

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES
November 24th, 2014

PRESENT: Diana Newton, Richard Powell, Murray Roland, Rita Rolfe, Jan Gilgore, Maggie Steyn, Linda White, Joan Spira, Darcy Tower-Paeplow

ABSENT/EXCUSED: N/A (Kay Collard has decided that she cannot commit to a position on the board at this time.)

CALL TO ORDER: President Diana Newton called the meeting to order at 7:02pm

MINUTES: The minutes of September 22nd and Notes from the Work Meeting of October 27th were accepted unanimously on a motion from Linda White, seconded by Rita Rolfe.

PUBLIC COMMENTS: None

TREASURER'S REPORT: presented by Joan Spira.

(See attached Financial Report of 11/17/14).

Joan had reviewed the check register and reported that all appeared in order. The 'Bullet Aid' which had been approved by George Maziarz, had been received and the \$6,300 was reflected under "Legislative Initiative". All other incomes and expenditure appeared to be on budget as year-end approached.

Work on the 2015 Budget had been completed and would be presented under "New Business". Motion made to accept Treasurer's Report, approved unanimously. (Rita Rolfe/Murray Roland).

DIRECTOR'S REPORT: Jan Gilgore presented her report.

(See attached Director's Report of 11/19/14)

The new season of the Town of Porter Story Hour had started with excellent attendance and much enthusiasm. The Adult Book Discussion Group had about 8 – 10 regular attendees; next meeting would be in December. The Little Library had been refilled twice and the community was enjoying the asset. There have been no new sign-ups so far, for the "1000 Books..." program. Jan thought she might contact local Nursery Schools to maybe garner some interest. Circulation was down for the month of October, compared with 2013. Jan also said that some evenings had been very quiet with very few patrons. She would maybe ask us to consider altering library-hours to be open one other morning per week, and closing earlier one evening.

Jan announced that Joan had assumed responsibility for organizing Art Work for the library but would need someone to take over at the end of the current school-year next summer. Thank you Joan for taking on this task.

Jan said she would like the board to consider purchasing new magazine-racks with the Bullet Money, since the current ones were unsafe. Maggie said she would like us to see if the current ones could be fixed such that safety was not a concern, and was going to ask her husband to inspect. Linda suggested we should be considering investing the money in new technology, per our technology policy. A discussion ensued regarding the upgrading of the computers. It was decided that there was no hurry to spend that money and that we should continue to review its best use, in the new year. Motion made to accept Director's Report, approved unanimously. (Maggie Steyn/Darcy Paeplow).

CORRESPONDENCE: Rita Rolfe:

A "Thank You" letter had been received from the Village, thanking us for our participation in the Village Picnic, held back in the summer. Joan asked that a "Thank You" be sent to all of the schools which would be participating on the Library Art program. Also a Thank You letter should be sent to George Maziarz, thanking him for the Bullet Money, letter to be signed by every board member.

FRIENDS OF THE LIBRARY REPORT: Maggie Steyn:

The recent Book Sale and 50/50 draw had raised over \$1,600 with the 50/50 draw being won by the mayor. A new feature of the book sale was the addition of a Saturday Morning story hour, with an appearance by Clifford the Big Red Dog (our page Alicia, in costume.) About 35 children had attended and had their photos taken with Clifford. The Fund Raiser had so far brought in \$10,100, with the Reminder letter having been sent out the early part of last week. (Our goal was to raise \$15,000.) The Friends December meeting would be a social evening and dinner, hosted by Ashkars. Maggie thanked Darcy for her professional input regarding Document and Data retention of Friends' information which was helping the Friends develop their own data-retention-policy.

OLD BUSINESS

NOMINATING COMMITTEE

Murray reported upon positions for the 2015 board:

Renewing Trustees:

Diana Newton	Rita Rolfe
Darcy Tower-Paeplow	Maggie Steyn
Joan Spira	Richard Powell

Slate of New Trustees:

Jan Mathews
Shelley Vanstrom
Mary Wieland

Slate of Officers:

President:	Rita Rolfe
Vice President:	Darcy Tower-Paeplow
Treasurer:	Joan Spira
Corresponding Secretary:	Diana Newton
Recording Secretary:	Maggie Steyn

Slate was proposed by Murray Roland; seconded by Joan Spira and unanimously accepted

FINANCIAL COMMITTEE: Diana reported that the Financial Committee (Diana, Joan, Rita and Maggie) had met on November 20th. They had determined a plan of action, the first being to develop a policy. It was clear from reading page 36 of the "Handbook for Library Trustees of New York" and also from a letter received by Diana from Thomas Bindeman, Executive Director of the NIOGA System, that it was *strongly recommended* that any monies received from public sources, such as the revenue received annually from the Town of Porter, should be invested only in instruments where the capital was secure e.g. CDs, US- or NY-guaranteed obligations etc. The Committee had decided immediately that Youngstown should not deviate from that recommendation. The next course of action would be to review in depth the accounts we currently held with Morgan Stanley – interest rates, costs of managing the accounts etc. Thirdly they would be looking at possible alternatives – Foundations etc. Finally the committee would draft a by-law reflecting the decisions made. At all

stages, decisions reached by the committee would be brought before the board for review for approval. The Committee's next meeting would be on January 22nd, 2015.
(See attached Financial Committee Meeting Notes of 11/20/14)

RECORD RETENTION:

Darcy reviewed again the Document Retention schedule she had presented at the October work meeting. It was decided that after Jan had had time to review it, unless she recommended retention periods greater than those on the schedule, that that schedule would work well as the basis for a new Record-Retention policy. Jan said it would certainly relieve our storage issues if we could store documents off-site. Darcy re-iterated that she thought all services would be provided free of charge by her employer - Niagara County, Office of the Niagara County Clerk. We determined to work on the adoption of a policy and the extraction of records to be sent off-site, in the new year.

NEW BUSINESS

APPROVAL OF THE 2015 BUDGET:

Joan and Jan presented their budget for the 2015 year. The Town of Porter's contribution would be 2% greater than this year. Consequently, it was determined that all wages and salaries would be increased by an amount reflective of this increase. All other budget lines had been closely reviewed and changed to reflect any known increases etc. the budget proposed was \$133,293.22, an overall increase of approximately 1.5% over 2014's.

Dick proposed a motion to approve the Budget for 2015, seconded by Darcy. The motion was approved unanimously.

MILEAGE:

Joan proposed that the reimbursement for mileage incurred by staff or trustees on authorized library business be raised from 42 cents to 56 cents per mile.

Motion made to adopt the increase, approved unanimously. (Joan/Rita).

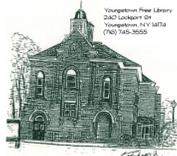
BULLET MONEY:

As mentioned previously, the \$6,300 of Bullet money had been received and a letter of Thanks would be sent.

Next Work Meeting: There would be no meeting in December
Annual Meeting: Monday January 26th at 6:30pm
Next Business Meeting: Monday January 26th at 7:00pm.

ADJOURNMENT: at 8:07pm. (Joan Spira/Linda White)

Respectfully Submitted,
Maggie Steyn
Recording Secretary, Board of Trustees 2014



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT

Prepared for Trustee Meeting on November 24, 2014

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: The Town of Porter Story has been running each Tuesday with classes at 9:30 and 11am since, September 16th. Sharon Rugg, Amanda Shackelford, and Heidi Lauger are the team this semester. They will have the children make holiday decorations for the windows. They will take a 2 week break in December and return January 6th 2015.

Lewiston-Porter Builders Club: The Lewiston-Porter Builders returned with their monthly Saturday, story hours. They have had very good participation at both the Oct. 18th and Nov. 15th sessions. The next story hour will be Dec 20th at 11am. Their theme is Celebrating and their craft will be a gingerbread house.

1000 BOOKS BEFORE KINDERGARTEN – I will advertize I again in hopes we get new participates.

ADULT:

Youngstown Free Library Book Discussion Group

The group participated in the One Book One County program, reading *The Painted Girls* by Cathy Marie Buchan. The Lockport Library had two open to the public programs in addition to their book discussion. Several Niagara County Library's book discussion groups read the book. The background program on the Paris Opera house and the Degas paintings as referenced in the book was very interesting. They also had an evening with the author, Cathy Marie Buchan.

The group met in November to discuss *The Cuckoo's Calling* by Robert Galbraith (J. K. Rowling)

The December meeting is on Wednesday the 10th. the book to be discussed is *Look Again* by Lisa Scottoline.

Friends: The Friends held their spring book sale on November 7th & 8th with a preview night for Friends members on November 6th.

The Friends mailed out the 2nd Fund drive letter on November 18th.

COMMUNITY OUTREACH:

The "Little Library" has been filled twice since it was set up. The 2nd time I was there I saw a patron come up and take a book. She laughed and said "I'm stuck at the laundry mat and forgot my book, I saw this on Facebook and came over to get something to read."

Joan Spira arranged for artwork to be displayed in the children's room for the entire school year. We will need to look for someone to manage it for Aug to June of 2015/2016

The library has been asked to participate in Christmas in the Village on Sat Dec., 13th. I have said we will have crafts from 1pm to 3pm, staying open the extra hour.

BUILDING, GROUNDS, & EQUIPMENT

The new copier/printer is in and so far it is working very well. I have used it as my printer, also for scanning and faxing.

Marky is almost finished with the new signs indicating what is in each row. NIOGA has requested that the funds from Sen. Maziarz be used for a special project not operations. I am suggesting we redo the magazine wall using something like what is pictured below. We would have to order 4 and with shipping and installation the price would be about \$10000.



PERSONNEL:

NIOGA MEETINGS AND WORKSHOPS:

- Oct. 2nd Fall Directors Meeting at NIOGA attended by Jan Gilgore
- Oct. 7th *The Painted Girls* background meeting at Lockport Library attended by Jan Gilgore
- Oct. 22nd Zinio/ALMS meeting at NIOGA attended by Jan Gilgore
- Oct. 29th Informational Meeting on AWE Early Literacy Center and Homework Help Center. Attended by Jan Gilgore

SUGGESTION BOX: None

CIRCULATION:

	2013	2014
September	2206	1941
October	2647	2423

Submitted by
Jan Gilgore
Library Director
November 19, 2014

Youngstown Free Library	Budget 2014	Received	PROPOSED
<u>REVENUE</u>	As of 1/15/14	11/17/14	BUDGET 2015
TOWN OF PORTER	\$74,111.00	\$74,111.00	\$75,593.22
NIAGARA COUNTY	\$5,700.00	\$6,319.00	\$5,700.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$14,000.00
LOC. LIBRARY SERVICE AID	\$200.00	\$1,287.30	\$200.00
LEGISLATIVE INITIATIVE	\$0.00	\$6,300.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$1,481.85	\$1,200.00
INTEREST	\$6,000.00	\$5,030.17	\$6,000.00
GIFTS	\$1,000.00	\$1,255.00	\$1,000.00
Transfer of Funds	\$15,000.00	\$0.00	\$15,500.00
Annual Drive	\$14,000.00	\$10,127.00	\$14,000.00
MISCELLANEOUS	\$100.00	\$221.34	\$100.00
Grant Funds	\$0.00	\$0.00	<u>\$0.00</u>
TOTAL REVENUE	\$131,311.00	\$120,132.66	\$133,293.22

EXPENDITURE

PERSONNEL	As of 1/15/14	Spent 11/17/14	Purposed 2015 Budget
SALARIES (GROSS)	\$53,580.00	\$41,341.62	\$58,000.00
SR PROG COORDINATOR	\$1,300.00	\$638.20	\$1,300.00
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$3,967.42	\$4,458.00
ANCILLARY BENEFIT	\$2,800.00	\$944.10	\$2,000.00
MEMBERSHIPS	\$300.00	\$165.00	\$300.00
NEW YORK STATE DISABILITY	\$400.00	\$124.69	\$400.00
WORKER'S COMPENSATION	<u>\$575.00</u>	<u>\$648.00</u>	<u>\$575.00</u>
TOTAL PERSONNEL	\$63,455.00	\$47,829.03	\$67,033.00
LIBRARY MATERIALS			
AV Materials	\$2,500.00	\$2,446.58	2500
BOOKS	\$20,000.00	\$17,335.84	\$20,000.00
COMPUTER SOFTWARE	\$231.00	\$93.96	100
SUBSCRIPTIONS	<u>\$3,190.00</u>	<u>\$2,918.17</u>	<u>3100</u>
TOTAL LIBRARY MATERIALS	\$25,921.00	\$22,794.55	\$25,700.00
OPERATING EXPENDITURE			
ALMS FEE	\$7,675.00	\$6,358.31	\$7,750.00
HOUSEKEEPING	\$300.00	\$39.15	\$200.00
INSURANCE	\$2,850.00	\$2,802.68	\$2,900.00
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$770.00	\$1,500.00
MAINT. - REPAIRS	\$400.00	\$155.50	\$400.00
POSTAGE	\$950.00	\$271.56	\$950.22
PROMOTIONAL	\$350.00	\$234.90	\$200.00
RENT	\$12,000.00	\$12,000.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$2,637.35	\$3,200.00
TELEPHONE *	<u>\$1,150.00</u>	<u>\$600.77</u>	<u>\$1,150.00</u>
TOTAL OPERATING EXPENDITURE	\$30,375.00	\$25,870.22	\$30,250.22
CAPITAL EXPENDITURE			
EQUIPMENT	\$1,500.00	\$763.92	\$1,000.00
MAJOR IMPROVEMENTS	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$500.00</u>
TOTAL CAPITAL EXPENDITURES	\$3,500.00	\$763.92	\$1,500.00

MISCELLANEOUS

Accounting	\$900.00	\$726.00	\$950.00
Audit	\$1,400.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$1,300.00	\$1,560.00
CPA-990	\$750.00	\$595.00	\$750.00
Investment & Advisory Fees	\$2,000.00	\$2,080.88	\$2,000.00
Payroll	\$650.00	\$437.95	\$650.00
Payroll Taxes	\$500.00	\$408.28	\$500.00
Unforeseen	<u>\$300.00</u>	<u>\$276.85</u>	<u>\$500.00</u>
TOTAL MISCELLANEOUS	\$8,060.00	\$5,824.96	\$8,310.00

FUNDS

SCHOLARSHIP FUND	\$500.00		\$500.00
TOTAL FUNDS			
TOTAL OPERATING EXPENDITURE	\$131,311.00	\$103,082.68	\$133,293.22

YOUNGSTON FREE LIBRARY
BALANCE SHEET
11/17/14

ASSETS

Petty Cash	100.00
First Niagara Checking	16,042.20
Morgan Stanley 828-107169-346	213,001.52
Morgan Stanley 828-107170-403	26,916.56
Merrill Lynch (Scholarship)	5,237.32

TOTAL ASSETS 261,297.60

Fund Balances

Unrestricted

General	39,462.72
Marie Braun Memorial	256.35
MaryGrace Foote Memorial	1,022.21
Total Unrestricted Funds	40,741.28

Restricted

Automation	45,722.46
Operating Reserve	94,969.24
Special Projects	73,926.99
Scholarship Donated	5,237.32
Fitch Cady Fund Donated	700.31
Total Restricted Fund Balance	220,556.32

Total Fund Balances 261,297.60