUNDRAISING AND GRANTS

The Library received a grant from Nioga. The grant consisted of books to be given away to the community. These were distributed in the annual Christmas baskets to families with children.

The Library has also received a grant of new books from Buffalo State. These books are still being received, but it is a very generous donation facilitated by Trustee Lauren Morse.

I have applied for two grants this month. If received, one will be used to purchase more materials for our family play area in the Children's Room. The other would be used to purchase books on careers and job skills.

#### PROGRAMMING IN AND OUTSIDE THE LIBRARY

Programming continues! Two programs to be aware of:

- Valentine's Day Candy Land for Families, February 1<sup>st</sup>: The Library could use more volunteers (11-2 PM) to assist with the program. We have 150 people signed up for this program.
- Friends of the Library Super Bowl Chili Cook-off, February 2<sup>nd</sup>: Bring your favorite chili recipe to Bandana's Bar & Grill at 1:30 PM. This fundraiser is an important kick-off to the 2020 Friends' fundraising year. Please represent!

#### PUBLICITY UPDATES

We maintain an active presence in the community with the following outreach and social media:

Facebook: 857 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 41 followers: <https://twitter.com/ytownlibrary>

Instagram: 317 followers: <https://www.instagram.com/youngstownfreelibrary>



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### VOLUNTEERS

Thank you to *all* our dedicated volunteers, Board members, Friends, Youngstown, and Porter community; I am grateful for the help provided by all.

Respectfully submitted,

Sonora R. Miller  
Library Director

**YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2020**

**(Adopted at Board Meeting of 01-27-2020)**

**- showing Actuals for 2019 Year-End**

<b><u>REVENUE</u></b>	<b>Budget for 2019</b>	<b>2019 Year-End Actuals</b>	<b>Proposed Budget for 2020</b>	<b>Notes</b>
TOWN OF PORTER	<b>\$80,219</b>	<b>\$80,219</b>	<b>\$80,219</b>	Approved TOP Budget Nov 2019 - no change
NIAGARA COUNTY	<b>\$5,440</b>	<b>\$5,577</b>	<b>\$5,577</b>	
YOUNGSTOWN VILLAGE	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	
LOC. LIBRARY SERVICE AID	<b>\$1,420</b>	<b>\$1,580</b>	<b>\$1,420</b>	
LEGISLATIVE INITIATIVE	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	Zero allocated for 2020
FRIENDS			<b>\$8,000</b>	Need to account for Friends' gifts to us
FINES/ COPIER/ FAX	<b>\$2,300</b>	<b>\$2,941</b>	<b>\$2,400</b>	
INTEREST	<b>\$2,400</b>	<b>\$6,201</b>	<b>\$3,600</b>	Estimate: 1.5% of \$240,000
GIFTS	<b>\$2,000</b>	<b>\$6,424</b>	<b>\$4,000</b>	
ANNUAL DRIVE	<b>\$16,000</b>	<b>\$20,692</b>	<b>\$16,000</b>	No change; conservative assessment for 2020
MISCELLANEOUS	<b>\$300</b>	<b>\$306</b>	<b>\$300</b>	
GRANT FUNDS	<b>\$0</b>	<b>\$5,500</b>	<b>\$500</b>	2019 \$5,000 was a restricted grant (chld rr
<b>TOTAL REVENUE</b>	<b>\$116,079</b>	<b>\$135,440</b>	<b>\$123,016</b>	

**YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2020**

**(Adopted at Board Meeting of 01-27-2020)**

**- showing Actuals for 2019 Year-End**

<b>EXPENDITURE</b>	<b>Budget for 2019</b>	<b>2019 Year-End Actuals</b>	<b>Proposed Budget for 2020</b>	<b>Notes</b>
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$78,662	\$76,053	\$82,600	Minimum wage is now \$11.80 per hour.
HEALTH BENEFIT	\$4,000	\$4,000	\$4,000	
SOCIAL SECURITY & MEDICARE	\$6,324	\$6,124	\$6,625	Needs to be 7.65 * (Gross Salaries + Health Benefit)
CONTINUING EDUCATION & NETWORKING/Memberships	\$500	\$48	\$500	
NEW YORK STATE DISABILITY & SUTA/FUTA	\$500	\$420	\$500	
WORKER'S COMPENSATION	\$500	\$0	\$500	
CHRISTMAS BONUSES	\$200	\$200	\$200	\$40 per staff member; same as 2019
<b>TOTAL PERSONNEL</b>	<b>\$90,686</b>	<b>\$86,845</b>	<b>\$94,925</b>	
<b>LIBRARY MATERIALS &amp; SERVICES</b>				
AV MATERIALS	\$5,500	\$5,148	\$5,570	
BOOKS	\$11,000	\$6,199	\$8,500	
COMPUTER SOFTWARE	\$200	\$0	\$200	
PURCHASES FROM GRANT FUNDS		\$190		
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$2,500	\$150	\$4,000	
BOOK PROCESSING & SUPPLIES	\$1,600	\$1,683	\$1,680	
PROGRAMMING	\$800	-\$214	\$1,800	Increase to reflect Friends' gifts
PUBLICITY & PROMOTION	\$600	\$176	\$600	Keep the same as 2019
COPIER LEASE & USAGE	\$1,450	\$2,610	\$1,200	pro-rate at 50% between Services (for programming etc) & Operating; reduce slightly for Toshiba copier-costs
POSTAGE	\$280	\$75	\$280	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$550	\$1,602	\$560	pro-rate at 50% between Services (for programming etc) & Operating
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$24,480</b>	<b>\$17,619</b>	<b>\$24,390</b>	

**YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2020**

**(Adopted at Board Meeting of 01-27-2020)**

**- showing Actuals for 2019 Year-End**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2019</b>	<b>2019 Year-End Actuals</b>	<b>Proposed Budget for 2020</b>	<b>Notes</b>
ALMS FEE	<b>\$8,715</b>	<b>\$8,715</b>	<b>\$9,060</b>	Per Lisa at NIOGA = 4% incr.
OFFICE SUPPLIES	<b>\$1,500</b>	<b>\$1,542</b>	<b>\$1,600</b>	
HOUSEKEEPING	<b>\$150</b>	<b>\$162</b>	<b>\$400</b>	Increase to reflect Friends' gifts (coffee supplies etc.)
INSURANCE	<b>\$2,900</b>	<b>\$3,981</b>	<b>\$7,000</b>	Allow +\$3,000 for D&O & Contents
RENT	<b>\$1</b>	<b>\$2</b>	<b>\$1</b>	
MAINTENANCE (SPACE)	<b>\$2,000</b>	<b>\$520</b>	<b>\$1,500</b>	To allow for unexpected/unplanned space-issues)
COPIER LEASE & USAGE	<b>\$1,450</b>	<b>-\$80</b>	<b>\$1,200</b>	pro-rate at 50% between Services (for programming etc) & Operating; reduce slightly for Toshiba copier-costs
POSTAGE	<b>\$280</b>	<b>\$24</b>	<b>\$280</b>	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	<b>\$550</b>	<b>\$0</b>	<b>\$560</b>	pro-rate at 50% between Services (for programming etc) & Operating
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$17,546</b>	<b>\$14,866</b>	<b>\$21,601</b>	



**YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2020**

**(Adopted at Board Meeting of 01-27-2020)**

**- showing Actuals for 2019 Year-End**

<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2019</b>	<b>2019 Year-End Actuals</b>	<b>Proposed Budget for 2020</b>	<b>Notes</b>
TECHNOLOGY	\$1,750	-\$49	\$1,250	Balance of Web-site development fees
OTHER - SPACE etc	\$450	\$11,100	\$0	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$2,200</b>	<b>\$11,051</b>	<b>\$1,250</b>	Should really be funded from Long Term Planning Find, not Operating
<b>MISCELLANEOUS</b>				
ACCOUNTING & PAYROLL SERVICES:	\$3,450	\$3,060	\$3,632	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***. Rates held steady for 2020
MONTHLY BOOK-KEEPING & ACCOUNTING		\$2,622	\$2,580	*** \$215 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS		\$260	\$260	*** \$10 * 26
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.		\$178	\$300	*** ' to include ACH fees of \$3.50 * 26 + Overnight postage \$7.20 * 26
990 PREPARATION & DEPRECIATION		\$0	\$400	***
W-2 PREPARATION		\$0	\$50	*** \$30 + \$2 PER STAFF MEMBER (5)
1099 PREPARATION		\$0	\$42	*** \$30 + \$4 PER RECIPIENT ( Guestimate of
INVESTMENT & ADVISORY FEES	\$150	\$0	\$0	MORGAN STANLEY FEES
BANK CHARGES & FEES	\$50	\$3	\$10	
PROFESSIONAL SERVICES - AUDIT etc	\$250	\$0	\$200	
PROFESSIONAL SERVICES - LEGAL etc	\$750	\$0	\$500	If we decide to establish a Foundation, we may need to include Legal Fees, but should appropriate majority of funding from LTP Funds.
MISCELLANEOUS		\$20		
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,650</b>	<b>\$3,083</b>	<b>\$4,342</b>	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$139,562</b>	<b>\$133,464</b>	<b>\$146,508</b>	
<b>Net Income (Loss)</b>	<b>-\$23,483</b>	<b>\$1,976</b>	<b>-\$23,492</b>	For 2020, exclude Scholarship & Long Term Planning Funds
<b>OTHER</b>				
<i>(1). Mileage Allowance for 2020 will be based on 'IRS Standard Mileage Rate Guidelines for 2020' of 58 cents per mile.</i>				
<i>(2) Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will be \$40 each</i>				

## Notes on 2020 Budget for Board Meeting 01-27-2020

Revenue	Change	Notes
1 Legislative Initiative	\$0	As previously reported, nothing has been budgeted in Bullet Aid for Libraries in 2020
2 Friends Gifts	\$8,000	To properly reflect the value of all the Items - materials, equipment and services they pay for
3 Interest	-\$2,000	CDs which will be maturing/paying interest in 2020 have overall lower rates than 2019's
4 Gifts	+\$2,000	Actual level of miscellaneous gifts received was higher than budgeted for 2019
5 Grants	+\$500	Assume some level of miscellaneous grants applied for by Director

### Expenditure

#### Personnel

1 Salaries (Gross)	+\$4,000	<p>Approx. 5% overall increase.</p> <p>This has assumed Sonora - 2.5%; staff, paid hourly rates are increased quite generously but need to keep ahead of Page min'm.</p> <p>Rate changes were to reflect Notary qualification for 2 staff. But both staff decided NOT to take the exam, so reduced again.</p> <p>Also staff-hours have been increased by 250 hours per year over 2019 staff-hour actuals.</p> <p><i>Need to address staffing-hours/levels in a separate discussion in the near future</i></p>
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2 Continuing Ed etc

Includes mileage for meetings etc (increased to 58 cents/mile for 2020)

#### Library Materials and Services

Section reflects increases in some costs which Friends would usually pay for

3 Copier

Costs will hopefully be slightly reduced with new contract

#### Operating Expenditure

4 ALMS +\$300 NIOGA is increasing charges by 4%. (Mostly due to Hoopla costs increasing. Charging model will probably alter for 2021)

5 Insurance +\$3000 over 2019 Actuals

Increase Contents coverage ceiling & add D&O Coverage for 2020

*Other costs given a general +2% increase where appropriate or to reflect costs which are usually funded by the Friends*

#### Capital Expenditure

Once we have made the final payment for the Web-site development, we should remove - any costs should come out of the Long Term Planning Fund, not Operating Budget

#### Miscellaneous

Accounting - CPA

Contract re-signed for same costs + charges for our Overnight postage requirements (staff who do not use Direct Deposit)

**Overall for 2020**

**Net budgeted deficit:**

**-\$23,491.98**