

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES
January 26th, 2015

PRESENT: Diana Newton, Rita Rolfe, Joan Spira, Darcy Tower-Paeplow, Maggie Steyn, Jan Gilgore, Richard Powell, Murray Roland, Michelle Vanstrom, Mary Wieland

EXCUSED: Jan Mathews

CALL TO ORDER: Diana Newton called the meeting to order at 7:10pm

COMMENTS FROM THE PUBLIC: Bill Siddall was in attendance but had no comment

MINUTES: The minutes of November 24th, 2014 were presented and read. There being no additions or corrections, the minutes stand approved as read.

ELECTION OF OFFICERS: Murray Roland presented the Slate of Officers for the new term:

President: Rita Rolfe

Vice President Darcy Tower-Paeplow

Treasurer: Joan Spira

Corresponding Secretary: Diana Newton

Recording Secretary: Maggie Steyn

There were no further nominations from the floor. The new Slate was approved unanimously.

At this point, Rita Rolfe took over the chair as new President. She welcomed the new officers and board members and thanked retiring board members for their service.

TREASURER'S REPORT: Joan Spira. There was a question from the public regarding the Balance Sheet item 'Operating Reserve'. The Treasurer's report was filed for audit.

(see attached Financial Statement dated 01-20-2015)

DIRECTOR'S REPORT: Jan Gilgore

(see attached Director's Report dated Jan 26, 2015)

CORRESPONDENCE: Rita Rolfe. Thank You letters had been sent to George Maziarz, regarding the 'Bullet' monies, Joseph Fleckenstein and Jan and Maggie Steyn regarding the Library Magazine-rack repair, the First Presbyterian Church, the Lutheran Church and Lew-Port School regarding Library Art Work loans.

Joan Spira also reported that the recipient of the Ruby Carey Award Madeline Matthews had sent a Thank You to Lew-Port School, to be forwarded to the Library, regarding her gratitude for receiving the reward.

FRIENDS OF THE LIBRARY LIAISON: Maggie Steyn mentioned the upcoming Friends Membership drive, the Chili Cook-off and Bowling for Books (March 7th) and hoped that the Trustees would support these events and noted that the Friends were the Fund-Raising arm of the Library.

Rita endorsed these remarks regarding fund-raising and, picking up on a theme mentioned by the Friends' President Charlotte Clark in the Annual meeting, commented that one of our goals should be to have a closer working relationship with the Friends, since we share the same goals with regard to our library.

NEW BUSINESS:

Documents circulated (and attached):

- Board Member Committee Assignments
- Meeting Calendar for the Year
- Board Roster

MOVING FORWARD 2015:

Rita then presented some suggestions for the new year's tasks:

- (1) Complete the By Law for the handling of finances,
- (2) Create policies in line with "best practices" for handling the Libraries Finances,
- (3) Study ways to increase use of the Library services with an overarching theme of relevancy of library services and improving communication with our patrons.
- (4) Update long-term goals.
- (5) Revise written by-laws and policies (over two years)

Rita then discussed her style of leadership, by reviewing some working Ground Rules which she would like us to observe:

- (1) We are all equal Trustees and as such are entrusted with creating policy and oversee finances. That we are not here to micromanage and that we all actively and equally share the responsibility and decision-making. That all action be discussed by the Board of Trustees prior to execution unless it is a special emergency.
- (2) Provide agenda items in advance of the meetings by submitting them to the President unless it is an emergency item.
- (3) Be timely in our comments.

- (4) Use a committee system to work on projects
- (5) Use our work sessions for committees to meet and report.
- (6) Make decisions prior to vote through a consensus process when means that you can live with the idea even though you may not agree with all of it.

She asked for additional input.

Joan proposed that she would like to work on a project to re-model the Library office space and had already put some ideas in motion.

Maggie mentioned that the Friends had also been considering spending some of the Friends' reserve funds on a major project, such as library re-modeling, and if this were the case, maybe the Trustees and the Friends should consolidate both their plans and funds and work together on such projects.

Rita said it all sounded like a sound idea but should be worked on in committee and asked if Joan would head such a committee. But Joan declined to head such a committee.

Rita said that another of our goals for 2015 should be to reach out to our community and find out what they would like to see in our library – maybe some special programming - and make sure they still find it relevant in 2015. One way to accomplish this would be to survey our immediate friends and neighbors and solicit their input.

Other: Maggie mentioned that she would appreciate all documents that were presented at meetings be forwarded to her in digital format, so that they may be published on the website, under Trustee Meeting Minutes, as the public has a right to see what we do in our meetings.

OLD BUSINESS:

FINANCE COMMITTEE: Maggie Steyn. The Finance committee had met on January 22nd (report attached). Both she and Rita had previously listened to the LTA website's webinar "Public Library Finance and Trustees' Fiduciary Responsibilities" and many points raised by the presenter needed to be addressed by the board. The following is a list of a few of those items:

An annual audit needs to be performed and presented to the Board.

There needs to be a separation of duty or at least oversight of duty regarding:

- Opening of bank statements and deposit of cash
- Purchasing and receipt of goods

ALL expenditure needs to be pre-approved by the board

We also need to update our by laws and policies to include:

Code of Conduct

Budget Process

Procurement Policy

Investment Policy (in hand)

Deposit of Funds

Petty Cash

Audit

Reserve Funds

Records Retention (in hand)

Maggie noted that many of these policies will be difficult to accomplish in that we are a small library with only one permanent staff-member, but we need at least to have a policy reflecting our operation.

RECORDS RETENTION: Darcy Paeplov-Tower Darcy said that the records-retention document she and Jan had put together addressed all of our record-types and that we would be compliant. The task to off-load historical records to the County storage was in hand and would take place shortly.

BULLET MONEY: Rita discussed that we had the \$6,300 from the 'Grant-In Aid' approved by George Maziarz, which together with a recent gift from the estate of a patron should be used for some 'non-operational' project. *As our goals for 2015 become clearer, the use of these monies will be determined.*

OTHER: N/A

Next Work Meeting: February 23rd, 2015 at 7:00pm

Financial Committee, Scholarship Committee, Discussion of Survey of Friends and Neighbors regarding Future Directions for the library

Next Business Meeting: March 23rd, 2015 at 7:00pm

ADJOURNMENT: at 7:52pm (Joan/Diana)

Youngstown Free Library		Received	To Be Received
REVENUE	BUDGET 2015		
TOWN OF PORTER	\$75,593.22	\$0.00	\$75,593.22
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	\$0.00	\$1,200.00
INTEREST	\$6,000.00	\$0.00	\$6,000.00
GIFTS	\$1,000.00	\$0.00	\$1,000.00
Transfer of Funds	\$15,500.00	\$0.00	\$15,500.00
Annual Drive	\$14,000.00	\$0.00	\$14,000.00
MISCELLANEOUS	\$100.00	\$0.00	\$100.00
Grant Funds	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL REVENUE	\$133,293.22	\$0.00	\$133,293.22

EXPENDITURE	2015	Spent	Remains in Budget
PERSONNEL	Budget		
SALARIES (GROSS)	\$58,000.00	\$1,684.80	\$56,315.20
SR PROG COORDINATOR	\$1,300.00	\$0.00	\$1,300.00
SOCIAL SECURITY & MEDICARE	\$4,458.00	\$128.90	\$4,329.10
ANCILLARY BENEFIT	\$2,000.00	\$0.00	\$2,000.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$300.00
NEW YORK STATE DISABILITY	\$400.00	\$227.83	\$172.17
WORKER'S COMPENSATION	\$575.00		\$575.00
TOTAL PERSONNEL	\$67,033.00	\$2,041.53	\$64,991.47
LIBRARY MATERIALS			
AV Materials	2500	\$185.13	\$2,314.87
BOOKS	\$20,000.00	\$632.25	\$19,367.75
COMPUTER SOFTWARE	100	\$0.00	\$100.00
SUBSCRIPTIONS	3100	\$206.00	\$2,894.00
TOTAL LIBRARY MATERIALS	\$25,700.00	\$1,023.38	\$24,676.62
OPERATING EXPENDITURE			
ALMS FEE	\$7,750.00	\$0.00	\$7,750.00
HOUSEKEEPING	\$200.00	\$9.30	\$190.70
INSURANCE	\$2,900.00	\$660.00	\$2,240.00
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$0.00	\$1,500.00
MAINT. - REPAIRS	\$400.00	\$577.00	-\$177.00
POSTAGE	\$950.22	\$7.00	\$943.22
PROMOTIONAL	\$200.00	\$33.10	\$166.90
RENT	\$12,000.00	\$126.35	\$11,873.65
SUPPLIES/ BOOK PROC.	\$3,200.00	\$10.79	\$3,189.21
TELEPHONE *	\$1,150.00		\$1,150.00
TOTAL OPERATING EXPENDITURE	\$30,250.22	\$1,423.54	\$28,826.68
CAPITAL EXPENDITURE			
EQUIPMENT	\$1,000.00	\$0.00	\$1,000.00
MAJOR IMPROVEMENTS	\$500.00	\$0.00	\$500.00
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$0.00	\$1,500.00

MISCELLANEOUS			
Accounting	\$950.00	\$0.00	\$950.00
Audit	\$1,400.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$130.00	\$1,430.00
CPA-990	\$750.00	\$0.00	\$750.00
Investment & Advisory Fees	\$2,000.00	\$0.00	\$2,000.00
Payroll	\$650.00	\$0.00	\$650.00
Payroll Taxes	\$500.00	\$0.00	\$500.00
Unforeseen	\$500.00	\$0.00	\$500.00
TOTAL MISCELLANEOUS	\$8,310.00	\$130.00	\$8,180.00
FUNDS			
SCHOLARSHIP FUND	\$500.00	\$0.00	
TOTAL FUNDS			
EXPENDITURE	\$133,293.22	\$4,618.45	\$128,174.77

YOUNGSTON FREE LIBRARY
BALANCE SHEET
JANUARY 20, 2015

ASSETS

Petty Cash	100.00
First Niagara Checking	12,663.97
Morgan Stanley 828-107169-346	212,967.70
Morgan Stanley 828-107170-403	26,916.79
Merrill Lynch (Scholarship)	5,338.41

TOTAL ASSETS 257,986.87

Fund Balances

Unrestricted

General	17,288.49
Marie Braun Memorial	256.94
MaryGrace Foote Memorial	1,024.59
Total Unrestricted Funds	18,570.02

Restricted

Automation	51,914.99
Operating Reserve	101,276.36
Special Projects	80,185.15
Scholarship Donated	5,338.41
Fitch Cady Fund Donated	701.94
Total Restricted Fund Balance	239,416.85

Total Fund Balances 257,986.87



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT

Prepared for Trustee Meeting on January 26, 2015

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: The Town of Porter Story has been running each Tuesday with classes at 9:30 and 11am. Sharon Rugg, Amanda Shackelford, and Heidi Lauger are the team this semester. They took a 2 week break in December and returned January 6th 2015. They will be off the week of February 16th for winter break.

Lewiston-Porter Builders Club: The Lewiston-Porter Builders returned with their monthly Saturday, story hours. They had an excellent turn out in December and January. Their next meeting is Feb 7th (due to the winter break) theme Valentines.

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing. There are 3 new members.

Nursery Rhyme Time - This is a new 5 week program that will run from February 27th through March 27th at 9:30am on Fridays. It will be aimed at the very young patron 6 months to 3. There will be 15 to 20 minutes of Nursery Rhymes, songs and related activities.

ADULT:

Youngstown Free Library Book Discussion Group

The Book Discussion Group is still meeting the 2nd Wednesday of each month. The next meeting will be February 11th at 7pm. The book is *Reading Lolita in Tehran*

Friends: The Friends are having a Chili Cook Off at Bandanas on Super Bowl, Sunday, Feb 1st from 3pm to 6pm. \$5.00 lets you taste all the chili entries and vote for the winner.

COMMUNITY OUTREACH:

Jan will be visiting the Children's House School on January 28th. They have been are Children's room art for January. To go with their snowy pictures I will read winter and snow themed books.

A puzzle table has been added to the library. Patrons can add one piece or sit and relax and do a section of the puzzle.

Maggie Steyn is making changes to update the library web page.

BUILDING, GROUNDS, & EQUIPMENT

The village DPW changed to plugs in the area around the copier to add grounding. The copier company will now add a surge protector.

The cupboard over the clerk's computer in the office was pulling out of the wall. Retired carpenter and Friends Board member Phil Miller came in and fixed it. We all felt there was too much weight on it with the black security DVR box so that was moved to the floor under my desk. We are waiting for them to send a longer cord so that the monitor can go back up on the shelf rather than on the floor.

The magazine shelves were fixed by Jan and Maggie Steyn. The foundry work of drilling holes in the brackets and making of the clips to keep the pegs from falling out were made by Joseph Fleckinstein's company.

PERSONNEL:

NIOGA MEETINGS AND WORKSHOPS:

SUGGESTION BOX: None

CIRCULATION:

	<u>2013</u>	<u>2014</u>
Nov.	2171	1394
Dec.	1770	1458

Submitted by
Jan Gilgore
Library Director
January 22, 2015

Meeting Notes from the Youngstown Free Library Finance Committee

Meeting Date: January 22, 2015

Present: Joan Spira, Maggie Steyn, Rita Rolfe

Discussion

Item One: Present Investments

Joan Spira distributed copies of a recent Morgan Stanley and Merrill Lynch financial statements. We looked at them to see where the money is currently invested and what the expense of our investments is. Investments are currently in principal safe Treasury Notes and Bonds as well as a Money Market Fund. The Morgan Stanley accounts are yielding__? __. Scholarship money is in a Merrill Lynch Account. We are not sure why there are two separate companies managing the Libraries money. The Scholarship money is in US Treasury Notes and is yielding 6.78% The Morgan Stanley Account appears to have expenses of \$1, 865.88 plus \$150.00 for total expenses of \$2, 015.88.

We do not know the expenses of the Merrill Lynch Account.

Joan will contact Glen Arthurs of Morgan Stanley to determine:

- (1) If we have accurately assessed the correct expenses the Library is paying for our investments. What is the \$150.00 for?
- (2) The amount of the year end yield.
- (3) If there are any other secured (principal) investments that might provide a greater yield.

She will also call Merrill Lynch to find the costs on this account and ask what investments we might make at this time that are secure, but would provide a greater than 2.5% yield and what the expense might be.

A report to the Board on investments should be made at least yearly.

Item two: An Endowment Fund

Many organizations have endowment funds in which people can gift money from their estates.

Joan will research endowment funds. Maggie has some wording for a legacy policy.

Findings will be reported on at our next Finance Committee.

Item three: Information from The Library Trustees Assn Webinar, "Public Library Finance and Trustees' Fiduciary Responsibilities.

The LTA provided a webinar on library finances in December. It is available on line at their website (about 1 hr., 20 minutes).

Maggie and Rita watched it and took notes.

The following are items from the webinar that our Library needs to address in order to be in compliance with "best practice" in library financial management. Youngstown Free Library is an "Association" Library and as such is not bound to all of the rules a Municipal or School District Library may be, however, Assn Libraries are strongly encouraged to comply.

- (1) Audit
A yearly audit should be done and should be presented to the Board of Trustees by the Auditor and should be posted on the website.
- (2) Bank Statements
The Treasurer should open bank statements while someone else makes deposits to these accounts. This needs to be separated.
- (3) Bill Payments
We need an approval process wherein all expenditures are approved by the Board. Some expenditures such as payroll occur twice monthly. It would not be practical for a Board to meet twice monthly, so for some expenditures a resolution for preapproval of certain payments such as payroll, utilities and contracts, may be made at the Annual Meeting. WE NEED TO CONSIDER THIS FOR January 2016.
A list of bills to be paid should be reviewed by at least one Board Member, probably the Treasurer, monthly, this list should be presented for Board Approval monthly.
- (4) Internal Purchase Policy
A policy to ensure that PO's match packing slips and payments is suggested.
- (5) Securing Cash
Cash should be counted nightly and placed in a safe. Best done by two people
- (6) Reserve Fund is needed
- (7) Business Continuity Plan in case of fire o is suggested
- (8) Insurance
What do we have? Does the Village control this for the building?

In addition to the Finance By-Law, policies need to be made by the Finance Committee. The By-law's should state that the Finance Committee makes the policies subject to Board approval. Following policies should be considered:

- Code of Conduct
- Budget Process
- Procurement Policy
- Investment Policy to include the Finance Committee oversight and report to The Board
- Deposit of Funds
- Petty Cash
- Audit to include arranging for it, reviewing and ensuring it is reported to the Board
- Reserve Fund ad in accordance with GSB 54
- Records Retention (this is in place)

Item Four: Review of the draft of Financial By-Laws

The committee reviewed the draft of the new proposed financial by-law. Some changes were suggested. Maggie and Rita will make the changes. The draft will be discussed at the February work session.

We acknowledged that some of the items such as an internal purchasing policy and securing cash may be very difficult and cumbersome for a small library such as ours. We also anticipate that approval of payment of bills can be additional work for the Librarian and Treasurer. We will need to look at software that provides for this so as to keep the work load under control. Jan should be included in the work of the Finance Committee for input and guidance.

Maggie will get more information about the purchase process from LTA. She also volunteered ownership of digitizing and by-law changes and new policies we may do this year. Wonderful!

Next Meeting: Feb. Board Work

Session

Review responses on expenses and investments from Morgan Stanley and Merrill Lynch.

Review changes in the proposed by-law and present it to the Board in Feb for discussion.

Present it to the Board in March for approval.

Determine which policies are needed and begin to write them.

Report on endowment fund. If advised, present to the Board for discussion and approval in March.