

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES--Work Session

Date: December 16, 2019 Time: 7:00 pm

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Mary Wieland, Karran Swayze, Claudia Andres, Jerome Andres, Barbara Costello, Sonora Miller

Excused with permission: Kevin Cassick, Lauren Morse

Call to Order: By Sean Scarisbrick at 7:03 pm

Comments from the public: None

Minutes: The minutes of November 25, 2019 available at the January 27, 2020 meeting.

President's Remarks:

- The Friends Christmas Dinner and Party was a good event
- Christmas in the Village went off as scheduled in spite of the rain. Activities moved inside to the Riverview and the Jug. The Library hosted a strong showing of parents and children.

Treasurer's Report:

- The Annual Fund Drive currently has \$20,000 in donations with 236 returning envelopes.

Correspondence:

- A thank you was sent for the \$5,000 gift to the Library for developing the Children's Room.

Old Business:

- There is still \$7,500 for a space study available from the Friends.

Nominating Committee:

- Barb Costello has 2 applications for membership on the Board of Trustees. They are Devon Tower and Emma Hartoff. (corrected to Hartloff) She recommends them for membership.

Motion made by Paul Inskeep and seconded by Sean Scarisbrick to accept the applications of Devon Tower and Emma Hartoff (corrected to Hartloff) to be Trustees for the Youngstown Free Library each for a 3-year term beginning January 2020. The motion passed.

- Barb Costello placed in nomination the following slate of officers for 2020:
 - President--Sean Scarisbrick
 - Vice President—Paul Inskeep
 - Treasurer--Maggie Steyn
 - Recording Secretary—Karran Swayze
 - Corresponding Secretary—Mary Wieland

The motion was made by Maggie Steyn and seconded by Paul Inskeep to accept the slate of officers as presented for 2020. The motion passed.

- The Mini Golf fund raiser was tabled for further information.
- As to the question of the Library's insurance coverage, Paul, Maggie and Sonora looked at 4 companies. Our current policy runs until September 2020. Our coverage is adequate but no local representative. One can't beat the price of our coverage. There is a local agent, John Long with an office in Getzville, NY who represents United Insurance and Utica Insurance that seems knowledgeable concerning libraries and the issues we face with our collections and equipment. There is the Keller Agency in Lewiston which can offer the same coverage and suggests we increase our coverage on the contents of the Library up to \$100,000. The 2 "local" representatives will submit reviews. There will be further discussion when that information becomes available.

New Business:

- The entire board took a 'field trip' or a walk through to see the changes that have been made to the office and to consider some additional changes to the collections on the main floor. The Space Committee has determined that Lynn Stephen Associates is still interested in working with us. Paul has several calls to Abstract Architect Michael Anderson. So far no response from him.
- **Addition: The Board asked Sonora to forward to the Board her list of recommendations for the space study.**
- Maggie is working on the budget for 2020. She is considering a new way of showing \$8,000 from the Friends on the revenue line.
- Our staff time is still the best bag for our buck in the operating of the Library.
- Our rainy day fund is \$210,000.
- Finance and Personnel committees to meet Thursday, January 16, 2020 at 7pm in the Community Room to consider the budget for 2020.
- The Youngstown Study Club would like to add some money to the Ruby Carey Scholarship. Hopefully with a greater pay-off, there will be greater interest.
- The next regular meeting of the Trustees is January 27, 2020 at 7pm following the Youngstown Free Library Association Annual Meeting at 6:30pm on Monday, January 27, 2020 in the Community Room. The community is welcome to attend.

The motion to adjourn was made by Paul Inskeep and seconded by Mary Wieland. The motion passed at 8:40pm.

Respectfully submitted,

Karran Swayze
Recording Secretary
Youngstown Free Library Board of Trustees
Adopted with corrections Jan, 27, 2020