

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

## Regular meeting

### Zoom Format

Date: January 25, 2021 Time: 7:00 pm

**Present:** Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, Claudia Andres, Barb Costello, Emma Hartloff, Devon Tower,

New members: Dave Smith, Mary Beth Smith, Nadine Tidwell

Director: Sonora Miller

### Absent:

**Call to Order:** By Sean Scarisbrick at 7:26 pm

**Comments from the public:** None

**Minutes:** The minutes of the November 23, 2020 meeting were presented for approval; minutes of the December 21, 2020 and the December 28, 2020 special meetings were also presented.

- A motion by Paul Inskeep and seconded by Sean Scarisbrick was made to accept the minutes as presented of all 3 meetings..
- The minutes were accepted as presented.

### President's Remarks:

- None at this time.

### Director's Report:

- The Director's Report for the Year 2020 is in the DropBox.
  - Sonora briefly highlighted the services we continue to offer even though we are on limited hours.
  - There has been a change in NIOGA picking up a portion of Hoopla costs. We now will be paying for the service ourselves.
- A motion was made by Sean Scarisbrick and seconded by Barb Costello to accept the Annual Report for 2020 as presented by the Director.
- The motion passed.

### Treasurer's Report:

- The monthly report is in the DropBox.
- Maggie reported that our income stream is about the same. Expenses are up due to increased costs for digital and technology.
- Our funding from the Town of Porter for 2021 is down by \$15,000. To \$65,000.
- Maggie reminded us that we are running a deficit budget expected to be **-\$30,000**.
- Treasurer's Report was filed.

### Correspondence:

- None available

### **Old Business:**

- **Renovation Project:**

- Paul Inskeep reported that the overall plan is ongoing. Review of the planning so far:
  - Informed new members what the space comm./renovation project was all about.
  - Committee decided to eliminate "ship" from contractor quotes and research ship on our own.
  - Have 3 "feelers" out to play ship builders. One looks very promising for custom built to our ideas, Awaiting estimated price. Difficult to find what we want for our limited space in the children's library. Most builders have their own design, no capability (designers) to custom build.
  - Reviewed revised quotes and asked contractors to break out costs per item (ex: carpentry, flooring, HVAC, etc.) Electrical not considered in quotes.
  - Questioned some items, awaiting answers.
  - Awaiting revised quote from Quality Electric for electrical labor (more lights & receptacles added). This quote will be added to general contractors bid for a final quotation.
  - Once all of the above has been received a committee meeting will be set up to discuss and hopefully decide so a Grant can be written.

- **Insurance:**

- Paul reports that there is a question regarding our Library paying for a secondary location in Callicoon, in Sullivan County by the Delaware River. Both John Long, our representative and Laurie at the Maine office of our old insurance carrier have been contacted. The charge appeared September 1, 2020. It was not on any prior policy and has removed.
- Thank you, Paul.

- **Annual Fund Drive:**

- No report available.

- **Capital Campaign:**

- No report available.

### **New Business:**

- Maggie and Sonora have been involved in uploading our donor information from 2020 to the Network for Good online program. This program will generate a thank you letter, tax receipts, reminders, and advertise upcoming events. Hopefully, this will attract new givers who are into the digital age.

### **Personnel Committee:**

- We need to update our personnel policy to include paying our staff if quarantining becomes necessary.
  - A motion was made by Maggie Steyn and seconded by Sean Scarisbrick to make this change to the Personnel Policy effective immediately.
  - The motion passed.

### **Officers for 2021:**

President: Sean Scarisbrick  
Vice President: Paul Inskeep  
Treasurer: Maggie Steyn  
Recording Secretary: Devon Tower  
Corresponding Secretary: Karran Swayze

- A motion was made by Sean Scarisbrick, seconded by Maggie Steyn to accept the slate of officers as presented.
- The motion passed.

A reminder that officers are check signers. The bank will be informed to removed Mary Wieland as a signer and to add Devon Tower as a signer for 2021. Maggie will initiate this process. Also, throughout 2020 while the Village Building has been closed, Sean and Maggie have taken the brunt of signing checks every 2 weeks. A new schedule will be forth coming to spread this task out to include all officers.

Maggie and Devon brought up the new Mandatory Sick Leave policy from NY State which went into effect last September 2020. We will have to update our policy to come into compliance with the state law.

- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to accept the Holiday Schedule for 2021 as presented by the Director. It will only include the major holidays as the Village of Youngstown is still officially closed.
- The motion passed.

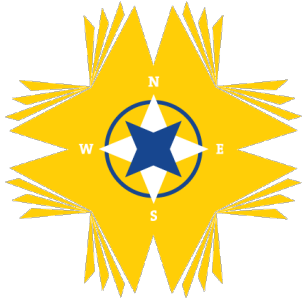
Committee assignments will be coming out before the next meeting. If any questions, contact Sean.

The meeting was adjourned at 8:27 pm.

The next regular meeting of the YFL Board of Trustees will be February 22, 2021 at 7pm—Zoom format. Sonora will send out an email and post it to the Library's Facebook page with the Zoom information..

Respectfully submitted,

Karran Swayze  
Recording Secretary  
Youngstown Free Library Board of Trustees



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### Director's Report

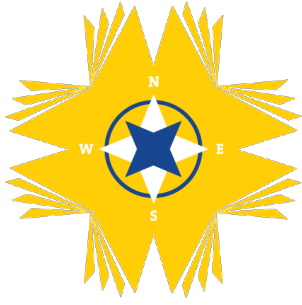
January 2021

#### WHAT SERVICES ARE OFFERED BY THE LIBRARY?

- **Phone and email service**
  - Available Mondays, Wednesdays, and Thursdays 1:30 – 8:30; Tuesdays 9:30-8:30
- **Library checkouts**
  - Curbside pick-up available Mondays – Thursdays 4-6 PM
    - 1,174 total pick-ups using the curbside service
  - Home delivery available for those quarantining or homebound
    - Available by contacting the Library at 745-3555
  - 19,238 items checked out in 2020, only a 30% drop in checkouts from the previous year
- **Visit by appointment**
  - [www.picktime.com/youngstownfreelibrary](http://www.picktime.com/youngstownfreelibrary)
  - 98 visits by appointment in 2020
- **Free Wi-Fi in the parking lot 24/7**
  - Wi-Fi extender purchased in mid-March to strengthen signal through the building's walls to reach the entire parking lot
  - No password required
- **Library programs online and in person**
  - Afternoon Book Club
    - January meeting held via Zoom
  - Evening Book Club
    - January meeting held via Zoom
  - Movie Club
    - on pause until in-person meetings are possible
  - Town of Porter Story Hour
    - eighteen weeks of digital storytimes and craft kits distributed at curbside
  - Friends of the Library Meetings
    - has met online since the pandemic started
  - Library Board of Trustees Meetings
    - has met online since the pandemic started

#### FUNDRAISING AND GRANTS

The Youngstown Free Library has just signed a year-long contract with Network for Good to provide donor management and payment processing software. This means that we will be able to conduct fundraising online safely and securely. The Friends of the Library are interested in partnering with the Library so that they can accept memberships online as well. Maggie and I are getting familiar with the system and attending trainings now.



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### PROGRAMS

Programs continue online. I am really excited to see the number of folks who continue to attend our Afternoon Book Club and Evening Book Club meetings. We always have an interesting conversation, and this month, we celebrated some attendees' vaccinations!

### PUBLICITY UPDATES

We maintain an active presence in the community with the following social media:

**Facebook:** 989 followers: <https://www.facebook.com/youngstownfreelibrary/>

**Twitter:** 54 followers: <https://twitter.com/ytownlibrary>

**Instagram:** 452 followers: <https://www.instagram.com/youngstownfreelibrary>

### STAFF

Marky is now retired, and we all miss her very much.

Megan Sherman is now both Library Clerk Trainee and Library Page. She is learning a lot every day!

### TECHNOLOGY

I have purchased new licenses for Norton and Adobe Acrobat Pro through a partial grant from TechSoup. The Norton will be installed on all staff computers and tablets; this is a license renewal.

The Adobe Acrobat Pro will allow me to create forms with e-signatures. When this is installed, I will be sending board members their Whistleblower forms and Code of Ethics paperwork to sign digitally and return to the Library.

Respectfully submitted,

Sonora R. Miller  
Library Director



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### 2021 PROPOSED CLOSURES FOR HOLIDAYS

New Year's Day	Friday	January 1
MLK Day	Monday	January 18
Presidents' Day	Monday	February 15
Memorial Day	Monday	May 31
Independence Day	Monday	July 5
Labor Day	Monday	September 6
Indigenous People's Day/Columbus Day	Monday	October 11
Veterans Day	Thursday	November 11
Thanksgiving	Thursday	November 25
Christmas Eve	Friday	December 24
Christmas	Saturday	December 25
New Year's Eve	Friday	December 31



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### 2021 LIBRARY BOARD OF TRUSTEES MEETINGS

Monday, January 25	6:30 PM	Annual Meeting*
Monday, January 25	7 PM	Board of Trustees Meeting*
Monday, February 22	7 PM	Board of Trustees Meeting
Monday, March 22	7 PM	Board of Trustees Meeting*
Monday, April 26	7 PM	Board of Trustees Meeting
Monday, May 24	7 PM	Board of Trustees Meeting*
Monday, June 28	7 PM	Board of Trustees Meeting
Monday, July 26	7 PM	Board of Trustees Meeting
August		NO MEETING
Monday, September 27	7 PM	Board of Trustees Meeting*
Monday, October 25	7 PM	Board of Trustees Meeting
Monday, November 22	7 PM	Board of Trustees Meeting*
December		NO MEETING

\* Reports are due for these meetings.

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2021**

**Adopted at Board Meeting 11-23-2020**

<b><u>REVENUE</u></b>	<b>Budget for 2020</b>	<b>Actuals 2020 Year-End</b>	<b>Budget for 2021</b>	<i>Notes - all Revenue &amp; Expenditure line items assume a 2021 Library-model in "Browsing" mode</i>
TOWN OF PORTER	\$80,219	\$80,219.00	\$65,000	Approved TOP Budget Nov 2020 - \$15,000 less
NIAGARA COUNTY	\$5,577	\$4,917.00	\$3,786	77% of 2020
YOUNGSTOWN VILLAGE	\$1,000	\$1,000.00	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,420	\$1,008.00	\$776	77% of 2020
LEGISLATIVE INITIATIVE	\$0	\$0.00	\$0	
FRIENDS	\$8,000	\$8,239.10	\$10,000	Will they be able to repeat?
FINES/ COPIER/ FAX	\$2,400	\$1,053.24	\$2,400	
INTEREST	\$3,600	\$4,343.27	\$2,000	Interest rates have been extremely low since July 2020 - 0.1%
GIFTS	\$4,000	\$11,569.00	\$4,000	
ANNUAL DRIVE	\$16,000	\$24,138.30	\$16,000	
MISCELLANEOUS	\$300	\$88.79	\$100	
GRANT FUNDS	\$500	\$10,265.70	\$500	(Any A/C Grant payment will go against Space Budget)
OTHER INCOME: PPP GRANT INCOME			\$17,995	Anticipate PPP loan being forgiven in mid-2021
<b>TOTAL REVENUE</b>	<b>\$123,016</b>	<b>\$146,841.40</b>	<b>\$123,557</b>	



**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2021**

**Adopted at Board Meeting 11-23-2020**

<b><u>EXPENDITURE</u></b>	<b>Budget for 2020</b>	<b>Actuals 2020 Year-End</b>	<b>Budget for 2021</b>	<b>Notes</b>
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$82,600	\$81,914.85	\$85,798	Minimum wage is now \$12.50 per hour. FTE = 2.35
HEALTH BENEFIT	\$4,000	\$4,000.10	\$4,000	
SOCIAL SECURITY & MEDICARE	\$6,625	\$6,558.86	\$6,870	Rate unchanged for 2021 at 7.65 * (Gross Salaries + Health Benefit)
CONTINUING EDUCATION & NETWORKING/Memberships	\$500	\$39.10	\$500	81914.85
NEW YORK STATE DISABILITY & SUTA/FUTA	\$500	\$630.08	\$510	
WORKER'S COMPENSATION	\$500	\$0.00	\$510	
CHRISTMAS BONUSES	\$200	\$500.00	\$250	\$50 per staff member; increase by \$10
<b>TOTAL PERSONNEL</b>	<b>\$94,925</b>	<b>\$93,642.99</b>	<b>\$98,438</b>	
<b>LIBRARY MATERIALS &amp; SERVICES</b>				
AV & DIGITAL MATERIALS	\$5,570	\$2,764.21	\$10,881	\$5,681 for AV & \$5,200 for digital matl's (Hoopla etc)
BOOKS	\$8,500	\$12,331.22	\$8,500	
COMPUTER SOFTWARE	\$200	\$216.41	\$300	for patron-computers & laptops
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000	\$4,304.71	\$4,100	
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,045.63	\$1,680	
PROGRAMMING PUBLICITY & PROMOTION	\$1,800	\$3,172.37	\$1,980	Increase to reflect Friends' gifts
	\$600	\$70.00	\$400	Keep the same as 2019
COPIER LEASE & USAGE	\$1,200	\$888.12	\$1,230	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$280	\$42.05	\$290	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$560	\$558.98	\$560	pro-rate at 50% between Services (for programming etc) & Operating
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$24,390</b>	<b>\$25,393.70</b>	<b>\$29,921</b>	

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2021**

**Adopted at Board Meeting 11-23-2020**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2020</b>	<b>Actuals 2020 Year-End</b>	<b>Budget for 2021</b>	<b>Notes</b>
ALMS FEE	\$9,060	\$9,060.00	\$7,295	No longer contains Hoopla charges (see Digital Mat'ls above)
OFFICE SUPPLIES	\$1,600	\$1,034.65	\$1,600	
HOUSEKEEPING	\$400	\$46.50	\$100	
INSURANCE	\$7,000	\$4,220.90	\$4,900	Incr. for D&O & Contents
RENT	\$1	\$1.00	\$1	
MAINTENANCE (SPACE)	\$1,500	\$1,931.26	\$1,150	A/C filters, air purifier filters, misc.
COPIER LEASE & USAGE	\$1,200	\$769.54	\$1,230	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$280	\$42.05	\$290	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$560	\$558.98	\$560	pro-rate at 50% between Services (for programming etc) & Operating
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$21,601</b>	<b>\$17,664.88</b>	<b>\$17,126</b>	
<b>COVID-19 OPERATING EXPENDITURE</b>				
LIBRARY CLEANING MATERIALS & PROCESSING		\$919.21	\$2,000	
OFFICE SUPPLIES		\$2,803.88	\$1,000	Includes an addt'l air-purifier
REMOTE OPERATION		\$4.24	\$500	Call-forward, ZOOM etc
<b>TOTAL COVID-19 OPERATING EXPENDITURE</b>		<b>\$3,727.33</b>	<b>\$3,500.00</b>	

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2021**

***Adopted at Board Meeting 11-23-2020***

<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2020</b>	<b>Actuals 2020 Year-End</b>	<b>Budget for 2021</b>	<b>Notes</b>
TECHNOLOGY	\$1,250	\$1,396.01	\$1,000	Staff desktop & add'l Receipt printer
OTHER - SPACE etc	\$0	\$0.00	\$0	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,250</b>	<b>\$1,396.01</b>	<b>\$1,000</b>	
<b>MISCELLANEOUS</b>				
ACCOUNTING & PAYROLL SERVICES:	\$3,632	\$3,250.00	\$3,709	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***. Rates held steady for 2021
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$2,455.00	\$2,580	*** \$215 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260	\$234.00	\$260	*** \$10 * 26
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$300	\$561.00	\$377	*** to include ACH fees of \$3.50 * 26 + Overnight postage \$7.50 * 26
990 PREPARATION & DEPRECIATION	\$400	\$0.00	\$400	***
W-2 PREPARATION	\$50	\$0.00	\$50	*** \$30 + \$2 PER STAFF MEMBER (5)
1099 PREPARATION	\$42	\$0.00	\$42	*** \$30 + \$4 PER RECIPIENT ( Guestimate of 5)
INVESTMENT & ADVISORY FEES	\$0	\$120.00	\$0	MORGAN STANLEY fees are currently zero
BANK CHARGES & FEES	\$10	\$0.00	\$10	Occasional foreign currency transfer fees
PROFESSIONAL SERVICES - AUDIT etc	\$200	\$0.00	\$200	
PROFESSIONAL SERVICES - LEGAL etc	\$500	\$3.81	\$500	If we move forward towards a Foundation, we may need to include Legal Fees
MISCELLANEOUS		\$500.00	\$0	
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,342</b>	<b>\$3,873.81</b>	<b>\$4,419</b>	
<b>TOTAL OPERATING EXPENDITURE</b>				
	\$146,508	\$145,698.72	\$154,404	
<b>Net Revenue (Loss)</b>	<b>-\$23,492</b>	<b>\$1,142.68</b>	<b>-\$30,847</b>	Assumes \$17,995 is forgiven/revenue
<b>OTHER</b>				
<i>(1). Mileage Allowance for 2021 is based on 'IRS Standard Mileage Rate Guidelines for 2021' and is set at 56.0 cents per mile.</i>				
<i>(2) Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will be \$50 each</i>				

**YOUNGSTOWN FREE LIBRARY**  
**ASSETS BALANCE SHEET**  
**As at: December 31st 2020**

**YOUNGSTOWN FREE LIBRARY**  
**ASSETS BALANCE SHEET**  
**As at: January 1st, 2021**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00	\$100.00
Key Bank      Checking	\$30,310.92	\$30,310.92
PPP Funds	\$0.00	\$0.00
Morgan Stanley - 178- Acct	\$263,052.09	\$263,052.09
Morgan Stanley (Scholarship)	\$1,698.06	\$1,698.06
<b>TOTAL CURRENT ASSETS</b>	<b>\$295,161.07</b>	<b>\$295,161.07</b>

**FUND BALANCES**

**Unrestricted**

General (Operating)	\$26,373.02	\$28,994.46
Long Term Plan	\$95,064.55	\$95,064.55
Gifts/Grants		
Ortt Bullet Funds (2019)	\$5,000.00	\$0.00
CARES Act Stimulus Grant (2020)	\$5,000.00	\$0.00
Lions Club	\$250.00	\$0.00
Anonymous	\$150.00	\$0.00
NYS Family Literacy Grant	\$117.44	\$0.00
<b>Total Unrestricted Funds</b>	<b>\$131,955.01</b>	<b>\$124,059.01</b>

**Restricted**

Operating Reserve	\$146,508.00	<i>&lt;----- Reset to Operating -----&gt;</i> \$154,404.00
Scholarship (Ruby Carey)	\$1,698.06	<i>expenditure Budget for New Year</i> \$1,698.06
Gifts - Staff Xmas Bonuses (\$300)	\$0.00	\$0.00
Gifts/Grants (Children's Room)	\$15,000.00	\$15,000.00
<b>Total Restricted Fund Balance</b>	<b>\$163,206.06</b>	<b>\$171,102.06</b>

**TOTAL FUND BALANCES**      **\$295,161.07**

**\$295,161.07**

## **SUGGESTED VERBIAGE TO BE INCLUDED IN PERSONNEL POLICY**

SUGGESTED LOCATION IN PERSONNEL POLICY: - 2-5 Reporting Habits

Insert as para C and rename Rest Periods and Lunch Periods as D & E respectively

### C. COVID-19 and similar health-emergencies requiring Self-Quarantining

Should a staff member believe themselves to have been in contact with a person who has tested positive for COVID-19, they are required to stay at home and report their situation immediately to the Director.

They will then be required to take a COVID-19 test. Upon being tested negative, they should report back to the Director to be re-scheduled for work. The Director may require to see proof of the negative test, without compromising the staff member's right to privacy.

Scheduled staff will be paid for the duration of the self-quarantining, unless previous time off requests supercede any credited time. The payment will be categorized for Payroll purposes as "Paid not Worked" and will not affect the staff member's PTO or other leave allowances, should they have them.

To be eligible for payment during quarantine leave, staff should be ready, willing and able to work remotely on duties and projects assigned to them by the Director during their regularly-scheduled work time and must be able to show progress on such duties and projects.