

DRAFT-YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: January 23, 2017 Time: 7:00 pm

Present: Rita Rolfe, Maggie Steyn, Jan Gilgore, Kevin Cassick, Jan Mathews, Mary Wieland, Karran Swayze, Heather Chumlish & Paul Inskeep

Absent: Diana Newton

Call to Order: By Rita Rolfe at 7:16 pm

Comments from the public: None

Minutes: The minutes of the November 28, 2016 were approved as corrected. (On pg.2, "Vision comm." item 5, should read adopt not adapt & on pg.3. "2017 budget was adopted", not adapted.) Motion Maggie Steyn, second Kevin Cassick. Rita suggested that board members print out minutes as they are sent out.

Election of Officers: Maggie presented the slate of officers for the Board of Trustees for 2017 as follows:

- Rita Rolfe-President
- Diana Newton-Vice President
- Maggie Steyn-Treasurer
- Paul Inskeep-Recording Secretary
- Jan Mathews-Corresponding Secretary

Since there were no nominations from the floor, the nominations were closed and the Secretary was asked to cast a single ballot for the nominees. The nominating motion was carried.

Treasurer's Report: Maggie reported that since the Annual report reflects an up to date record, which included the balance sheet & there is nothing new to add. Everyone has copies of the 2017 Budget which was adopted in November. Filed for audit.

- Rita reported that she had signed the contract with the Town so we should be getting our income shortly.

Directors Report:

- Jan reported that the Lego club and Builders club are doing well. The adult book discussion group has 11 members and is also doing well.
- Computer classes for "File mgmt./Flash drives" will resume March 1st.
- Friends held their Annual meeting on Jan. 18th. Four new members, three retiring. Heidi Lauger will remain President.
- NIOGA will bring out & install the "People counter" end of January. We have use of it until end of May. Rita has asked for last years count so they could be compared.
- NIOGA has voted to allow patrons who owe over \$5.00 to use computers but will not be allowed to check out or borrow materials.
- NIOGA board has also voted to add the following to their budget:
 - 1) Membership to NYLA (New York Library Assoc.) & Library Trustees Assoc. of NY.
 - 2) Continuing Ed. Scholarship: \$300 staff scholarship for each library for any workshop
 - 3) Increased summer reading program, \$300
 - 4) Outreach grant program, \$250
- The NIOGA "Library awareness committee" recommended the "Check out- challenge for 2017, which prompted the following motion: "The Youngstown library participate in the 2017 check-out challenge for

\$300” Motion Karren Swayze/second Jan Mathews. Motion carried. Jan Gilgore to advise NIOGA.

The Director’s report was accepted and filed (see report dated January 23, 2017)

Correspondence:

- Jan Mathews sent (4) Thank you notes: The Zanardi’s for the gift of the flag picture, (2) to the Friends board, (1) for all they do for the Library & a separate note thanking them for inviting the Trustees to their annual dinner at the officers club & a note to Sue McNaughton for sending us the article in the Sentinel showing the Library hours of operation.
- Jan also received (2) Thank you notes: (1) from the Library staff Thanking the Trustees for all we do, written as a clever poem, and (1) from Markey Jones thanking us for the raise and Christmas bonus & wishing us the best for the new year.
- Jan also thanked Heather for writing all the letters to the applicants for the New Director’s position.

Friends of the Library:

- Chili cook off, Bandana’s, Sunday Feb. 5th from 2pm-4pm with all the proceeds going to the Library.
- Friends membership drive will start in February, keep an eye out for the note in the news letter.

President’s Report:

- Rita passed out board member committee assignments that we signed up for.
- Jan passed out new meeting calendar for 2017. New rosters will be in your mailboxes as soon as they are updated.
- Rita outlined the priorities for 2017:
 - 1) Hire a new Library Director
 - 2) Completion & acceptance of our long term plans which the Vision Comm. will do.
 - 3) Investigation of Funding options with a decision.
 - 4) Exploration of options for space issue.
 - 5) Revise by-laws.
- Rita reviewed the meeting ground rules we adopted last year.

Committee Reports:

- **Finance committee**-Maggie had nothing new to report. Meeting will be held early Feb. to discuss plans for the new year.
- **Vision committee**- Had a short meeting, presently working on “What do we have to do to communicate better?”

New Business:

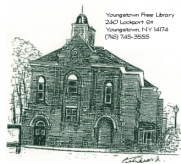
- **Resignation of Library Director**-“Motion to formally except the retirement of Jan Gilgore effective April 20, 2017” Maggie Steyn/Mary Wieland-Motion/Second. Motion carried.
- **Request for increased funding**-Rita talked to Town Supervisor Mert Wiepert and asked him for \$10,000 more in their budget for our library. He advised he would discuss with the board at their next meeting. Rita will follow-up in February.
- **Rita** attended the Youngstown Business & Professional Assoc. (YBPA) last month , everybody at the meeting gets a chance to share..great community communication tool. Motion made “For the YFL to join the YBPA for the cost of \$50/yr” Paul Inskeep/Heather Chumlish-Motion/Second. Motion carried. Jan to fill out application form & mail check. Maggie suggested that a “Friend” board member may like to attend also. Meetings are quarterly.
- **Addition**-“Motion to add Kathleen Murphy to the “Library Director search committee” Paul Inskeep/Jan Mathews-Motion/Second. Motion carried

- **Meetings**-It was suggested that we have (2) meetings in February. A regular meeting instead of March and a workshop meeting to have a rep. from NIOGA talk to the Board on funding. We also will have the selection committee's candidate for Library Director to give a presentation to the board and voted upon. A very busy February! Rita will advise.

"Motion made to close meeting and go into executive session" Maggie Steyn/Paul Inskeep-Motion/Second. Motion carried. Meeting adjourned 8:10 pm.

Next meeting(s): TBD

Respectively submitted: Paul Inskeep, Recording Secretary
Board of Trustees 2017, Youngstown Free Library



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT
 Prepared for Trustee Meeting to be held on January 23, 2017
 * = Needs Action

PROGRAMS

CHILDREN:

Town of Porter:

The Town of Porter Story Hour resumed January 3rd after a 2 week holiday break.. They continue to have 2 programs each Tuesday one at 9:30am and the second at 11:00am. They are averaging about 15 children each Tuesday.

Lewiston-Porter Builders Club:

The Builders Club Story Hour does a story hour the 3rd Saturday of each month. Tina Oddy is their advisor.

Their Themes' are

October 15th - Monster Madness	17	March 18 th - Pirates
November 12th - Giving Thanks	12	April 1 st - April Fools Day
December 17th - Holiday Celebrations	10	May 20 th - Summer Spectacular
January 21 st - Winter Fun		

LEGO CLUB

The last meeting of Lego Club 2016 was held on December 17th at 10am before the Builders Club Story Hour. There has been between 15 and 20 children at each meeting. We have been more Lego donations, but the library may still need to purchase some, especially people. January's meeting will be on the 28th. In February, Heidi is planning a marathon over winter break having the Lego Club meet Tuesday -Thursday from 2pm to 3pm

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing. We have had no new enrollments.

ADULT:

Youngstown Free Library Book Discussion Group

This group meets the 2nd Tuesday of each month. It has 11 members. In January we read *The Good Father* by Noah Hawley. In February we will read *The Immortal Life of Henrietta Lacks*.

Computer Classes:

Sara Taylor , trainer from NIOGA Classes:

March 1st – File Management,/Flash Drives Several people at the November 9th class seemed interested.

Friends:

The Friends held their annual meeting on Wednesday, January 18th, 2017. Retiring members of their directors are Lynn Funk, Faith Koch, and Phillip Miller. New Members are Julie Grana, Wendy McCarle, Annie O'Connor and Bill Siddall has returned as Treasurer Officers are President--Heidi Lauger, Vice President—Tanya Fura, Secretary—Jan Howard, Treasurer – Bill Siddall

The Friends next event will be the the Chili Cook-Off on Sunday February 5th from 2pm – 4pm at Bandana's

They also planned the Wine, Appetizers, and Desserts event for Friday , April 7th and the Spring book sale for April 27th, 28th and 29th.

COMMUNITY OUTREACH:

Craft time in the library from 12 to 2 as part of Christmas in the village had 27 children attend.

BUILDING, GROUNDS, & EQUIPMENT:

A new circulation desk computer was installed. The old circulation computer and the monitor was exchanged for the clerks computer which was the oldest computer in the library.

NIOGA will bring out and install and People counter during the last week in Janaury. The library cal have it until at least the end of May..

PERSONNEL:

Jan Gilgore –April retirement

Marky Jones - Planned vacation Week of May 22nd

Marlene Wessel is working mornings at the Lewiston Public Library

NIOGA :

December 8th---Directors Meeting and Alms Meeting

It was agreed that over all at libraries, patrons who owe over \$5.00 will be allowed to use computers, but still not be allowed to “check-out” or borrow materials.

The NIOGA Board voted to add the following items to their budget:

- Organizational Membership To both NYLA (New York Library Association) and Library Trustees Association of New York
 - Continuing Education Scholarship: Nioga will allow each library a \$300 scholarship for staff education. This was formally allowed for attendance at the NYLA Conference, but can now go to any workshop that will allow the recipient to us the information at their library.
 - Summer Reading Program Grant--\$300 (Raised from \$250)
 - Outreach Grant Program-\$250 (Criteria to be sent later)
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- **The “ Library Awareness Committee” voted to recommend a 2017 Check-out Challenge” for the Nioga Library system. A memo describing the program and the financing of it are attached. The library needs to let NIOGA and the committee know if Youngstown will be part of the campaign before Feb 1st.**

SUGGESTIONS: None

CIRCULATION:

	<u>2015</u>	<u>2016</u>
November	1716	1545
December	1737	1500

Submitted by
Jan Gilgore
Library Director
January 20, 2017