

## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

### WORK MEETING TO BE CONSIDERED BUSINESS MEETING

**Date:** June 22nd 2015      **Time:** 7:00pm

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

**EXCUSED:** N/A

**CALL TO ORDER:** By: Rita Rolfe at 6:59pm

**COMMENTS FROM THE PUBLIC:** None

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

Rita prefaced her remarks by stating that this meeting was to be considered a Regular Business Meeting, rather than a Work Session, since there were several items requiring a vote. There would, however be no reading of the previous minutes and no Treasurer's or Director's reports.

**OFFICE RENOVATION COMMITTEE:** Joan reported that per the policy adopted at the last meeting, specification for bid were sent out by certified mail to three selected contractors: Candella's, Kinetic Kitchens and Glenn Polka. No response had been received from Mr. Polka, despite follow-up phone-calls from Joan.

Of these, Candella's had been selected as the contractor.

Additionally three specifications for bid were sent out to Carpet suppliers: Mooradian, Payne and Warren. Payne had replied that they were too busy.

Of these, Mooradian was selected.

Paint: Joan had selected 3 paint color-samples from Sherwin Williams and the sample colors had been reviewed by Jan and her staff and a color selected, which would harmonize with the rug-color. Wall-painting and trim would be performed by volunteers. (The ceilings were drop-ceilings and would not be painted.)

Office Chairs: Additionally, Jan had been to try out ergonomic chairs at Office Max and two chairs had been selected.

The Committee had met and reviewed the bids resulting in the above providers to be selected. With the inclusion of a contingency of 10% into the amounts proposed by Candella and Mooradian, plus the cost of paint and two chairs, the total cost of the project would not be more than \$9,000 (which includes the 10% contingency). After some discussion, a motion was proposed by Shelley, seconded by Mary that the library office be renovated as outlined, with a total project cost not to exceed \$9,000 and with monies coming from the Fitch-Cady, Mary-Grace Foote and Marie Braun funds, with any additional monies being taken from the Special Projects budget line. The motion was carried.

**VISION COMMITTEE:** Shelley reported that the Vision Committee had met and come up with 6 action points.

1. To formally initiate a "Youngstown-Chattauqua Community Series".
2. To invite a visiting speaker to visit the community. In order to fund a speaker for the series, one had apply for a grant to the New York State Council for the Humanities and forward a \$50 application fee. This had to be done with at least 8 weeks lead-time. Shelley said the committee had selected Professor Brian Rose as the first speaker, to visit Youngstown on either Tuesday October 6<sup>th</sup> or Tuesday October 20<sup>th</sup>. In order to qualify

for the grant, we would have to guarantee that we would have at least a 20-person audience. One question asked was “were there any other costs that the library would have to fund, related to the hosting of a visiting speaker, such as travel expenses etc?” Shelley replied that she thought it was just the \$50 we had to pay, but she would double-check.

3. To create a list-server using Google groups, to provide a tool for reaching out to the community. The concept was that the Board would reach out to friends and invite them to join the group and hopefully, *their* friends would follow suit and so we would gradually develop a strong following, to whom we would advertise events, stimulate discussions etc.

In order to ensure continuity, Jan agreed to be the list-server administrator, but Shelley would work with Jan to get it established.

4. To visit other libraries to see how they were ‘re-inventing’ themselves. Trips to Hamburg and Holly were suggested for July and August.
5. To initiate a ‘soup-club’ in the winter months.
6. To implement a short-term ‘happiness project’, based on the Gretchen Rubin books.

Rita thanked Shelley for her presentation and asked for one motion to proceed with the idea to host a speaker, and one to start a list server, using Google Groups.

A motion was proposed by Shelley, seconded by Diana to go ahead with the project to arrange for a speaker for October and to fund the talk by applying to the New York Council for the Humanities for a grant, the application fee to be \$50, providing there were no other costs. The motion was carried.

A second motion to create a list server in order to be able to communicate library functions to the community was proposed by Rita and seconded by Shelley. The motion was carried.

**GOVERNANCE COMMITTEE:** Rita asked the board to review the draft of the Code of Ethics which had been placed in our mail boxes. A motion to adopt the Code of Ethics as presented on 6/22/2015 was proposed by Maggie and seconded by Paul. The motion was carried.

**FINANCE COMMITTEE:** The board had reviewed the draft of the Investment Policy, also circulated via the mail-boxes. A motion to adopt the Investment Policy as presented was proposed by Maggie and seconded by Shelley. The motion was carried.

Rita reported that the committee had had a very fruitful meeting with our accountant, Terese Quarantello. The accounts-reporting discrepancy as noted at the previous meeting had been resolved as a timing issue. In future, books would be closed as at the last date of the month, prior to our next meeting. In this way, although it meant data might not be quite current, all balances would reconcile with our banks’ month-end statements. (This should be written into our Finance Policy – yet to be developed.) We would like an additional report, showing all inter-bank and inter-account transfers.

The committee also discussed with Terese our investment direction. Rita discussed the fact that our Treasury investments appeared to have lost value over the last few years under review. Terese countered that over the entire life of the investment, there may not have been a loss, but since we didn’t know the original purchase value, that wasn’t known.

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 Morgan Stanley.

(Revised July 27<sup>th</sup> 2015)

Rita also asked Terese to recommend what policies she felt a library of *our* size should have in place. Terese felt that a full audit was not necessary, and that the prices we had been quoted were probably way too low anyway. She felt that provided we at least had plans to put policies in place, we should be in good shape. She said we should look at having a Petty Cash Policy, a Conflict of Interest and we should also review our Director's and Officers' Liability Insurance.

Terese was also asked about investment options. Some options discussed were: moving all of our investments to CDs now; moving each investment to a CD or CDs as it reached maturity; stay with the status quo.

Another option to fund our library would be to apply to become a Special District Library, which meant our budget would be on the ballot and be voted on by the community. Jan voiced her opinion that this would be a very uncertain venture, in that the Town of Porter currently funded two libraries (ourselves and Ransomville) and that we share a school district with two other libraries – Lewiston and Ransomville - and we are all competing for funds.

Joan also suggested that we should look into setting up an Endowment Fund, to which members of the community can donate, leave legacies etc. Joan agreed to research further and find out the pros and cons of establishing such a fund.

The committee thanked Terese for her generous donation of her time to our meeting and that she had resolved several issues and given the committee food for thought!

**JULY PICNIC MEETING PLANNING:** Diana reported that the Ruby Carey Scholarship award of \$500 would be presented to Ben Stayner at the July 27<sup>th</sup> meeting to be held at her house. The picnic would start at 6pm. Ben and his family had been invited and Diana was planning to provide hamburgers, hot dogs and baked beans. She circulated a sign-up sheet for the board to bring other items. Maggie reported that she had not yet heard whether Charlotte would be present on behalf of the Friends but that an additional check from the Friends would be presented. Our regular business would start at the conclusion of the picnic at 7pm.

#### **OTHER BUSINESS:**

**ART WORK IN THE LIBRARY:** No volunteers had come forward as a result of the mention in the Newsletter. Artwork was needed for September. Board members would continue to try and come up with suggestions.

Rita reported that we needed to continue to develop by laws and policies. Maggie volunteered to review other libraries' finance policies and to come up with an initial outline that the Finance Committee could discuss and develop.

The Governance Committee would continue its review of the by laws.

We needed to start to consider nominations for board positions for the new year.

She thought we should maybe form a Blue Ribbon Committee, comprising experts from our community who, although not board members, would agree to advise the board on specialist matters, such as Investment, Law etc. as required.

Director's Annual Review. This would be performed by Paul and Shelley. Rita reported that she had suggested to Jan that one thing she thought would be helpful were for Jan to come up with an initiative or goal that she herself would like to put in place over the next year.

Cash Procedures: Jan reported that she was experimenting with a revised cash-handing procedure for cash receipts from fines, and those from printing, faxes and copying.

There being no further business, Rita thanked everyone for making the meeting so productive; a lot of important business had been accomplished.

**MOTION TO CLOSE THE MEETING:** Made by Joan, seconded by Paul to close the meeting at 8:24.

**NEXT MEETINGS:** Ruby Carey Picnic and Business Meeting: July 27<sup>th</sup>: Picnic 6:00-7:00pm; Meeting 7:00pm

September 28<sup>th</sup> Business Meeting

October 26<sup>th</sup> Work Session

November 23<sup>rd</sup> Business Meeting

Respectfully Submitted,        Maggie Steyn

Recording Secretary, Board of Trustees, 2015