

**YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES
JANUARY 27, 2014**

PRESENT: Sue Wahl, Darcy Tower Paepflow, Diana Newton, Murray Roland, Richard Powell, Linda White, Jan Gilgore, Joan Spira, Maggie Steyn

EXCUSED: Rita Rolfe, Mary Grace Luff-Foote

CALL TO ORDER: President Sue Wahl called the meeting to order at 7:09pm

PUBLIC COMMENTS: None

MINUTES: The minutes of September 23rd were accepted unanimously upon a Motion from Richard Powell, seconded by Linda White. The minutes of November 25th were accepted unanimously upon a Motion from Murray Roland, seconded by Diana Newton.

NOMINATING COMMITTEE: Murray Roland presented the Slate of Officers for the 2014 term.

Slate: President: Sue Wahl

Vice President: Mary Grace Luff-Foote

Treasurer: Joan Spira

Recording Secretary: Maggie Steyn

Corresponding Secretary: Rita Rolfe

The Slate was accepted Unanimously

TREASURER'S REPORT: presented by Jan Gilgore. Jan presented the Working Budget for 2014, noting that the credit of \$45 reflected in the 'Spent' column for Telephone was due to a timing issue between receipt of a credit from the Village for the phone service and the receipt of the Verizon bill for the period.

(See attached Working Budget of 01/15/14).

Motion made to accept Treasurer's Report, accepted unanimously. (Murray Roland/Richard Powell).

DIRECTOR'S REPORT: Jan Gilgore reviewed topics from her report. She did not have an update at this time on the progress of "The Little Library" and would try and obtain one from Joe Cecconi before the next meeting.

Action required: Jan noted that Sue Santarosa, who had been organizing the school art displays in the library for many years was hoping to retire, so suggested that we should try to come up with ideas for her replacement.

Action required: Jan also pointed out that it was the Library's 65th Anniversary and was looking for suggestions as to how we should celebrate the event – new handouts, Labor Day Float theme etc

(See attached Director's Report)

Motion made to accept Director's report. Passed unanimously. (Maggie Steyn/Darcy Paepflow).

CORRESPONDENCE: Maggie Steyn. Per the last meeting, 'Thank You' letters had been sent to Ramona Lockhart, Angelo Zarkees and Baker Farms (Peter and Jeff).

'Thank You's were requested to be sent to Joe Cecconi and Jan Boccanera for their work on the Board, a Get Well card to Mary Grace and a Condolence card to Joan Gillespie.

Motion made to accept Correspondence Secretary's report. Passed unanimously. (Diana Newton/Joan Spira)

FRIENDS OF THE LIBRARY REPORT: Maggie Steyn Adding on to the comments from Jan, regarding the events planned by the Friends for 2014, Maggie encouraged the Board to attend the Chili Cook-off on Superbowl Sunday (upcoming). The Bowling was to be on March 29th at 3pm and the price would include 2 games, shoes, pizza and wings and soda with a cash bar. Dessert in the Stacks was to be on April 25th and Maggie would be requesting once again that the Trustees volunteer their baking skills. The Spring Book Sale would be on May 1st thru 3rd. Maggie concluded by

asking that everyone make sure they join the Friends as part of this February's membership drive (letter to be in your mail by the middle of February.)

Motion made to accept Friends Liaison's report. Passed unanimously. (Darcy Paeplow/Richard Powell)

OLD BUSINESS: Nominating: None, **Personnel:** None **Community Relations:** None

Finance: None

NEW BUSINESS:

Sue noted that since we had retired 2 Board members and only recruited one, we were down one from the required strength of 11. She also noted that at this year-end, 4 further board members would be coming to the end of their allowed term(s). Joan suggested that we could look at revising the Policy to reflect the difficulty in recruiting new directors. Jan cited examples of other (larger) libraries which had fewer board-members.

Action Required: The board determined to keep it under review, but meanwhile to try and recruit new volunteers.

Next Work Meeting: Monday February 24th at 7pm

Next Business Meeting: Monday March 24th at 7pm

ADJOURNMENT: at 7:33pm. (Joan Spira/Maggie Steyn)

Respectfully Submitted,

Maggie Steyn

Recording Secretary, Board of Trustees 2014



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT

Prepared for Trustee Meeting on January 27, 2014

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: Story Hours resumed January 7th. Story hour presenters are Sharon Rugg, Amanda Shackelford and a new hire, Heide Lauger. Story hour times are Tuesdays at 9:30am and 11:00am. Amanda will be on maternity leave for the next month or so. She had a boy on January 15th.

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club continue to come once a month through May to present their monthly Saturday story hours. This group of middle school students is supervised by special education teacher Tina Oddy. Below is a list of dates and themes remaining for this school year.

February 8 - Valentine's Day
March 15 – St. Patrick's Day
April 5 – Butterflies and Bugs
May 17 - Summer Fun

1000 BOOKS BEFORE KINDERGARTEN-This program encourages parents/family members to read to small children. The registered children are reading and returning their reading card lists.

ADULT:

Youngstown Free Library Book Discussion Group

The book discussion group meets on the 2nd Wednesday of each month. *The Golum and the Jinni* by Wecker is being read for February 12 and *The Snow Child: A Novel* by Eowyn Ivey is the selection for March.

Friends: Held their annual meeting and January Board meeting on January 15th. Their plans for the spring include:

A Chili Cook-off Contest at Bandanas on Feb 2nd from 3pm to 6pm

A Bowling for books event in March

The "Desserts in the Stacks" event in April

The Spring Book Sale in May

COMMUNITY OUTREACH:

"The Little Library" Joe Cecconi is working it. When it is built we will meet with the Mayor and Trustees to determine the best spot.

I will be visiting "The Children's House" School at the Presbyterian Church on Wednesday, January 29th.

For several years Susan Santarosa has been in charge of arranging and collecting the art work from different schools (all ages) and bringing it in for display in the children's room. **She would like this to be her last year.** (She has planned the rest of this school and the library handles June, July and August. Does anyone have any suggestions on who could do this volunteer job.

*Do we want to celebrate our 65th Anniversary with any new handouts or perhaps our float theme .

BUILDING, GROUNDS, & EQUIPMENT

Storage: I spoke to Village Trustee Tim Lochhart on Thursday January 16th. He thinks the storage issue has been solved. The library would have the outside wall side of the former police station. We could use this for all archival and financial records. We can move our fire resistant file cabinet and 2 or 3 sets of shelves to hold our yearly boxes, and other important items. We would be sharing to room with the DPW and Building Inspector who would work on the gym wall desk.

Anything else, arts and crafts, electrical, cleaning supplies etc we would put in the small upstairs bathroom behind out meeting room. It would make access very convenient. He did not think that these items would be a weight problem. In addition there is a large closet right outside the meeting room in the hall that the Friends can use.

PERSONNEL:

I have started advertizing for the Summer Reading Program Coordinator. It has gone out to NIOGA Announce and UB and will soon also go to Buffalo State, Niagara University and WNYLRC. (Western NY Library Resources Council) The deadline for resumes is March 14th.

NIOGA MEETINGS AND WORKSHOPS:

November 20th Common Core workshop at NIOGA How Librarians can help Attended by Jan Gilgore

December 18th at Lockport Public Library Niagara County Directors meeting

SUGGESTION BOX:

None

CIRCULATION:

	<u>2012</u>	<u>2013</u> -
November	2027	2171
December	2623	2647

Submitted by
Jan Gilgore
Library Director
January 22, 2014

Youngstown Free Library Working Budget 2014			
REVENUE	Budget 2014 As of 1/15/14	Received	To Be Received
TOWN OF PORTER	\$74,111.00	\$0.00	\$74,111.00
NIAGARA COUNTY	\$5,700.00	\$0.00	\$5,700.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$14,000.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$200.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$123.50	\$1,076.50
INTEREST	\$6,000.00	\$0.00	\$6,000.00
GIFTS	\$1,000.00	\$0.00	\$1,000.00
Transfer of Funds	\$15,000.00	\$0.00	\$15,000.00
Annual Drive	\$14,000.00	\$325.00	\$13,675.00
MISCELLANEOUS	\$100.00	\$0.00	\$100.00
Grant Funds	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL REVENUE	\$131,311.00	\$448.50	\$130,862.50
Youngstown Free Library			
EXPENDITURE	Expenses for 2013 As of 1/15/14	Spent	Remains in Budget
PERSONNEL			
SALARIES (GROSS)	\$53,580.00	\$1,588.83	\$51,991.17
SR PROG COORDINATOR	\$1,300.00	\$0.00	\$1,300.00
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$121.55	\$4,378.45
ANCILLARY BENEFIT	\$2,800.00	\$0.00	\$2,800.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$300.00
NEW YORK STATE DISABILITY	\$400.00	\$124.69	\$275.31
WORKER'S COMPENSATION	<u>\$575.00</u>	<u>\$648.00</u>	<u>(\$73.00)</u>
TOTAL PERSONNEL	\$63,455.00	\$2,483.07	\$60,971.93
LIBRARY MATERIALS			
AUDIO VISUAL MATERIALS	\$2,500.00	\$135.87	\$2,364.13
BOOKS	\$20,000.00	\$3,713.92	\$16,286.08
COMPUTER SOFTWARE	\$231.00	\$0.00	\$231.00
SUBSCRIPTIONS	<u>\$3,190.00</u>	<u>\$0.00</u>	<u>\$3,190.00</u>
TOTAL LIBRARY MATERIALS	\$25,921.00	\$3,849.79	\$22,071.21
OPERATING EXPENDITURE			
ALMS FEE	\$7,675.00	\$1,203.88	\$6,471.12
HOUSEKEEPING	\$300.00	\$0.00	\$300.00
INSURANCE	\$2,850.00	\$0.00	\$2,850.00
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$77.00	\$1,423.00
MAINT. - REPAIRS	\$400.00	\$0.00	\$400.00
POSTAGE	\$950.00	\$7.00	\$943.00
PROMOTIONAL	\$350.00	\$0.00	\$350.00

RENT	\$12,000.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$74.29	\$3,125.71
TELEPHONE *	\$1,150.00	<u>-\$45.00</u>	<u>\$1,195.00</u>
TOTAL OPERATING EXPENDITURE	\$30,375.00	\$1,317.17	\$29,057.83
CAPITAL EXPENDITURE			
EQUIPMENT	\$1,500.00	\$0.00	\$1,500.00
MAJOR IMPROVEMENTS	\$2,000.00	<u>\$0.00</u>	<u>\$2,000.00</u>
TOTAL CAPITAL EXPENDITURES	\$3,500.00	\$0.00	\$3,500.00
MISCELLANEOUS			
Accounting	\$900.00	\$0.00	\$900.00
Audit	\$1,400.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$0.00	\$1,560.00
CPA-990	\$750.00	\$0.00	\$750.00
Investment & Advisory Fees	\$2,000.00	\$0.00	\$2,000.00
Payroll	\$650.00	\$21.50	\$628.50
Payroll Taxes	\$500.00	\$0.00	\$500.00
Unforeseen	\$300.00	<u>\$0.00</u>	<u>\$300.00</u>
TOTAL MISCELLANEOUS	\$8,060.00	\$21.50	\$8,038.50
FUNDS			
SCHOLARSHIP FUND	\$500.00		
TOTAL FUNDS			
TOTAL OPERATING EXPENDITURE	\$131,311.00	\$7,671.53	\$123,639.47