



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES
REGULAR MEETING

DATE: April 25, 2022

TIME: 7:00PM

Present: Mary Clinch, Sonora Miller, Maggie Steyn, Karran Swayze, MaryBeth Smith, David Brooks, Barb Costello, David Smith

Absent: Devon Tower, Claudia Andres (excused)

Call to Order: 7:04pm

Minutes: The minutes of the March 28, 2022 meeting were presented by David Smith for approval.

- A motion was made by Karran Swayzee and seconded by Mary Beth Smith to accept the minutes. The minutes were accepted.

Director's Report:

- Director Sonora Miller shared that several donations were made in the month, comprised of:
 1. Projection screen-anonymous
 2. Table runners for YFL and Friends
 3. Covid Tests-Irene Myers
 4. \$1500 for summer programs-Niagara County.
- The Director advised the board there are "Take and Make Kits" available and volunteers are needed to help prepare and distribute them.
- The Director advised the board the staff computer has been replaced, made functional by Nioga IT, and the old staff computer will become the new catalog computer.
- The Director advised the board she has created a new Dropbox folder for YFL board use and can help anyone needing assistance setting up new folder.

TREASURER'S REPORTS

Treasurer Maggie Steyn shared the March Financial Report with the board.

- Maggie reported that operating costs and expenditures were pretty much in line with budget and any temporary overages should balance out.
 - Maggie reported the \$15,000 received from the IRS have been sequestered as a separate line in the budget revenues to save in case it must be returned to the IRS.
- Barbara Costello made a motion to accept the March financial report and was seconded by Mary Clinch. The report and recommendations were accepted.

Correspondence

Karren Swayzee reported there was no correspondence for the month of April.

FINANCE COMMITTEE REPORT led by Maggie Steyn

The Finance Committee met on March 14th, attended by Devon Tower, David Brooks, Maggie Steyn, and David Smith. The primary purpose of the meeting was to review the annual budget, anticipated versus actual, and to discuss. The CFGB.

- Maggie Steyn reviewed her correspondence with the CFGB Foundation. During discussion, she informed the board that the minimum contribution would be \$100,000 and that there is an annual fee of 1% to join which is offset by the greater ROI. The contribution can be made in 3 separate deposits over 3 years. She also informed the board she uploaded the Foundation information into the YFL Dropbox for board review.
- After the file is reviewed by the board, Maggie requested that a vote on joining the CFGB be taken at the April meeting.

SUSTAINABILITY COMMITTEE led by Claudia Andres

The Sustainability Committee met in early March, attended by Claudia Andres, David Brooks, Maggie Steyn, Devon Tower, and David Smith. Its main purpose was to discuss the results of the 5K Stone Jug Run, discuss alternatives to the fun run (such as a color walk), other possible upcoming events, and possible grants. David Brooks suggested that a review of the YFL Master Plan be conducted and updated and that the board approach our state representatives for funding (“earmarks”) from them to help fund the library.

- Each of the committee’s points were discussed by the board with no final decisions being made with the exception that a vote be taken at the April meeting to join the CFGB.
- Claudia Andres proposed, and the board had a short discussion about the purchase of a portable interactive board for the meeting room and other uses. It was decided that further research about cost, the possibility of grants to pay for it, and the various uses for it need to be completed before a purchase can be made.

CORRESPONDENCE REPORT

Corresponding Secretary Karran Swayze there was no correspondence for the month of February.

OLD BUSINESS led by Maggie Steyn

Deciding to create or join a Foundation was discussed as part of both the Finance and Sustainability Committee Reports. It was decided to review the information provided by Maggie Steyn and vote to join the CFGB during the April meeting

NEW BUSINESS

- Karran Swayzee announced that three library bylaws need to be updated due to present board circumstances. Karran advised that there needs to be changes made because the board is holding both in-person, virtual, and hybrid meetings. Also, what constitutes a quorum should be reviewed due to the vacancies on the board She also proposed that Correspondence Secretary needs to be added as a board officer.
- Karran suggested meetings to update the bylaws take place and asked for volunteers to join her to review bylaws and make proposed changes to present at the April meeting. David Smith volunteered.

- Karran requested that the proposed changes presented in April be voted on during the May meeting.
- **Annual NIOGA Meeting**
- The Director advised the board the strategic plan needs to be updated because most of the objectives in the present plan have been achieved. She informed the board can review the present plan as she included it in the 3/28/2022 meeting dropbox folder.
- Sonora also mentioned that the First Amendment Audits being conducted at various public venues was discussed and that NIOGA's lawyer was asked to draw up a sample Policies template that can be adopted by the member libraries. Sonora asked that the board members review the template and recommendations so a YFL Policy statement can be created and presented for a vote at the next meeting.

OTHER/ADJOURNMENT

- Sonora advised the board of the upcoming sexual harassment and policies/risk management meetings available on the NIOGA website. She advised that as of now sexual harassment training is not required for board members but may be required in the future.
 - The Director announced that the annual NIOGA dinner meeting is on April 18, 2022 at the Lyndonville Country Club.
 - The scholarship committee announced that there have been no applications for the Ruby Carey scholarship thus far but that it is still early.
 - It was announced that the Friends book sale will take place May 5th through May 7th and as always, they are looking for volunteers to help.
 - The Easter fund raiser is up and running and that the "Paint Easter Egg Sugar Cookies" kits are being sold for \$20. The kits will be assembled April 10th at the village center gym and disbursement will occur April 11th through April 15th. As always, volunteers are appreciated.
- A motion was made to adjourn at 8:45pm by Maggie Steyn and was seconded by Barbara Costello and Claudia Andres. Motion was approved.

Respectfully submitted,

David Smith, Recording Secretary



Notes regarding Financial Reports

as at March 2022 Month End

1 Revenues & Expenditures

For the most part, in line with or below budget.

Revenues:

Note that a Library check was paid to Friends reflecting March memberships from Network For Good, but that the March Network for Good check (for \$618.50) has not yet been deposited to credit the Library.

The Fund Drive is already at 42% of budget. Probably not many more receipts will come in until the drive re-starts in the Fall.

Expenses:

Overall slightly under budget.

2 Summary:

SUMMARY							
TOTAL REVENUE:	\$145,850	\$79,852.03	\$5,509.06	\$307.94	\$85,669.03		58.74%
TOTAL EXPENDITURE:	\$145,850	\$10,181.87	\$9,528.11	\$9,774.55	\$29,484.53		20.22%
Net Gain (Loss):	\$0	\$69,670.16	-\$4,019.05	-\$9,466.61	\$56,184.50		



Other:

In March, the Library received 3 checks totaling **\$15,447.19** from the IRS. As mentioned last month, this is a result of three Employee Retention credits under the CARES Act.

From [irs.gov](https://www.irs.gov):

“The Employee Retention Credit under the CARES Act encourages businesses to keep employees on their payroll. The refundable tax credit is 50% of up to \$10,000 in wages paid by an eligible employer whose business has been financially impacted by COVID-19.”

Our CPA is showing those on the Balance sheet as a negative FICA Receivable of $-\$12,223.77$. ($\$3,223.42$ (offset from Feb Month-End) minus $\$15,447.19$).

The full $\$15,447.19$ is being shown as a Restricted Fund on the Balance Sheet.

Respectfully submitted,

Maggie Steyn

April 21st, 2022

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending March 31st, 2022

YOUNGSTOWN FREE LIBRARY 2022	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE							March = 3/12 = 25%
TOWN OF PORTER	\$70,000	\$70,000.00			\$70,000.00	\$0.00	100.00%
NIAGARA COUNTY	\$7,814				\$0.00	\$7,814.00	0.00%
Y'TOWN VILLAGE	\$1,000				\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$1,386				\$0.00	\$1,386.00	0.00%
STATE BULLET \$s	\$0				\$0.00	\$0.00	
FRIENDS	\$14,000	\$16.00	\$100.00	-\$438.50	-\$322.50	\$14,322.50	-2.30%
FINES/ COPIER/ FAX	\$2,400	\$231.36	\$114.55	\$107.54	\$453.45	\$1,946.55	18.89%
INTEREST	\$150	\$0.97	\$283.35	\$2.98	\$287.30	-\$137.30	191.53%
GIFTS	\$12,000	\$2,663.00	\$372.92	\$386.85	\$3,422.77	\$8,577.23	28.52%
ANNUAL DRIVE	\$27,000	\$6,912.00	\$4,215.00	\$225.00	\$11,352.00	\$15,648.00	42.04%
MISCELLANEOUS	\$100	\$28.70	\$23.24	\$24.07	\$76.01	\$23.99	76.01%
GRANT FUNDS	\$5,000		\$400.00		\$400.00	\$4,600.00	8.00%
OTHER INCOME	\$5,000				\$0.00	\$5,000.00	0.00%
TOTAL REVENUE	\$145,850	\$79,852.03	\$5,509.06	\$307.94	\$85,669.03	\$60,180.97	58.74%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending March 31st, 2022

EXPENDITURE	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
SALARIES (GROSS)	\$83,900	\$6,007.94	\$6,394.67	\$6,302.44	\$18,705.05	\$65,194.95	22.29%
HEALTH BENEFIT	\$4,000	\$307.70	\$307.70	\$307.70	\$923.10	\$3,076.90	23.08%
SOCIAL SECURITY & MEDICARE	\$6,724	\$459.61	\$489.20	\$482.11	\$1,430.92	\$5,293.08	21.28%
CONTINUING ED. , NETWORKING, MILEAGE	\$160				\$0.00	\$160.00	0.00%
NEW YORK STATE DISABILITY &	\$408	\$166.15		\$150.18	\$316.33	\$91.67	77.53%
WORKER'S COMPENSATION	\$850			\$107.00	\$107.00	\$743.00	12.59%
SALARIES (CHRISTMAS BONUS)	\$200				\$0.00	\$200.00	0.00%
TOTAL PERSONNEL	\$96,242	\$6,941.40	\$7,191.57	\$7,349.43	\$21,482.40	\$74,759.60	22.32%
LIBRARY MATERIALS & SERVICES	Budget for 2022	01/01/2022 - 01/31/2022			Totals Year to Date	Remaining in Budget	% of Budget
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	\$704.29	179.92	506.89	\$1,391.10	\$4,694.90	22.86%
HOOPLA (streaming, rental services)	\$4,850	\$337.77	\$332.29	\$401.39	\$1,071.45	\$3,778.55	22.09%
BOOKS	\$7,500	\$631.51	\$445.11	\$420.45	\$1,497.07	\$6,002.93	19.96%
COMPUTER SOFTWARE	\$280				\$0.00	\$280.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$86.83	\$150.83	\$166.83	\$404.49	\$3,535.51	10.27%
BOOK PROCESSING & SUPPLIES	\$1,680	\$99.67	\$126.10	\$30.50	\$256.27	\$1,423.73	15.25%
PROGRAMMING	\$1,780	\$158.17	\$16.01		\$174.18	\$1,605.82	9.79%
PUBLICITY & PROMOTION (incl. NFG)	\$1,600				\$0.00	\$1,600.00	0.00%
COPIER LEASE & USAGE	\$840	\$64.88		\$91.78	\$156.66	\$683.34	18.65%
POSTAGE	\$120	\$2.00	\$4.00		\$6.00	\$114.00	5.00%
INTERNET/PHONE	\$580	\$72.44	\$73.46	\$71.40	\$217.30	\$362.70	37.47%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,256	\$2,157.56	\$1,327.72	\$1,689.24	\$5,174.52	\$24,081.48	17.69%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending March 31st, 2022

OPERATING EXPENDITURE	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,419	\$607.91	\$607.91	\$638.93	\$1,854.75	\$5,564.25	25.00%
OFFICE SUPPLIES	\$800	\$43.63	\$36.98	\$43.76	\$124.37	\$675.63	15.55%
HOUSEKEEPING	\$80	\$4.08	\$4.08		\$8.16	\$71.84	10.20%
+B47INSURANCE	\$4,500				\$0.00	\$4,500.00	0.00%
RENT	\$1				\$0.00	\$0.80	0.00%
(SPACE) - Sonitrol	\$800				\$0.00	\$800.00	0.00%
COPIER LEASE & USAGE	\$840	\$64.89		\$91.79	\$156.68	\$683.32	18.65%
POSTAGE	\$120	\$2.00	\$4.00		\$6.00	\$114.00	5.00%
INTERNET/PHONE	\$580	\$72.43	\$73.45	-\$288.60	-\$142.72	\$722.72	-24.61%
TOTAL OPERATING	\$15,140	\$794.94	\$726.42	\$485.88	\$2,007.24	\$13,132.56	13.26%
COVID-19 Expenses	Budget for 2022	Actuals 01/01/2022 - 01/31/2022			Totals Year to Date		
LIBRARY MATERIALS & PROCESSING	\$0				\$0.00	\$0.00	0.00%
OFFICE SUPPLIES	\$800	\$37.97	\$28.98		\$66.95	\$733.05	8.37%
CALL FORWARD	\$0				\$0.00	\$0.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$800	\$37.97	\$28.98	\$0.00	\$66.95	\$733.05	8.37%
CAPITAL EXPENDITURE	Budget for 2022						
TECHNOLOGY	\$500				\$0.00	\$500.00	0.00%
OTHER - SPACE iROOMBA & 2nd MEDIFY	\$0				\$0.00	\$0.00	0.00%
TOTAL CAPITAL EXPENDITURES	\$500	\$0	\$0.00	\$0.00	\$0.00	\$500.00	0.00%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending March 31st, 2022

MISCELLANEOUS	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,657	\$250.00	\$250.00	\$250.00	\$750.00	\$2,907.00	20.51%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	\$3,000	\$250.00	\$250.00	\$250.00	\$750.00	\$2,250.00	25.00%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$200				\$0.00	\$200.00	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$27				\$0.00	\$27.00	
4. 990 PREPARATION & DEPRECIATION	\$400				\$0.00	\$400.00	
5. W-2 PREPARATION	\$30				\$0.00	\$30.00	
6. 1099 PREPARATION	\$0				\$0.00	\$0.00	0.00%
INVESTMENT & ADVISORY FEES	\$0				\$0.00	\$0.00	0.00%
PROFESSIONAL SERVICES - NFG	\$0				\$0.00	\$0.00	
PROFESSIONAL SERVICES - LEGAL etc	\$250				\$0.00	\$250.00	
BANK FEES & CHARGES	\$5		\$3.42		\$3.42	\$1.58	68.40%
MISC - OTHER	\$0				\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$3,912	\$250.00	\$253.42	\$250.00	\$753.42	\$3,158.58	19.26%
TOTAL OPERATING EXPENDITURE	\$145,850	\$10,181.87	\$9,528.11	\$9,774.55	\$29,484.53	\$116,365.27	
SUMMARY							
TOTAL REVENUE:	\$145,850	\$79,852.03	\$5,509.06	\$307.94	\$85,669.03		58.74%
TOTAL EXPENDITURE:	\$145,850	\$10,181.87	\$9,528.11	\$9,774.55	\$29,484.53		20.22%
Net Gain (Loss):	\$0	\$69,670.16	-\$4,019.05	-\$9,466.61	\$56,184.50		

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: March 31st, 2022

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$38,766.11
FICA Receivable	-\$12,223.77
Morgan Stanley - 178- Acct	\$308,534.80
Morgan Stanley (Scholarship)	\$1,068.23

TOTAL CURRENT ASSETS	\$336,245.37
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FUND BALANCES

Unrestricted

General (Operating)	\$58,879.95
Sustainability/Foundation	\$100,000.00
Total Unrestricted Funds	\$158,879.95

Restricted

Operating Reserve	\$145,850.00	<i><----- Reset to Operating Expenditure Budget for New Year</i>
CARES Act Retention credit	\$15,447.19	
Scholarship (Ruby Carey)	\$1,068.23	
Gifts/Grants (Children's Room)	\$15,000.00	
Total Restricted Fund Balance	\$177,365.42	

TOTAL FUND BALANCES	\$336,245.37
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Hi board Members,

Following Dave's suggestions, the following document is the changed format. If you want to compare, go to the web site or the Dropbox and pull up the old Bylaws.

Any and all help is gratefully accepted. I wanted to get this out so that members will have this by Thursday.

I hope the following list of changes will help .

If you have any questions, email me. I would like to put this to a vote at the May meeting. I can't access the Dropbox at all. So, I am emailing this.

Karran

Some changes to the Board of Trustee Bylaws April 2022

1. Changed the spelling of Bylaws throughout the document.
2. Capitalized Library when referring to the Youngstown Free Library.
3. Took out all spelled out numbers and just left the number.
4. Renumbered Article I.
5. Article I—clarified fiscal year
6. Article II. Moved voting info out into Meetings
7. Article II B changed the **order of the officers** and added the **Corresponding Secretary**
8. Article III. Added **NYS Open Meeting info**
9. Article III A. 2. Replaced meet with **hold** and times with **regular meetings**
10. Article III A. 3. **Library Director bimonthly report** and rest of Board Packet available to **members and the public 24 hours prior to meeting**
11. Article III. A. 4. removed info on determining quorum and replaced **with 1 more than 50% of current members**
12. Article III A. 8. added **voting by email in case of time-critical issue**
13. Article III. A. 9. Clarified an **excused absence from scheduled meetings**
14. Article III C. Order of Business **reordered the entire list**
15. Article IV Committees added **Sustainability and Grants**
16. Article V. Removed info on duties of Library Director (as that's personnel)
17. Article V. added Director's submission of bimonthly reports to the Board

18. Article VI changed to **Accountant**
19. Article VII added **G. on privacy** and added the note in the list of additions following the section.
- 20, Article IX.B. added **or at least**
21. Article IX C. added **and on the Library website.**

History, Mission Statement, Constitution & Bylaws

Adopted by the Youngstown Free Library Board of Trustees
on October 22nd, 2018

INTRODUCTION

This manual has been compiled for the use of the library staff and the Board of Trustees of the YOUNGSTOWN FREE LIBRARY to provide them guidance in the operation of the LIBRARY.

This manual contains the Constitution of the Youngstown Free Library Association, Bylaws of the Board of Trustees, adopted policies and procedures for the day-to-day operation and maintenance of the YOUNGSTOWN FREE LIBRARY. Additional information has been included which is deemed important to the Board of Trustees.

*Associated material of interest to those governing the Library: "Handbook for Library Trustees of New York State" c. 2018.

Library History

Historic records don't agree as to exactly when Youngstown had its first library. One account puts it in 1915 and another says 1927. Both agree, however that this early library was short-lived and had to close due to lack of public funds. The date of this closing is also in question ...either 1925 or 1932. At this closing, all books and equipment were given to the Ransomville Library.

In 1948, the Youngstown Civic Guild sponsored a new Youngstown Free Library as one of its first projects. In early 1949, a Certificate of Establishment was filed in Albany, trustees were elected and by-laws were written and adopted. Two hundred books were purchased and others were donated by individuals. The village gave the library one room, rent free, at 120 Lockport Street. After one year, this library had over 2,271 members. In 1959, the library moved temporarily to the back of the fire hall on Second Street while the Village Hall was renovated. In 1960, it returned to 120 Lockport Street, where the library space had been doubled.

In 1971, the Red Brick School House was no longer needed for classrooms and was remodeled to function as a civic center, village office and library. In August 1972, the books and equipment were first moved into the former school gymnasium while the remodeling was completed. In June 1973, the present library space was opened.

The Youngstown Free Library as we know it today was officially incorporated in 1951 and the trustees applied for a provisional charter, which was granted by the State Board of Regents in December of that year. In 1953, the library was registered by the state; in 1957, the provisional charter was extended. In January 1962, an application for an absolute charter was made and was granted in September 1962. In September 2005, the charter was amended to change our service area. The current population (according to the 2010 census) of the Youngstown Free Library service area is 4,899 residents.

As of October 2018, the Youngstown Free Library provides over 26,000 books, 80 periodicals including newspapers and over 1700 audio visual offerings to its library cardholders.

In 1958, NIOGA was established. This consortium made any book that was owned by any of the libraries in Niagara, Orleans, or Genesee Counties available to any cardholder in any

member library. Today, this has been expanded to include audiobooks, music, movies and other media. In 1992, the Youngstown Free Library obtained its first computer and made it available to our patrons. The Youngstown Free Library provides public computers available to library cardholders, and there are several Wi-Fi networks available for everyone to use.

The Youngstown Free Library has been fortunate to have the dedicated service of many volunteers and employees as well as the Friends of the Library group and other community organizations. They all have given unselfishly of their time and talents to make it a place that better serves the entire community.

Mission Statement

The mission statement of the Youngstown Free Library was adopted in February 2016.

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

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.

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.

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.

BYLAWS 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 9 to 13 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 3 years and the election will be arranged so that all terms do not expire during the same year.
3. Trustees will be limited to 3 successive 3-year terms. An individual may be re-elected to the Board after an absence of 1 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.
 - 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. 2018 lists as follows the Duties of the Trustees:

1. Create and develop the mission of the library;
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 funding for the library's service program;
5. Exercise fiduciary responsibility for the use of public and private funds;
6. Adopt policies and rules regarding library governance and use;
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 and with respect for the institution, staff, and public.

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 8 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 24 hours prior to each meeting.

4. The quorum shall be 1 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 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 12 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 3 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
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.

- 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 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 5 years.

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

APPROVED BY THE YOUNGSTOWN BOARD OF TRUSTEES

DATED: _____