

Regular Board Meeting
Youngstown Free Library Board of Trustees
February 23, 2026 7:00 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.

Meeting Called to Order Peter Pfohl

Determination of Quorum

Comments from the Public

Minutes of Board Meeting February 2, 2026 Mary Clinch

Reports

President's Remarks	Peter Pfohl
Treasurer's Report	David Smith
Correspondence	Dr. Nancy Askins
Director's Report	Sonora Miller
Friends of the Youngstown Library	Diana Regan

Old Business

- Presentation of Inclusion of Responsibilities of Trustees into the By-Laws
Nancy & David S.
- 2026 Committee Assignments
- Annual Compliance Forms

New Business

- Ruby Carey Scholarship is accepting applications until Friday, April 24.
- Memorandum of Understanding with the Friends of the Library
- Break-out for committees to choose chairperson

Upcoming Events

- Friends of the Library's St. Patrick's Day parade on Sat., March 14th at 12 PM
- Nioga Spring Continuing Education Sessions – Wed., March 18 at 6 PM and Wed., March 25 at 6 PM

Adjournment

Next Meeting

- **March 23, 2026 @ 7:00 PM Meeting in the Programming Room**

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DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: February 2, 2026

TIME: 7:00 p.m.

Present: Karran Swayze, Dave Smith, Peter Pfohl, David Brooks, Mary Clinch, Dr. Nancy Askins, Chris Regan, Diana Regan, Director Sonora Miller

Absent: Elizabeth Brooks (excused)

Call to Order: 7:32 p.m.

Comments from the Public: None

Minutes of November 24, 2025 Board Meeting

Peter presented the minutes of the November 24, 2025 meeting.

- A motion was made by Peter and seconded by David Brooks to accept the November meeting minutes as presented. The motion passed.
- Mary will change the designation of the minutes from 'Draft' to 'Accepted'. An updated copy will be posted to Dropbox.

President's Report: Karran

- No report this month
- Karran congratulated the new Trustees elected today – Chris, Diana, and Elizabeth.

Finance Report: Dave Smith

- The YFL KeyBank account stands at \$13,355.38 as of January 25, 2026. This does not include the check received from the Town of Porter last week. Once this check clears, Dave Smith would like to move \$50,000 to Morgan Stanley for use later in the year.
- Expenses are estimated to be approximately \$14,000 per month in 2026 (\$168,000 for the year).
- As of January 25, 2026, the Morgan Stanley account stands at \$193,917.
- The Community Foundation for Greater Buffalo account stands at \$133,758.45. This does not include the additional \$8,661.84 that the Friends of the Youngstown Library (FOYL) has donated. The additional amount should be deposited by the end of the week.
- YFL should be in good standing to meet obligations in 2026. The new vendor being used for the physical book collection should help to reduce collection costs.

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- A motion was made by Dave Smith and seconded by David Brooks to move \$50,000 to the Morgan Stanley account. The motion passed.

Correspondence Report: Peter

- Two thank-yous were sent after the November meeting, to Mike Beck and to Jaspen Sippel for their contributions to Banned Book month, including creating a display and keychains.

Director's Report: Sonora

- Sonora encouraged all Trustees to visit the Library frequently to view ongoing changes being implemented, and to review newsletters and correspondence to stay current with Library updates.
- Sonora shared updates on ongoing activities, including:
 - Outreach efforts like tech help at the Lewiston Senior Center, work with The Children's House preschool, and participation in Lew-Port's One District One Book event.
 - Recurring programming such as the three active book clubs, the Tabletop Gaming Group, and the Town of Porter Story Hours
- In December, several older magazines were removed from the collection, with the goal of maintaining a full year's worth of issues. The older issues are available in the Nearly New Book Sale area.
- The FOYL is holding the annual Chili Cookoff on Super Bowl Sunday afternoon.
- The Stone Jug 5k was held on January 31st, with Sonora, Karran, and several members of the FOYL supporting.
- The Tiny Art Show has been taken down. The current featured artist in the gallery space is David Stanton.
- Sonora shared metrics on recent library card applications and renewals and gave an overview of special Library services available to patrons outside of the general physical book and media collection.

Old Business:

- Sonora shared the proposed list of 2026 Board Meeting dates, as well as the proposed list of Library Closure dates for 2026.
- A motion was made by Dave Smith and seconded by Nancy to approve the Board Meeting dates, and the Library Closure dates for 2026. The motion passed.
- Karran shared an older draft document describing Trustee Responsibilities and encouraged the Board to discuss it in next month's meeting. Sonora recommended the responsibility descriptions be incorporated into the by-laws and can suggest how to incorporate them. Nancy recommended considering the creation of an additional statement that is part of the attestation forms that Trustees are required to sign annually. Sonora requested the Board consider adding requirements that Trustees have a Youngstown Library card, have an email address, make a commitment to stay up to date with Library correspondence, and to be an active user of Dropbox. Nancy and Dave Smith will prepare a recommendation for the February meeting.
- Dave Smith will draw up a new schedule for check signers for 2026.

New Business:

- **Election of Board of Trustees Officials**

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.

- David Brooks presented the slate of officers for the Board of Trustees for 2026:
 - President Peter Pfohl
 - Vice-President David Brooks
 - Treasurer Dave Smith
 - Recording Secretary Mary Clinch
 - Correspondence Secretary Nancy Askins
- A motion was made by Dave Smith and seconded by David Brooks to have the slate of officers approved as presented. The motion passed.
- Peter appointed Diana as Liaison to the FOYL.
- Peter shared a description of the available Board Committees. Peter asked all Trustees to volunteer for at least two committees each, and to email him their preferences prior to the February meeting.
- Peter reminded Trustees to send in their signed attestations to Sonora as soon as possible.
- Nancy asked Sonora if other remote meeting technologies might be available for use (such as Microsoft Teams); Sonora shared that the Library has used Zoom for several years and continues to for trainings and book clubs. The Library currently receives a grant to help with the cost.
- There is currently one unfinished Trustee term that needs to be filled (which runs until January 2027); this will be given to Elizabeth.
- Upcoming events:
 - Bandana's is hosting a chili cookoff this Sunday at 1 p.m., which is a fundraiser for the FOYL.
 - Trustees should check the Nioga website for updates on upcoming training opportunities.
 - The FOYL will be holding their upcoming Membership Drive in February.

Adjournment

- A motion to adjourn the meeting was made at 8:21 p.m. by David Brooks and seconded by Nancy. The motion passed.

The next meeting of the Board will be held on February 23, 2026, at 7:00p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Constitution & Bylaws

The Youngstown Free Library is governed by a Board of Trustees who are responsible to the Youngstown Free Library Association. The Association is described in its Constitution.

This document includes changes and additions that have not yet been approved by the Library Board. These proposed changes are highlighted in yellow. -SRM

CONSTITUTION OF THE YOUNGSTOWN FREE LIBRARY ASSOCIATION

ARTICLE I: Title

This organization shall be known as the Youngstown Free Library Association (Association).

ARTICLE II: Purpose

The objective of this Association is to support the Youngstown Free Library (Library), to recommend to the Board of Trustees (Board) changes in Library policies and operations, to assist in maintaining the Library services and facilities, and to elect members of the Board of Trustees.

ARTICLE III: Membership

A. All residents of the town of Porter who have a Youngstown, NY 14174 mailing address and whose borrowing privileges are in good standing in the Library are members of this Association. Members in good standing are those borrowers whose privileges have not been revoked.

B. All Board members must be members of the Association.

C. There are no annual dues, fees or assessments associated with membership in the Association.

ARTICLE IV: Annual Meeting

A. Annual Meeting of the Association will be held prior to the first regular meeting of the Board each year.

Constitution & Bylaws

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	October 22, 2018
Amended on:	May 23, 2022, June 23, 2025



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B. Annual meeting will be publicized and open to the public. Association members may participate in the meeting.

C. Board will provide leadership to the Association, notify members of meetings and identify items requiring Association participation and consideration.

D. The Board Trustees will be elected at the Annual meeting from the Association members. A slate of trustee nominations for the open positions will be proposed by the Board Nominating Committee. Additional nominations may be offered by the memberships at large.

BY-LAWS OF THE BOARD OF TRUSTEES

These Bylaws are intended to govern the Board of Trustees (Board) of the Youngstown Free Library (Library). The Board will assure that the Library is well managed and in a manner that is consistent with the governing state laws and with the policies that the Board has established. It will also adhere to these Bylaws and direct its actions toward the achievement of the Library's mission and goals.

Article I. The Organization

A. The name of the organization shall be the Youngstown Free Library.

B. The purpose of the organization is to provide superior library service to the residents, adults and children of the residents of the communities of the Village of Youngstown and the Town of Porter.

C. The fiscal year of the library shall be January 1-December 31.

Article II. Board of Trustees

A. Membership and Terms

1. The Library shall be governed by a Board of Trustees. The Board shall consist of five to twenty-five trustees who will be elected at the Annual Meeting of the Youngstown Free Library Association.

2. The term of office for an elected trustee will be three years and the election will be arranged so that all terms do not expire during the same year.

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3. Trustees will be limited to three successive three-year terms. An individual may be reelected to the Board after an absence of one year.

4. A vacancy occurring on the Board, other than by expiration of the term of office, will be filled as soon as possible by election by the Board for the remainder of the term of that particular position.

5. All Board members must be members of the Association. (Refer to the Association Constitution for details of membership).

6. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose as provided in Education Law 226; subdivision 8.

7. All actions of the Board are as a unit. No Board member shall act on behalf of the Board on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

B. Officers

1. The Board will elect annually the following officers: a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.

2. Officers will be elected at the first regular meeting of the year by a majority vote of the members present. This meeting is held in January.

3. The duties of such officers shall be as follows:

a. The **President** shall preside at all meetings of the Board, authorize any special meetings, appoint all committee members, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

b. The **Vice-President**, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President.

c. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members as the Board may designate.

d. The **Recording Secretary** shall keep a true and accurate record of all meetings and shall perform other duties as are generally associated with that office.

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e. The **Corresponding Secretary** shall keep a true and accurate record of correspondence sent and received in the name of the Library and shall perform other duties as are generally associated with that office.

C. Duties

The NYS Handbook for Library Trustees c. 2023 lists as follows the Duties of the Trustees:

1. Create and develop the mission of the library and be prepared to articulate it clearly and concisely;
2. Regularly plan and evaluate the library's service programs based on community needs;
3. Select, hire, and regularly evaluate a qualified library director;
4. Secure adequate, sustainable funding for the library's service program;
5. Exercise fiduciary responsibility for the use of public and private funds;
6. Adopt and regularly review policies and rules regarding library governance and use and defend them when challenged;
7. Maintain a facility that meets the library's and community's needs;
8. Promote the library in the local community and in society in general;
9. Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations, the ALA Core Values, and with respect for the institution, staff, and public.

Locally specified duties dictate that the primary duty and responsibility of a trustee of the Youngstown Free Library is to guide the Director and make decisions that will allow the Library to fulfill our mission statement, which is: ***Be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.***

To accomplish this, a trustee will be called upon to:

10. Become familiar with NYS Education Department and American Library Association requirements (with guidance from the Director) for the proper operation of an Association library.

11. Attend monthly board meetings (ten each year, a trustee must attend a minimum of seven).

12. Be assigned to at least two committees and attend those committee meetings whenever possible. A trustee can expect to be asked to chair a committee.

13. Attend and participate in Library and Friends of the Library events to help raise public awareness of the Library.

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14. Set policies (aided by the Director) based upon NYS requirements for effective operation of the Library, determine operating hours, approve employee hiring, and vote on appeals to library content.

15. Vote on annual budgets based on information provided by the Finance Committee and Library Director.

These duties do require a time commitment but that commitment is more than offset by the satisfaction of helping the community.

Article III. Meetings

A. Regular Meetings

1. All regular meetings, together with the Annual Meeting of the Youngstown Free Library Association (see Constitution) as well as any committee meeting, which may, by virtue of the number of Board members appointed to that committee constitute a majority of Board members, are subject to the NYS Open Meetings law. (opengovernment.ny.gov)

2. The Board will hold no fewer than eight regular meetings each year; the dates and times will be established at the first meeting of the year.

3. The President will provide an agenda prior to all regular meetings. The Recording Secretary shall provide minutes of the previous meeting. The Treasurer shall provide a bimonthly financial report. The Library Director shall provide a bimonthly report on the operation of the Library. These documents shall constitute the 'Board Packet' and shall be made available to the Board members and the general public twenty-four hours prior to each meeting.

4. The quorum shall be one more than 50% of the current Board Membership. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.

5. Motions may be passed by a simple majority of those Board members present. Voting by proxy is not permitted.

6. In the case of a time-critical issue, the Board may vote by an email. First, every member of the Board must respond to the call for a vote, in writing (by email) – so the President will have to ensure all members have responded to the email request. Second, the vote must be unanimous (less any legitimate recusals or abstentions, such as for conflict of interest), allowing the Board President to declare the motion passed by

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unanimous written consent. Finally, the Board should affirm the email vote at the next meeting so it is recorded in the minutes.

7. Each Trustee shall have one vote, irrespective of office held.

8. A Trustee must be present either in person or via technology to have his/her vote counted.

9. Attendance at Board meetings is important for the overall effectiveness of the governance of the Library. Any trustee with three unexcused absences from scheduled Board meetings in a twelve-month period: shall be deemed to have resigned. An excused absence is one where the President has been notified in advance.

10. All procedures and practices not listed above shall be in accord with Robert's Rules of Order.

B. Special Meetings

Special meetings of the Board may be called by the President or upon written request submitted to the President by three trustees. All Board members will be notified of special meetings in sufficient time to ensure maximum attendance and will be informed to the reason for the meeting. No business may be transacted at such a special meeting except the stated business.

C. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient.

1. Call to Order by the President
2. Determination of a quorum and Remarks by the President (if desired)
3. Period for public comment
4. Approval of prior Meeting Minutes
5. Treasurer's Bimonthly Report
6. Director's Bimonthly Report
7. Committee Reports as available
8. Old Business
9. New Business

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10. Other Business
11. Reminder of next Board meeting
12. Adjournment

Article IV. Committees

- A. The Following will be standing committees: **Executive, Nominating, Finance, Personnel, Sustainability, Scholarship and Grants**. Ad hoc committees may be created with the approval of the Board.
- B. Non-Board members may be appointed to committees to add special expertise on issues dealt with by the committee.
- C. All committee actions will be subject to approval by the Board of Trustees.

Article V. Library Director

- A. The Board shall appoint a Director who shall be the chief executive officer of the Library and shall have charge of the administration of the Library under the direction and review of the Board.
- B. The Library Director shall submit to the Board bimonthly reports on the operation of the Library.
- C. The Library Director may speak on all matters under discussion at Board meetings; but will not have the right to vote thereon.

Article VI. Accountant.

The Board will employ an independent party under contract to provide accounting services to the Library.

Article VII. Library Bill of Rights

The Board subscribes to the American Library Association's Library Bill of Rights, as cited in the Library Policies Manual. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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A. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

E. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

G. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948;

February 2, 1961; June 27, 1967 January 23, 1980; inclusion of "age" reaffirmed January 23, 1996; added confidentiality in library use, January 29, 2019.

Article VIII. Legal Obligations

A. Notwithstanding any other provisions of these articles, the Youngstown Free library is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c) or corresponding provisions of any subsequent law.

B. No part of the net earnings of the Youngstown Free Library shall inure to the benefits of any member, trustee, director, officer of the organization or any other private individual (except that reasonable compensation may be made for services rendered to or for the Youngstown Free Library), and no member, trustee, or officer of the

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Youngstown Free Library or any other private individual shall be entitled to share in the distribution of any of the Youngstown Free Library's assets on the dissolution of the Library.

C. In the event of the Library's dissolution all of the remaining assets and property of the Youngstown Free Library shall, after payment of all necessary expenses thereof, be distributed to libraries that qualify under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or State or local governments for a public purpose, subject to the approval of Justice of the Supreme Court of the State of New York.

D. No substantial part of the activities of the Youngstown Free Library shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501(h) or participating in, or intervening in (including the publication or distributions of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

In any year in which the Youngstown Free Library is a private foundation as described in Section 509(a), the organization shall distribute its income for said period in such time and manner as not to subject it to tax under IRC 4942, and the organization shall not (a) engage in any act of self-dealing as defined in IRC 4941(d) retain an excess business holdings as to subject the organization to tax under section 4944, or (b) make any taxable expenditures as defined in IRC 4945 or corresponding provisions of any subsequent Federal tax laws.

Article IX. Bylaws

A. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all members at least 10 days prior to the voting session. A simple majority of the whole Board shall be sufficient for adoption of an amendment.

B. These Bylaws will be reviewed and up-dated as necessary, or at least every five years.

C. A copy of these Bylaws will be maintained in the Library, in the Library Policy Manual, and on the Library website.

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Committee Assignments for 2025:

Finance:

Karran Swayze; David Smith; Peter Pfohl; Sonora Miller

Personnel:

Mary Clinch; Shawn D’Luhy; Peter Pfohl; Sonora Miller

Nominating;

David Brooks; Shawn D’Luhy;

Communications & Public Relations;

Dr. Nancy Askins; Sonora Miller

Scholarship;

Mary Clinch; Karran Swayze; Jan Howard, Colleen Summerville, Colleen Stortecky

Special Committee—75th Celebration

Dr. Nancy Askins; David Brooks; David Smith

Special Appointment;

David Brooks; Historian

David Smith; Liaison to the Friends



**The Youngstown Free Library &
Friends of the Youngstown Library**

Present:

The Ruby Carey Memorial Scholarship:

\$1,500.00 to assist student in the purchase of textbooks and required materials in their pursuit of higher education.

***\$750.00 from the Ruby Carey Memorial Scholarship**

***\$750.00 from the Friends of the Youngstown Free Library**

ELIGIBILITY:

***Youngstown and Town of Porter Resident**

***Attending an accredited college, community college, university or vocational school within 12 months**

***Possess a current library card in good standing from any library in the NIOGA system (Please include a photo copy of the Library Card with your application.)**

APPLICATION: available at the Lewiston-Porter Senior High Guidance Office, at the Youngstown Free Library or on the YFL Website.

SUBMISSION DEADLINE: April 24, 2026

The Ruby Carey Memorial Scholarship

BACKGROUND:

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.

PURPOSE:

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.

AWARD:

An award of \$1,500.00 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.

ELIGIBILITY:

- Applicants must reside within the Village of Youngstown and the Town of Porter and be graduating High School during the current year.
- Applicants must have a library card in good standing from the NIOGA Library System.
- Applicants must be accepted into and attend an accredited community college, vocational school, college or university within the next twelve months.

SELECTION CRITERIA:

Each applicant will be evaluated as follows:

- 70% weighted on the applicant's written responses to two short answer questions and one essay question.
- 10% on academics
- 20% on extra-curricular and community service.

APPLICATION PROCEDURE:

- Complete the application form, short answer questions and a minimum 250-word essay.
- Please include a current copy of your high school transcript with the other documents.
- This application will only be considered when returned to the Youngstown Free Library or the Lewiston-Porter Senior High Guidance Office.

DEADLINE: April 24, 2026

RUBY CAREY MEMORIAL SCHOLARSHIP APPLICATION

**Sponsored by the Youngstown Free Library Ruby Carey Scholarship Fund
and the Friends of the Youngstown Free Library**

NAME: _____

ADDRESS: _____

CONTACT: Cell _____ **Email** _____

AREA OF STUDY BEING PURSUED / DEGREE PROGRAM

COLLEGE/UNIVERSITY/TRADE SCHOOL ATTENDING: _____

HAVE YOU BEEN ACCEPTED **yes** **no**

****ATTACH COPY OF YOUR LIBRARY CARD** **yes**_____

****ATTACH SCHOOL TRANSCRIPT [10%]**

****PLEASE LIST ALL ACTIVITIES AND DESCRIBE YOUR ROLE IN:**

- 1) Extra-curricular activities [10%]
- 2) Volunteer and community involvement activities [10%]

****WRITTEN RESPONSE:**

- 1) Describe a book/author that made an impression and had the most influence on your life. [10%]
- 2) What's your most memorable experience of using the Youngstown Free Library? [10%]

****ESSAY QUESTION - MINIMUM 250 WORDS [50%]:**

Describe how libraries have contributed to your life in regards to:

- *Aiding you in achieving excellence in your academics**
- *Formulating your career goals**
- *Visualizing your future in today's global society**
- *Assisting you in your leisure activities**

SCORING SHEET for the RUBY CAREY SCHOLARSHIP

[Funded 2026 by the Youngstown Free Library Ruby Carey Scholarship Fund & Friends of the Library]

APPLICANT # _____

Library Card: yes _____ no _____

SCORING	10	9	8	7		POINTS
ACADEMICS 10 points	Top 10%	Top 20%	Top 30%	Passing		
EXTRACURRICULAR 10 points	Continuous MS/HS	Many throughout HS	Some throughout HS	Little or none		
COMMUNITY INVOLVEMENT 10 points	Several diverse throughout HS	Many throughout Jr./Sr. years	Some Sr. year	Little or none		
BOOK DESCRIPTION 10 points	Question answered, Response Specific, Essay stayed clearly on topic, Well written	Question answered, Response Specific, Essay stayed clearly on topic,	Question answered, Response Specific,	Question answered		
MEMORABLE EXPERIENCE IN USING THE LIBRARY 10 points		Question answered, Response Specific, Essay stayed clearly on topic	Question answered, Response Specific	Question answered		
SCORING	50	45	40	35		
ESSAY 50 points	Topic Development, Continuity, Format, Literary mechanics – College Level	Topic Development, Continuity, Format, Literary mechanics – Pre- College Level	Topic Development, Continuity, Format, Literary mechanics – High School Level	Topic Development, Continuity, Format, Literary mechanics – Developing Level		
TOTAL						

SCORING RUBRIC: HIGHEST POSSIBLE SCORE 100

[Numbers given are example – you may score lower than 7 or 35]



Friends of the Youngstown Free Library

240 Lockport Street Youngstown, New York 14174

Memorandum of Understanding Between the Friends of Youngstown Free Library and the Youngstown Free Library Director and the Library's Board of Trustees

The following will constitute an operating agreement between the Friends of the Youngstown Free Library (Friends) and the Youngstown Free Library, its Director and its Board of Trustees (Library). It will stand until and unless it is modified by mutual agreement of the Friends Board and the Library. The Friends' mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, the Friends group is a legally-distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the Library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with support to assist them with development of the newsletter, mass mailings, meeting coordination and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees that in any discussions regarding space-availability and space-allocation with its Landlord the Village of Youngstown, it will include the Friends' requirements for book-storage & sorting, closet-space for event-materials and any other needs in those discussions.

The Friends agree to publicly support the Library and its policies and engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Board of Trustees.

The Friends agree to include a member from the Library's Board of Trustees as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Board of Trustees report.

The Friends agree that any and all monies raised will be spent exclusively for Library programs, services and any other Library-defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the Library.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

THIS AGREEMENT is entered into on _____ by and between:

the President of the Friends: _____

the Director of the Youngstown Free Library: _____

the President of the Board of Trustees: _____

2026 TRUSTEE TRAINING SESSIONS

Title: “Top Techniques for Tight Meetings: Robert's Rules, Resolutions, Minutes, and Agenda”

Description: A good meeting starts with a good agenda...and is aided by careful use of resolutions, minute-taking, and a dash of Robert's Rules. This session will review the basics of preparing an agenda, preparing a board packet, meeting notices, meeting via teleconference, allowing public comment, passing routine items, moving into executive session, and posting minutes. To make it fun, attendees will participate in a simulated meeting environment.

Date: Wednesday, March 18th at 6pm

Duration: 2 Hours

Title: “Library Partnership Agreements”

Description: New York State regulations require libraries to "establish and maintain partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service." What do these "partnerships" look like? When is a contract needed? This session will review the requirement, discuss different models for establishing such relationships, and talk about the letters of agreement, MOU's, contracts, and other documentation to solidify them. Attendees will work from templates they can take back to their libraries.

Date: Wednesday, March 25th at 6pm

Duration: 2 Hours

Title: “When A Board Evaluates a Director: Dos, Don'ts, and Documentation”

Description: One of the most critical functions of a library board is to hire and evaluate the library director. How can a board build an evaluation process that meets the needs of the library? During this session, attendees will discuss the fundamental considerations of creating a director evaluation process, special considerations due to contracts and/or civil service, and tying evaluation into long-range planning. We will also review template job descriptions, hire letters, sample contracts, and evaluation materials.

Date: Wednesday, October 7th at 6pm

Duration: 2 Hours

Title: “Using Committees to Perform Deep and Meaningful Board Work”

Description: This session will review key areas where library boards can use committees (some powered by members who are not trustees) to tackle big issues and get them ready for review by the full board. Areas we'll explore using committees to share the work of are: budget, financial audit, investment, facilities, programming, personnel, long-range plan, annual report to the community, community partnerships, elections/succession planning, bylaws review, director search. Materials will include model committee charges and a learning checklist of methods discussed during the session.

Date: Wednesday, October 21st at 6pm

Duration: 2 Hours