

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: September 28th 2015

Time: 7:00pm

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

EXCUSED: Jan Mathews

CALL TO ORDER: By: Rita Rolfe at 7:01pm

COMMENTS FROM THE PUBLIC: None

MINUTES:

The minutes of the May 18th meeting were approved as read.

The minutes from the July 27th Meeting were approved with the following clarification to a statement added to the June 22nd Work Session minutes as part of the Finance Committee report. *"In trying to trace back the origins of the library's investment monies in Morgan Stanley, Joan had determined that in 2002, an HSBC account was closed out and its closing balance of \$150,000 was transferred to a new account with **Smith Barney, (later renamed as Morgan Stanley Wealth Management).**"*

PRESIDENT'S REPORT: Rita reported on the meeting held on August 26th with Charlotte Clark, President of the Friends and Maggie in her capacity as liaison. Charlotte reported that her Board works very hard to raise funds for the library, and had very recently gone through a process of revising their by-laws. In doing so, their financial policy had been clarified and now stated that all funds raised during the fiscal year, with the exception of an operating reserve to carry them into the new year, should preferably be either spent or allocated to a identified future project. But this raised the same problem that we were wrestling with, in that they did not have a long-term plan and so could not be specific about 'future projects'.

Future programming and possible renovation projects were discussed and it was determined that both Boards needed input from the community and in preparation for seeking input, it would be advantageous to have 'brainstorming' sessions with each Board. She volunteered her husband Paul Clark to be the facilitator for such an event.

Rita also discussed the need to establish an 'Advisory Council' to the Board – members of the community who had expertise in subject such as Finance, IT, Law, Grant-writing, Architecture etc. – that the Board did not necessarily have. Such a Council member could be approached by the Board whenever there was a need for professional guidance and direction.

Rita also mentioned her recent visits to other libraries – Westfield and North Tonawanda, and said we could get a lot of good ideas from what others were doing, even if our patron-population, staff-levels and budget did not match theirs. A library visit to Hamburg had taken place and on Tuesday October 13th, Holley was on the agenda at 10:30am and afterwards a visit to Medina had been arranged for 1:30pm. All Board members and members of the Friends' Board were welcome to visit.

Michelle then proposed a motion, seconded by Diana: "I move that the Board of Trustees enter into a process for developing a long term plan by:

- Involving the Friends Board in a joint committee for planning
- Create an Advisory Council of professionals to provide the assistance that the Board needs as we go through the planning process and implementation of plans

- Engage in a planning process to include the Board of Trustees, the Board of the Friends and the community and an outside facilitator.

The motion was passed

Rita continued with an outline of the budget discussions she, Joan and Jan have been having. Rita discussed with the Town of Porter Budget Officer the possibility of receiving a 3% increase on the Town of Porter's grant to the Library for 2016, but was told that there was only funding for 2%. Rita stated that it was imperative that the Director and staff receive a 2% increase in their remuneration. (While a motion was not put to the vote, this move seemed to be generally approved.)

Rita then suggested that Richard join the Vision Committee, and he agreed.

TREASURER'S REPORT: Joan reported that the statements presented by the accountant and the check register had been reviewed and appeared to be in order. There were some questions regarding the working budget presentation. Maggie asked if, going forward, the adjustment to show Realized Gains (Losses) and FMV change would be shown on a period to period basis, rather than reflecting back to January 1st. It would provide easier reconciliation. She also noted that the June 30th, August 31st and YTD Values for Gross Salary did not seem to compute. Jan was to ask Therese. She then noted that the motion carried at the last meeting to show an expenditure line-item of \$1,000 for "Programs/Education/Public Outreach" had not been added. There was then a lengthy discussion as to whether the addition of this and other line-items – the Maziarz and Ortt seed monies etc. could or should be broken out and shown in a way that would make it easier to see what was available and what it had been spent on.

Rita intervened and suggested we try and arrange another meeting with Terese to see what can be accomplished with the Budget Presentation and the Assets Presentation to clarify this.

The Treasurer's Report was filed for audit.

(See attached Financial Statement of August 31st.)

DIRECTOR'S REPORT: Jan presented her report.

She had received 4 applications for the vacant Part Time position and Marlene Wessel had been hired. The Little Library would have its front replaced with 'Plexan' – a stronger plexi-glass. It would not be moved at this time, but the Village was installing security camera in Falkner and Veterans' Park so they were hoping this would prove a sufficient deterrent.

Jan said she had arranged for a series of Computer/Social Media classes would be held, starting on November 5th with "Gadgets and Gear", and running through until April 27th of 2016. All classes/workshops would start at 10:00am in the Library Meeting Room. (**Correction:** the "Gadgets and Gear" workshop will be on Thursday November 5th, not on November 7th as stated in the Director's Report.)

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

The Director's report was filed.

(See attached Director's Report of September 24th, 2015)

CORRESPONDENCE: Paul reported he had written 2 Thank You's – one to Diana and Bruce to thank them for hosting the picnic for the Ruby Carey recipient in July and also to Senator Ortt for the \$5,000 check. He had received a Thank You from Ben Stayner, the recipient of the Ruby Carey Award. A Thank You would also be sent to the Robert J and Sharon Miller Philanthropic Foundation which had sent a gift of \$150. Jan asked if a Thank You could also be sent to Jinny Parks who loaned her convertible for Jan to drive in the Labor Day parade.

FRIENDS OF THE LIBRARY LIAISON: Maggie reported that at the recent meeting of the Friends, they were planning to have their 'brain-storming session' facilitated by Paul Clark at their next meeting on October 21st at 7pm. (A quick business meeting would be held at 6:30pm prior to this.) The next fund-raiser would be the Fall Book Sale on November 4th thru 6th. The Friends' team of volunteers had just finished that afternoon preparing the Library's 2015 Fund Drive letter for mailing. At the meeting with Charlotte and Rita, Charlotte had cordially invited to Trustees' Board to join the Friends' Board at the Christmas meeting/dinner. It would be held on Wednesday December 16th at a venue TBD. It normally cost between \$20 & \$25 per person. Maggie hoped that many board members would attend this social evening.

COMMITTEE REPORTS:

Renovation Committee: Joan reported that all planned renovations had been completed, with the exception of the assembly of the new office chairs, which had just been delivered. Of the \$9,000 budget, \$8,188.31 had been spent with no outstanding costs to-date. Rita thanked the committee for their efforts. (Detailed Renovations Cost Break-Down attached)

Governance Committee: Rita reviewed highlights of the "Conflict of Interest" policy. There was discussion about the \$75 threshold for gifts. After some discussion it was decided not to lower it but keep it at \$75. There being no further questions or concerns a motion was moved by Maggie, seconded by Michelle to adopt the Conflict of Interest Policy as presented. The motion was carried. Trustees then signed their Acceptance of the Policy and returned to Jan G for filing.

Vision Committee: Shelley reported on the committee's progress. The visits to the libraries had been arranged and the committee was looking at applying for a grant to fund programming. To this end, for any government-funded grants, a Duns Number was needed. Jan didn't think we had one, so we would need to obtain one, as a first step. Then the grant had to be written. Since no one had any expertise in grant-writing, she proposed that we use the Niagara Area Foundation grant-funding opportunity as a test. (For this particular funding, the grant would need to be submitted by October 15th.)

Mailchimp was up and running. Shelley was thinking the first 'campaign' or email sent out would be to advertise the Book Sale and the Gadgets workshop in early November. She asked all board members to make sure they had signed-up. (URL: eepurl.com/bzJNCT)

The Vision Committee had also identified that in order to support any in-house programming – visiting speakers etc. – that we needed to have any necessary equipment for the presenter. Basic equipment such as a desk-top projector with bluetooth, a computer with Office software – so that Powerpoint presentations could be held. It would also be helpful to have an audio-recorder to facilitate minute-taking. (The Recording Secretary likes this idea!). Another idea would be buying a one-cup coffee-maker to offer library-patrons a cup of coffee, to make the library more welcoming – a place to visit and spend time in. There was much discussion around this topic – who would maintain supplies and clean-up the area, what machine-type was preferable – Keurig, Cuisinart etc, 'generic' coffee-pods versus more expensive ones. The coffee station could be located in the magazine room. Michelle offered an electric fireplace as a 'table' for the coffee-station.

A motion was proposed by Shelley: To create a budget not to exceed \$5,000 for equipment to include a MAC laptop (\$1,800), projector (\$700), One-cup coffee-maker and supplies (\$500) and an audio recorder (\$45), money to be taken from bullet funds provided by Senator Maziarz. The motion was seconded by Diana. On a vote, the 'ayes' and 'noes' were tied.

A further motion made by Mary and seconded by Paul to spend \$4,000 on equipment was passed.

Shelley then moved on to discuss her ideas for the upcoming Director evaluation. (She and Paul sit on the Evaluation committee.) She felt that although the 2 of them would conduct the evaluation, she would like to solicit questions from all board-members so they could be presented to Jan as questions from the whole board, rather than just from the 2 people on the committee. Rita contributed that she would like there to be some measurable goals of things both Jan and the board wanted to achieve in the next period.

Finance Committee: Maggie spoke about a recent meeting of the Finance Committee held on September 22nd with the new Account Manager at Morgan Stanley, Peter Jones. Present were: Rita, Diana, Jan G, Mary, Maggie (and her husband Jan as an interested party.) Joan was unable to attend.

Mr. Jones first offered his credentials. He had been in the business for 36 years mostly in the non-profit and public finance sector – non-profit accounts and pension-plans etc. So he was suited to take on our account when the previous broker left. Mr. Jones worked directly for Morgan Stanley.

He gave an overview of the current climate as it relates to our current portfolio. Interest rates will increase at some stage in the near future at which time our investment in primarily treasury bonds will lose momentum.

He also understood from conversations with both Rita and Joan that our objectives were:

- to not jeopardize our principal
- to ensure the portfolio is easy to understand and manage as the board transitions its membership every three years
- to minimize as far as possible any 'overhead' costs associated with holding the account with Morgan Stanley i.e; reduce/eliminate management fees, minimize commission fees, reduce/eliminate annual service fees.

His recommendation was that we liquidize our current holdings and buy CDs on the open market with varying maturity dates (to ensure that we would have sufficient liquid funds for any unforeseen expenses). Interest rates for such CDs currently ranged from 1.25% for a 24-month CD (about the longest we would want) to 0.4% - 1.00% for 3 month to 12 month maturities). He would review our current holdings and identify on an asset-by-asset basis how to liquidate with minimal expense. He said he had a discretionary budget for non-profits and would be able to eliminate the management fees, which currently cost us over \$2,000 pa. If we let the CDs run to maturity there would only be a small commission fee to buy each.

He then asked why we had 2 accounts. We thought it was to facilitate transfers to/from our First Niagara account. He said that if we needed to do that, we could transfer directly to/from our investment account (-346 A/C). Maybe we can look at eliminating the checking account (-403) at a later date.

At the conclusion of the meeting, the committee discussed and determined that we felt comfortable and confident with his recommendations.

Rita then proposed a motion seconded by Joan, that we keep our financial accounts with Morgan Stanley to be managed by broker Peter Jones, who proposes to liquidate our present holdings in bonds under optimal conditions that will not cause a loss in principal. Furthermore to purchase laddered short term CD's, and to manage the account charging a minimal commission fee and no management fees.

The motion was carried.

Agenda Items not addressed:

Nominations for Next Year's Board – Board members had been asked to determine if they wished to continue to serve in 2016.

MOTION TO CLOSE THE MEETING: Made by Joan, seconded by Mary to close the meeting at 9:05pm.

NEXT MEETINGS: Work Meeting: October 26th: 7:00pm – Brain-storming session with Paul Clark

Business Meeting: November 23rd: 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 September 28th 2015

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: The Story-hour program held registration on September 15th and began story hours on the 22nd. Story hours are held at 9:30am and 11:00am each Tuesday morning. Sharon Rugg, Amanda Shackelford and Heidi Lauger have returned as the presenters.

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club will return in October October 17th. 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,

November 21st – Happy Thanksgiving

December 19th – 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 2nd through November 6th.

Summer Reading Program: “Every Hero Has a Story”. Reading at Home Club, had 42 children registered. 32 Children handed in at least 1 time sheet. 14 children handed in 5 or 6 sheets. The Drama group had 13 children who presented a performance of Stone Soup for 50+ family, friends and community members on Tuesday August 11th at 7pm. The Reading at Home Club participants were presented a certificate and prizes after the play. Craft time was very successful with 10 to 15 children creating a pet rock, Superhero capes, slime, plants, and decorating mugs.

The Summer Reading Program Coordinator, Heidi Lauger, presented story hour in the park herself, along with 4 visits by the Nioga/Grigg Lewis interns. This program went until August 26th.

Town of Porter Story Hour program had special events which included puppets, concerts, animals and jugglers.

ADULT:

Youngstown Free Library Book Discussion Group

The summer book for this group was *Invention of Wings* by Sue Monk Kidd. The group met September 9th. We had 7 returnees and one new member.

The October meeting will be on the 14th. It is part of the Niagara County, One County One Book program. The book is the *The Wife, the Maid and the Mistress* by Ariel Lawton. The author will

visit Lockport Library on October 27th. There will also be a background lecture about the architecture of the 1920/1930 period. The book is fiction, based on the disappearance of Judge Joseph Crater (See attached information)

Computer Classes: Sara Taylor BTOP Express trainer from NIOGA will be presenting the following classes

November 7 th	Gadgets and Gear Bring Your own /open Access
February 10 th	Intro to Computers & Internet
February 17 th	Internet Resources; Safety, Security, and Fun
March 23 rd	Facebook Combo
March 30 th	Intro to Twitter
April 6 th	Power Point Basic: Create a Presentation
April 20 th	Gadgets and Gear (She finds the gadgets change so fast that this is worth doing twice a year. Most popular course)
April 27 th	Intro to Craigslist

Friends:

The Friends requested that I present a “Wish List” to them at their October meeting (21st). They would like concrete specific requests with costs. This will be for money they have over and above their yearly contributions of **Sunday NY Times, 1/2 subscription to Book Page, Summer reading program contribution, Holiday Candy Guess, Kindergarten visits bus trip.** Does the Board have any suggestions?

COMMUNITY OUTREACH:

The library had a tent at the Village picnic on August 8th. We had a guess the book, author, or character who said the quote presented. Joe Cecconi lent the library his tent

The library took part in the Labor Day Parade on September 7th. Patron Jinny Parks lent us her convertible car. It was decorated with Super Reader picture magnets. Joan Spira carried the enlarged library card to lead us. In the car were Heidi Lauger and her children, Anna, Issac, and Matthew. I was the driver. Heidi, Joan and the children tossed “I Love to Read” bracelets.

I have heard nothing new about the Fall Festival or Music Festival

BUILDING, GROUNDS, & EQUIPMENT

The “Little Library” has been repaired by the Village one last time. John Stevens, Village engineer used a “Lexon” which he said is unbreakable. I was told the Village would think about moving it and wanted to discuss it further

PERSONNEL:

Rochelle Baumgartener left the library and area.

Marlene Wessel has been hired as the new clerk. She is a Youngstown resident

NIOGA MEETINGS AND WORKSHOPS:

September 9th - NIOGA Directors Meeting at Lockport Library Attended by Jan Gilgore

September 17th - Reception held by Senator Robert Ort for libraries in his district at North Tonawanda Library. Attended by Rita Rolfe, Maggie Steyn and Jan Gilgore

SUGGESTION BOX:

None

CIRCULATION:

	<u>2014</u>	<u>2015</u>
July	2250	2151
August	1855	1779

Submitted by
Jan Gilgore
Library Director
September 24, 2015

Youngstown Free Library

	August 31st	Received July 1st to August 31	Received YTD	To Be Received
REVENUE	BUDGET 2015			
TOWN OF PORTER	\$75,593.22	\$0.00	\$75,593.00	\$0.22
NIAGARA COUNTY	\$5,700.00	\$0.00	\$0.00	\$5,700.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$128.70	\$71.30
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$161.90	\$999.75	\$200.25
INTEREST	\$6,000.00	\$1,083.92	\$3,385.74	\$2,614.26
GIFTS	\$1,000.00	\$700.00	\$1,850.00	-\$850.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
Annual Drive	\$14,000.00	\$102.50	\$987.50	\$13,012.50
MISCELLANEOUS	\$100.00	\$19.55	\$48.30	\$51.70
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$133,293.22	\$16,067.87	\$96,992.99	\$36,300.23

EXPENDITURE

	2015 Budget	Spent July 1 - Aug 31	Spent YTD	Remains in Budget
PERSONNEL				
SALARIES (GROSS)	\$58,000.00	\$7,606.39	\$35,783.59	\$22,216.41
SR PROG COORDINATOR	\$1,300.00	\$911.46	\$775.42	\$524.58
SOCIAL SECURITY & MEDICARE	\$4,458.00	\$651.62	\$2,835.09	\$1,622.91
ANCILLARY BENEFIT	\$2,000.00	\$0.00	\$0.00	\$2,000.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$217.00	\$83.00
NEW YORK STATE DISABILITY	\$400.00	\$0.00	\$227.83	\$172.17
WORKER'S COMPENSATION	\$575.00	\$0.00	\$0.00	\$575.00
TOTAL PERSONNEL	\$67,033.00	\$9,169.47	\$39,838.93	\$27,194.07
LIBRARY MATERIALS				
AV Materials	\$2,500.00	\$491.54	\$2,402.08	\$97.92
BOOKS	\$20,000.00	\$2,014.19	\$16,406.73	\$3,593.27
COMPUTER SOFTWARE	\$100.00	\$0.00	\$0.00	\$100.00
SUBSCRIPTIONS	\$3,100.00	\$231.42	\$1,277.22	\$1,822.78
TOTAL LIBRARY MATERIALS	\$25,700.00	\$2,737.15	\$20,086.03	\$5,613.97
OPERATING EXPENDITURE				
ALMS FEE	\$7,750.00	\$1,271.70	\$5,722.65	\$2,027.35
HOUSEKEEPING	\$200.00	\$26.40	\$85.10	\$114.90
INSURANCE	\$2,900.00	\$2,723.18	\$2,990.33	-\$90.33
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$321.95	\$1,853.08	-\$353.08
MAINT. - REPAIRS	\$400.00	\$0.00	\$1,194.90	-\$794.90
POSTAGE	\$950.22	\$174.82	\$251.57	\$698.65
PROMOTIONAL	\$200.00	\$449.80	\$42.03	\$157.97
RENT	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$498.58	\$1,912.92	\$1,287.08
TELEPHONE *	\$1,150.00	\$129.29	\$1,073.29	\$76.71
TOTAL OPERATING EXPENDITURE	\$30,250.22	\$17,595.72	\$27,125.87	\$3,124.35
CAPITAL EXPENDITURE				
EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
MAJOR IMPROVEMENTS	\$500.00	\$3,920.52	\$4,239.52	-\$3,420.52
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$3,920.52	\$0.00	-\$2,420.52
MISCELLANEOUS				
Accounting	\$950.00	\$99.00	\$627.00	\$851.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$260.00	\$1,170.00	\$390.00
CPA-990	\$750.00	\$0.00	\$595.00	\$750.00
Investment & Advisory Fees	\$2,000.00	\$0.00	\$680.80	\$2,000.00
Payroll	\$650.00	\$100.00	\$418.50	\$550.00
Payroll Taxes	\$500.00	\$50.41	\$210.85	\$449.59

Unforeseen	<u>\$500.00</u>	<u>\$0.00</u>	<u>\$158.83</u>	<u>\$500.00</u>
TOTAL MISCELLANEOUS	<u>\$8,310.00</u>	<u>\$509.41</u>	<u>\$3,860.98</u>	<u>\$7,800.59</u>
TOTAL OPERATING EXPENDITURE	<u>\$133,293.22</u>	<u>\$33,932.27</u>	<u>\$90,911.81</u>	<u>\$41,312.46</u>
FUNDS				
SCHOLARSHIP FUND	\$500.00	\$500.00	\$500.00	\$500.00
TOTAL FUNDS				
TOTAL EXPENDITURES	<u><u>\$133,793.22</u></u>	<u><u>\$34,432.27</u></u>	<u><u>\$91,411.81</u></u>	<u><u>\$41,812.46</u></u>
Income (Loss)			\$5,581.18	
Fund Balances January 1, 2015			\$262,417.33	
Realized Gains (Losses) on Investments			\$88.37	
Change in FMV on Investments			-\$2,822.10	
Total Fund Balances YTD			<u><u>\$265,264.78</u></u>	

YOUNGSTON FREE LIBRARY
BALANCE SHEET
31-Aug-15

ASSETS

Petty Cash	100.00
First Niagara Checking	14,268.44
Morgan Stanley 828-107169-346	213,086.56
Morgan Stanley 828-107170-403	36,770.14
Merrill Lynch (Scholarship)	4,837.41

TOTAL ASSETS 269,062.55

Fund Balances

Unrestricted

General	25,804.34
Marie Braun Memorial	260.28
MaryGrace Foote Memorial	1,037.91
Total Unrestricted Funds	27,102.53

Restricted

Automation	52,590.14
Operating Reserve	102,593.45
Special Projects	81,227.95
Scholarship Donated	4,837.41
Fitch Cady Fund Donated	711.07
Total Restricted Fund Balance	241,960.02

Total Fund Balances 269,062.55

YOUNGSTOWN FREE LIBRARY OFFICE RENOVATIONS

Monday, September 28, 2015

The motion to commence the renovation of the library office voted to give us \$9000.00 to complete.

As of this date the following items have been completed.

Painting by the committee of Mary Wieland, Paul Inskeep and Joan Spira

Paint & Materials	\$151.52
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Santo Candella Construction Co Inc	\$6,900.00
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Mooradian Rug Company	\$638.00
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	<u>\$7,689.52</u>
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Office Max- 2 office chairs	\$398.00
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Demco - carpet protection pad	\$100.79
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	<u>\$498.79</u>
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Total monies spent to date	<u><u>\$8,188.31</u></u>
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Balance left to date \$811.69. Waiting to see if there is anything else relating to the project that needs to be done.

Joan Spira