

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Regular meeting

Date: February 24, 2020 Time: 7:00 pm

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Mary Wieland, Karran Swayze, Claudia Andres, Jerome Andres, Kevin Cassick, Barbara Costello, Emma Hartloff, Lauren Morse, Devon Tower, Director: Sonora Miller(available by phone conference)

Excused with permission:,

Call to Order: By Sean Scarisbrick at 7:02 pm

Comments from the public: None

Minutes: The minutes of January 27, 2020 were presented for approval. A correction was necessary: The annual fund for 2019 raised \$20,692

- A motion was made by Paul Inskeep and seconded by Sean Scarisbrick to accept the corrected minutes of the January 27, 2020 meeting.
- -The motion was passed.

President's Remarks:

- The President took the opportunity to thank all those who helped with the Life-Sized Candy Land Experience on Saturday, February 1, 2020. We had about 150 people show for the activity with 75 children. It was successful but chaotic especially with the timing for the participants to start the activity. The food—pizza, snacks, and drinks helped with the success. The following Saturday, a second session was held in the gym at the Red Brick School. Only 7 people showed for this event.
- The Chili Cook Off at Bandanas was also successful. Congratulations to the 'winners'.
- The Library's new website was launched. There was an article in the Sentinel. We will need a community tech savvy volunteer to update the web site.
- Sean reported the format change to the agenda—larger print and some categories in bold.
- Reminded members that February, April, June and October are regular board sessions.
- Members were asked to update the Code of Ethics and Conflict of Interest forms which need to be on file for the state.

Director's Report:

- See later on in the minutes.

Treasurer's Report:

- The library received a check from the Town of Porter for \$80,219 for 2020. \$40,000 went for a CD and \$40,219 was placed in the checking account.

Correspondence:

- Mary reported that thank you notes were sent re: Sonora's list.
- Received thank you notes from the following:
 - Melissa Caserto for the Ruby Carey Scholarship
 - Nioga/Tom Bindeman for the basket we provided at the 2019 Annual Dinner
 - Barker Library/Lisa Thompson for our donation following the fire in December 2018 which completely destroyed the building.

Old Business:

- A thank you card for the February 3rd Skype session with Tom Vitale of Patterson Library in West Valley regarding Foundation possibilities and Sustainability
- Barb Costello met with Anne Orr of the Buffalo Community Fund. We had submitted questions for her regarding the investment and management of our 'rainy day' fund. She would like to wait until her meeting on February 25 until answering our questions.
- Paul continues to pursue the questions concerning our insurance coverage of the material, collections and the practices of the board members. We decided to remain where we are for collection coverage which is at \$625,000. We decided to raise the property coverage to \$150,000 at a cost of \$263 and raise to \$1 million for coverage on practices of board members at a cost of \$301.

New Business:

- Committee assignments as per the list. See list in Addendum A
- Personnel bylaws needs to be reviewed and updated for 2020.
- Goals need to be set for 2020 regarding setting up the Foundation and Sustainability of the Library
- The initial steps have been taken for a Fund Raiser—'Youngstown at Sunset'. Food, music, basket raffle and baby sitting all at \$40 a ticket per person at the Mug & Musket on Main Street in Youngstown on May 16th from 5-9pm. Claudia and Lauren did the initial work which would include highlighting local music—1 hour per group and local wines. Would have to contact the Friends group for help in covering the purchases necessary. Solicit donations from local businesses for the basket raffle.
- UPCOMING EVENTS:
 - Dessert & Wine in the Stacks—April
 - Book Sale—end of April
 - Electronic Collection—May 9
 - Youngstown at Sunset—May 16
 - Nioga Annual Dinner—May 20
- The calendar for 2020 which would include the days the library would be open and closed. There has been interest in changing the schedule for the summer months to have the library open on Saturdays.

Proposed Holidays 2020 – proposal 2

New Year's Day	Wednesday	January 1
MLK Day	Monday	January 20
Presidents' Day	Monday	February 17
*Holy Saturday	Saturday	April 11
*Saturday of Mem. Day weekend	Saturday	May 23
Memorial Day	Monday	May 25
Independence Day	Saturday	July 4
Summer Saturdays	Saturdays	August 1-September 5
Labor Day	Monday	September 7
Indigenous People's Day/Columbus Day	Monday	October 12
Veterans Day	Wednesday	November 11
Thanksgiving	Thursday	November 26
*Thanksgiving Friday	Friday	November 27
Christmas Eve	Thursday	December 24
Christmas	Friday	December 25
*Day after Christmas	Saturday	December 26
New Year's Eve	Thursday	December 31

A motion was made by Lauren Morse and seconded by Karran Swayze to accept Option 2 presented by Sonora Miller, the Director.

The motion passed.

- Sonora presented the NY State Annual Report which needs to be filed in March. She will post it to the website but not with personal Board information. A quick review saw Youngstown having 25,000 visitors to our facility. We presented 313 programs with 6,000+ attendees. In 2019 2,000 more items were loaned than in 2018. Previous copies of the State report, back to 2000, are available in the office for those interested. (Well done Sonora and Staff.)

A motion was made by Lauren Morse and seconded by Paul Inskeep to accept the report as presented.

The motion passed.

- Sonora will resend the Nioga Free Direct Access Plan. We need to take some action on this at the next meeting.
- Claudia presented the revised Ruby Carey Scholarship form. While the format is pretty much the same as previous ones, we are teaming with The Friends and the Study Club and the scholarship will be \$2,000 awarded to a Lew-Port Senior. Those assessing the applications will consist of 2 members from the Study Club, 2 members from the Friends and 3 members from the Library Board. The applications were sent to Lew-Port Guidance Office and will be put on our website and the information will be on our Facebook page as well.

A motion to adjourn was made by Lauren Morse and seconded by Paul Inskeep.

The motion passed at 8:14pm.

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, March 23, 2020 in the community Room at 7pm.

The public is welcome to attend.

Respectfully submitted,

Karran Swayze

Recording Secretary

Youngstown Free Library Board of Trustees

Addendum A

**Youngstown Free Library Board of Trustees
2020 Library Committees—second correction
Revised January 2020**

STANDING COMMITTEES

EXECUTIVE COMMITTEE:

Sean Scarisbrick, President
Paul Inskeep, Vice President
Maggie Steyn, Treasurer
Karran Swayze, Recording Secretary
Mary Wieland, Corresponding Secretary

NOMINATING COMMITTEE:

CHAIRPERSON: Barb Costello
Kevin Cassick
Claudia Andres
Mary Wieland

FINANCE COMMITTEE:

CHAIRPERSON: Maggie Steyn
Sean Scarisbrick (*added*)
Jerry Andres

PERSONNEL COMMITTEE:

CHAIRPERSON: Devon Tower (*added*)
Lauren Morse
Karran Swayze
Paul Inskeep
Sean Scarisbrick (*reassigned*)
Maggie Steyn (*reassigned*)
Jerry Andres (*added*)

HISTORICAL:

Karran Swayze

FRIENDS OF THE LIBRARY LIASON:

Maggie Steyn
Emma Hartloff (*added*)

AD HOC COMMITTEES:

SUSTAINAABILITY:

CHAIRPERSON: Claudia Andres
Jerry Andres
Maggie Steyn
Barb Costello
Lauren Morse
Sean Scarisbrick

PHYSICAL SPACE:

CHAIRPERSON: Paul Inskeep
Claudia Andres
Barb Costello
Maggie Steyn
Sonora Miller
Sean Scarisbrick
Lauren Morse
Emma Hartloff (*added*)

LIBRARY COMMUNITY ADVISORY COMMITTEE:

Laura Andrus: former member of the Friends board, experience in marketing

Lynn Bey: Professor of Humanities

Donald Burns: finance

Charlotte Clark: past president of the Friends, experience in marketing

Paul Clark: facilitator

Heidi Lauger: past president of the Friends, MLIS

Molly Marietta: former member of the Friends, graphic arts designer

Raleigh Reynolds: Youngstown Mayor

Dottie Riordan: president of the Youngstown Historical Society

Shirley Whelan: former IT Dept. Head, Buffalo & Erie County Public Library System

Linda White: former NIOGA Library Director, experience in tourism and recreation

YOUNGSTOWN FREE LIBRARY

Profit Loss Statement

YOUNGSTOWN FREE LIBRARY 2020	Budget for 2020	Activity 01/01/2020 - 01/31/2020	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
<u>REVENUE</u>					Jan= 8.33%
TOWN OF PORTER	\$80,219	\$0.00	\$0.00	\$80,219.00	0.00%
NIAGARA COUNTY	\$5,577		\$0.00	\$5,577.00	0.00%
YOUNGSTOWN VILLAGE	\$1,000		\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$1,420		\$0.00	\$1,420.00	0.00%
LEGISLATIVE INITIATIVE	\$0		\$0.00	\$0.00	
FRIENDS	\$8,000		\$0.00	\$8,000.00	0.00%
FINES/ COPIER/ FAX	\$2,400	\$271.74	\$271.74	\$2,128.26	11.32%
INTEREST	\$3,600	\$448.82	\$448.82	\$3,151.18	12.47%
GIFTS	\$4,000	\$88.82	\$88.82	\$3,911.18	2.22%
ANNUAL DRIVE	\$16,000		\$0.00	\$16,000.00	0.00%
MISCELLANEOUS	\$300	\$14.81	\$14.81	\$285.19	4.94%
GRANT FUNDS	\$500	\$0.00	\$0.00	\$500.00	0.00%
TOTAL REVENUE	\$123,016	\$824.19	\$824.19	\$122,191.81	0.67%

YOUNGSTOWN FREE LIBRARY

Profit Loss Statement

<u>EXPENDITURE</u>	Budget for 2020	Activity 01/01/2020 - 01/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL					
SALARIES (GROSS)	\$82,600	\$8,251.82	\$8,251.82	\$74,348.18	9.99%
HEALTH BENEFIT	\$4,000	\$461.55	\$461.55	\$3,538.45	11.54%
SOCIAL SECURITY & MEDICARE	\$6,625	\$666.58	\$666.58	\$5,958.42	10.06%
CONTINUING EDUCATION & NETWORKING	\$500		\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & SUTA/FUTA	\$500	\$52.28	\$52.28	\$447.72	10.46%
WORKER'S COMPENSATION	\$500		\$0.00	\$500.00	0.00%
SALARIES (CHRISTMAS BONUS)	\$200		\$0.00	\$200.00	0.00%
TOTAL PERSONNEL	\$94,925	\$9,432.23	\$9,432.23	\$85,492.77	9.94%
LIBRARY MATERIALS					
AUDIO VISUAL MATERIALS	\$5,570	\$404.46	\$404.46	\$5,165.54	7.26%
BOOKS	\$8,500	\$3,095.41	\$3,095.41	\$5,404.59	36.42%
COMPUTER SOFTWARE	\$200		\$0.00	\$200.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000	\$919.50	\$919.50	\$3,080.50	22.99%
BOOK PROCESSING & SUPPLIES	\$1,680	\$183.25	\$183.25	\$1,496.75	10.91%
PROGRAMMING	\$1,800	\$648.09	\$648.09	\$1,151.91	36.01%
PUBLICITY & PROMOTION	\$600		\$0.00	\$600.00	0.00%
COPIER LEASE & USAGE	\$1,200	\$100.31	\$100.31	\$1,099.69	8.36%
POSTAGE	\$280	\$30.35	\$30.35	\$249.65	10.84%
INTERNET/PHONE	\$560	\$133.42	\$133.42	\$426.58	23.83%
TOTAL LIBRARY MATERIALS	\$24,390	\$5,514.79	\$5,514.79	\$18,875.21	22.61%

YOUNGSTOWN FREE LIBRARY

Profit Loss Statement

OPERATING EXPENDITURE	Budget for 2020	Activity 01/01/2020 - 01/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$9,060	\$755.00	\$755.00	\$8,305.00	8.33%
OFFICE SUPPLIES	\$1,600	\$528.72	\$528.72	\$1,071.28	33.05%
HOUSEKEEPING	\$400	\$42.16	\$42.16	\$357.84	10.54%
INSURANCE	\$7,000		\$0.00	\$7,000.00	0.00%
RENT	\$1		\$0.00	\$1.00	0.00%
MAINTENANCE (SPACE)	\$1,500		\$0.00	\$1,500.00	0.00%
COPIER LEASE & USAGE	\$1,200		\$0.00	\$1,200.00	0.00%
POSTAGE	\$280		\$0.00	\$280.00	0.00%
INTERNET/PHONE	\$560	-\$540.00	-\$540.00	\$1,100.00	-96.43%
TOTAL OPERATING EXPENDITURE	\$21,601	\$785.88	\$785.88	\$20,815.12	3.64%
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,250	\$0.00	\$0.00	\$1,250.00	0.00%
OTHER - SPACE etc	\$0	\$0.00	\$0.00	\$0.00	
TOTAL CAPITAL EXPENDITURES	\$1,250	\$0	\$0.00	\$1,250.00	0.00%

YOUNGSTOWN FREE LIBRARY

Profit Loss Statement

MISCELLANEOUS	Budget for 2020	Activity 01/01/2020 - 01/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,632.00	\$266.00	\$266.00	\$3,366.00	66.50%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$215.00	\$215.00	\$2,365.00	430.00%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260		\$0.00	\$260.00	0.00%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$300	\$51.00	\$51.00	\$249.00	
4. 990 PREPARATION & DEPRECIATION	\$400		\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	\$50		\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42		\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0		\$0.00	\$0.00	
PROFESSIONAL SERVICES - AUDIT etc	\$200		\$0.00	\$200.00	0.00%
PROFESSIONAL SERVICES - LEGAL etc	\$500		\$0.00	\$500.00	
BANK FEES & CHARGES	\$10	\$2.99	\$2.99	\$7.01	0.00%
MISC - OTHER			\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,342	\$268.99	\$268.99	\$4,073.01	-1.15%
TOTAL OPERATING EXPENDITURE	\$146,508	\$16,001.89	\$16,001.89	\$130,506.11	
Net Income (Loss)	-\$23,492	-\$15,177.70	-\$15,177.70	-\$8,314.30	

**YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: January 31st, 2020**

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$5,625.82
Morgan Stanley - 178- Acct	\$238,909.40
Morgan Stanley (Scholarship)	\$2,548.40

TOTAL ASSETS	\$247,183.62
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FUND BALANCES

Unrestricted

General (Operating)	\$3,409.78
Long Term Plan	\$89,200.00
Gifts /Grants	
Ortt Bullet Funds (2019)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NYS Family Literacy Grant	\$117.44
Total Unrestricted Funds	\$98,127.22

Restricted

Operating Reserve	\$146,508.00	<i>←----- Reset to Operating</i>
Scholarship (Ruby Carey)	\$2,548.40	<i>Expenditure Budget for New Year</i>
Gifts (with restrictions for use)	\$0.00	
Gifts/Grants (Children's Room)	\$10,000.00	
Total Restricted Fund Balance	\$149,056.40	

TOTAL FUND BALANCES	\$247,183.62
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