

Regular Board Meeting
Youngstown Free Library Board of Trustee
April 27,2026

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 March 23, 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
PR & Communications Committee	Dr. Nancy Askins

Old Business

- Ruby Carey Scholarship update
- Strategic Plan update
- Book Sale update

New Business

- Check from Assemblyman Morinello
- Nioga Trustee Dinner
- Director Evaluation Process [Personnel Committee]
- Resolution to approve Annual Report [Sonora will explain]
- Resolution to approve cell phone stipend for Director [Diana will explain]
- Committee roles and responsibilities

Upcoming Events

- Week of BOOK SALE- May 4-9
- Next Meeting- May 18, 2026 7 PM in the Programming Room

Adjournment- Resolution to and second

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DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: March 23, 2026

TIME: 7:00 p.m.

Present: Peter Pfohl, David Brooks, Elizabeth Brooks, Mary Clinch, Christopher Regan, Diana Regan, Dr. Nancy Askins, Director Sonora Miller

Absent: Dave Smith (excused)

Call to Order: 7:02 p.m.

Comments from the Public: None

Minutes of Previous Board Meeting

Mary presented the minutes of the February meeting, held on February 23, 2026.

- A motion was made by Mary and seconded by Diana to accept the February 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 Remarks: Peter

- None

Treasurer's Report: Peter, on behalf of Dave Smith

- Peter shared Dave's report, which highlighted several key upcoming events such as the Friends of the Youngstown Library (FOYL) May book sale and the awarding of the 2026 Ruby Carey Scholarship.
- Revenues for 2026 YTD are \$97,007.32. Major additions are \$72,100 in January from the Town of Porter, gifts of \$14,287.25 (\$805.22 for Feb.), \$4,095.63 in Morgan Stanley interest (\$174.83 for Feb.), \$6,325 from the annual drive, and fines/copier/fax \$264.79 (\$65.65 for Feb.); Sonora confirmed the fines/copier/fax revenue covers Dec 2025 – Feb 2026.
- Expenses were in line for January and February, including personnel costs of \$18,662.56 (\$7,417.88 for Feb.), materials and services of \$3,197.30 (\$1,225.96 for Feb.), misc. expenses of \$560.00 (\$280 for Feb.), and \$1,690.88 for operating expenses (\$638.49 for Feb.). Total expenses were \$24,110.74 (\$10,587.67 for Feb.).
- Investments:
 - The YFL KeyBank account stands at \$32,083.02 as of March 20, sufficient to provide coverage for March, April, and the beginning of May.

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- The Morgan Stanley Account Stands at \$244,711.47 as of February 28. \$130,000 of this recently became available for reinvestment from two maturing CDs.
- Dave will look to obtain either two CDs at 3.5 to 3.75% interest for at least six months, or three CDs (\$40,000, \$40,000 and \$50,000) for similar rates for various longer maturity dates.
- YFL's CFGB account stands at \$146,468.27 as of March 20. \$3,848 is available as a spender's balance (money that can be used for grants to the Library).
- Summary: YFL should be well-situated, barring unexpected expenses, to have a positive year with continued development of both the core collection and digital services.

Correspondence Report: Nancy

- Three thank-you notes were sent in the past month, including one to The Ontario House for hosting the recent 5k run, one to a major sponsor for the run, and a third to Bandana's for hosting the recent Chili Cookoff.

Director's Report: Sonora

- Sonora shared her report, and referenced the discussion held during the January Board meeting on the YFL budget. She has updated the final budget for 2025 (shared on Dropbox) and discussed the clarifications and corrections that were included to properly reflect annual fund drive and gift donations, and the application of legislative grant monies used for capital purchases such as patron computers and a printer. The final 2025 revenue was \$171,198 and expenses of \$171,502, with overspend of \$304.
- Sonora recounted the activities that took place during the recent children's lock-in, which tied into the recent One District, One Book event.

FOYL Report: Diana

- The FOYL met on March 18; several fundraising events were discussed.
- A T-shirt fundraiser will be held; details on how to pre-order shirts are included in the recent FOYL mailing. The FOYL will purchase shirts for all YFL employees.
- Volunteer opportunities at two upcoming events at Old Fort Niagara were discussed.
- Options for a summer garage sale are being assessed, including ideas for increasing available storage space.

Old Business:

- Peter asked for a motion to approve the bylaw amendments that were discussed in the February 2026 Board meeting, which were added to clarify and bolster Trustee responsibilities and expectations for action.
 - A motion was made by David Brooks and seconded by Mary to approve the additions to the bylaws discussed at the February 2026 Board meeting. The motion passed.
- Peter asked Elizabeth to confirm which additional Board committees she wished to join; Elizabeth will join the Communications committee.
- Applications for the Ruby Carey Scholarship are due by April 24. They may be submitted to the school guidance counselor or to the Library.
 - Peter confirmed that Karran Swayze has agreed to be the community liaison to the committee.
 - Diana will help confirm who will be the liaison from FOYL (at the next FOYL meeting).

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- Sonora and Peter will confirm if the YFL Communications Committee will need to help submit any news releases about the event (e.g., to the Sentinel/Journal).
- Peter will confirm the application timelines with Lew-Port and reach out to Karran to learn about the timelines that were used last year for reviewing applications.
- Nancy will submit an article to the FOYL for inclusion in their newsletter
- Additional key dates include June 4 (Senior Scholarship Night at Lew-Port), and the July Board Meeting where the Board can present the award to the winner.
- Peter reminded all Trustees that the next Nioga training session is this Wednesday, March 25.
- Sonora confirmed that the YFL contract with the Village of Youngstown has been signed; it covers five years.
- Peter shared a reminder about the upcoming May FOYL Book Sale. Diana asked if Trustees would be willing to post fliers for the sale. The FOYL will be producing a signup sheet for volunteers in the next few weeks.

New Business:

- Peter shared that a letter was received from Nioga requesting nominations for the Nioga Board of Trustees. Nioga needs to fill two vacancies on their board.
 - A motion was made by David Brooks and seconded by Mary to approve that YFL will submit Peter's name to fill the vacancy on the Nioga board. The motion passed.
- Mary will draft a nomination letter on YFL letterhead for Peter and David Brooks to sign. The letter and Peter's application will be included in today's meeting minutes as an appendix.
- A Strategic Planning committee has been formed to draft YFL's next strategic plan. The committee includes Peter, David Brooks, Diana, Sonora, and Karran Swayze (as a community member). A member of the FOYL will be added.
 - Peter asked committee members to review the prior strategic plan, and to think about ideas to bring to the committee's first meeting.
 - Sonora will prepare additional figures to share
 - Per Peter, more will be discussed at the April board meeting

Adjournment

- A motion to adjourn the meeting was made at 8:40 p.m. by Nancy and seconded by Diana. The motion passed.

The next meeting of the Board will be held on April 27, 2026, at 7:00p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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NIOGA BOARD OF TRUSTEES

NOMINATION FORM

AT LARGE

Candidate's Name: Peter Pfohl

Home e-mail address: pfohlpc@roadrunner.com

Occupation: Retired

Current interest in Public Libraries and the Nioga Library System:

I am in my 3rd year as a Trustee of the Youngstown Free Library (YFL). I am President of the YFL Board of Trustees for 2026. I am an active member of the Friends of the Youngstown Free Library.

Statement of why the candidate wishes to serve on the Nioga Board of Trustees:

I am looking forward to expanding my understanding of the 'bigger picture' of the workings of NIOGA, and especially its interaction with member libraries such as the Youngstown Free Library.

Date: _____ **Candidate's Signature:** _____

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Resolution to nominate a candidate for trustee of the Nioga Library System

Whereas, the trustees of the Youngstown Free Library in Youngstown, NY, a participating library in the Nioga Library system, desire to nominate a candidate to fill the vacancy on the Board of Trustees of the Nioga Library System, and

Whereas, the Nioga Board of Trustees has requested that such nomination be made by resolution of the nominating Board of Trustees:

Now, therefore, be it resolved that the Board of Trustees of the Youngstown Free Library, Youngstown, NY hereby nominate Peter Pfohl, 535 2nd Street, Youngstown, NY 14174 as a candidate to the Board of Trustees of the Nioga Library System, and

Be it further resolved that his resolution be attached to and made part of the minutes of the regular meeting of the Board of Trustees of the Youngstown Free Library held on March 23, 2026.

President, Board of Trustees

Date of Signature

Vice President, Board of Trustees

Date of Signature

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Youngstown Free Library

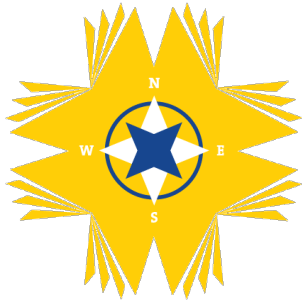
March 2026 Treasurer's Report

April 27th, 2026

The year is progressing rapidly with major events coming up soon. The FOYL have their May book sale to prepare for and they need as much help as they can get. It's also getting close to the time when the Board must decide on this year's CFGB distribution. I've included two missives from the CFGB, the first is to thank YFL for entrusting \$8661.84 with them. The other letter provides details this year's distribution. We must decide to reinvest, take a full draw, take a partial draw now, or reinvest now and take a draw later in the year if it is needed.

- **Revenues:**
 - Revenues for March totaled \$30,955.26, including \$29,405.61 in grants, \$700 from the Annual Fund, and \$537.28 in gifts.
- **Expenses:**
 - Expenses were in line with expectations (\$14,000 per month or \$168,000 per year). Personnel costs were \$8,850.02, Materials and Services totaled \$3846.17, and operating expenses were \$1061.16. Total expenses were \$14,037.35.
- **Investments:**
 - The YFL KeyBank account stands at \$36,003.73, sufficient funds to cover expenses in May, June, and the beginning of July.
 - The Morgan Stanley Account Stands at \$245,640.92 (March 31, 2026).
 - The CFGB account is \$144,147.76 after the most recent donations.
- **Summary:**
 - YFL should be well-situated, barring unexpected expenses, to have a positive year with continued development of both our core collection and digital services.

Respectfully submitted,
David Smith, Treasurer



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
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Strategic Plan 2018-2025

Mission Statement

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

Goals

Goal 1: Sustainability

Goal 2: Responsiveness to the Community

Goal 3: Transparency and Communication

Goal 4: Partnerships and Collaboration

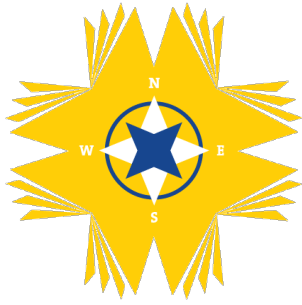
Goal 1: Sustainability

Ensure that the library is well-positioned to provide for the needs of current and future generations of members of the community of the Youngstown Free Library.

1. Ensure sustainable Library funding for the long-term future.
2. Ensure sustainable building and physical needs for the long-term future.
3. Recruit and maintain well-qualified Board of Trustee members who will use their tenure to represent, promote and fundraise on behalf of the Library.
4. Support the health and work of the Friends of the Library.
5. Ensure that the Library policies and by-laws are kept current.

Objectives:

1. Develop strong financial funding model to match income to 95% spending by December 2023.
2. Renovate existing building space or locate another building and make plans to renovate it to match the Library's needs by December 2025.
3. Develop strong Board of Trustee education plan and involvement culture with professional workshops and defined and accountable involvement within the Board.
4. Sign a Memo of Understanding with the Friends of the Library by December 2019.
5. Update and pass with Board approval all policies on the *Recommended Policies Checklist (Handbook for Library Trustees, 2018)* by December 2025.



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Goal 2: Responsiveness to the Community

Integrate community needs with Library offerings.

1. Create an environment that encourages all members of the community to participate, making it a valuable center of the community.
2. Provide or host Library programs that respond to community requests and interests.
3. Provide Library materials that respond to community interests and requests.
4. Provide Library services that respond to community needs.

Objectives:

1. Develop and distribute a survey of adult programming needs by December 2022, and a survey of children's programming needs by December 2025.
2. Progress staff procedures by December 2023 to ensure that every material request is acknowledged and attempted using Nioga, inter-library loan, and digital collections available to the Library.
3. Run inventory on the Library material collection to match catalog records with physical collection by December 2024.
4. Update material browsing collections to better match patron requests by December 2025.
5. Provide new materials to the public with reduced waiting periods by December 2025.

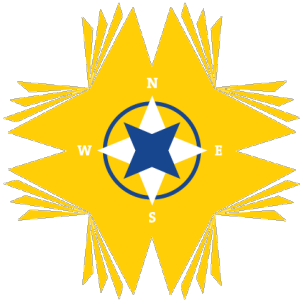
Goal 3: Transparency and Communication

Inform, listen and communicate openly with the Youngstown community on all matters.

1. Originate, facilitate and operate a broad cross-community information exchange to enlighten and inform the community.
2. Ensure all modes of dispersing information about the Library are accessible, transparent, up-to-date and accurate.
3. Anticipate and provide for community information needs.
4. Develop working relationships with local leaders, organizations and community groups within the Youngstown Free Library service area.

Objectives

1. Provide and maintain an updated website with up-to-date information on Library programs, Library collections, Library leadership, Friends, and policies by December 2025.
2. Provide all Library Board and Friends meetings' documents accessible in the Library and online by December 2025.



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3. Utilize social media and newsletters regularly to share Library news and information by December 2025.

Goal 4: Partnerships and Collaboration

Strengthen the position of the Library within the Youngstown community with ongoing partnerships and collaboration with government, organizations, businesses and individuals.

1. Cooperate with local organizations to offer programming to the community.
2. Strengthen connections with local government leaders individually and as a group in order to facilitate camaraderie and partnerships.
3. Collaborate with local businesses and individuals for Library fundraising opportunities that will lead to financial sustainability.

Objectives:

1. Confirm membership in the Youngstown Business and Professional Association and attend networking meetings regularly.
2. Extend outreach programs and opportunities to community groups and area businesses.
3. Cultivate cordial relationships with local government leaders, and extend invitations to them for large programs and fundraisers.

Youngstown Free Library Board of Trustees

April 27, 2026

Be it resolved that the Board approve a monthly cell phone stipend of Forty Dollars (\$40) for the Library Director, beginning the first full pay period following this date, April 27, 2026.