

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: June 26, 2017 Time: 7:00 pm

Present: Rita Rolfe, Maggie Steyn, Kevin Cassick, Mary Wieland, Karran Swayze, Paul Inskeep & Sonora Miller

Absent: Jan Mathews. **Excused:** Heather Crumlish & Diana Newton

Call to Order: By Rita Rolfe at 6:57 pm

Comments from the public: None

Minutes: The minutes of the April 24, 2017 meeting were read. Motion to approve, Maggie Steyn, second Kevin Cassick. Motion carried.

Treasurer's Report: Maggie distributed the March/April revenue & expenditure sheets along with the balance sheet thru April 30. Still on a learning curve with the new accounting firm. We received a grant from NIOGA for \$330 which Sonora explained is to be used for children's "play" items for youth development. A variety of suggestions were made for the expenditure. Future improvements will be made in the grant/expenditures showing how the grant monies were spent. The budget so far is within the parameters. Motion to approve, Paul Inskeep, second Mary Wieland.

Directors Report:

- Sonora reviewed the many issues that have been addressed in reference to the Building & Grounds.
- Reviewed circulation & collection items.
- Revamped the VHS (Discarded), paperback, CD's, large print collections, etc to make more room.
- Updated the board on her community involvement, programs, publicity and the clean up efforts in mid June. Sonora was most appreciative and overwhelmed of the volunteer efforts in the library clean up!
- She thanked the Board, Friends and the community for the welcome reception on June 22
- The 3 new public computers approved for purchase in April will be installed on July 5th.

The Director's report was accepted and filed (see report dated June 2017)

Correspondence: Jan Mathews sent out 3 thank you notes. Rita read a thank you from Sonora for the most gracious and delicious reception for her on June 22nd.

Friends of the Library:

- The Friends thank everyone for the attending the successful "Dine at Bandana's day", whereas the restaurant donates a percentage of the patron's bill to the Youngstown Free Library, a very generous act.
- The Friends also sold bottled water at the Youngstown street dance, which netted them \$130

New Business:

- **Vision Committee update-**The plan/goals will be turned over to Sonora to review and present her findings to the committee (since she wasn't on board when the committee finalized the goals) by September/October and when agreement is reached will then present to the board for approval.
- **Finance Committee-**Has not had a meeting as of present. Maggie has been working with Morgan-Stanley in an attempt to move the Ruby Cary account from Merrill -Lynch to M-S so all our monies would be centralized, however they don't seem to be able. Has been trying since October. Maggie and Sonora will be meeting in July to discuss ideas to streamline our financial methodology.

- **Nominating Committee-** Heather will be updating the cover letter for Trustees application, at present we have 4 potential Trustee candidates. If anyone hears of someone interested in the Trustee position please forward their name(s) to Heather.
- **Scholarship Committee-**Jan Mathews, Rita & Sonora attended the Lew-Port ceremony for the scholarship winners. The winner of the Ruby Cary scholarship this year is, Nicolette G. Radomski a Senior at Lew-port who will be presented a check from the Board of Trustees and also from the Friends of the Library at our annual summer picnic. The winner and her family has already been invited to join us on July 24th.

Some thoughts for next year:

1. Get the scholarship information to the parents.....not just to the students.
2. Make the parents get on the kids to apply....the students seemed LAZY this year.
3. Advertise on all social media...not just face book. The millennium parents use it all!
4. Make known to the parents that only **2 students** applied from the entire Senior class.
5. The school should have a list of all available scholarships, make sure we are on that list.

Old Business:

- **Funding options-**After a discussion on the presentation of alternative funding held at NIOGA in April, it was felt that there are many unanswered questions and that another meeting with Tom Bindeman is needed. The following motion was made: “Alternative funding to be referred to the Finance committee to investigate for the YFL only; by establishing an understanding for the process of options and costs. Initial report to be due in 6 months” Motion to approve, Karran Swayze, second, Paul Inskeep. Motion carried.
- **Annexation of un served area-**this refers to the area in town of Porter that is not officially assigned to Ransomville or Youngstown libraries. We need to know how to take this on, is it worth it, etc? The following motion was made: “State in a letter to NIOGA that the YFL is interested in exploring the possibility of annexation of the un served area and would appreciate more information and/or a meeting with Tom Bindeman on this subject” Rita to draft letter. Motion to approve, Karran Swayze, second, Kevin Cassick. Motion carried.
- **Scholarship picnic-** Diana Newton’s house, 6 pm Monday July 24th. List was circulated to board members for sides to bring.

New Business:

- **Taking stock update-**Rita passed out an updated (6/13/17) list of tasks/goals to be accomplished by the various committees showing completed and yet to be completed goals. These included: Revised by-laws, long term plans, board policies, records retention, finance/funds update, nominating/recruiting Trustees procedure, revised handbooks, physical space study, personnel issues, review job descriptions, vision for future & funding options. Quite a challenge!
- **New web page-**Sonora explained that in this day & age the web site is your home base and there is much more useful information that could be added that we presently don’t have. For instance our annual fund drive could be handled thru the web site via credit card or pay pal. The update of info is endless. Sonora suggested that we get a web site designed and built for us. She has estimated that approx. 60 pages would be required and if the friends would be willing to share a percentage of the costs add 10 more pages for a total of 70. She has worked with a designer named Pat Fagan and could get a quote from her. The following motion was made: “Sonora to solicit a quotation from Pat Fagan for the cost of creating and maintaining a web site for the YFL” Motion to approve, Kevin Cassick, second, Paul Inskeep. Motion carried.
- **Meeting space policy-** Rita explained that many of the children’s programs do not have enough room in the existing children’s library room. Some programs are so heavily attended that there is little room for the ones who want to read or find books. Changes to the layout of the children’s room are being made,

however, another solution to the problem would be to utilize the existing meeting room on the 2nd floor. The Lego club now meets in this room. The following motion was made: “The existing community meeting room to become a programming room, including all children’s programs at the discretion of the Library director and/or the Board of Trustees” Motion to approve, Mary Wieland, second, Kevin Cassick. Motion carried.

Next meeting: Will be September 25, 2017 @ 7:00pm

Motion to Adjourn: Maggie Steyn/Kevin Cassick. Motion carried. Meeting adjourned at 8:34

Respectively submitted: Paul Inskip, Recording Secretary
Board of Trustees 2017, Youngstown Free Library

Director's Report

June 2017

Building and Grounds

In the past two months, the following Buildings and Grounds issues have been addressed:

- The stains in the carpets have all been treated with commercial stain cleaner.
- The bathroom fan and light have been cleaned, and the lighting output has been doubled.
- A coat hook has been added to the bathroom wall.
- The computer station at the Front Desk has been raised to the same height as the rest of the desk.
- The coatrack has been reinforced and moved near the Front Desk.
- The displays in the Front Desk room have been reconfigured and replaced.
- A magazine rack has replaced the “give and take” box in the magazine room.
- A supplies station and donation box for the coffee have been installed in the magazine room.
- Seating has been shifted between the magazine room and the non-fiction room.
- The Ruby Carey plaques have been moved and rehung in the non-fiction room.
- Three shelving units have been moved from the stacks to the upstairs storage area.
- The storage area, back stairs, and landings have all been emptied, cleaned, organized and labeled.
- The programming room has been cleaned and organized.
- The curtains and curtain hardware in the children's room have been removed.
- The summer murals on the windows of the children's room are in process.
- The children's computer has been moved to the center table in the children's room.
- Signage for the Front Desk room, the fiction room, the Lockport room, and the programming room has been redone.
- Numerous storage changes have been made in the office.
- The Library has gained a second recycling tote for permanent use.

H.W. Bryk and Sons have cleaned the air condition system filters, but they will be returning within the next week or so to add deadening technology to lower the sound of the fans in the children's and non-fiction rooms. They will also be fixing a drain issue in the Lockport room system which has caused the system to run continuously without efficiency.

In addition, the rotating art collection has been refreshed, and the Library will be displaying a series by Linda Parlato until the end of the summer.

Circulation, Cataloging & Collection Development Snapshot

How old is the Library's collection?

<i>Item Collection</i>	<i>Under 10 Years</i>	<i>11-20 Years</i>	<i>21-30 Years</i>	<i>Over 31 Years Old</i>
Adult Nonfiction	2282	1638	745	792
Adult Fiction	4174	1735	583	318
Adult A/V	1365	524	110	17
Juvenile Fiction	2773	1770	815	648
Juvenile Nonfiction	1375	3988	547	250
Juvenile A/V	53	60	9	5
YA Print	402	96	77	65
Periodicals	283			967
Misc & Other	116	141	56	72
<i>Percentages</i>	<i>44%</i>	<i>35%</i>	<i>10%</i>	<i>11%</i>

Collection & Space

Within the collection, the following moves have been made:

- The VHS collection has been discarded.
- The paperback collection has been weeded and shifted.
- The large print collection has been weeded and shifted.
- The short story collection has been weeded and shifted.
- The biography collection has been weeded and shifted.
- The CD collection has been weeded and shifted.
- The DVD collection has been shifted.
- The oversized books have been moved to a basket in the main floor of the children's room.

Community Partnerships & Outreach

In the past two months, I have attended and spoken at the Youngstown Village Board Meeting, held on May 25, and at the Town of Porter Town Board Meeting, held on June 12. I also attended the Lewiston-Porter School Board Meeting on June 6.

Personal outreach to the school administration has been a priority of mine, so I met with the school superintendent (Paul Casseri) and the principals of the Primary Education Center (Tamara Larson) and the Intermediate Education Center (Julie Gajewski) on May 25. We were able to commit to several partnerships, including an invitation for me to join the committee for the *2017 One District, One Book* and an invitation for me to speak at the first school year faculty meetings for each school.

After meeting the administration, I branched out to the individual schools, and I spoke to Mrs. Dumoulin's first grade class on May 30 at the Primary Education Center. We read books on bees, libraries, and books.

At the High School, Rita Rolfe and I presented the Ruby Carey Memorial Scholarship on June 21 to graduating senior Nicolette Radomski.

Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555 www.youngstownfreelibrary.org

In the community, the Library is now an active member of the Youngstown Business and Professional Association. As such, members of the Board and the Director have attended meetings on April 11 and June 13. The Library was also represented at the Summer Street Dance on June 22, where I handed out summer reading brochures and introduced myself to patrons from 6:30-9:30 pm.

Nioga Partnerships & Continuing Education

Nioga is our essential partner in providing continuing education opportunities for staff, leading regular meetings of the ALMS consortium, and providing meeting space for consortium-wide committees. In the past year, I have been an active member of the community outreach and the public relations committees.

<i>Workshop or Meeting</i>	<i>Date held</i>	<i>Purpose</i>
Developing a Day Pass Program	April 27	Continuing education workshop
COSAG Meeting	May 3	Committee for community outreach
Nioga Annual Dinner	May 18	System-wide annual meeting
E-rate Workshop	May 31	Continuing education workshop
Circulation Update Meeting	June 7	Regular meeting
Technology Training Workshop	June 21	Continuing education workshop

Programming in the Library

<i>Past Programs</i>	<i>Dates held</i>
LEGO Club	April 22, May 27
Town of Porter Story Hour	April 4, 11, 18, 25 May 2, 9, 16, 23, 30
Book Club	April 12, May 10
Computers for Beginners	June 17
Welcome Party for the New Director—hosted by the Board of Trustees	June 22

<i>Upcoming Programs</i>	<i>Dates held</i>
Town of Porter Story Hour	June 27 July 11, 18, 25 August 1, 8
Library Adventurers at Falkner Park	June 28 July 5, 12, 19, 26 August 2, 9, 16, 23
LEGO Club	June 29 July 6, 13, 20, 27 August 3, 10, 17, 24
Harry Potter's Birthday Party	July 31
Memory Loss, Dementia, and Alzheimer's Disease--hosted by the Alzheimer's Association of WNY	July 20

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The Summer Reading Season begins this week with our traditional programs as well as the new Summer Reading Challenge. Children and teens get prizes for time spent reading. I have done this in previous libraries, and I am always astounded at the number of minutes that we achieve by the end of every summer! Children can join the challenge anytime this summer by coming in to the Library.

Publicity Updates

Beginning in June, I have begun writing and publishing the Library's newsletter on a regular basis. I published newsletters on June 3 and June 16, both of which went out to 250+ subscribers, and were opened by 45% of the recipients.

The newsletters have featured a short article, along with upcoming programs, Friends events, and changes to our operating hours. To add your name to the subscription list, sign up here: <http://eepurl.com/bzJNCT>

We are an active presence on the following social media sites:

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

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

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

Staff

<i>Staff member</i>	<i>current sick hours</i>	<i>current vacation hours</i>	<i>current personal hours</i>
Sonora Miller	60	24	10
Marcella Jones	18	36	2.25
Marlene Wessel	8	8	2.25
Amanda Hall	Not eligible until July (anniversary of hire)		2

Technology

In keeping with my main goals to update and standardize the library's technology network and machines, Justin Genter from Nioga will be installing the three new public computers on Wednesday, July 5. Currently, he is installing our new security software, installing the newest Microsoft Office Suite, installing standard browsers, and running all updates on the machines.

In addition, other tech accessories will need to be purchased for the success of these goals.

Volunteers and Donations

Thank you to our dedicated volunteers; I am grateful for the help provided by all! Volunteers will soon be trained in running the inventory of the collection, which will start this summer with the children's materials. We have equipment for this project on loan from Nioga, and staff and I are currently running the program through tests in order to understand it better ourselves first.

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Thanks especially to those who toiled tirelessly this past Friday and Saturday during the Spring Cleaning Event to clean the Library's storage areas and back stairs and landings. This was a massive undertaking, and I cannot express enough how moved I was by the community's participation in a thankless and sweaty job.

A final thanks to the Board of Trustees for the beautiful welcome reception that they held for me on June 22. The food was delicious, the turnout was wonderful, and I was so moved by the support of the Board and the community. A true thank you to you all.

Respectfully submitted,

Sonora R. Miller
Library Director

**Youngstown Free Library
2017**

	BUDGET 2017	Activity 03/01/2017 - 04/30/2017	Totals Year to Date	Remaining in Budget
<u>REVENUE</u>				
TOWN OF PORTER	\$78,646.00	\$0.00	\$78,646.00	\$0.00
NIAGARA COUNTY	\$6,000.00	\$0.00	\$0.00	\$6,000.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$0.00	\$14,000.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$1,280.40	-\$1,080.40
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,300.00	\$764.00	\$764.00	\$536.00
INTEREST	\$3,500.00	\$1.29	\$1.47	\$3,498.53
GIFTS	\$1,000.00	\$144.00	\$394.00	\$606.00
ANNUAL DRIVE	\$13,000.00	\$0.00	\$450.00	\$12,550.00
MISCELLANEOUS	\$100.00	\$0.00	\$0.00	\$100.00
GRANT FUNDS	\$0.00	\$330.00	\$330.00	-\$330.00
TOTAL REVENUE	\$117,746.00	\$1,239.29	\$81,865.87	\$35,880.13

**Youngstown Free Library
2017**

	Activity 03/01/2017 -	Totals Year to	Remaining in
BUDGET 2017	04/30/2017	Date	Budget

EXPENDITURE

PERSONNEL

SALARIES (GROSS)	\$63,000.00	\$12,526.56	\$20,864.08	\$42,135.92
SUMMER PROG COORD'R	\$1,500.00	\$0.00	\$0.00	\$1,500.00
SOCIAL SECURITY & MEDICARE	\$5,100.00	\$958.28	\$1,596.14	\$3,503.86
ANCILLARY BENEFIT	\$2,000.00	\$209.80	\$419.60	\$1,580.40
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$50.00	\$250.00
NEW YORK STATE DISABILITY	\$350.00	\$0.00	\$262.38	\$87.62
WORKER'S COMPENSATION	<u>\$700.00</u>	\$0.00	\$748.00	-\$48.00
TOTAL PERSONNEL	\$72,950.00	\$13,694.64	\$23,940.20	\$49,009.80

LIBRARY MATERIALS

AV MATERIALS	\$3,500.00	\$771.03	\$1,638.29	\$1,861.71
BOOKS	\$22,500.00	\$2,248.63	\$3,868.56	\$18,631.44
COMPUTER SOFTWARE	\$200.00	\$0.00	\$0.00	\$200.00
SUBSCRIPTIONS	\$3,295.00	\$295.22	\$1,172.96	\$2,122.04
TOTAL LIBRARY MATERIALS	\$29,495.00	\$3,314.88	\$6,679.81	\$22,815.19

OPERATING EXPENDITURE

ALMS FEE	\$8,200.00	\$1,352.18	\$2,704.36	\$5,495.64
HOUSEKEEPING	\$300.00	\$7.10	\$20.50	\$279.50
INSURANCE	\$3,300.00	\$0.00	\$0.00	\$3,300.00
MAINT. - OFFICE EQUIPMENT	\$1,750.00	\$397.59	\$694.56	\$1,055.44
MAINT. - REPAIRS	\$750.00	\$0.00	\$0.00	\$750.00
POSTAGE	\$600.00	\$98.62	\$150.26	\$449.74
PROMOTIONAL	\$200.00	\$17.00	\$13.00	\$187.00
RENT	\$12,000.00	\$0.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$2,700.00	\$323.91	\$602.23	\$2,097.77
TELEPHONE *	\$1,600.00	\$256.91	\$513.49	\$1,086.51
TOTAL OPERATING EXPENDITURE	\$31,400.00	\$2,453.31	\$4,698.40	\$26,701.60

CAPITAL EXPENDITURE

EQUIPMENT	\$1,100.00	\$0.00	\$0.00	\$1,100.00
MAJOR IMPROVEMENTS	\$600.00	\$0.00	\$0.00	\$600.00
TOTAL CAPITAL EXPENDITURES	\$1,700.00	\$0.00	\$0.00	\$1,700.00

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
April 30, 2017

ASSETS

Petty Cash	100.00
Key Bank Checking	10,288.53
Morgan Stanley	215,264.88
Morgan Stanley	76,963.49
Merrill Lynch (Scholarship)	4,295.50

TOTAL ASSETS	306,912.40
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Fund Balances

Unrestricted

General	59,485.51
Marie Braun Memorial	265.42
MaryGrace Foote Memorial	1,058.42
Total Unrestricted Funds	60,809.36

Board Designated and Restricted

Automation	53,629.19
Operating Reserve	104,620.43
Special Projects	82,832.81
Scholarship Restricted Donated	4,295.50
Fitch Cady Fund Restricted Donated	725.11
Total Board Designated and Restricted Fund Balances	246,103.04

Total Fund Balances	306,912.40
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YFL Board of Trustees Work Session
June 27, 2016
Revised on June 13, 2017
“Taking Stock”

Function/Committee	Accomplished	Still Needs to be Done	Still Needs to be Done June 2017
Governance/By-Law Revision/Update Executive Committee, Karran Swayze		Revise By-Laws	Revise by-laws Policies to be developed by Lib Director and Executive Committee
Develop Long Term Plan Board of Trustees/Vision Committee Sonora Miller	See Vision Committee accomplishments.		Completion pending input of Library Director and finalization by Vision Committee and Board of Trustees
Board Policies Executive Committee	New Trustee Membership Process/ Application/Cover Letter	Formalize the Data Retention Policy. Develop a Whistle Blower Policy.	Re-look at Retention policy given the county is no longer storing records. Need to develop a whistle blower policy. Develop a disaster plan and update use of library and technology policies.
	Code of Ethics adopted.		
	Conflict of Interest Policy Adopted.		
Finance Treasurer/ Executive/ Finance Committee Maggie Steyn	Drastically cut management of investment costs by changing managers.	Identify intended use of invested funds.	Still needs to be done. See completion of long term plan
	Changed investment strategy to CD's.	Study Library Funding alternatives.	Study is on-going.

	New investment policy to protect principal of investments adopted.	Create a policy for staff compensation and raises.	Work on this in 2017 add developing a leave policy
	Budget reporting revised to make financial information clearer.	Better understand the process of budget and financial report preparation.	Treasurer and Library Director continue to work on this.
	Check signing and expenditure of money procedures in place.		
	Cash register purchased to have record of petty cash flow.		
			Consider Audit, would be important if a decision to go to a public vote was determined
Nominating/New Trustees Nominating Committee Heather Crumlish	New Trustee Handbook	Initiate a full campaign to recruit new Board Trustees.	Recruit at least 3 to 4 new Trustees
	Written Trustee Member Selection Process		
	New Application		
	New cover letter		
	Advertised in Letter to Editor and on web site and Facebook Page June, 2016		
Physical Space Executive Committee, Board of Trustees, Friends Library Director	Office Renovation Summer, 2015	Implement a study of space usage, create a long term plan with phase in projects.	A priority for autumn 2017 and winter 2018.
	Reading Room Painted June, 2016 Fireplace/Coffee Service Installed.		

Personnel Personnel Committee Paul Inskeep		Review/revise Library Director's job description. Create a succession plan for selection of Library Director.	Director's job description completed. Succession plan is not completed. Add leave of absence policy.
Vision/Long Term Planning Vision Committee/ Board of Trustees/ Library Director	Set up an Advisory Committee.	Community Presentations/ Lions, Women's Club, YBA	Presentations completed to Lion's Club and YBPA
	Visitations to other Libraries Medina, North Tonawanda, Hamburg, Holley	Continue to increase use of social and print media.	Develop a new Web page with a special page for Trustee information
	Meeting with NIOGA Staff- T Bindeman- fact finding		
	Brainstorming sessions with Board and Friends and Advisors		
	Community Survey May-June 2016		
	Computer Literacy training sessions offered Winter/Spring 2016		

Library Director		Use of Library/book borrowing policy to be updated	Policy needs updating.
Friends Liaison- Maggie Steyn			
Historical Karran Swayze			
Scholarship Scholarship Committee/Jan Matthews	Application Process implemented.	Completed for 2016	
	Selection process implemented.	Completed for 2016	
	Presentation to Scholarship winner	Completed for 2016 Plan July Picnic for recipient and family	
		Study the future of funding and amount of the yearly gift of the Ruby Carey Scholarship.	
Other			