

AGENDA

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: March 27, 2023 Time: 7:00 pm

1. Meeting Called to Order/ Determination of Quorum Karran Swayze
2. Comments from the Public
3. Acceptance of Minutes from previous Board meeting Mary Clinch
4. Reports
 - Treasurer—Report required David Smith
 - Correspondence Barb Costello
 - ~~➤ Director's Report required~~ ~~Sonora Miller~~
 - Friends of the Library Liaison Bill Siddall
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5. **OLD BUSINESS**
 - a. Comments or concerns relating to Annual Report to NY State
 - b. Committee Appointments:
 - Executive Committee-all officers
 - Finance Committee
 - David Smith
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 - Sonora Miller
 - Personnel Committee
 - Mary Clinch
 - Karran Swayze
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 - Sonora Miller
 - Scholarship Committee
 - Karran Swayze
 - Colleen Summerville (from the Friends)
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 - Nominating Committee
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 - Sustainability and Space (an Ad Hoc Committee may not be active at this time)
 - Grant Committee (an Ad Hoc Committee but should be active this year)
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 - Liaison to the Friends
 - Bill Siddall
 - Historian
 - David Brooks

NEW BUSINESS

- a. Letter to Rep. Higgins

OTHER

Motion to Adjourn

NEXT Scheduled Meeting: April 24, 2023

Upcoming Events

Spring Book Sale May 3-6, 2023 in Village Center Gym



DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: FEBRUARY 27, 2023

TIME: 7:00 p.m.

Present: Director Sonora Miller, Karran Swayze, Mary Clinch, David Brooks, Barb Costello, Bill Siddall, Dave Smith, Shawn D’Luhy (visitor)

Absent: Barb Costello

Call to Order: 7:00 pm

Comments from the Public: None

Minutes of the January 2023 Board Meeting

- A motion was made by Bill Siddall and seconded by Dave Smith to accept the January meeting minutes as presented. Motion passed.
 - The designation on the minutes will be updated from ‘Draft’ to ‘Accepted’, and an updated copy posted to Dropbox.

Treasurer’s Report – Dave Smith:

- Revenues and expenditures for month in line with budget.
- Town of Porter check arrived and deposited; Dave sent the Town a thank-you note.
- Recommendation to move \$80k from KeyBank to investment account until cash is needed.
- A motion was made by Dave Smith to set up electronic transfer with KeyBank, seconded by David Brooks. Motion passed.
- Proceeds from the chili cookoff were shared.
- Ruby Carey Scholarship fund – recommendation to move funds out of investment account, and creating new line item in KeyBank account for easier maintenance / avoidance of unnecessary fees. Recommendation to display as ‘restricted account’ in all budget documentation for clarity / to meet audit requirements.
- A motion was made by Dave Smith to complete the move of funds as noted above, seconded by Bill Siddall. Motion passed.

- Karran confirmed the scholarship application was reviewed with the Scholarship Committee, and notifications sent to Lew-Port and to local news outlets. Sonora will update the Library Facebook page / website with a notice about the scholarship and applicable deadlines.

Correspondence Report – No Report This Month

Director's Report – Sonora Miller:

- The draft of the 2002 Library Annual Report produced by NY State was presented. Any questions on the report need to be raised to Sonora before May 2023.
- Updates were shared on the newest Library employees.

Friends of the Library Report – Bill Siddall:

- The recent Chili Cookoff was the most financially successful of late!
- The Spring Book sale will be held May 4-6.
- Dessert in the Stacks is anticipated to occur (if on a later date than in previous years).

President's Remarks – Karran Swayze:

- An amendment was proposed to the Board of Trustees Bylaws to lower the minimum number of Board members to 6, and to lower the requirements for a quorum to 4.
 - A motion was made by Karran Swayze to amend the bylaws with the two changes noted above, and seconded by Dave Smith. Motion passed.

New Business

- A motion was made by Dave Smith and seconded by Bill Siddall to allow the Library to close early on March 20 for Library employees to attend CPR/AED training. Motion passed.
- A motion was made by Karran Swayze to accept the 2022 Library Annual Report, seconded by David Brooks. Motion passed.
- Committee assignments will be discussed at the March Board meeting.
- Karran introduced Shawn D'Luhy as an applicant for an open Trustee position. This current role ends in January 2024.
 - A motion was made by Dave Smith to approve Shawn as a Trustee, seconded by David Brooks. Motion passed.
- An inquiry was made as to the possibility of reaching out to our new NY Congressman for funding to allocate to a specific event (e.g., community shredding, etc.). Also discussed potential capital projects that could be sponsored, grant writing assistance, replacement of technology, etc.

- Karran thanked Sonora for coordinating and communicating recent closures of the library due to inclement weather; it was reinforced that the safety of our staff members is of utmost importance.
- A motion was made by Bill Siddall to adjourn the meeting, seconded by Dave Smith. Motion passed. The meeting was adjourned at 8:04 p.m.

The next Board meeting will take place on March 27, 2023.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

Youngstown Free Library

March Treasurer's Report

27 March 2023

1. Revenues

- The Annual Drive brought \$1600+ in February. As a result of the generosity of our patrons and the Town of Porter, we had over \$110,000 in our Key Bank account. I transferred \$80,000 to Morgan Stanley until it is needed later this year.

2. Expenditures

- Expenditures were in line for February, and were very similar to January totals. Two exceptions to this were maintenance and repair costs of \$365.08 and \$199.96 for continuing Education fees.

3. Investments

- As of 2/28/2023, our Morgan Stanley account totaled \$224,000. After the incoming transfer of funds from Key Bank, we will have \$300,000+.
- Unfortunately, the GCFB continues to perform less well as inflation and the general economy prevents better performance. Hopefully this trend will not continue too much longer.

4. Summary

- As of the March Board Meeting, the Youngstown Free Library is in a good position to fulfill its financial obligations for 2023 and can meet or exceed expectations for services and programs for the year.

Respectfully submitted,
David Smith, Treasurer

YOUNGSTOWN FREE LIBRARY 2023	Budget for 2022	Budget for 2023	Actuals 01/01/2023 - 01/31/2023	Actuals 02/01/2023- 02/28/2023	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE							
TOWN OF PORTER	\$70,000	\$70,000		\$70,000.00	\$70,000.00	\$0.00	100.00%
NIAGARA COUNTY	\$7,814	\$7,250			\$0.00	\$7,250.00	0.00%
Y'TOWN VILLAGE	\$1,000	\$1,000			\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$1,386	\$1,260			\$0.00	\$1,260.00	0.00%
STATE BULLET \$s	\$0	\$0			\$0.00	\$0.00	
FRIENDS	\$14,000	\$16,000			-\$4.96	\$16,004.96	-0.03%
FINES/ COPIER/ FAX	\$2,400	\$2,200	\$128.79	\$242.19	\$370.98	\$1,829.02	16.86%
INTEREST	\$150	\$270	\$36.37	\$33.21	\$69.58	\$200.42	25.77%
GIFTS	\$12,000	\$11,000	\$99.05	\$714.96	\$814.01	\$10,185.99	7.40%
5K Run					\$0.00		
Easter Cookie Sale					\$0.00		
Electronic Recycling					\$0.00		
Jug Golf Tourney					\$0.00		
Womens' Club					\$0.00		
Basket Raffle					\$0.00		
Smile					\$0.00		
Clothing Exchange					\$0.00		
Ray's Tavern 50/50					\$0.00		
Village					\$0.00		
YYC					\$0.00		
Miscellaneous					\$0.00		
ANNUAL DRIVE	\$27,000	\$28,900	\$6,524.19	\$1,605.00	\$8,129.19	\$20,770.81	28.13%
MISCELLANEOUS	\$100	\$450	\$32.41	\$31.48	\$63.89	\$386.11	14.20%
GRANT FUNDS	\$5,000	\$5,000	\$5,000.00		\$5,000.00	\$0.00	100.00%
OTHER INCOME	\$5,000	\$0			\$0.00	\$0.00	#DIV/0!
TOTAL REVENUE	\$145,850	\$143,330	\$11,820.81	\$72,626.84	\$84,442.69	\$58,887.31	58.91%

<u>EXPENDITURE</u>	Budget for 2022	Budget for 2023	Actuals 01/01/2023 - 01/31/2023	Actuals 02/01/2023- 02/28/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
SALARIES (GROSS)	\$83,900	\$86,702	\$5,514.83	\$6,728.38	\$12,243.21	\$74,458.79	14.12%
HEALTH BENEFIT	\$4,000	\$4,500	\$346.16	\$346.16	\$692.32	\$3,807.68	15.38%
SOCIAL SECURITY & MEDICARE	\$6,724	\$6,977	\$421.88	\$514.72	\$936.60	\$6,040.40	13.42%
CONTINUING ED. , NETWORKING, MILEAGE	\$160	\$100		\$199.96	\$199.96	-\$99.96	199.96%
DISABILITY & SUTA/FUTA	\$408	\$700	\$259.23	\$311.02	\$570.25	\$129.75	81.46%
WORKER'S COMPENSATION	\$850	\$800			\$0.00	\$800.00	0.00%
SALARIES (CHRISTMAS BONUS)	\$200	\$250			\$0.00	\$250.00	0.00%
TOTAL PERSONNEL	\$96,242	\$100,029	\$6,542.10	\$8,100.24	\$14,642.34	\$85,386.66	14.64%
LIBRARY MATERIALS & SERVICES	Budget for 2022	Budget for 2023			Totals Year to Date	Remaining in Budget	% of Budget Used
HOOPLA (streaming, rental services)	\$4,850	\$5,570	\$429.11	\$409.89	\$839.00	\$4,731.00	15.06%
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	\$3,800	\$603.47		\$603.47	\$3,196.53	15.88%
BOOKS	\$7,500	\$6,500	\$126.98	\$427.25	\$554.23	\$5,945.77	8.53%
COMPUTER SOFTWARE	\$280	\$300			\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$3,000	\$1,367.99		\$1,367.99	\$1,632.01	45.60%
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,300	\$10.20	\$30.50	\$40.70	\$1,259.30	3.13%
PROGRAMMING	\$1,780	\$2,600			\$0.00	\$2,600.00	0.00%
PUBLICITY & PROMOTION	\$1,600	\$200			\$0.00	\$200.00	0.00%
COPIER LEASE & USAGE	\$840	\$840	\$65.76	\$65.76	\$131.52	\$708.48	15.66%
POSTAGE	\$120	\$30			\$0.00	\$30.00	0.00%
INTERNET/PHONE	\$580	\$280	\$72.80	\$71.79	\$144.59	\$135.41	51.64%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,256	\$24,420	\$2,676.31	\$1,005.19	\$3,681.50	\$20,738.50	15.08%

OPERATING EXPENDITURE	Budget for 2022	Budget for 2023	Actuals 02/01/2023-02/28/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,419	\$7,680	\$618.25	\$618.25	\$1,236.50	\$6,443.50 16.10%
OFFICE SUPPLIES	\$800	\$750	\$254.28		\$254.28	\$495.72 33.90%
HOUSEKEEPING	\$80	\$70	\$17.11	\$5.83	\$22.94	\$47.06 32.77%
INSURANCE	\$4,500	\$3,800			\$0.00	\$3,800.00 0.00%
RENT	\$1	\$1			\$0.00	\$1.00 0.00%
MAINTENANCE (SPACE) - A/C, carpets	\$800	\$580			\$365.08	\$214.92 62.94%
COPIER LEASE & USAGE	\$840	\$840	\$65.76	\$65.76	\$131.52	\$708.48 15.66%
POSTAGE	\$120	\$30			\$0.00	\$30.00 0.00%
INTERNET/PHONE	\$580	\$280	\$72.80	\$71.79	\$144.59	\$135.41 51.64%
OPERATING EXPENDITURE	\$15,140	\$14,031	\$1,028.20	\$761.63	\$2,154.91	\$11,876.09 15.36%
CAPITAL EXPENDITURE	Budget for 2022	Budget for 2023				
TECHNOLOGY	\$500	\$980			\$0.00	\$980.00 0.00%
OTHER - SPACE	\$0	\$0			\$536.74	-\$536.74 0.00%
CAPITAL EXPENDITURES	\$500	\$980	\$0	\$0.00	\$536.74	\$443.26 54.77%

MISCELLANEOUS	Budget for 2022	Budget for 2023	Actuals 01/01/2023 - 01/31/2023	Actuals 02/01/2023- 02/28/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
ACCOUNTING & PAYROLL SERVICES: (Total of 2 line-items below)	\$3,657	\$3,400	\$130.00	\$250.00	\$630.00	\$2,770.00	18.53%
KEEPING, PAYROLL & ACCOUNTING	\$3,000	\$3,000	\$250.00	\$250.00	\$500.00	\$2,500.00	16.67%
2. 990 PREPARATION & DEPRECIATION	\$400	\$400			\$0.00	\$400.00	
INVESTMENT & ADVISORY FEES	\$0	\$0	-\$120.00		-\$120.00	\$120.00	0.00%
PROFESSIONAL SERVICES - NFG	\$0	\$0			\$0.00	\$0.00	
PROFESSIONAL SERVICES - LEGAL etc	\$250	\$470			\$0.00	\$470.00	
BANK FEES & CHARGES	\$5	\$0			\$0.00	\$0.00	#DIV/0!
MISC - OTHER (Foundation)	\$0	\$0			\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$3,912	\$3,870	\$130.00	\$250.00	\$380.00	\$3,490.00	9.82%
TOTAL OPERATING EXPENDITURE	\$145,850	\$143,330	\$10,376.61	\$10,117.06	\$21,395.49	\$121,934.51	14.93%

SUMMARY	Budget for 2022	Budget for 2023	Actuals 01/01/2023 - 01/31/2023	Actuals 02/01/2023- 02/28/2023	Totals Year to Date	Remaining in Budget	% of Budget Rec'd /. Spent
TOTAL REVENUE:	\$145,850	\$143,330	\$11,820.81	\$72,626.84	\$84,442.69		58.91%
TOTAL EXPENDITURE:	\$145,850	\$143,330	\$10,376.61	\$10,117.06	\$21,395.49		14.93%
Net Gain (Loss):	\$0	\$0	\$1,444.20	\$62,509.78	\$63,047.20		

**YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET**

As at: February 28, 2023

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$110,000.00
FICA Receivable	\$178.74
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$223,768.31
Morgan Stanley (Scholarship)	\$318.27

TOTAL CURRENT ASSETS	\$334,365.32
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FUND BALANCES

Unrestricted

General (Operating)	\$104,035.32
Sustainability/Foundation	\$67,000.00
Total Unrestricted Funds	\$171,035.32

Restricted

Operating Reserve	\$143,330.00	<----- Reset to Operating Expenditure Budget for New Year
Gifts/Grants (Children's Room)	\$20,000.00	
Scholarship (Ruby Carey)	\$318.27	
Total Restricted Fund Balance	\$163,330.00	

TOTAL FUND BALANCES	\$334,365.32
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(Note: Cash Liability of \$1,905 being held as Restricted, awaiting completion of Book Bin project.)

Date: January 11, 2023

To: Trustees
Member Libraries

From: Thomas C. Bindeman
Executive Director

Re: Continuing Education Requirement for Library Trustees

Background

Public library trustees in New York State oversee an estimated \$1.6 billion of the public's money—a responsibility that must be undertaken by informed, thoughtful, prudent, and trustworthy library boards. Requiring trustee education will foster an understanding of complex governance processes so that this responsibility is met.

Furthermore, to provide effective oversight, board members must appreciate their mandated duties and responsibilities. An effective way of providing this appreciation is to offer the training necessary to be good financial stewards.

The *Handbook for Library Trustees of New York State* states that “trustees must learn and grow during their entire tenure on the board, developing an ever-deepening awareness of the affairs of their own library and an appreciation and understanding of other libraries and library organizations. The public library is a multifaceted organization functioning in a complex world.”

New York State Education Law Section 260-D which requires members of library boards of trustees (beginning January 1, 2023) to complete a minimum of two

hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Administration

As stated above, each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers;

or

 - a. a signed self-assurance of completion (included at the end of this memo).
 - b. Such assurance shall identify the approved trustee education provider, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from approved providers.
 - c. The library is required to track trustee education compliance. A sample form is included at the end of this memo. This form can assist library boards in maintaining a record of trustee education activities. Evidence of completion shall be submitted to the Library Board President and to Nioga's Executive Director by December 31st of each year.
 - d. Compliance is tracked by the State Library through questions on the *Annual Report for Public and Association Libraries*.
2. Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- Web Junction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Continuing Education Workshops:

In order to help member libraries comply with the trustee education requirements, the Nioga Library System has contracted with Attorney, Stephanie Adams to conduct four, two hour workshops. The workshops will be conducted live via *Zoom* technology and will be interactive, lively and engaging. *Zoom* software download is needed to access workshops. **Each session is two credit hours.**

The dates for these workshops are:

- ***Library Trustee Responsibilities:***

Topic: Financial Oversight, Accountability, Fiduciary Responsibilities, Enacting Policies and other powers and duties.

Dates and Times: **March 22, 2023, 6:00 – 8:00 pm**

March 29, 2023, 6:00 – 8:00 pm

- ***Legal Documents and Relationships for Library Trustees:***

Topic: Governing documents, policies, insurance and agreements with their town/village/municipality.

Dates and Times: **October 18, 2023, 6:00 – 8:00 pm**

October 25, 2023, 6:00 – 8:00 pm

Training Certificates will be provided for each attendee. Registration and *Zoom* contact information will be sent out via email two to three weeks before each scheduled event.

The Trustee Handbook Club is back. The 2023 schedule and registration instructions were recently sent via email to all Trustees.

- **Open Meetings Law** - February 21, 2023, 5:00 – 6:30 pm
- **The Board-Director Relationship** – April 18, 2023, 5:00 – 6:30 pm
- **Financial Planning & Budgeting** – June 20, 2023, 5:00 – 6:30 pm
- **Strategic Planning** – August 15, 2023, 5:00 – 6:30 pm
- **Equity, Diversity, Inclusion, Access & Justice** – October 17, 2023, 5:00 – 6:30 pm
- **Financing & Managing Construction Projects** – December 19, 2023, 5:00 – 6:30 pm

All those who attend a live session will receive a certificate for 1.5 credit hours. Trustee will also receive a message with a recording of the session. No certificate will be issued for independent viewing of a session.

If you have any questions in regards to registering please contact Laura Jeffery at (716) 434-6167, ext. 12 or ljeffery@nioga.org

Sexual Harassment Prevention Training

Nioga will also provide two Sexual Harassment Workshops this year. The training will meet the minimum standards outlined in 201-g of the NY Labor Law:

- For Staff: **April 5, 2023, 10 – 11 am**
- For Directors/Trustees: **April 12 2023, 5:30 – 6:30 pm**

Certificates will be provided for each attendee. **(Sexual Harassment Training is not considered Trustee Training as defined by Education Law 260-d.)** Registration and Zoom contact information will be sent out three weeks before each scheduled event.

Trustees will be informed of additional workshops via email. Please keep Nioga Staff informed of changes with your Board, both additions and removals. Send TRUSTEE NAME, ADDRESS, PHONE NUMBER, EMAIL AND OFFICE to ljeffery@nioga.org

Additional trustee information can be found at this address:

<https://niogatrustees.org/>

Please contact me if you have any questions or concerns.

Thank you.

CC: Member Library Directors

Attached: Self-Assurance Completion Form
Trustee Education Tracking Form