



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR MEETING-ZOOM

DATE: February 28, 2022 TIME: 7:00PM

Present: Devon Tower, Mary Clinch, Sonora Miller, Karran Swayze, Maggie Steyn , Mary Beth Smith, Claudia Andres, David Brooks, David Smith

Absent: Barb Costello

Call to Order: 7:02pm

Comments from the public: None

Minutes: The minutes of the January 24, 2022 meeting were presented by Devon for approval.

- A motion was made by Maggie Steyn and seconded by Mary Beth Smith to accept the minutes as presented. The minutes were accepted as presented.

President's Remarks:

- The President remarked that she was pleased and excited to begin her tenure as President and looked forward to working with the rest of the board.

Director's Report:

Director Sonora Miller shared her thoughts regarding two events that occurred recently.

- Sonora recounted the visit of a First Amendment Auditor and expressed concern for a possible negative report.
- The board discussed options of putting in place a policy if these types of visits should occur.
- David Brooks made a motion to request the Board's attorney review the advisability of instituting a policy for this and was seconded by Mary Beth Smith. Motion accepted.
- Sonora next broached the topic of masks in the library now that New York State policy has changed. Recently, a visitor was abusive to one of the employees regarding the wearing of a mask.
- Discussion on the option of lifting the mask requirement occurred and what would be required to institute a new policy making masks optional for visitors and employees, including changing the library safety plan, displaying signage in the library announcing the policy change and placing it on the library website.
- David Smith made a motion to institute a new mask policy for visitors and employees and was seconded by David Brooks. Motion accepted.
- The Director informed the Board there is one set of trustee yearly compliance forms outstanding.

TREASURER'S REPORTS

Treasurer Maggie Steyn shared the January 2022 Financial Report.

- Maggie announced the Town of Porter check for \$70,000 was received on January 26.
 - Fund Drive monies and gifts held over from 2021 as previously discussed have now been deposited.
 - \$50,000 has been transferred from our KeyBank checking account to our Morgan Stanley account for investing until a further need for it.
 - Expenditures are for the most part in line with or below budget.
- Maggie Steyn made a motion to accept the Treasurer's Report as written and was seconded by David Smith. Motion accepted.

CORRESPONDENCE

Correspondence Secretary Karren Swayze sent the following thank you notes from the Board of Trustees:

- Sean Scarisbrick and Paul Inskeep for their service on the Board.
- Barb and Mike Costello for hosting the recent 5K Run/Walk on February 5, 2022 and for providing refreshments for the participants following the race.
- Maggie Steyn for providing the hot chocolate for participants during the 5K Run/Walk race on February 5, 2022

OLD BUSINESS

Committee Assignments

- Devon Tower asked board members for volunteers to fill vacated committee positions.
 - Board members discussed combining the Physical Space and Sustainability committees into one committee as a search for a new physical space has been postponed until the costs of maintaining that space can be better met.
 - A new committee was created and designated as the Grant committee.
- David Smith made a motion to combine the Physical Space and Sustainability committees into one committee and was seconded by David Brooks. Motion accepted.

“Jug” 5K Results

- In Barb Costello's absence, Maggie Steyn gave the board the initial results of the 5K run event. There were 120+ entrants, outreach, publicity, and support were all outstanding. A check for \$1000 was presented to the library by Race Management Solutions. Maggie Steyn asked if a financial breakdown could be obtained by Barbara Costello. General consensus was that this should become an annual event with a hope for even better results next year.

NEW BUSINESS

2022 Electronic Recycling Event

- Lauren Morse presented information on the 2022 Recycling event scheduled for June 11, 2022, from 9am to 1pm. The event will be much the same as recent years with the exception that NO televisions and CRT computer monitors will be accepted this year.

Pre-Easter Fundraiser

- The Friends will be selling egg cartons of Easter cookies with decorating kits for \$20. Lauren has supplies sufficient for about 70 cartons. Volunteers will be needed April 10th to assemble the cartons. The cartons will be available for pick up or delivery from April 11th to the 15th. Lauren will be graciously providing the cookies and other supplies to assemble the cookie egg cartons.

Additional Board Members? Nominating Committee led by Claudia Andres

- No applications have been submitted at this time. Need to continue to promote for position. Names of possible candidates should be shared with other board members via email.
- Mary Clinch has consented to be the new Liaison to the Friends.

Other

- There was a reminder that March 4th is Library Advocacy Day.
 - There was a reminder about the Bylaws webinar on March 18th. Karran requested to talk about these rules more and take a look at the by-laws to see if there are changes that we need to institute. She will have more information at the March meeting
 - A suggestion was again made to approach former Ruby Scholarship winners for donations as a way of “giving back” or “paying it forward”. Mary Clinch offered to look further into it.
- Motion was made by Maggie Steyn to adjourn the meeting and seconded by David Smith. The meeting was adjourned at 8:27pm. The Regular Board Meeting of the YFL Board of Trustees will be Monday March 28, 2022, at 7:00PM in the meeting room at the Youngstown Free Library unless otherwise decided.

Respectfully submitted,

David Smith, Recording Secretary

Youngstown Free Library Board of Trustees



Notes regarding Financial Reports

as at January 2022 Month End

1 Revenues

Town of Porter contract renewed for 2022 and check for \$70,000 received on January 26th.

(‘Thank you’ sent February 2nd – see copy in Dropbox folder for this meeting.)

We had considerable revenues from 2021 – Fund Drive monies and gifts - held over from deposit until 2022, as discussed in previous meeting. These have now been deposited.

A sum of \$50,000 has since been transferred (Feb 17th) from our KeyBank checking account to our Morgan Stanley account for further investment.

As and when it is required to cover operational costs, this will be transferred back later in the year.

2 Expenditures are for the most part in line with or below budget.

3 Summary:

As at January 31st 2022	Annual Budget	Actual YTD
Revenues	\$145,850	\$79,852.03
Expenditure	\$145850	\$10,181.87
Balance	\$0	+\$69,670.16

Respectfully submitted,

Maggie Steyn

February 25th, 2022

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
FOR MONTH-ENDING
JANUARY 31st 2022**

YOUNGSTOWN FREE LIBRARY 2022	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
<u>REVENUE</u>					Jan = 1/12 = 8.33%
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	\$16.00	\$13,984.00	0.11%
FINES/ COPIER/ FAX	\$2,400	\$231.36	\$231.36	\$2,168.64	9.64%
INTEREST	\$150	\$0.97	\$0.97	\$149.03	0.65%
GIFTS	\$12,000	\$2,663.00	\$2,663.00	\$9,337.00	22.19%
ANNUAL DRIVE	\$27,000	\$6,912.00	\$6,912.00	\$20,088.00	25.60%
MISCELLANEOUS	\$100	\$28.70	\$28.70	\$71.30	28.70%
GRANT FUNDS	\$5,000		\$0.00	\$5,000.00	0.00%
OTHER INCOME	\$5,000		\$0.00	\$5,000.00	0.00%
TOTAL REVENUE	\$145,850	\$79,852.03	\$79,852.03	\$65,997.97	54.75%

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
FOR MONTH-ENDING
JANUARY 31st 2022**

EXPENDITURE	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
SALARIES (GROSS)	\$83,900	\$6,007.94	\$6,007.94	\$77,892.06	7.16%
HEALTH BENEFIT	\$4,000	\$307.70	\$307.70	\$3,692.30	7.69%
SOCIAL SECURITY & MEDICARE	\$6,724	\$459.61	\$459.61	\$6,264.39	6.84%
CONTINUING ED. , NETWORKING, MILEAGE	\$160		\$0.00	\$160.00	0.00%
NEW YORK STATE DISABILITY &	\$408	\$166.15	\$166.15	\$241.85	40.72%
WORKER'S COMPENSATION	\$850		\$0.00	\$850.00	0.00%
SALARIES (CHRISTMAS BONUS)	\$200		\$0.00	\$200.00	0.00%
TOTAL PERSONNEL	\$96,242	\$6,941.40	\$6,941.40	\$89,300.60	7.21%
LIBRARY MATERIALS & SERVICES	Budget for 2022	01/01/2022 - 01/31/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	\$704.29	\$704.29	\$5,381.71	11.57%
HOOPLA (streaming, rental services)	\$4,850	\$337.77	\$337.77	\$4,512.23	6.96%
BOOKS	\$7,500	\$631.51	\$631.51	\$6,868.49	8.42%
COMPUTER SOFTWARE	\$280		\$0.00	\$280.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$86.83	\$86.83	\$3,853.17	2.20%
BOOK PROCESSING &	\$1,680	\$99.67	\$99.67	\$1,580.33	5.93%
PROGRAMMING	\$1,780	\$158.17	\$158.17	\$1,621.83	8.89%
PUBLICITY & PROMOTION (incl. NFG)	\$1,600		\$0.00	\$1,600.00	0.00%
COPIER LEASE & USAGE	\$840	\$64.88	\$64.88	\$775.12	7.72%
POSTAGE	\$120	\$2.00	\$2.00	\$118.00	1.67%
INTERNET/PHONE	\$580	\$72.44	\$72.44	\$507.56	12.49%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,256	\$2,157.56	\$2,157.56	\$27,098.44	7.37%

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
FOR MONTH-ENDING
JANUARY 31st 2022**

OPERATING EXPENDITURE	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,419	\$607.91	\$607.91	\$6,811.09	8.19%
OFFICE SUPPLIES	\$800	\$43.63	\$43.63	\$756.37	5.45%
HOUSEKEEPING	\$80	\$4.08	\$4.08	\$75.92	5.10%
+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	\$64.89	\$775.11	7.73%
POSTAGE	\$120	\$2.00	\$2.00	\$118.00	1.67%
INTERNET/PHONE	\$580	\$72.43	\$72.43	\$507.57	12.49%
TOTAL OPERATING	\$15,140	\$794.94	\$794.94	\$14,344.86	5.25%
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	\$37.97	\$762.03	4.75%
CALL FORWARD	\$0		\$0.00	\$0.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$800	\$37.97	\$37.97	\$762.03	4.75%
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	\$500.00	0.00%

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
FOR MONTH-ENDING
JANUARY 31st 2022**

MISCELLANEOUS	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	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	\$3,407.00	6.84%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	\$3,000	\$250.00	\$250.00	\$2,750.00	8.33%
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		\$0.00	\$5.00	0.00%
MISC - OTHER	\$0		\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$3,912	\$250.00	\$250.00	\$3,662.00	6.39%
TOTAL OPERATING EXPENDITURE	\$145,850	\$10,181.87	\$10,181.87	\$135,667.93	
SUMMARY					
TOTAL REVENUE:	\$145,850	\$79,852.03	\$79,852.03		54.75%
TOTAL EXPENDITURE:	\$145,850	\$10,181.87	\$10,181.87		6.98%
Net Gain (Loss):	\$0	\$69,670.16	\$69,670.16		

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

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$86,369.90
FICA Receivable	\$3,223.42
Morgan Stanley - 178- Acct	\$261,667.35
Morgan Stanley (Scholarship)	\$1,068.20

TOTAL CURRENT ASSETS	\$352,428.87
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FUND BALANCES

Unrestricted

General (Operating)	\$90,510.67
Sustainability/Foundation	\$100,000.00
Total Unrestricted Funds	\$190,510.67

Restricted

Operating Reserve	\$145,850.00	<i><----- Reset to Operating</i>
Scholarship (Ruby Carey)	\$1,068.20	<i>Expenditure Budget for New Year</i>
Gifts/Grants (Children's Room)	\$15,000.00	
Total Restricted Fund Balance	\$161,918.20	

TOTAL FUND BALANCES	\$352,428.87
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Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: February 28, 2022 Time: 7:00 pm

Corresponding Secretary Report

The following thank you notes from the Board of Trustees were sent:

- Sean Scarisbrick and Paul Inskeep for their service on the Board.
- Barb and Mike Costello for hosting the recent 5K Run/Walk on February 5, 2022 and for providing refreshments for the participants following the race.
- Maggie Steyn for providing the hot chocolate for participants during the 5K Run/Walk race on February 5, 2022.

Respectfully submitted,

Karran Swayze

Corresponding Secretary

Youngstown Free Library Board of Trustees



**YOUNGSTOWN FREE LIBRARY
BOARD OF TRUSTEES
COMMITTEE ASSIGNMENTS
2022**

STANDING COMMITTEES		
	2021	2022
EXECUTIVE COMMITTEE		
President	Sean Scarisbrick	Devon Tower
Vice President	Paul Inskeep	Mary Clinch
Recording Secretary	Devon Tower	Dave Smith
Treasurer	Maggie Steyn	Maggie Steyn
Correspondence Secretary	Karran Swayze	Karran Swayze
NOMINATING COMMITTEE		
Chair:	Barb Costello	
	Claudia Andres	
	Mary Beth Smith	
FINANCE COMMITTEE		
Chair:	Maggie Steyn	
	Sean Scarisbrick	
	Dave Smith	
	Nadine Tidwell (resigned)	
PERSONNEL COMMITTEE		
Chair:	Devon Tower	
	Maggie Steyn	
	Paul Inskeep	
	Karran Swayze	
HISTORICAL COMMITTEE		
Chair:	Karran Swayze	

STANDING COMMITTEES	2021	2022
SCHOLARSHIP COMMITTEE		
Chair:	Claudia Andres	
	Mary Beth Smith	
	Nadine Tidwell (resigned)	
FRIENDS LIAISON	Maggie Steyn	Mary Clinch
AD HOC COMMITTEES	2021	2022
SUSTAINABILITY COMMITTEE		
Chair:	Claudia Andres	
	Maggie Steyn	
	Barb Costello	
	Sean Scarisbrick	
	Dave Smith	
	Nadine Tidwell (resigned)	
PHYSICAL SPACE COMMITTEE		
Chair:	Paul Inskeep	
	Claudia Andres	
	Barb Costello	
	Emma Hartloff (resigned)	
	Maggie Steyn	
	Sonora Miller	
	Sean Scarisbrick	
	Catherine Stella (FOYL Board)	
GRANT COMMITTEE (new)		
Chair:	?	
	Maggie Steyn	
	Paul Inskeep (Expert Consultant)	
	Mary Beth Smith	
	Devon Tower	
LIBRARY COMMUNITY ADVISORY COMMITTEE		
	Subject Experts as needed	