

**Regular Board Meeting**  
**Youngstown Free Library Board of Trustees**  
**May 18, 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 April 27, 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**

- Ruby Carey Scholarship update & plans for presentation at July meeting
- Strategic Plan update & make plans for committee meeting soon
- Book Sale update
- Director Evaluation Process [Personnel Committee]

**Upcoming Events**

- Next Meeting- June 22, 2026 7 PM in the Programming Room
- Village Street Dance with FOYL participation- June 25
- FOYL Garage Sale- mid July

**Adjournment-** Resolution to and second

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**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: April 27, 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:** 7:03 p.m.

**Comments from the Public:** None

**Minutes of Previous Board Meeting**

Mary presented the minutes of the March meeting, held on March 23, 2026. Mary shared that a correction was made to the entry in the New Business section of the minutes that stated David Brooks would join the Strategic Planning Committee. This should have stated Dave Smith, and the statement has been updated.

- A motion was made by Mary and seconded by David Brooks to accept the March meeting minutes with the correction 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. It is also getting close to the time when the Board must decide on the action to take for this year's Community Foundation of Greater Buffalo (CFGB) distribution.
- Revenues for March totaled \$30,955.26, including \$29,405.61 in grants, \$700 from the Annual Fund, and \$537.28 in gifts.
- Expenses for March were in line with expectations (\$14,000 per month or \$168,000 per year). March expenses included costs for personnel, materials and services, and general operating expenses.
- Investments:

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- The YFL KeyBank account stands at \$36,003.73, sufficient to provide coverage for May, June, and the beginning of July.
- The Morgan Stanley Account Stands at \$245,640.92 as of March 31, 2026.
- YFL's CFGB account stands at \$144,147.76 after the most recent donations. Based on the timing of the CFGB distribution, the Board should decide what action to take on the distribution at the May Board meeting.
- 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**

- No requests for correspondence were made in the last month.

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

- Sonora shared her report, which included an update on the YFL's Annual Report that is being worked on this week. This year, the report had to be produced in a very short timeframe (~3 weeks). The Board needs to approve the Annual Report at tonight's meeting.
- Sonora reported that a \$20,000 grant was received from Assemblyman Morinello.
- In the fall of 2025, a grant was received that is being applied to a video transfer station. The station/equipment is arriving soon, and the Library has a goal of having it ready for use by the time the Summer Reading Program starts.
- YFL received a grant that will help improve the Library's internet capacity and allow for a security camera system to be installed.

#### **FOYL Report: Diana**

- The FOYL met on April 15, 2026.
- Maureen Boyd will join the YFL Scholarship Committee.
- Maggie Steyn will join the YFL Strategic Planning Committee. A question was raised as to whether an additional individual from the Friends might be able to join this Committee.
- Diana passed around a volunteer sign-up sheet for the Book Sale.
- FOYL T-shirts are on display at the Library and will be available for purchase at the Book Sale.
- The Summer Garage Sale is currently planned for July; this will be discussed in more detail at a future meeting.
- August 21, 2026 is the tentative date selected for FOYL to hold a bake sale at the Youngstown summer concert.
- The next FOYL meeting will be held on May 20 (which falls after the May YFL Board Meeting).

#### **PR & Communications Committee: Nancy**

- Nancy will reach out to Assemblyman Morinello's office to organize an in-person event related to the recent grant (described below).
- Nancy shared that an article was recently published in the Sentinel and in the FOYL Newsletter regarding the Ruby Carey scholarship.

#### **Old Business:**

- The applications for the Ruby Carey scholarship have been received and distributed to the Scholarship Committee members to score. Scoring sheets are due back to the Library by Friday, May 1. David Brooks has joined the Scholarship Committee. A formal presentation will be made to the winner during the July Board Meeting.

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- Sonora sent out a reminder to the Board to ensure each Trustee has read the YFL 2018-2025 Strategic Plan, to prepare for creating the next update. Peter asked each Trustee to review the corresponding section in the Trustee Handbook regarding recommendations for strategic planning.

#### **New Business:**

- Peter shared that he sent a thank-you note to Assemblyman Morinello on behalf of the YFL for the legislative grant received. As noted above, Nancy will assist Peter in coordinating an in-person event.
- Peter reminded all Trustees that the Nioga Trustee Dinner will be held on May 20, 2026, with registration due by May 11.
- Peter shared that the last evaluation of the YFL Director was performed in 2024, and it is the Personnel Committee's responsibility to ensure a sustainable process is created for creating and executing evaluations on a regular basis moving forward, including performing one before the end of 2026. Peter asked members of the committee to review the information in Dropbox that was used to create the prior form and prepare to discuss in a future meeting.
- Peter shared a resolution to approve YFL Annual Report, which needs to be finalized (including noting Board approval) prior to the end of this week. Sonora shared the changes that occurred with this year's request for the report.
  - A motion was made by Peter and seconded by Chris to approve the YFL Annual Report for submission. The motion passed.
- Peter shared a resolution to approve a monthly cell phone stipend for the YFL Director, to begin the first full pay period after today's date. Diana shared information gathered through her research into NY State regulations regarding the provision of stipends, including the responsibility of Trustees (as noted in the Trustee Handbook) to ensure that competitive benefits are provided to a Director. This policy does not imply the Library Director be available after business hours.
  - A motion was made by Diana and seconded by Nancy to 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). The motion passed.
- Peter recommended that all Trustees review the section in the Trustee Handbook regarding the functioning of and expectations for Board Committees. An agenda topic will be added for the May meeting to provide an opportunity for Trustees to ask questions and hold discussions about responsibilities.

#### **Adjournment**

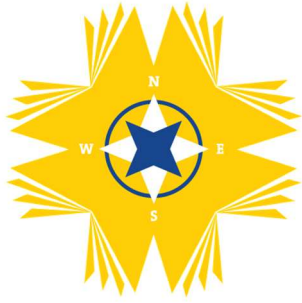
- A motion to adjourn the meeting was made at 8:10 p.m. by David Brooks and seconded by Diana. The motion passed.

The next meeting of the Board will be held on May 18, 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](http://www.youngstownfreelibrary.org)

## Director's Report

May 2026

### CIRCULATION

Month	Physical Checkouts	Digital Checkouts	Inter-Library Loans
January	1,575	423	346
February	1,528	403	256
March	1,540	428	247
April	1,459	396	336

As you can see, digital checkouts are now accounting for approximately 20% of our checkouts.

### COLLECTION

Month	Additions to Collection (books, audiobooks, movies)	Magazines
January	67	29
February	46	53
March	108	48
April	59	43

### PATRONS

In March and April combined, staff signed up 16 new library cards and processed 50 library card renewals.

We finished April with a total of 1,634 active patron cards.

### PROGRAMS & OUTREACH PROGRAMS

#### Afternoon Book Club

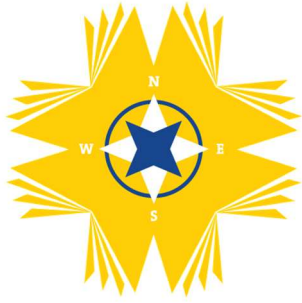
- On April 21<sup>st</sup>, we discussed *The Last Chance Library* by Freya Sampson.
- On May 19<sup>th</sup>, we'll be discussing *A Woman of No Importance: the untold story of the American spy who helped win WWII* by Sonia Purnell.
- On June 16<sup>th</sup>, we'll be discussing *Ordinary Grace* by William Kent Krueger.

#### Evening Book Club

- On April 8<sup>th</sup>, we discussed *One-in-a-Million Boy* by Monica Wood.
- On May 13<sup>th</sup>, we discussed *The Trackers* by Charles Frazier.
- On June 10<sup>th</sup>, we'll be discussing *The Emperor of Gladness* by Ocean Vuong.

#### Non-Fiction Book Club

- On April 27<sup>th</sup>, we discussed *Co-Intelligence: living and working with AI* by Ethan Mollick.



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- On June 15<sup>th</sup>, we'll be discussing *Careless People: a cautionary tale of power, greed, and lost idealism* by Sarah Wynn-Williams.

### Tech Help with Sonora and Adam

- I continue the monthly tech help program at the Lewiston Senior Center, which assists 6 patrons in half-hour individual appointments.

### Town of Porter Story Hour

- The Town of Porter Recreation Department continues to run 2 morning storytimes for ages 2-5 every week when school is in session.

### Make & Take Craft Kits

- On April 6<sup>th</sup>, Nadine T. made 20 spring-themed craft kits for the Library to distribute.
- On May 18<sup>th</sup>, Nadine T. made 20 picture frame craft kits for the Library to distribute.

### The Children's House storytimes

- I continue to run 4 morning storytimes per month at the local Montessori preschool for toddlers and preschoolers.

## PUBLICITY UPDATES

We maintain an active presence in the community with the following social media:

**Facebook:** 1,640 followers: <https://www.facebook.com/youngstownfreelibrary/>

**Instagram:** 822 followers: <https://www.instagram.com/youngstownfreelibrary>

Respectfully submitted,

Sonora R. Miller  
Library Director