

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date:** April 29, 2019      **Time:** 7:00 pm

**Present:** Rita Rolfe, Mary Wieland, Karran Swayze, Jerome Andres, Claudia Andres, Barbara Costello, Kevin Cassick, Sean Scaribrick, Maggie Steyn, Heather Crumlish, Lauren Morse & Paul Inskeep

**Excused with permission:** Sonora Miller (ill)

**Call to Order:** By Rita Rolfe at 7:03 pm

**Comments from the public:** None

**Minutes:** The minutes of March 25, 2019 with no corrections or additions a motion was made to approved the Minutes as written and file. Motion by Paul Inskeep, second Sean Scaribrick, motion carried.

**Correspondence:** None. Rita asked Mary to write a Thank you note to the Friends for the wonderful job they did on the “Dessert in the stacks” & also for the “Book sale”.

## **Friends of the Library:**

- Rita reminded that ALL board members should be a donated member of the Friends
- Maggie thanked everyone who baked and provided snacks for the annual Friends “Dessert in the Stacks” which netted \$1960. Please come to the library to pick up your dishes.
- Karren reminded everyone about the NIOGA dinner on May 22<sup>nd</sup> and thanked all for contributing articles for the auction basket to help the Barker library rebuild. There may be enough goods to make 2 baskets.
- The used book sale was a huge success. Taking in \$3116. “Kudos” to Keith Hartloff for chairing this great money-making project. This was Keith’s first year and he did an outstanding job. We hear he already has new plans for next year!

## **Committee Reports:**

- **Space-**The space committee met on April 3<sup>rd</sup> and reviewed many options for the future of the library (move to new quarters, modify existing space, A/C units, additional space) After much discussion we decided to ask for expansion to the scout room on the second floor. This would be used for: remote workstation for small local businesses, computer training classes, people who have the option to work at home, but do not have the hardware.
- Paul reported that he has sent an Email to Raleigh and Tim on April 5<sup>th</sup> requesting a meeting to discuss our plan for additional space. As of this date there has been no reply. Claudia has also spoken Raleigh who said he was agreeable to a meeting, but no date has been set. Rita suggested a phone call follow-up.
- Paul sent out a second letter on April 5th questioning the erratic water readings for the building over the last 3-year period. It was suggested by the mayor that we look at A/C replacement because of the high-water usage from the water-cooled A/C units in the library. Until the water consumption can be verified and more importantly a 10-year lease agreement can be reached the A/C replacements are on hold.
- A/C units-A second quote has been received from Steve’s heating for all 4 units reducing the price by \$5,000. This new price is assuming we do not apply for a grant (need 10-year commitment) and purchase from our own funds.

**Sustainability-**Heather is presently working on a report that will be complete by month end.

**Scholarship Comm.**-Claudia will pick up the applicants Wed. May 1st. The committee of 4 will review the applicants and make a decision who will be awarded the scholarship this year at our annual picnic.

**Old Business:**

**Contract from Village**-The Contract is still at a standstill. We must follow up with the Mayor to set up a meeting and finalize.

**Website**-With Sonora's absence the board is unsure of the makeover of our Website. At the last meeting there were minor modifications to the logo. We will wait until next meeting to discuss. The payment to the designer will be held till then. Maggie to contact Pat.

**New Business:**

**Recycling Event**-Lauren reported that every thing was set. She is looking for volunteers to help during the 4-hour period, most of the trustees said they would be there. Simple jobs like directing traffic, locking the shredding bins when full, minimal lifting required as the recycling firm is sending 4 men to do the heavy lifting. The event is Sat. May 4<sup>th</sup> from 10am-2pm.

**Board Vacancies**- With the informal (letter to follow) resignation of Heather Crumlish, Rita asked for a **"Motion to accept the resignation of Heather Crumlish, board Vice President effective May 31, 2019"**. Motion by Paul Inskip, second Karren Swayze. Motion carried. Rita and the rest of the board wish Heather the very best and thanked her for all her contributions and ideas to the betterment of the library. With Heather leaving it leaves the VP position open. The nominating committee got together and Presented a motion **"To nominated Paul Inskip as Vice President & Karren Swayze as Recording Secretary effective June 1<sup>st</sup> 2019"**. Motion by Rita Rolfe, second Kevin Cassick. Motion carried.

These changes will mean that our Authorizers Check-Signers for KeyBank are now:

Rita Rolfe  
Paul Inskip  
Maggie Steyn  
Mary Wieland  
Karran Swayze.

Heather Crumlish should be removed from the list.

**Rita appointed New Committee chairs as follows:**

- **Sustainability**-Co-Chairs Jerry & Claudia Andres
- **Nominating**-Chair Barb Castello. Additional members, Mary Weiland & Claudia Andres
- **Personnel**-Co-Chairs Sean Scarbrick & Lauren Morse. Heather will separate the old from the new policies for 2019.
- **Scholarship**-additional member, Jerry Andres

**Long Term Plan:** Rita pointed out that last May Senora presented a "Strategic Plan" with (4) specific goals: Sustainability, Responsiveness to the Community, Transparency & Communication and Partnership & Collaboration. Not too much has been done on these goals and it is really the responsibility of the Trustees not the Director to see that they are fulfilled. Maggie mentioned that she would like to see some measurable results on these goals and where we plan on being in 5 years. She gave some good examples. Rita then asked for volunteers to work with her on these goals. Maggie, Paul, Claudia, Jerry & Mary said they would work on this committee with Rita as Chair.

### **Library Volunteers:**

- Sonora made up a list of jobs that would help her tremendously so she could spend more time planning and functioning as a “Library Director”. Please take some of these small jobs on. Paul & Jerry will take on the first 2 jobs of “Shredding”. Material can be taken to Jerry’s office as they have a large industrial shredder.
- She also made a separate list of people who are needed evenings when there was only one clerk on duty. We need 2 people in the library especially from 5-7 & 7-8:30 for safety. Rita encouraged all the Trustees to take a day or two and the Friends could fill in to help also.
- The 3<sup>rd</sup> list Sonora sent out was for our attendance at the Town of Porter & Village of Youngstown board meetings. It is important that the Library have representation and presence at these meetings, and suggested that we introduce ourselves and make the Board(s) aware of our upcoming programs or a positive statistic at the Library.

**Memory of Understanding:** This is a operating agreement between the 2 Boards (Friends of the Library & Trustees) the Director & the Youngstown Free Library. There are (11) articles in the agreement, dealing with planning, goals, money making projects, space requirements and many other important articles. Maggie, the liaison between the 2 boards explained that the document explains what the boards responsibilities are and what items that we should work together on. Motion made **“To adopt the understanding between the Friends of Youngstown Free Library and the Youngstown Free Library Director and the Library’s Board of Trustees as written by the Friends of the Library”**. Motion by Sean Scarbrick, second Paul Inskeep. Motion carried. Policy adopted April 29, 2019.

**NIOGA positions:** Letter received stating there were (2) open positions for NIOGA board of Trustees for 2020. One of the positions was representative for Niagara County. If interested call NIOGA for an application form.

**Tangible donations:** Lauren suggested that Sonora publish a list of “needs” for the Library that the public might have and would like to donate (new or slightly used) instead of money (batteries, flashlight, Legos, stapler, etc.). This would cut down on expenditures.

**Summer picnic:** The summer July picnic is when we present the scholarship winner with their award. For the past 3 years it has been at Diana Newton’s house. Now that Diana is no longer on the Trustees we need to think about a new host for this July. Please give it some thought.

“Motion to adjourn” Paul Inskeep/Mary Weiland-motion/second. Motion carried. Meeting adjourned at 8:09 pm.

**Next meeting(s):** Workshop meeting Monday May 20<sup>th</sup> at 7:00 pm  
Regular Board Business meeting Monday June 24<sup>th</sup> at 7:00 pm

Respectively submitted: Paul Inskeep, Recording Secretary  
Board of Trustees 2019, Youngstown Free Library



# 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: \_\_\_\_\_