



## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

### REGULAR MEETING

DATE: OCTOBER 25, 2021      TIME: 7:00PM

**Present:** Sean Scarisbrick, Sonora Miller, Maggie Steyn, Paul Inskeep, Karran Swayze, MaryBeth Smith, Devon Tower, David Brooks, Barb Costello

**Absent:** Claudia Andres (excused), Dave Smith (excused), Mary Clinch (excused)

**Call to Order:** 7:06pm

**Comments from the public:** None

**Minutes:** The minutes of the September 27, 2021 meeting were presented by Devon for approval.

- A motion was made by Paul Inskeep and seconded by Karran Swayze to accept the minutes as presented. The minutes were accepted as presented.

### **Director's Report:**

Director Sonora Miller shared the following updates with the Board:

- The Friends of the Library donated \$8,130 to cover library materials and supplies.
- The Friends of the Library also funded half (\$600) of the payment for Network for Good.
- The Director requested to continue the annual membership, asking the Board to vote in favor of continuing the membership and the Director will sign the contract. The current contract ends December 31, 2021. The annual membership cost is \$1,200.
  - Network for Good can be accessed on the YFL Library website by clicking 'Donate to the Library' or by visiting the Friends of the Library website.
- Battery recycling box is located in the Magazine Room for the public to use to donate used batteries and cell phones. The Director will post on social media to make library visitors aware.
- The Donation Box located in the library as well. Will have a note to thank patrons for their donations of batteries/cell phones but to make aware that we don't get money for battery donations and thank them for any donations they would like to make to the Library.
- Take and Make Kits were available for Halloween, thanks to Nadine Tidwell for putting these kits together.
- In December and January there will be a Winter Reading Challenge for kids to include reading challenges, reading programs and Take and Makes. More information to be shared at the November Board meeting.
- The Director and her staff are working on the online mandatory training for the NYS Harassment and Prevention.

## **TREASURER'S REPORTS**

Treasurer Maggie Steyn shared some updates:

- Fund Drive donations since October 5 total \$11,625. Roughly \$3,000 in donations were collected from January 2021 to October before the donation letter was received by the community.
- Sustainability Committee had a letter writing campaign in which letters were sent to the YYC members and \$3,500 donations were received.
- The Finance Committee met on 10/6/21 to discuss investments. The Morgan Stanley account managers found some CDs which are offering more than our current cash rate. \$100,000 were put into CDs last week.

## **CORRESPONDENCE**

Corresponding Secretary Karran Swayze sent a thank you letters to the following:

- For their help and support in planning and enabling the summer program to happen: Keith Hartloff, Nadine Tidwell
- For their help for mailing the 2021-2022 Annual Fund Drive letters: Jill Mazur and her team
- Dave and Jenny Smith for their involvement with the Ruby Carey Scholarship.

## **OLD BUSINESS**

### **PERSONNEL POLICY VOTE**

- A motion was made by Devon Tower to accept the updated Personnel Policy and was seconded by Sean Scarisbrick. Motion passed.

## **NEW BUSINESS**

### **CLOTHING DRIVE FUNDRAISER**

Barb Costello shared that Colleen Summerfield raised \$500 for the Library at the Clothing Drive hosted at the Jug.

### **CONTINUATION OF NETWORK FOR GOOD MEMBERSHIP**

- A motion was made by Sean Scarisbrick to continue with the annual membership with Network for Good (\$1,200) and seconded by Mary Beth Smith. Motion passed.

### **ROBERT RULES WEBINAR**

- WNY Library Resources Council is offering a webinar on Tuesday 11/9/21 from 10-11am to discuss Robert's Rules. The Director emailed out directions on how to sign up.

### **BOOK DRIVE**

The YFL Book Drive will be held November 4, 5, and 6. Karran Swayze shared that Jan Howard is looking for help to sort books on November 1, 2, and 3 and encouraged others to email her if you are able to donate any time to help sort the donated book.

### **YBPA MEETING FROM OCTOBER 12, 2021**

Sean Scarisbrick and Dave Smith attended the meeting. Pat Stack expressed interest in hosting a fundraiser event to benefit the Library.

Bandana's will be hosting the Chili Cookoff at Bandanas in February 2022.

Sean also spoke with Terry Duffy at the YBPA event and shared that Terry added the Fund Drive letter to the Sentinel Newspaper.

### **TOP BUDGET MEETING FROM OCTOBER 12, 2021**

Sonora, Maggie, Paul and Karran attended the ToP Budget Meeting and they spoke about our need to have our budget restored to \$80,000. Maggie called the budget officer today to see if they had a number for the budget and it was shared that it is still a couple of weeks out before a decision will be made.

### **FINANCE COMMITTEE MEETING FOLLOW-UP**

Finance Committee met with Sonora regarding the 2022 budget. Maggie asked the Board to think about whether we need to work on balancing the budget or continue to operate on a deficit.

Finance and Personnel Committee are to meet to discuss budget draft options.

### **MEETING WITH VILLAGE LIASION NICOLE QUARANTILLO**

At the meeting between Nicole and Dave Smith, Nicole said that the Village Board wants to help out in the future in non-monetary ways.

### **SPACE COMMITTEE AD HOC**

### **PROPOSED LETTERS TO RICH SAMPLES AND RICK LOHR**

Paul Inskip shared a draft letter that would be shared with the owner of the property the library wishes to purchase and with the benefactor and asked the Board for feedback. Sean Scarisbrick will reword parts of the draft letter to share with the Board.

Motion was made by Sean Scarisbrick to adjourn the meeting and seconded by Paul Inskip. The meeting was adjourned at 8:46pm. The next regular meeting of the YFL Board of Trustees will be Monday, November 22, 2021 in the meeting room at the Youngstown Free Library.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees