

**Regular Board Meeting**  
**Youngstown Free Library Board of Trustees**  
**Agenda**  
**July 22, 2024**  
**6:30 PM**

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

**Reception at 6:30 for the Ruby Carey Recipient, Madeline Heidt, in the Program Room of the Village Center**

<b>Meeting Called to Order</b>	Karran Swayze
<b>Determination of Quorum</b>	Karran Swayze
<b>Comments from the Public</b>	

<b>Minutes of Reg. Board June 24, 2024</b>	Mary Clinch
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**Reports**

President's Remarks	Karran Swayze
Treasurer's Report - Update only	David Smith
Correspondence	Shawn D'Luhy
Director's Report - Update Only	Sonora Miller
Friends Report	David Smith
Communications and Public Relations Report	Nancy Askins

**Old Business**

- Policy Statement on Inclement Weather and Closing of Library
- Committee on Special Projects-- The 75<sup>th</sup> Anniversary Celebration
  - Update
- Materials for the Personnel Committee are due. Please bring materials with you.

**New Business**

- Requests for thank you letters
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**Other/Adjournment**

**Upcoming Events**

- **September 2, 2024—Labor Day Parade**
- **November 6-7, 2024 Basket Raffle for the 75<sup>th</sup> Anniversary Celebration**
- **November 7-9, 2024 Friends Fall Book Sale**

**Next Meeting: September 23, 2024 @ 7:00 pm** in the Programming Room

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**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: JUNE 24, 2024

TIME: 7:00 p.m.

**Present:** Karran Swayze, Mary Clinch, Dave Smith, David Brooks, Shawn D’Luhy, Peter Pfohl, Dr. Nancy Askins, Director Sonora Miller

**Absent:** None

**Call to Order:** 7:02 p.m.

**Comments from the Public:** None

**Minutes of the May 2024 Board Meeting**

- A motion was made by Mary and seconded by David Brooks to accept the May meeting minutes. The motion passed.
  - Mary will change the designation on the minutes from ‘Draft’ to ‘Accepted’. An updated copy will be posted to Dropbox.

**President’s Remarks: Karran**

- Madeline Heidt, the winner of the Ruby Carey Scholarship, will greet the Board at the July meeting (additional notes under Old Business below).
- Karran asked the Board to consider an amendment to the bylaws to help clarify procedures around closure of the Library and to give authority to the Director to manage closures in special cases. Karran will ask Trustees to provide recommendations on proposed bylaw language in August, in preparation for discussion at the September meeting.
- As the Personnel Committee will be reviewing updates to the Director’s job description in September, Karran asked that the Committee also consider adding language about managing closures to the updated description.

**Finance Report: Dave Smith**

- Dave Smith reported that revenue and expenses for May were as expected, save for digital purchases and alms fee. Sonora confirmed that the recent increase was due to a bulk purchase of digital material. Alms fees for May are expected to arrive shortly.
- Dave will coordinate preparing the Board’s check for the Ruby Carey Scholarship recipient.

**Correspondence Report: Shawn**

- Thank you notes will be sent this month to our three legislators that helped support bills securing Library funding this year.

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- Nancy sent a thank-you note to Dollar General for their recent grant, and Shawn sent a thank-you note to the Friends of the Library for their recent contribution.

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

- Sonora shared a thank-you note prepared by the staff to share appreciation for the Board's decision made last month to authorize a raise for staff.
- Sonora shared information about the upcoming Summer Reading Program, including a flyer that Lew-Port prepared that combines calendars across libraries in the service area. Youngstown's programs will start on July 1, and include the Summer Reading Challenge. A Youngstown-only schedule will be made available this week.
- Sonora is working on bringing Aquarium and Old Fort Niagara passes to the Library, as well as Empire Passes.
- Nioga is supporting a 'treasure hunt' where children are encouraged to visit all libraries in the system and collect stickers.
- Sonora is preparing the application that will be used by individuals registered for the Summer Reading Program to log reading minutes.
- Peter reported that the Youngstown Street Dance went well, and the Friends of the Youngstown Library table was very popular.
- Sonora confirmed the Library did not receive the grant applied for that was intended to be used to bring in an author (James LaRue) for Banned Books Week. The Board discussed options to book the author for a future event.

#### **Friends Report: Dave Smith**

- No report as the Friends meeting will be held later this week.

#### **Personnel Committee: Peter**

- Peter shared hard copies of the revised evaluation form for the Library Director and asked each Trustee to complete a form and return to Peter on or before the July Board meeting. The Personnel Committee will review forms and schedule time this fall with the Director to discuss the evaluation.
- Karran reminded the Board that this the first time this form and process will be used and that it will reference the original job description. Once the updated job description is formalized, future evaluations will be based on it.

#### **Communications and Public Relations: Nancy**

- Nancy shared an idea about creating a speakers' bureau that could help represent the Library in place of Sonora where appropriate (to free up Sonora). Sonora suggested the Foundation/estate planning would be a good topic to have a representative from the Board coordinate. Sonora suggested a letter to direct to local estate attorneys to provide more information, or other material be produced to provide information to interested parties. The Board discussed various options for communications that might be of value to produce moving forward to highlight what is available (including an article in the Sentinel, etc.).

#### **Special Projects: Shawn**

- Shawn indicated the Cora Gushee Room has been reserved for the Tuesday and Wednesday prior to the Fall Book Sale. Events for the Library's 75<sup>th</sup> anniversary will use that space, and are in the planning stages.

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- Dave Smith will reach out to his contacts and the Friends regarding creating a Library float for the Village's Labor Day Parade. Dave recommended communications be prepared for the Sentinel, etc. Karran recommended considering Lori Caso's local program for promotion.
- David Brooks will get pricing for H-signs, and Nancy shared examples of promotional magnets and tote bags that will be made available to order.
- Shawn indicated that requests need to go out in August for the Library's basket raffle; the Board agreed a good minimum price per basket would be ~\$50.
- Sonora is working on magnets but is looking to confirm the display on the banner prior to placing magnet orders.
- The next Planning Committee meeting is July 11 at 4:30 p.m.

**Old Business:**

- Karran confirmed that the reception for the Ruby Carey Scholarship recipient will be held on July 22 at 6:30 p.m., to be followed by the regular Board meeting at 7 p.m. Nancy will coordinate submitting a photo and verbiage to the Sentinel.
  - Karran has confirmed that cake and paper products have been confirmed; Mary will circulate an email to the Board to coordinate the remaining required food and beverages for the reception.
  - Sonora reminded the Board of last month's decision made by the Board to go fine-free. The Board needs to decide whether to forgive existing late fee debts on Youngstown items (approximately \$2500 as of last month).
- A motion was made by Shawn and seconded by David Brooks to waive all existing fines accrued for Youngstown Library items on all library cards as of July 1, 2024. The motion passed.

**New Business:**

- Nancy reiterated a prior request to add page numbers to multi-page Library documents. Mary confirmed that meeting minutes will include page numbers moving forward.
- A motion to adjourn the meeting was made at 8:27 p.m. by Shawn and seconded by David Brooks. The motion passed.

The next meeting of the Board will be held on July 22, 2024 at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees



# Friends of the Youngstown Free Library Quarterly Newsletter

Looking Forward. . .

**JULY 20**  
**Children's Activities**



**Summerfest**  
*Porter on the Lake*  
 Dietz Rd, Youngstown  
 Saturday, July 20, 2024  
 3:00 to 10:00 p.m.

**AUGUST 9**  
**Bake Sale**



**6:30-8:30 P.M.**

**FALKNER PARK  
CONCERT SERIES**

July 5, The Mackenzie Highlanders  
 July 12, 2nd Time Around  
 July 19, Custode & Parisi  
 July 26, The Jerry Andres Band  
 August 2, Joe and the Schmoes  
 August 9, Emerald Isle  
 August 16, The Taverners  
 August 23, Waterstreet Quartet

Main Street, Youngstown, NY

## Letter from the FOYL President

Hello to all Friends:

The warm summer days are upon us and as always there are so many educational and social choices to attend. The FOYL have been busy putting together future events that we hope you we will attend:

- Saturday July 20: Children's activities at Summerfest
- Friday August 9: Bake Sale at Falkner Park Concert Series
- Monday Sept 2: Labor Day Parade

Be on the lookout for details about an exciting new addition this fall, Jubilee Tea, Oct @ 1pm at the Youngstown Presbyterian church. As always, stay tuned for any additional events.

THANK YOU:

Our Spring Book Sale was one of the biggest sales we have sponsored. Thank all the members of the FOYL and community volunteers. There is a lot of work in organizing and sorting that is done prior to the sale. The event would not be as successful without all their support. Many thanks to chairperson and board member, Jill Mazur, for her exhausting efforts to schedule all the volunteers.

75th ANNIVERSARY:

This November the Youngstown Free Library will be celebrating 75 years of providing learning and educational resources to our Village. Plans are coming together for this celebration and will be made public soon.

SUMMER LEARNING PROGRAM:

Please visit the Youngstown Free Library Website to view the Summer Reading Calendar for July and August. There are activities for all ages. Also find resources on the website for adults, with access to Hoopla, a family Ft. Niagara Pass and other cool things our Library can offer.

MEMBERSHIP:

We continue to encourage our community to support this valuable resource. There is information on the Library website about becoming a new member and if you have time to volunteer at any of our fundraising events, we appreciate your support.

## Financial Report

<b><u>Revenue:</u></b>	
Friends' Memberships	\$793.17
Bandana's for Books Event - June 13th	\$0.00
Street Dance - June 30th - Donations	\$75.00
Interest (May m/e)	\$97.06
<b><u>Total Revenue:</u></b>	<b><u>\$965.23</u></b>
<b><u>Expenses:</u></b>	
Gifts to Library - Support of special Hoopla program	\$1,500.00
Book Sale - Shopping Carts Purchase (re-imburse Jill Mazur)	\$150.00
Bulk Envelope-purchase for Membership- & Fund Drive mailings	\$1,260.00
<b><u>Total Expenses:</u></b>	<b><u>\$2,910.00</u></b>
<b><u>Net Gain/Loss since previous report:</u></b>	<b><u>-\$1,944.77</u></b>
<b>( <u>Net Gain/Loss since 2023 Year-End:</u></b>	<b><u>\$14,123.17</u></b>

Maggie Steyn: 716-745-7427 or [jandmsteyn@gmail.com](mailto:jandmsteyn@gmail.com)

**Angel Sun @ The Jug  
Youngstown, NY  
5-10-24**

On Friday May 10, our Friends of Youngstown Free Library board held a fundraiser that raised a little over \$650 due to the graciousness of our community. Our sincere gratitude to Maureen Gambino (a fellow board member) & Joseph F. Gotta of Angel Sun Acoustic for so kindly giving of their time to put on a fantastic show. With a joint effort of FOYL Board members who donated their time (and Kim Winning for her excellent baking skills) the helpfulness of Chris Harden and his staff at The Ontario House aka "Stone Jug", and a special thank you to Mike and Barb Costello for hosting our event, we had a successful night with all proceeds benefiting the Youngstown Free Library. We are both appreciative and grateful! Thank you everyone for coming out..



# Friends Membership Update

*"Thank you for becoming a Friend"*  
Friends Membership Update for June

Since we kicked off the new Membership Campaign for 2024 in March, over 200 friends and families have signed up for membership, raising over \$10,000 for the Friends, and ultimately the Library. Thank you to everyone – returning members and new members – new to the area maybe and/or new to the realization of what a wonderful asset the Library is to our Community.

We also have friends who have moved away but still remember the Library – in California, Virginia, Washington State, Minneapolis and Tennessee and of course our snowbirds in Florida! Thank you for remembering the Friends every year!

However, if you know your neighbors or grown children haven't yet renewed, please ask them to do so. Remember we have several summer events coming up and in the Fall we have a new event – a Jubilee Tea - to look forward to, and of course, membership allows you to come to the first evening of the November Book Sale. So please encourage everyone you know to join or renew. We'd love to grow our membership.

If you want to share this QR code with your neighbor, it will take them to the web page, shown below, where they can make their donation.



**Friends Membership Drive 2024**

\$10,806.79 Raised	207 Donations	\$15,000 Goal
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**Would you enjoy the satisfaction of knowing that you have directly helped your neighbors by supporting our Youngstown Free Library?** Show your love of libraries and appreciation of the many rewards it offers you, your family, and your community.

**Join the Friends for the 2024 calendar year!**

**Membership Benefits**  
You are supporting outstanding library services and programs at the Youngstown Free Library while receiving the following benefits:

- Subscription to the quarterly Friends' newsletter with information on Library news and programs
- Access to exclusive previews at the twice yearly Friends book sales (5,000+ books at each!)
- Invitation to attend Friends' meetings

**Choose amount**

Your support at any level will help our tiny Library continue to serve its community.

One-time  Annually

\$10 Individual

\$20 Family

\$100 Sustaining

\$Custom Amount  
Enter custom amount

Write us a comment

**Next →**

Powered by Donorbox

## A note from Board of Trustees

I hope that you had a glorious spring and are getting ready for a sizzling hot summer. If the weather forecasts hold, the services and programs which the Library offers, might be just what you need. The Library is certainly a place where you and your family will find a place to relax, read a current newspaper or magazine, enjoy a cup of coffee or tea, and certainly find a book which will peak your interests.

If you have noticed, the shelves in front of the checkout desk hold our **new arrivals**, and are full. As new fiction and nonfiction materials arrive, they are first placed here and then closer to their permanent shelving. But each new book does have a NEW sticker placed on the spine of the book as if calling for your attention. Give these new offerings a try.

Our Director is currently working to finalize the **Summer Reading Challenge**. Materials were handed out during the **Village Street Dance** on June 20, 2024. As the Challenge has in the past, individuals who meet the various time challenges along the way will receive a small acknowledgement of that victory. Signups for the Reading Challenge can be done online or at the Library.

If you have not yet had an opportunity to visit **Old Fort Niagara**, the Library has a **membership** through the generosity of the Friends organization. Your library card lets you 'borrow' this membership and take your family for the day. The Old Fort has many events during the summer months that call attention to the people who lived at the Fort and protected the area. See their website at [www.oldfortniagara.org](http://www.oldfortniagara.org).

Two of the technical items I want to call to your attention are the **hotspots** which the Library has available to borrow and the increased strength of the **WIFI** which covers the parking lot in front of the Village Center, also known as the Red Brick School. During Covid, the Library increased the strength of the WIFI booster which covers the parking lot. This was done to make the WIFI available for patrons' use when the building was closed. We have continued this service. The WIFI is available 24/7.

Allow us to make a request for a contribution and your time through volunteering. The **Friends** of the Youngstown Free Library is a nonprofit organization and is currently in the midst of their **Annual Membership Drive**. The information to obtain a membership is available through the Library website: [www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org) and click on the tab for the Friends. The Friends are also looking for **volunteers** to help with their various **Friends activities** such as the upcoming Jubilee Tea in celebration of the 75<sup>th</sup> Anniversary of the Library being open in the community, and of course, the November Book Sale.

Speaking of volunteers, starting this fall the library will also need **volunteers**, both for **library services** and to apply for consideration to serve on the **board of trustees**. Contact us for more information.

Thank you for using the Youngstown Free Library and being part of the community we serve.

Karran Swayze  
President, Board of Trustees  
*Youngstown Free Library*



# Ruby Carey Scholarship

## Ruby Carey Scholarship

Provided by the Board of Trustees of the Youngstown Free Library and Board of Directors of the Friends of the Youngstown Free Library.

Ruby Carey was a lifelong giver who donated her time and abilities to her church, community and many civic organizations while raising five children. She was an expert seamstress, was involved in organic gardening and nutrition and loved reading. Ruby helped organize the Youngstown Free Library in 1949 and became a highly valued member of the staff.

The Ruby Carey Scholarship is designed to honor a deserving graduate who demonstrated some of the attributes exhibited by Ruby Carey through achieving excellence in academics and by giving back to their community. The scholarship is awarded to help them purchase textbooks and required materials in their pursuit of higher education. The Board of Trustees of the Youngstown Free Library and the Board of Directors of the Friends of the Youngstown Free Library are honored to offer this scholarship in her name.

An award of \$1500.00 will be presented to the successful candidate upon entering college or university and their name will be added to the Ruby Carey Memorial Scholarship plaque which is displayed in the Youngstown Free Library.

This year's recipient is Madeline Heidt. A graduating senior of Lewiston-Porter, she is ranked in the top 15% of her class with a weighted average of 97.5 . Madeline has been active with theater at Lewiston-Porter. She writes that "Theater has made me learn to push myself and try new things even if it seems scary." During her senior year, she volunteered at her elementary school library, helping to organize books, crafts, and activities. She learned to process, prep and prepare books before they were available for student use. She plans on an English major in college.

Congratulations to Madeline.

Karran Swayze  
Board of Trustees  
Youngstown, Free Library

## Summer Reading Season is Coming!

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# ADVENTURE — BEGINS AT — YOUR LIBRARY™

Summer Reading Season will run from July 1st to August 9th this year. The calendar of events is available on our website at [www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org) and a flier of events is available at the Front Desk of the Library.

We look forward to sharing weekly storytimes in the park, LEGO Club, craft kits, and StoryWalks with you this summer! All Summer Reading Programs are drop-in; no registration is required.



In addition to the programs, children and teens are invited to sign up for the Summer Reading Challenge, a summer-long challenge to read as much as they can for small prizes and library glory! Readers log their minutes spent reading. Rather than counting pages or books, time evens the playing field for everyone; no matter their reading speed or facility, everyone's time is equal.

Last year, Youngstown Free Library's readers tracked more than 87,000 minutes they read over the summer—that's more than 1,451 hours, or more than 60 straight days of reading! Starting July 1, families can register for this year's Summer Reading Challenge by downloading the ReadSquared app on their phone or tablet; please feel free to call the Library or come in if you'd like help with registering!

Library News

Summer 2024

## Youngstown Free Library Book Club Meetings

**Evening Book Club** meets on the second Wednesday of every month at 7 PM at the Youngstown Free Library.

- Wednesday, August 14 at 7 PM: *A Gift from the Sea* by Anne Morrow Lindbergh

**Afternoon Book Club** meets on the third Tuesday of every month at 1:30 PM at the Lewiston Senior Center.

- Tuesday, July 16 at 1:30 PM: *On Censorship: a public librarian examines cancel culture in the US* by James LaRue
- Tuesday, August 20 at 1:30 PM: *A Single Thread* by Tracy Chevalier

**Non-Fiction Book Club** meets on the first Tuesday of every other month at 1:30 PM virtually only.

- Monday, August 5 at 1:30 PM: *Ghost Map: the story of London's most terrifying epidemic and how it changed science, cities, and the modern world* by Steven Johnson

Other ways to support the Library

**Support the Library and the Friends of the Library with a donation.**

Online donations can be made here:

<https://donorbox.org/annual-fund-drive-for-2024>

<https://donorbox.org/friends-membership-drive-2024>

**Donate your can & bottle redemptions**

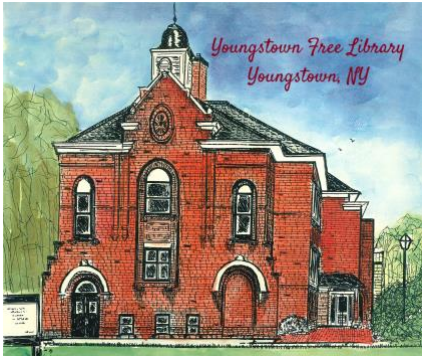
Lewiston Redemption, 820 Seneca St.

Please specify Youngstown Free Library when dropping off.

**Plan for the Youngstown Free Library Foundation in your will.**

The Youngstown Free Library Foundation is managed by the Community Foundation for Greater Buffalo.

# Friends of The Youngstown Library



## Library Contact Information

Librarian - Sonora Miller

Phone: (716) 745-3555

Fax: (716) 745-7122

Email: [yfl@nioga.org](mailto:yfl@nioga.org)

Website:

[youngstownfreelibrary.org](http://youngstownfreelibrary.org)

## Library Hours

### Monday & Wednesday

2:00 p.m. to 8:30 p.m.

### Tuesday

9:30 a.m. to 8:30 p.m.

### Thursday

2:00 p.m. to 6:00 p.m.

### Friday & Saturday

10:00 a.m. to 2:00 p.m.

We Are Here  
to Serve You!!!

### 2024 Board of Trustees

Karran Swayze, President

David Brooks, Vice-President

Dave Smith, Treasurer

Mary Clinch, Recording Secretary

Shawn D'Luhy, Corresponding Secretary

Dr. Nancy Askins

Peter Phohl

### Trustee Board Meetings

7 p.m., fourth Monday of every month,

The public is welcome to attend.

If you are interested in serving on the Board of Trustees, please let us know!

### 2024 Friends of the Library Board of Directors

Gina Mashai, President

Kim Winning, Vice President

Maggie Steyn, Treasurer

Devon Tower, Secretary

Dave Smith, Liaison to the Library Board

Maureen Gambino

Janice Mariani

Jill Mazur

Cheryl A Milcia

Christine Schwartz

Colleen Stortecky

Colleen Mary Summerville

Michelle Wesley (Newsletter Editor)

### Friends Board Meetings

7 p.m., third Wednesday of every month

Friends email: [foylboard@gmail.com](mailto:foylboard@gmail.com)

Inform Engage  
Educate Entertain

**Friends of the  
Youngstown Library  
Bake Sale**



**Friday August 9th 6:30 pm thru 8:30 pm  
Falkner Park  
during the “Concert in the Park” with  
‘Emerald Isle’**

**Baked goods, water & iced tea**



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### **Inclement Weather/Emergency Closing Policy**

While every effort will be made to honor the schedule of operations, emergency closings may be required due to inclement weather, loss of power, or other emergencies. The Library Director will respond to conditions at hand and shall determine such closings and notify the public and the Board of Trustees.

Closings for scheduled maintenance of facilities will be kept to a minimum and be determined by the Library Director.

Closings for any other reason shall be determined by the Library Director, who will notify the Board of Trustees and the public as soon as the decision is made.

#### **Inclement Weather & Emergency Closing Policy**

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	
Amended on:	