

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: July 25, 2016 Time: 8:09 pm

Present: Rita Rolfe, Diana Newton, Maggie Steyn, Jan Gilgore, Kevin Cassick, Jan Mathews, Mary Wieland & Paul Inskeep

The evening started at 6:00 pm at the beautiful, park like home of Diana Newton, who graciously hosted the annual Trustees picnic. After our meal the 2016 scholarships were presented to the deserving winner, Kevin Bovanizer, which consisted of \$500 from the Trustees and \$300 from the Friends of the Library. The presentations were made by Rita Rolfe, President of the Trustees and Heidi Lauger, President of the Friends. In addition to Kevin, his parents were also guests for the evening. After the guests excused themselves the meeting commenced.

Call to order: By Rita Rolfe at 8:09 pm

Comments from the public: None

Minutes: The minutes of the May 23, 2016 meeting were approved as read: Maggie Steyn/Kevin Cassick

Treasure's Report: The treasure's report was approved: Paul Inskeep/Mary Wieland.

- Maggie pointed out that \$15,000 had been transferred from the Morgan Stanley cash account to the First Niagara checking to cover checks while awaiting incoming revenues.
- Funding has been received from the Village of Youngstown and Rita has signed the yearly contract. Still awaiting funds from Niagara county.

Director's Report:

- Jan presented her report, pointing out what an excellent summer the Library has been having with very good attendance. Heidi is doing an excellent job and the Lego club has been a great success, so much so Jan would like to extend the program from September thru December, once or twice a month, additional cost to hire Heidi for 4 months; approx. \$200. Motion made ;“To hire Heidi Lauger to supervise the Lego club during the winter months at 2 times a month for a salary not to exceed \$200.“ Mary Wieland, second Diana Newton, Approved.
- **August 6th Community picnic** pretty well set with volunteers. Tent once again donated by Joe Cecconi
- **Amanda Hall** (new page) is getting more comfortable each day, who has been training under Alicia Hughes. Alicia's last day as page is August 2nd.
- **Library use policy**-Jan presented the proposal for “Use of the library” After a lengthy discussion and further explanation the following motion was made;” To adopt the Library borrower's card residence of Youngstown as presented” Paul Inskeep, second Diana Newton. Approved.

The Director's report was accepted and filed (see report dated July 25, 2016)

Correspondence: Jan Mathews has been busy, sending out 8 notes since our last meeting! A sympathy card to Marky Jones for the loss of her mother, notes to both Phil Miller and Molly Marietta for help with the survey, Lion's Club and Presbyterian Church for their generous gifts, Terri Savery for the children's art work and her recent retirement, Doug Howard for his assistance in painting the reading room and Todd Muller for help in the Library garden.

Friends of the Library:

- Bake sale Friday August 5 at the concert in Falkner park.

Old Business:

- **Vision Committee**-The survey results are complete. Rita reminded us to return our top 8 selections of the list of 18 that the survey highlighted. Only 4 have been returned to date from the trustees. Laura Andrus has set meetings for the second Tuesday of the month at 7:00pm.
- **Taking stock chart**-Rita has updated the chart or “To-do-list” and has email it out to the trustees. Purple completed, Red and Blue yet to be done (Blue added since last list in June)
- **Finance Committee**-
- **Holdings**-Maggie explained because of some recent changes in the Security exchange comm. rulings, some of our holdings are not secure and the principal could be jeopardized; not in compliance with our investment policy. After discussions with Merrill Lynch and Morgan Stanley it was suggested moving those holdings to a secure fund. Maggie made the following motion;” To have our Morgan Stanley, ‘MS Active Assets Money Trust’ (currently containing \$56,806.33) transferred to an interest-bearing bank deposit account and our Merrill Lynch ‘Ready Asset Government Liquidity Fund’ moved to, and combined with the cash account that we already hold with them (currently some \$1,042.00) both of which are FDIC guaranteed principal. Maggie Steyn, second Kevin Cassick, Approved
- **Accounting Services**-After some discussion on the present service, Maggie made a motion;” To put out a tender for an alternate CPA or bookkeeper” Maggie Steyn, second Rita Rolfe, Approved.
- **Nominating Committee**-Diana reported that she has approached several people , but has not had any success in getting a commitment. Rita has sent an application to Ken Greulich who has shown an interest in the library, a possibility. Maggie has also contacted a few people, but nothing concrete yet, they will get back to her. Rita also reminded us that each board member should send out a cover letter along with an application to people who we feel have the potential for being a trustee.
- **Art Work for children’s room**-Jan has not received an answer back from her staff members yet.
- **Lion’s Club Book Section**-Jan reported that the large print books have been received, needs to know what symbol she should use so she could make them for each side of the books. Rita will provide Lion’s contact.

New Business:

- **Long Term Strategic Plans**
- **Reserve Funds**-Discussed labeling or “earmarking” for specific use. I.e.: building fund, sustaining library operations, so we could explain to the community what plans we have for this fund.
- **Library Funding source**-Rita suggested we get more information for possibly putting the budget to a vote. Ex: Many library districts have their yearly budgets attached to their school budget as a separate line item. There are a lot of details to be worked out, there is a certain amount of risk, but the idea has many advantages.

Motion to close meeting: Made by Maggie Steyn, second Kevin Cassick. Meeting adjourned at 8:45pm

Next meeting: Business meeting Monday September 26, 2016 at 7:00 pm

Respectfully submitted: Paul Inskeep, Recording Secretary

Board of Trustees 2016, Youngstown Free Library



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT

Prepared for Trustee Meeting to be held on July 25th

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter:

The Town of Porter Story hour has a special guest programming during the summer. They meet each Tuesday at 10am

Events still to come for summer 2016 are:

July 26th – Carnival

August 2nd : Checkers (of Charlie and Checkers)

Lewiston-Porter Builders Club:

Mrs. Oddy plans to return on October 15th with her new Builders Club students.

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing. We have had no new enrollments.

Nursery Rhyme Time –The program will be run again in the autumn, September 30th to November 4th Fridays at 9:30am

Summer Reading Program June 27th - August 5th

Programs Planned by Heidi Lauger, Summer Reading Program Coordinator

Theme: On Your Mark, Get Set... READ!

Mondays –3pm Craft Time Themes: Investigate, Create, Explore, Play, and Build. **We have had 10 to 20 children each week**

Tuesdays- 10am Town of Porter Story Hour **The events have been popular including a concert by Judd Sunshine, The Petting Farm, a mobile planetarium, and the Aquarium Touch Tank. Still to come a Carnival and Checkers the magic clown.**

6:00pm Drama Club **There are 14 registered members preparing to perform 2 plays**

Wednesdays – 1pm Story and Craft Time in Falkner Park (goes to Aug 24th) **There is usually about 10 to 15 children**

Thursdays – 10am Lego Club. **There have been 20 to 30 children each week**

Reading at Home Club-Runs throughout the 6 week program. **42 children are registered, and about 30 seem to be participating.**

The Drama Club play and the Reading at Home Club Awards will be presented on Tuesday, August 9th at 7pm

ADULT:

Youngstown Free Library Book Discussion Group

The summer reading book to be discussed in September is *A Peoples History of the United States* by Howard Zinn. The September meeting will be 7pm September 14th. For October we will read *Twain's End* by Lynn Cullen which will be the Niagara County read. The author will visit Lockport Library in late October.

Computer Classes:

Sara Taylor , trainer from NIOGA will be presenting:

Word and Excel on Wednesday, September 28th at 10 to 4

Windows 10 on Wednesday, November 9th 10-1

Friends:

June 23rd - Beginning of Summer Street Dance –Water for sale- Snacks table. About \$100 was made.

COMMUNITY OUTREACH:

Survey results were presented at the June work session. The Kindle winner was chosen; it is Catherine Emerson. The Kindle has arrived. Do you want a photo of the presentation of the Kindle?

On Saturday, August 6th the library will participate in the Village picnic. Heidi, Lynn, Jan M. have volunteered to help. We also have some men who will help set up. Joe Cecconi will lend us his tent.

*Review of policy for getting a library card.

BUILDING, GROUNDS, & EQUIPMENT:

Paul Inskeep and Doug Howard painted the reading room.

Kevin Cassick worked on the library garden.

PERSONNEL:

Alicia Hughes last day as page will be August 2nd though she will still work with the Drama Club

Amanda Hall will shadowing and training with Alicia from July 18th to July 27th. She will be away on a family trip and return on her own on August 3rd.

The Lego Club has been so successful that I would like to invite Heidi to do it once or twice per month from September to December. At her current rate of pay she would cost the library under \$200 for those 4 months

She has already indicated that she is interested and will be seeing if the parents of the current attendees are interested.

NIOGA : No summer meetings till Aug. 24th

SUGGESTIONS: NONE

CIRCULATION:

	<u>2015</u>	<u>2016</u>
May	1593	1810
June	1767	1948

Submitted by
Jan Gilgore
Library Director
July 20, 2016

Investments Report & Motion for July 25th meeting.

As you know, we have Investment holdings with Morgan Stanley & Merrill Lynch (Ruby Carey Scholarship funds).

In each, we have holdings in secure US Treasuries & Federal Agencies – bonds and treasury notes etc.

But each account also has a money market “cash” account of some kind used to deposit interest/withdraw fees etc.

This Spring, there was a change in the SEC’s (Securities and Exchange Commission) Rule 2a-7 governing money market funds. Essentially it stated that there could now be a situation where our capital could be subject to a fee. E.g. our \$1000 investment could be reduced by fees to say \$950.

This scenario contradicts with our Investment Policy that states that we should invest in nothing that jeopardizes any of our principal.

Both Morgan Stanley and Merrill Lynch offered solutions to migrate the accounts held to safer guaranteed instruments.

I would therefore like to make a motion to have our Morgan Stanley ‘MS Active Assets Money Trust’ (currently containing \$56,806.33) transferred to an interest-bearing bank deposit account and our Merrill Lynch ‘Ready Asset Government Liquidity Fund’ moved to, and combined with the cash account that we already hold with them (currently some \$1,042.00), **so that they will be FDIC-insured and the principal guaranteed.**

Whilst this action will mean that there will be a reduction in the interest rate earned, it does mean that both of these new holdings will be FDIC-insured and not subject to SEC Rule 2a-7 and therefore compliant with our Investment Policy.

Maggie Steyn
Treasurer
07-21-2016

Motion as amended and then passed at Trustee Board Meeting of 07-25-2016

Youngstown Free Library

REVENUE	Budget for 2016	May & June 2016	Received Year to Date	Remaining to be Received
TOWN OF PORTER	\$77,105.00	\$0.00	\$77,104.00	\$1.00
NIAGARA COUNTY	\$5,500.00	\$0.00	\$0.00	\$5,500.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$0.00	\$14,000.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$1,362.00	\$1,162.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$571.50	\$1,074.50	\$125.50
INTEREST	\$3,500.00	\$656.21	\$2,148.14	\$1,351.86
GIFTS	\$1,000.00	\$900.00	\$1,000.00	\$0.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
TRANSFER FOR LONG TERM PLANNING	\$6,700.00	\$0.00	\$0.00	\$6,700.00
Annual Drive	\$14,000.00	\$350.00	\$825.00	\$13,175.00
MISCELLANEOUS	\$100.00	\$0.00	\$8.00	\$92.00
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$138,805.00	\$2,477.71	\$83,521.64	\$55,283.36

2015 payment received
2016

EXPENDITURE

	Budget for 2016	May & June 2016	Spent Year to Date	Remaining to be Spent
PERSONNEL				
SALARIES (GROSS)	\$52,000.00	\$7,740.90	\$25,590.85	\$26,409.15
SR PROG COORDINATOR	\$1,500.00	\$348.85	\$515.08	\$984.92
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$618.95	\$1,997.31	\$2,502.69
ANCILLARY BENEFIT	\$2,000.00	\$209.80	\$629.40	\$1,370.60
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$30.00	\$138.00	\$162.00
NEW YORK STATE DISABILITY	\$375.00	\$0.00	\$202.69	\$172.31
WORKER'S COMPENSATION	\$575.00	\$0.00	\$697.00	\$122.00
TOTAL PERSONNEL	\$61,250.00	\$8,948.50	\$29,770.33	\$31,479.67
LIBRARY MATERIALS				
AV Materials	\$3,500.00	\$469.37	\$2,270.29	\$1,229.71
BOOKS	\$22,000.00	\$3,557.54	\$10,776.57	\$11,223.43
COMPUTER SOFTWARE	\$200.00	\$19.95	\$19.95	\$180.05
SUBSCRIPTIONS	\$3,295.00	\$24.00	\$946.79	\$2,348.21
TOTAL LIBRARY MATERIALS	\$28,995.00	\$4,070.86	\$14,013.60	\$14,981.40
OPERATING EXPENDITURE				
ALMS FEE	\$8,100.00	\$642.51	\$3,852.02	\$4,247.98
HOUSEKEEPING	\$450.00	\$10.00	\$49.00	\$401.00
INSURANCE	\$3,000.00	\$0.00	\$0.00	\$3,000.00
MAINT. - OFFICE EQUIPMENT	\$2,000.00	\$126.11	\$744.14	\$1,255.86
MAINT. - REPAIRS	\$750.00	\$0.00	\$947.88	-\$197.88
POSTAGE	\$800.00	\$62.50	\$149.08	\$650.92
PROMOTIONAL	\$200.00	\$210.54	\$587.72	-\$387.72
RENT	\$12,000.00	\$0.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$2,750.00	\$96.37	\$1,057.52	\$1,692.48
TELEPHONE *	\$1,700.00	\$198.05	\$656.61	\$1,043.39
TOTAL OPERATING EXPENDITURE	\$31,750.00	\$1,346.08	\$8,043.97	\$23,706.03
CAPITAL EXPENDITURE				
EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
MAJOR IMPROVEMENTS	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$0.00	\$0.00	\$1,500.00

MISCELLANEOUS

Accounting	\$1,250.00	\$220.00	\$792.00	\$458.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$260.00	\$780.00	\$780.00
CPA-990	\$750.00	\$595.00	\$595.00	\$155.00
Investment & Advisory Fees	\$2,000.00	\$145.00	\$180.00	\$1,820.00
Payroll	\$650.00	\$94.00	\$317.50	\$332.50
Payroll Taxes	\$500.00	\$50.84	\$163.23	\$336.77
Unforeseen	\$500.00	\$69.30	\$131.86	\$368.14
TOTAL MISCELLANEOUS	\$8,610.00	\$1,434.14	\$2,959.59	\$5,650.41

EXPENDITURE	\$132,105.00	\$15,799.58	\$54,787.49	\$77,317.51
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LONG TERM PLANNING

Community Outreach	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Library Programming	\$200.00	\$0.00	\$0.00	\$200.00
Library Space	\$5,200.00	\$0.00	\$0.00	\$5,200.00
Miscellaneous	\$200.00	\$0.00	\$0.00	\$200.00
Technology & Equipment	\$100.00	\$0.00	\$0.00	\$100.00
PLANNING	\$6,700.00	\$0.00	\$0.00	\$6,700.00

FUNDS

SCHOLARSHIP FUND	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL FUNDS				

TOTAL EXPENDITURES	\$139,305.00	\$15,799.58	\$54,787.49	\$84,517.51
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Income (Loss)		<u>\$13,321.87</u>	\$28,734.15
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Fund Balances January 1, 2015 \$ 255,504.88

Realized Gains (Losses) on \$ -

Change in FMV on Investments \$ 363.58

Total Fund Balances YTD \$284,602.61

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
JUNE 30, 2016

ASSETS

Petty Cash	100.00
First Niagara (formerly HSBC)	8,017.47
Morgan Stanley 828-107169-346	214,803.18
Morgan Stanley 828-107170-403	56,806.33
Merrill Lynch (Scholarship)	4,875.63

TOTAL ASSETS 284,602.61

Fund Balances

Unrestricted

General	37,628.12
Marie Braun Memorial	264.30
MaryGrace Foote Memorial	1,053.93
Total Unrestricted Funds	38,946.35

Restricted

Automation	53,401.43
Operating Reserve	104,176.13
Special Projects	82,481.03
Scholarship Donated	4,875.63
Fitch Cady Fund Donated	722.03
Total Restricted Fund Balance	245,656.26

Total Fund Balances 284,602.61