

## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date: November 23rd 2015 Time: 7:00pm**

**PRESENT:** Rita Rolfe, Diana Newton, Joan Spira, Maggie Steyn, Jan Gilgore, Mary Wieland, Jan Mathews, Paul Inskeep, Richard Powell

**ABSENT:** Shelley Vanstrom

**CALL TO ORDER:** By: Rita Rolfe at 7:02pm

**COMMENTS FROM THE PUBLIC:** None

### **MINUTES:**

The minutes of the September 28th meeting were approved as read.

### **PRESIDENT'S REPORT:**

- a. Rita reported that the Finance Committee needed to plan to meet. Maybe Jan and Therese should be present at that meeting.
- b. A Vision Committee meeting had preceded the Business meeting. Results from the 2 brain-storming sessions with the Friends Board and with the Trustees Board + available members of the Advisory Council were discussed, the 'popular ones' prioritized, and a time-line put together for those items. (The top priority was "space issues at the library". This was obviously a longer-term project and would probably require a separate committee to work on the topic.) The committee had discussed expanding its membership to invite Faith Koch and Philip Miller from the Friends' Board and also Laura Andrus from the community. One of the easier things to implement on the list was the provision of Coffee in the reading room of the library. Since Therese had mentioned to Jan that if we charged for the coffee, we would need to pay Sales Tax, it was proposed instead that the coffee would be free, but that we should suggest a donation. Maggie proposed a motion that Jan should research single-serve coffee makers that accepted 'generic' K-cups and make a purchase. This was seconded by Richard and approved by everyone.
- c. Rita said that we should hear about the success or otherwise of our grant-application on December 15<sup>th</sup>.
- d. She had had a meeting with Jan and it had been determined that Jan would take over management of the MailChimp listserv. Maggie was to meet with Jan to hand-over. Also Jan had two binders of notes and minutes from previous initiatives to review "space issues at the library" – one from 1993 and the other from 1999. Nothing had come of those activities. Rita would review them to see what could be learned.
- e. Rita had also met with Therese. Each board member should have received a copy of the 990 Tax return. This would be made available to members on an ongoing basis.
- f. She had also listened to webinar on "The Role of the Trustee" which was very informative. (It would be made available on the LTA website as an archive, should anyone else wish to listen.)

**TREASURER'S REPORT:** Jan presented the Financial Reports. She stated that Therese would be very busy after the end of January and that if we wanted to make changes to the presentation of the Budget Worksheet and the Assets document, we should do so soon.

Jan felt that the sample reports we had received from the visit to Holley Library had been too "busy". It was determined to set up a meeting with Therese soon.

We need to make sure that whatever changes we want, can be accomplished with the Quick Books product.

A new procedure was to be put in place such that when the Officers of the Board sign the checks, they should also review the accompanying vouchers and initial them to indicate approval.

The Treasurer's Report was filed for audit.

(See attached Financial Statement of October 30<sup>th</sup>.)

**INVESTMENT UPDATE:** Joan then presented an update of our progress with our investment portfolio. She had spoken with Peter Jones of Morgan Stanley and at her request, he had sent her a letter, saying that our Account status had been changed from an "Advisory" account to a "Brokerage" account. Hopefully this means that we will be paying less in fees, but also it means we would be making our own decisions about our holdings. This being the case, Therese had offered her opinion that we should therefore also have an Investment Committee. Rita thanked Joan for following up with Mr. Jones, and asked her to now request from him a suggested schedule, reflecting the possible timings of selling our current holdings and buying CDs, per our plan. Joan to follow up.

**INSURANCE UPDATE:** Joan had also been following up on our insurance. She had spoken with 2 agents regarding our current insurance policy and had received 2 different answers regarding whether the board-members had coverage regarding liability etc. She would continue to pursue. Jan wondered whether we should consult Lewiston Library to see how their policy was worded.

Rita thanked Joan for the update.

**DIRECTOR'S REPORT:** Jan presented her report.

She reviewed the proposed Holiday schedule for 2016 and brought their attention to the proposal that since Veteran's Day fell on a Friday, maybe the library could close on Saturday Nov 12<sup>th</sup>. There was discussion and it was thought that the library should NOT be closed for the additional day. Motion to accept the schedule as presented (i.e. the library would be open as usual on Saturday November 12<sup>th</sup>) was accepted.

Jan then presented the proposed new library-hours schedule. (One of the brain-storming proposals had been to expand library-opening hours to include another morning.) Jan was proposing to open on Thursday mornings at 10:00am instead of in the afternoon at 1:30pm. Rita said that she thought they had discussed that Tuesday would also be changed. Jan suggested that they try this first to see how popular Thursday morning proved to be. A motion to change the hours per the times presented, as of the beginning of 2016 (Proposed: Joan; Seconded: Diana) was accepted.

Motion made to accept Director's Report, accepted unanimously (Proposed: Paul; Seconded: Mary)

The Director's report was filed.

(See attached Director's Report of November 18th, 2015)

**CORRESPONDENCE:** Paul reported he had received a letter from Tina Oddy thanking Jan and Heidi for their support of the summer programming for the children. He had sent cards of sympathy to Marky and Dolores Jones, following the passing of Bob Jones. Rita asked Paul to send Thank You's to Paul Clarke for facilitating the 2 brain-storming sessions and to the Advisory Committee members for agreeing to support the board.

**FRIENDS OF THE LIBRARY LIAISON:** Maggie reported that the Book Sale had been a success, just improving on the monies taken at last year's Fall Sale. The Friends would be hosting a stall at the 'Christmas in the Village' event

on December 12<sup>th</sup> and mentioned that any baking contributions from the Trustees' Board would be welcome. If not, please support by attending. The Fund Drive reminder letter would go out in the next few days. She asked for a show of hands for who would be joining the Friends at their Annual Christmas dinner. It would be held in the Officers' Club at the Old Fort on Wednesday December 16<sup>th</sup>. Rita, Diana, Mary, Paul and Maggie indicated that they would attend. Maggie said she would let them know details as they became known. She also mentioned that Charlotte was stepping down as President at the end of the year and that Heidi Lauger would be the new President of the Friends.

Jan also noted that the Friends had voted to approve her "wish list" in full – including new chairs for the children's room, the purchase of 6 playaways and also the purchase of an AWE for older children. The wish-list had a value of over \$6,000.

### **OLD BUSINESS:**

The Vision Committee report had already been presented by Rita. But we did need to work on enhancing and updating our Mission Statement. She suggested that this could be worked on in the February Work Meeting.

Personnel Committee: Paul reported no activity

Governance Committee: Diana reported no activity

### **NEW BUSINESS:**

Rita asked if the first work meeting of 2016 could be held on February 8<sup>th</sup> instead of the usual 4<sup>th</sup> Monday of February, since she would not be available then. Everyone agreed to the change.

**PRESENTATION OF THE NEW BUDGET:** Joan reported that the budget, as included on the Working Budget sheet – last column in yellow - reflected a planned salary increase of 2% for the Director, an additional 25 cents an hour for Marky and Alicia and an additional 10 cents an hour for Marlene. There would also be an increase of \$100 for the Summer Reading Coordinator. Grant-amounts to be received from the Town, Village and County had been confirmed. Maggie noted that nothing had been included in the new budget to specifically reflect the expenditures which would undoubtedly come as a result of the Long Term planning initiative. This would probably need to be one of the changes discussed with Therese.

Motion to accept the budget as presented (Proposed by Paul; seconded by Mary) was accepted.

**NOMINATION COMMITTEE REPORT:** Diana presented the slate of Officers for 2016.

Rita Rolfe – President

Diana Newton – Vice President

Maggie Steyn – Treasurer

Paul Inskip – Recording Secretary

Jan Mathews – Corresponding Secretary

Officers: Richard would be leaving the board at the end of 2015. Rita thanked him for his commitment and hard work.

Diana had not been successful in finding another candidate and asked that everyone try and think of someone. We would need one more member, assuming that Mary, Michelle and Joan would all remain on the board. But at this time only Mary was able to commit.

**OTHER BUSINESS:** Diana reported that the first 'Soup Club' event was happening. She also wanted to see if the magazine room could be re-arranged to accommodate the electric fireplace that Michelle was donating. This would also have to happen in order to accommodate the coffee station.

**MOTION TO CLOSE THE MEETING:** Made by Joan and seconded by Maggie at 8:31pm.

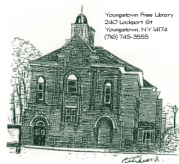
**NEXT MEETINGS:** Annual Meeting: January 25<sup>th</sup> 2016 at 6:30pm

Business Meeting: January 25<sup>th</sup> 2016 at 7:00pm

\*\* Work Meeting: February 8<sup>th</sup> at 7:00pm

Respectfully Submitted,        Maggie Steyn

Recording Secretary, Board of Trustees, 2015



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT  
Prepared for Trustee Meeting to be held on November 23rd 2015  
\* = 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 Fall Session will end with a joint session on December 15<sup>th</sup>, that includes a very special guest visitor. The program will return January 5<sup>th</sup>.

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 to start the year:

October 17th - Haunted Halloween: 17 children attended plus middle-school helpers

November 21<sup>st</sup> – Happy Thanksgiving

December 19<sup>th</sup> – Tis the Season

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing.

Nursery Rhyme Time – This program will run Friday mornings at 9:30am from October 2<sup>nd</sup> through November 6<sup>th</sup>. 7 children registered, but several never came. There was usually 3 children per week.

ADULT:

Youngstown Free Library Book Discussion Group

The October meeting was on the 14th. It is part of the Niagara County, One County One Book program. The book was the *The Wife, the Maid and the Mistress* by Ariel Lawton. The YFL discussion has 8 attendees. The November book was the *Barbarian Nurseries* by Hector Tobar, 7 people attended

The December book is *Boys in the Boat* by Daniel James Brown, the meeting will be on December 9<sup>th</sup>.

Computer Classes: Sara Taylor BTOP Express trainer from NIOGA will be presenting the following classes November 7<sup>th</sup> Gadgets and Gear Bring Your own /open Access Had 14 people register but 9 attended. Each person was given a reminder call.

Sara will return in winter/spring 2016 with the following workshops.

February 10<sup>th</sup> Intro to Computers & Internet

February 17<sup>th</sup> Internet Resources; Safety, Security, and Fun

March 23<sup>rd</sup> Facebook Combo

March 30<sup>th</sup> Intro to Twitter

April 6<sup>th</sup> Power Point Basic: Create a Presentation

April 20<sup>th</sup> Gadgets and Gear (She finds the gadgets change so fast that this is worth doing twice a year. Most popular course)

April 27<sup>th</sup> Intro to Craigslist

**Friends:**

The Friends Book sale went well the total with sales, accessory sales, raffles and memberships was over \$1900

“Miss Jane: from the Dory Trading Post” came in and suggested that the Friends may want to have a “Cookies in the Stacks” fund raiser on Caroling night December 23<sup>rd</sup>. Since this a very quiet night in the library, but often busy night for individuals, the Friends decided to donate funds for cookies and cocoa for people who came in, but not try to have a fundraiser.

The Friends annual dinner is Wednesday Dec 16<sup>th</sup> At the Officers Club of Old Fort Niagara. I do not at this time know who is catering or the cost of the dinner. It is a Dutch treat event. Trustees are invited. Contact Maggie or Charlotte.

**COMMUNITY OUTREACH:**

The library participated in the Village Halloween party by having Bubble jars for the children passed out at the event.

At this time the library will be participating in Christmas in the village by having crafts in the library from 12-2. This has not been confirmed by the event chairman, but it is what we did last year.

The Library is currently accepting Food for Fines until December 12<sup>th</sup>. All food donations will remain local.

\* Of the actions brought up at the strategy planning sessions and on surveys and suggestions one of the most reoccurring has been to add another morning to the library hours. I have been asked to present this now so that it can be initiated for the first of the year. The conversation also included keeping track of the evening patrons to see how the library is used in the evenings.

	Current		Suggested	
Monday	1:30 to 8:30	7	1:30 to 8:30	7
Tuesday	1:30 to 8:30	7	1:30 to 8:30	7
Wednesday	1:30 to 8:30	7	1:30 to 8:30	7
Thursday	1:30 to 8:30	7	10 to 8:30	10.5
Friday	10 to 2	4	10 to 2	4
Saturday	10 to 2	4	10 to 2	4
Total		36		39.5
Hours Worked weekly				
Jan	39			
Marky	9			
Marlene	9			
Total	57			

Until recently the library has had FREEGAL on its home page. Through NIOGA this free music program was offered to the patrons. Due to low circulation it has been cancelled. The ALMs committee voted to try a new program HOOPLA. This program offers music, e-books, and streaming movies. This program should begin the first week in December.

BUILDING, GROUNDS, & EQUIPMENT

The "Beautification Committee" included the library garden in their list of Youngstown areas that need work. The library now has to use the large recycling bin. The Green bins still used, then the night before the large bin goes out Alicia puts it in the big bin and puts it in the hall. Village DPW then takes it out. The large bin is stored in the back hall.

PERSONNEL:

Jan Gilgore: Planned vacation days November 21<sup>st</sup>, December 5<sup>th</sup> 12<sup>th</sup> and 19<sup>th</sup>.

NIOGA :

November 10th- at NIOGA Baker & Taylor representative explained their new ordering system. Attended by Jan Gilgore

NIOGA has lent the library a people counter for 1 month.

SUGGESTION BOX:

Move the Large print front the table in the fiction room.

More Books, more comfortable chairs

Check the suggestions more often

\*Suggested HOLIDAYS FOR 2016

- |                     |   |                                 |
|---------------------|---|---------------------------------|
| • Friday & Saturday | January 1 <sup>st</sup> and 2 <sup>nd</sup> | New Year's                      |
| • Monday            | January 18 <sup>th</sup>                    | Martin Luther King Day          |
| • Monday            | February 15 <sup>th</sup>                   | Presidents Day                  |
| • Monday            | May 30 <sup>th</sup>                        | Memorial Day                    |
| • Monday            | July 4 <sup>th</sup>                        | Independence Day                |
| • Monday            | September 5 <sup>th</sup>                   | Labor Day                       |
| • Monday            | October 10 <sup>th</sup>                    | Columbus Day                    |
| • Friday            | November 11 <sup>th</sup>                   | Veterans' Day (Saturday?)       |
| • Thursday          | November 24 <sup>th</sup>                   | Thanksgiving                    |
| • Saturday          | December 24 <sup>th</sup>                   | Christmas Eve                   |
| • Monday            | December 26 <sup>th</sup>                   | In lieu of Sunday Christmas Day |
| • Saturday          | December 31 <sup>st</sup>                   | New Year's Eve                  |

Closed Summer Saturdays June 18<sup>th</sup> through September 3<sup>rd</sup>

CIRCULATION:

	<u>2014</u>	<u>2015</u>
September	1855	1879
October	1904	1850

Submitted by  
Jan Gilgore  
Library Director  
November 18, 2015

Youngstown Free Library	30-Oct-15	Received	Received YTD	To Be Received	Forecast Budget for 201
	September 1-October 30 2015				
<b>REVENUE</b>	<b>BUDGET 2015</b>				
TOWN OF PORTER	\$75,593.22	\$0.00	\$75,593.00	\$0.22	\$77,105.00
NIAGARA COUNTY	\$5,700.00	\$6,175.00	\$6,175.00	-\$475.00	\$5,500.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$128.70	\$71.30	\$200.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$243.40	\$1,243.15	-\$43.15	\$1,200.00
INTEREST	\$6,000.00	\$442.97	\$3,828.71	\$2,171.29	\$3,500.00
GIFTS	\$1,000.00	\$150.00	\$2,000.00	-\$1,000.00	\$1,000.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
Annual Drive	\$14,000.00	\$3,915.00	\$4,902.50	\$9,097.50	\$14,000.00
MISCELLANEOUS	\$100.00	\$114.33	\$162.63	-\$62.63	\$100.00
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$133,293.22</b>	<b>\$11,040.70</b>	<b>\$108,033.69</b>	<b>\$25,259.53</b>	<b>\$132,105.00</b>



<b>EXPENDITURE</b>	<b>2015</b>	<b>Spent</b>	<b>Spent YTD</b>	<b>Remains in Budget</b>	<b>2016</b>
<b>PERSONNEL</b>	<b>Budget</b>	September 1-October 30, 2015			
SALARIES (GROSS)	\$58,000.00	\$9,385.28	\$41,541.08	\$16,458.92	\$52,000.00
SR PROG COORDINATOR	\$1,300.00	\$51.86	\$775.32	\$524.68	\$1,500.00
SOCIAL SECURITY & MEDICARE	\$4,458.00	\$720.27	\$3,273.69	\$1,184.31	\$4,500.00
ANCILLARY BENEFIT	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$217.00	\$83.00	\$300.00
DISABILITY	\$400.00	\$0.00	\$227.83	\$172.17	\$375.00
WORKER'S COMPENSATION	\$575.00	\$0.00	\$0.00	\$575.00	\$575.00
<b>TOTAL PERSONNEL</b>	<b>\$67,033.00</b>	<b>\$10,157.41</b>	<b>\$46,034.92</b>	<b>\$20,998.08</b>	<b>\$61,250.00</b>
<b>LIBRARY MATERIALS</b>					
AV Materials	\$2,500.00	\$93.72	\$2,495.80	\$4.20	\$3,500.00
BOOKS	\$20,000.00	\$3,574.95	\$17,360.19	\$2,639.81	\$22,000.00
SOFTWARE	\$100.00	\$0.00	\$0.00	\$100.00	\$200.00
SUBSCRIPTIONS	\$3,100.00	\$11.80	\$1,289.02	\$1,810.98	\$3,295.00
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$25,700.00</b>	<b>\$3,680.47</b>	<b>\$21,145.01</b>	<b>\$4,554.99</b>	<b>\$28,995.00</b>
<b>OPERATING EXPENDITURE</b>					
ALMS FEE	\$7,750.00	\$1,271.70	\$6,358.50	\$1,391.50	\$8,100.00
HOUSEKEEPING	\$200.00	\$4.40	\$85.10	\$114.90	\$450.00
INSURANCE	\$2,900.00	\$0.00	\$2,990.33	-\$90.33	\$3,000.00
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$276.10	\$2,002.82	-\$502.82	\$2,000.00
MAINT. - REPAIRS	\$400.00	\$0.00	\$1,194.90	-\$794.90	\$750.00
POSTAGE	\$950.22	\$79.82	\$322.39	\$627.83	\$800.00
PROMOTIONAL	\$200.00	\$122.15	\$144.70	\$55.30	\$200.00
RENT	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$192.17	\$2,020.46	\$1,179.54	\$2,750.00
TELEPHONE *	\$1,150.00	\$206.58	\$1,154.04	-\$4.04	\$1,700.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$30,250.22</b>	<b>\$2,152.92</b>	<b>\$28,273.24</b>	<b>\$1,976.98</b>	<b>\$31,750.00</b>
<b>CAPITAL EXPENDITURE</b>					
EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
IMPROVEMENTS	\$500.00	\$3,874.79	\$7,795.31	-\$3,374.79	\$500.00
<b>EXPENDITURES</b>	<b>\$1,500.00</b>	<b>\$3,874.79</b>	<b>\$7,795.31</b>	<b>-\$2,374.79</b>	<b>\$1,500.00</b>



YOUNGSTON FREE LIBRARY  
BALANCE SHEET  
October 30, 2015

ASSETS

Petty Cash	100.00
First Niagara Checking	19,422.70
Morgan Stanley Bonds	212,994.97
Morgan Stanley	21,770.72
Merrill Lynch (Scholarship)	4,781.58

TOTAL ASSETS **259,069.97**

Fund Balances

Unrestricted

General	15,467.88
Marie Braun Memorial	260.72
MaryGrace Foote Memorial	1,039.65
Total Unrestricted Funds	16,768.25

Restricted

Automation	52,678.31
Operating Reserve	102,765.45
Special Projects	81,364.13
Scholarship Donated	4,781.58
Fitch Cady Fund Donated	712.26
Total Restricted Fund Balance	242,301.72

Total Fund Balances **259,069.97**