

DRAFT-YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: February 22, 2017 Time: 7:00 pm

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

Call to Order: By Rita Rolfe at 7:01 pm

Introductions: Rita introduced Sonora Miller new Library Director and asked all the Trustees to introduce themselves.

Comments from the public: None

Minutes: The minutes of the January 23, 2017 meeting were read. Motion to approve, Mary Wieland, second Diana Newton. Motion carried. The minutes of the February 13, 2017 meeting were read. Motion to approve, Maggie Steyn, second Kevin Cassick. Motion carried.

Treasurer's Report: Maggie reported that there was nothing new since January. Jan received the check from the town and \$55,000 of the \$78,646 has been moved to the Morgan Stanley cash account for better interest.

- Rita reported that she had talked to the Town supervisor, Mert Wiepert requesting an additional \$10,000 in funding. Their budget has been set for this year, but he suggested that we talk to him in the fall when budgets are created. Rita will follow up and suggested that the Trustees make a presentation to the Town board possible at the same time.

Directors Report:

- Jan reported that the Lego club is in the middle of their marathon and is doing very 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, 4 signed up would like 5.
- NIOGA has installed the "People counter" and data is being collected since February 1st. We have use of it until end of May. Rita has asked for last years count so they could be compared.
- The 2017 check-out challenge voted in last month will run from April 1st thru the 15th. Jan has begun collecting books, gift certificates and local prizes. Heather will help out with publicity. Meeting scheduled at NIOGA March 15th for material and general publicity. Jan and Heather will attend.
- Jan has sent the check for membership to the Youngstown Business Association.
- No suggestions received in the suggestion box.
- January circulation up slightly.

The Director's report was accepted and filed (see report dated February 21, 2017)

Correspondence: Jan Mathews had none. Rita sent thank you notes to the Director's search committee.

Friends of the Library:

- Discuss budget and decided to increase the amount to \$500 for the Ruby Carey scholarship. Also added a line item for programming. They also set aside \$6,000 for long term project planning such as renovation. The fund now totals \$8,500.
- Dessert in the stacks set for April 7th, each board member is asked to provide a dessert or appetizer for the event. Maggie will have recipes at the library for people to chose from.
- Spring used book sale set for April 27th-29th.

New Business:**New Library Director:**

- Rita presented Sonora Miller as the Search committee's unanimous choice. Sonora and Rita have both signed a letter of offer of employment for the position. Sonora was asked to tell the board a little about herself, her experience and anything else she would like to share. After her presentation the board had a few questions of Sonora.

Committee Reports:

- **Scholarship**-Jan Mathews reported all materials have been completed and given to the Guidance office with applications, etc. The deadline is Friday April, 21 then Jan will pick them up for selection of the winner. The \$500 scholarship is available to any student in the 14174 mailing district. An invitation will be sent to the friends to join us when we present the Trustees check to have them present their check also. However, it will be left up to the Friends how they would like to present.
- **Vision committee**- Had a energizing meeting, presently working on a "Great vision" plan of communicating and collaborating with the community that will be presented to Sonora and are looking forward to having her help the Vision comm. putting it into effect.
- **Retirement party for Jan** -Karren gave an update on the plans: Date still Sunday April 23rd, 2-5 pm Presbyterian Church in Youngstown, invitations in the works along with menu. Karren is looking for a MC.
- **Funding**-Rita asked if anyone had any thoughts on Tom Bindeman's presentation at our last meeting. A general discussion ensued. We all agreed that we can't rush into this proposal and must have every thing in order, knowing what we want for the future. Rita asked that we have questions for our meeting at NIOGA in April.

Next meeting: Will be April 24th at the NIOGA center at 6:15 pm.

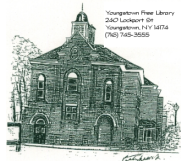
"Motion made to close meeting and go into executive session" Maggie Steyn/Paul Inskeep-Motion/Second. Motion carried. Meeting adjourned 8:10 pm.

With executive meeting closed, regular Board meeting was reconvened at 8:31 pm.

Motion made to: "Extend to Sonora Miller the position of Library Director for the Y.F.L. as outlined in the letter of employment, dated February 8, 2017" as per the approval in the executive session". Karren Swayze/ Paul Inskeep. Motion carried.

Motion to Adjourn: Maggie Steyn/Jan Mathews. Motion carried. Meeting adjourned at 8:42

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 February 22, 2017
* = Needs Action

PROGRAMS

CHILDREN:

Town of Porter:

The Town of Porter Story Hour continues to have 2 programs each Tuesday one at 9:30am and the second at 11:00am. They are averaging about 15 children each Tuesday. They are on vacation this week of Feb 20th.

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

January 21st – Winter Fun

March 18th - Pirates

April 1st – April Fools Day

May 20th – Summer Spectacular

LEGO CLUB

In February, Heidi is doing marathon of 3 days of Lego Club over winter break meeting Tuesday – Thursday from 2pm to 3pm. Future meetings are Saturdays, March 25th, April 22nd and May 27th from 11am to noon.

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 is currently reading *The Paris Architect* by Charles Belfoure

Computer Classes:

Sara Taylor , trainer from NIOGA Classes:

March 1st – File Management,/Flash Drives

Friends:

The Friends Chili Cook-Off on Sunday February 5th from 2pm – 4pm at Bandana's was successful. They earned more than \$500.

Also planned are:

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

BUILDING, GROUNDS, & EQUIPMENT:

The People counter was installed and we began keeping track on Feb. 1st. The library can have it until at least the end of May..

PERSONNEL:

Jan Gilgore –April retirement

Marlene Wessel is working mornings at the Lewiston Public Library so is not available to cover earlier shifts here.

NIOGA :

The Check-Out Challenge will run from April 1st to the 15th. I have begun collecting books and gift certificates for local prizes.

Heather has said she will help with publicity.

There will be a meeting at NIOGA on March 22nd to hand out materials and also do a general publicity push. I plan to attend.

SUGGESTIONS: None

CIRCULATION:

	<u>2016</u>	<u>2017</u>
January	1590	1692

Submitted by
Jan Gilgore
Library Director
February 21, 2017