



**Youngstown Free Library Board of Trustees**  
**Regular Board Meeting**  
**January 23, 2023**  
**7:00 PM**

<b>Meeting Called to Order</b>	Karran Swayze
<b>Determination of quorum</b>	
<b>Comments from the Public</b>	
<b>Minutes of Reg. Board Meeting Nov. 30, 2022</b>	Mary Clinch
<b>Reports</b>	
President's Report	Karran Swayze
Treasurer's Report	Maggie Steyn
Correspondence	David Smith
Director's Report	Sonora Miller

**Old Business**

- Report of the email vote for 2 new hires
- Update Covid Safety Guidelines regarding temperature taking and vaccine status
- Volunteers/workers for the upcoming 5K race/walk February 4, 2023???

**New Business**

- Elect Board of Trustees Officers & Liaison to the Friends—Barbara Costello

President –Karran Swayze

Vice President—

Recording Secretary—Mary Clinch

Treasurer—David Smith

Corresponding Secretary—Barbara Costello

Liaison to the Friends—Bill Siddall

- **Review of Meeting Ground Rules**

1. We are all equal Trustees and as such are entrusted with creating policy and overseeing finances. We are not here to micromanage and 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.
3. Be timely in our comments.
4. Use a committee system to work on projects.
5. Make decisions prior to vote through a consensus process, which means that you can live with the Idea even though you may not agree with all of it.
6. Make use of work sessions, if we schedule one, for committees to meet and report.

- 2023 Committee Assignments – review for Feb meeting
- Signing of annual compliance forms by Board members – Code of Ethics, Conflict of Interest, Whistle-blower ( [Bylaws & Policies](#) )

### **Other/Adjournment**

**Next Meeting:** – 27 February 2023 @ 7:00 pm  
Regular Board Meeting



**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: November 30, 2022

TIME: 7:00 p.m.

**Present:** Director Sonora Miller, Karran Swayze, Mary Clinch, Maggie Steyn, Dave Smith, David Brooks, Barb Costello, Bill Siddall (visitor)

**Absent:** Devon Tower (excused), Claudia Andres

**Call to Order:** 7:08 pm

**Comments from the Public:** None

**President's Remarks:** President Karran Swayze presented the following updates:

1. On November 10, 2022, Karran Swayze and Maggie Steyn attended a meeting organized by the Western New York Library Resources Council (WNYLRC). Representatives from area libraries were also in attendance, and discussion was held with NY State Representative Angelo Morinello.
2. Karran thanked the individuals who had prepared baskets for the current basket raffle being held in the library.
3. Karran thanked Maggie Steyn for her efforts to consolidate feedback from the Board regarding the vote to cancel the contract with Network for Good. The following information was put forward:
  - a. We have held a contract with 'Network for Good' (NFG) since December 2020. It costs \$1,200 per annum + 3% per transaction.

Since January 2021 until the end of October 2022, we had only received 67 donations online (both Friends and Library) garnering only \$2,955 in donations which cost us \$2,400 (not counting transaction fees).

While having an online donation platform on our website to offer our community is desirable, less expensive software is now available – software that is transaction-cost-based with no 'fixed' fee.

- b. The following motion, moved and seconded, was circulated to Board members via email in November 2022.

“The Youngstown Free Library Board of Trustees wishes to cancel the contract with Network for Good, upon the expiration of the current contract-term on December 31<sup>st</sup>, 2022”

- c. The motion was unanimously approved by all 8 Board member voting in response to the email.
  - d. The Library Director was subsequently asked to start the cancellation process and this has been done, an email of our intention to cancel being acknowledged by a member of the NFG management team.
  - e. Sonora confirmed that a call was scheduled for December 16 with NFG that should complete the cancellation process.
4. Karran shared Claudia Andres’ resignation from the Board.
- A motion was made by David Brooks and seconded by Dave Smith to accept with regret. Motion passed.

Karran requested Dave Smith send a thank you letter to Claudia for her service on the Board. Karran also asked the Board to consider how to best continue the work that Claudia had previously performed on both the Sustainability and Ruby Carey Scholarship Committees.

#### **Minutes of the October 2022 Board Meeting**

- A motion was made by Karran Swayze and seconded by Maggie Steyn to accept the October meeting minutes as presented. Motion passed.

#### **Treasurer’s Report**

Treasurer Maggie Steyn emailed the Financial Report to Board member prior to the meeting for review. She shared that:

- The fall Fund Drive has kicked off well, bringing in over \$30,000 this year. This includes donations from late 2021 that were applied to 2022
- Additional donations were garnered from Colleen Johnson Summerville’s clothing exchange, and from the 50/50 raffle held by Ray’s Tavern (including a donation by the raffle winner)
- A check from the IRS was received for payroll corrections to last year’s accounts
- Sonora was asked to bring forward any expenses possible, through end of 2022

Karran asked if an update was available on the 2023 allocation from Town of Porter; per Maggie it was to be the same as in 2021 (\$70,000). The Village allocation would remain \$1,000, and the Niagara County allocation was to reflect a 10% decrease from 2022.

Karran asked that the Friends of the Library be thanked for their contributions that allowed numerous Library programs to continue.

The report was accepted as presented and to be filed.

#### **Correspondence Report**

Dave Smith sent out the following 5 thank you notes for the month of November:

- Wendy Guild: \$380 gift to the Library
- Jill Gleason Mazur: for planning, organizing, and running the Annual Fund Drive mailing
- Colleen Johnson Summerville for her \$515 donation from the clothing exchange
- Jada and Nick Ekert for running the Halloween 50/50 raffle at Ray's Tavern which netted \$256 for the Library. They also made a matching gift to the Library
- Brian Tower for his gift of his winnings from the Halloween raffle to the Library

### **Director's Report**

Director Sonora Miller shared the following:

- Security cameras: The Library currently owns four cameras, but not all are operable (the Teen Room camera stopped working last year, another out last month; none were repairable)
  - Karran will contact the camera vendor to discuss cancellation of the current service
  - Sonora asked for assistance to assess a new system, that would include 4-5 cameras and allow for recording/reviewing history. This was estimated to cost up to \$800 for purchase and installation
  - Barb Costello agreed to ask her contact that performs tech services at the Jug if he may be willing to assist with installation of a new system/removal or covering of old cameras
- A motion was made by Karran to allow Sonora to identify a proposed system and installation plan, seconded by Dave Smith. Motion passed.
- Sonora highlighted that several events were ongoing or upcoming, including the basket raffle, new outreach with storytime at The Children's House, and a scavenger hunt in the Library. Special thanks to Nadine Tidwell for producing Take & Make Craft Kits for Halloween and Thanksgiving. For the Christmas/winter season:
  - Christmas in the Village will be held on December 10. There will be no bake sale this year, but the baskets from the basket raffle will be on display. A new Take & Make Craft Kit will also be available.
  - The Winter Reading Program will be held mid-December until mid-January.
- 28 applications were received for the open Library Clerk positions, which is a strong response.

### **Friends of the Library Report**

Friends Liaison Mary Clinch shared updates from the Friends, including:

- A call from Colleen Johnson Summerville for content for the upcoming newsletter
- Discussion on planning for new officers for 2023
- The upcoming annual dinner on December 5 at the Fort Niagara Officers' Club; all Board members are invited to attend

### **OLD BUSINESS**

#### **Committee Reports:**

**Finance Committee:** Treasurer Maggie Steyn presented the budget for 2023, with the following notes:

- Minimum wage updates and adjustments confirmed by the Personnel Committee have been reflected
  - Sonora was commended for all of the additional work she has performed throughout the year; Maggie also thanked all on the budget team for the work to prepare for 2023
  - While some increases were able to be included (e.g., Hoopla), most costs were trimmed a little. Karran asked Sonora about the cost of digital collections for libraries; per Sonora content is priced higher than for the physical collection, and in some cases there are checkout limits.
- Maggie made a motion to approve the 2023 budget, seconded by David Brooks. Motion passed.
- Per Maggie, expenses need to be in by December 26 and the final payroll run of the year is December 27. The first payroll of 2023 will be on January 13 and will reflect approved increases.
  - Maggie attended a meeting in November with the Foundation to review recent fund performance. Maggie reminded the Board that the next installment to the Foundation is to occur in two quarters' time.

**Personnel Committee:**

- Mary Clinch made a motion to update the Personnel Policy and modify the language for allocating PTO based on years of service. Dave Smith seconded; the motion passed.

**Sustainability Committee:** No Report to share at this time

**Grant Committee:** Dave Smith volunteered to lead new searches for grants; Sonora will provide him with information she has received. There are currently two grants submissions pending outcomes.

**Nomination Committee:**

- Maggie Steyn has completed her three consecutive terms of service, and is not eligible to run for a fourth term.
- Karran Swayze will run for a third term.
- Devon Tower will not be seeking a second term.
- David Brooks will run for a second term.
- Claudia Andres has resigned from the Board; there will be a 1-year term to fill for her position.
- Barb Costello and Mary Clinch each have one year left on their current terms.
- Positions to be filled:
  - At least one full term, ideally two
  - Claudia's remaining 1-year term
  - Per the Board bylaws, the Board must maintain between 9-13 members

**NEW BUSINESS**

Karran shared that the Annual Meeting will occur on January 23 at 6:30 p.m., followed by a Board of Trustees meeting. Officers and presidential appointment of committee members will occur at the Board meeting. The Board agreed to continue holding monthly meetings on Mondays.

Motion was made by Dave Smith to adjourn the meeting and seconded by Maggie Steyn. The meeting was adjourned at 8:22 p.m. The next scheduled meeting date is Monday, January 23 at 6:30 p.m. in the Programming Room.

Respectfully submitted,

Mary Clinch, acting as Recording Secretary on behalf of Devon Tower

Youngstown Free Library Board of Trustees

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2023**  
*Adopted at Board Meeting 11-30-2022*

	Budget for 2022	Actuals 2022 Year End	Budget 2023	Notes - all Revenue & Expenditure line items assume a 2023 Library-model of 36 hour week
<b>REVENUE</b>				
TOWN OF PORTER	\$70,000	\$70,000.00	\$70,000	Same as 2022, per TOP meeting 11-07-22
NIAGARA COUNTY	\$7,814	\$7,102.00	\$7,250	
YOUNGSTOWN VILLAGE	\$1,000	\$1,000.00	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,386	\$1,429.60	\$1,260	
LEGISLATIVE INITIATIVE	\$0	\$0.00	\$0	
FRIENDS	\$14,000	\$14,101.00	\$16,000	Agreed by Friends' Board 11-16-22
FINES/ COPIER/ FAX	\$2,400	\$2,313.30	\$2,200	
INTEREST	\$150	\$1,493.98	\$270	
GIFTS	\$12,000	\$14,998.91	\$11,000	
ANNUAL DRIVE	\$27,000	\$30,712.00	\$28,900	
MISCELLANEOUS	\$100	\$537.71	\$450	
GRANT FUNDS	\$5,000	\$3,317.00	\$5,000	
OTHER INCOME	\$5,000	\$0.00		
<b>TOTAL REVENUE</b>	<b>\$145,850</b>	<b>\$147,005.50</b>	<b>\$143,330</b>	

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2023**  
**Adopted at Board Meeting 11-30-2022**

	Budget for 2022	Actuals 2022 Year End	Budget for 2023	Notes
<b>EXPENDITURE</b>				
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$83,900	\$79,315.39	\$86,702	Assumes full complement of Staff: Director + 3 clerks + 1 page
HEALTH BENEFIT	\$4,000	\$4,000.10	\$4,500	+ \$500 for 2023; Add'l +\$500 for 2024
SOCIAL SECURITY & MEDICARE	\$6,724	\$6,067.62	\$6,977	Staying same at 7.65%
CONTINUING EDUCATION & NETWORKING/Memberships	\$160	\$85.23	\$100	
NEW YORK STATE DISABILITY & SUTA/FUTA	\$408	\$753.87	\$700	
WORKER'S COMPENSATION	\$850	\$875.00	\$800	
CHRISTMAS BONUSES	\$200	\$200.00	\$250	Assumes 5 staff @ \$50
<b>TOTAL PERSONNEL</b>	<b>\$96,242</b>	<b>\$91,297</b>	<b>\$100,029</b>	69.79% of revenue
<b>LIBRARY MATERIALS &amp; SERVICES</b>				
HOOPLA	\$4,850	\$4,431.37	\$5,570	Focus on Streaming Services
AV & DIGITAL MATERIALS (Excl HOOPLA)	\$6,086	\$3,249.09	\$3,800	....not so much purchasing
BOOKS	\$7,500	\$5,719.44	\$6,500	
COMPUTER SOFTWARE (incl Donation S/W)	\$280	\$459.59	\$300	for patron-computers & laptops
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$2,964.18	\$3,000	
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,159.25	\$1,300	
PROGRAMMING	\$1,780	\$2,711.66	\$2,600	Increase to reflect Friends' gifts
PUBLICITY & PROMOTION (incl Donation	\$1,600	\$15.84	\$200	Includes Donation software net cost (\$100)
COPIER LEASE & USAGE	\$840	\$866.50	\$840	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$120	\$31.99	\$30	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$580	\$779.96	\$280	pro-rate at 50% between Services (for programming etc) & Operating
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,256</b>	<b>\$22,388.87</b>	<b>\$24,420</b>	

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2023**  
*Adopted at Board Meeting 11-30-2022*

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2022</b>	<b>Actuals 2022 Year End</b>	<b>Budget for 2023</b>	<b>Notes</b>
ALMS FEE	\$7,419	\$7,419.00	\$7,680	Per NIOGA 10-26-22
OFFICE SUPPLIES	\$800	\$945.73	\$750	
HOUSEKEEPING	\$80	\$71.78	\$70	
INSURANCE	\$4,500	\$3,543.03	\$3,800	
RENT	\$1	\$1.00	\$1	
MAINTENANCE (SPACE)	\$800	\$386.00	\$580	Carpet Deep-cleaning \$350, Sonitrol, A/C filters, air purifier filters, misc.
COPIER LEASE & USAGE	\$840	\$866.60	\$840	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$120	\$33.98	\$30	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$580	\$419.92	\$280	pro-rate at 50% between Services (for programming etc) & Operating
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$15,140</b>	<b>\$13,687.04</b>	<b>\$14,031</b>	
<b>COVID-19 OPERATING EXPENDITURE</b>				
LIBRARY CLEANING MATERIALS & PROCESSING				
OFFICE SUPPLIES	\$800	\$66.95		
REMOTE OPERATION				
<b>TOTAL COVID-19 OPERATING EXPENDITURE</b>	<b>\$800.00</b>	<b>\$66.95</b>	<b>\$0</b>	

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2023**  
*Adopted at Board Meeting 11-30-2022*

<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2022</b>	<b>Actuals 2022 Year End</b>	<b>Budget for 2023</b>	<b>Notes</b>
TECHNOLOGY	\$500	\$266.85	\$980	3 Patron computers upgraded + 2 new
OTHER - SPACE etc	\$0			
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$500</b>	<b>\$266.85</b>	<b>\$980</b>	
<b>MISCELLANEOUS</b>	<b>Budget for 2022</b>	<b>Actuals 2022 Year End</b>	<b>Budget for 2023</b>	
ACCOUNTING & PAYROLL SERVICES:	\$3,657	\$3,400.00	\$3,400	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below
CPA SERVICES: MONTHLY BOOK-KEEPING, ALL PAYROLL SERVICES & ACCOUNTING \$250 / month	\$3,000	\$3,000.00	\$3,000	
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$200	\$0.00		
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$27	\$0.00		
990 PREPARATION & DEPRECIATION	\$400	\$400.00	\$400	
W-2 PREPARATION	\$30	\$0.00		
1099 PREPARATION	\$0	\$0.00		
INVESTMENT & ADVISORY FEES	\$0	\$120.00		MORGAN STANLEY fees are currently zero
PROFESSIONAL SERVICES - AUDIT etc	\$0	\$0.00		
PROFESSIONAL SERVICES - LEGAL etc	\$250	\$462.50	\$470	Outstanding Obligation from 2022
BANK CHARGES & FEES	\$5	\$3.42		
MISCELLANEOUS (Foundation)	\$0	\$33,000.00		
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,912.00</b>	<b>\$36,985.92</b>	<b>\$3,870</b>	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$145,850</b>	<b>\$164,692.84</b>	<b>\$143,330</b>	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>-\$17,687.34</b>	<b>\$0</b>	
<b>OTHER</b>				
<i>(1) Mileage Allowance for 2023 will be based on 'IRS Standard Mileage Rate Guidelines for 2023' of 62.5 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: January 1st, 2023**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key Bank Checking	\$49,890.74
FICA Receivable	\$178.74
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$223,768.31
Morgan Stanley (Scholarship)	\$198.27

**TOTAL CURRENT ASSETS** **\$274,136.06**

**FUND BALANCES**

**Unrestricted**

General (Operating)	\$48,806.06
Sustainability/Foundation	\$67,000.00
<b>Total Unrestricted Funds</b>	<b>\$115,806.06</b>

**Restricted**

Operating Reserve	\$143,330.00
Gifts/Grants (Children's Room)	\$15,000.00
Scholarship (Ruby Carey)	\$198.27
<b>Total Restricted Fund Balance</b>	<b>\$158,330.00</b>

**TOTAL FUND BALANCES** **\$274,136.06**

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

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key B Checking	\$49,890.74
FICA Receivable	\$178.74
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$223,768.31
Morgan Stanley (Scholarship)	\$198.27

**TOTAL CURRENT ASSETS** **\$274,136.06**

**FUND BALANCES**

**Unrestricted**

General (Operating)	\$46,286.06
Sustainability/Foundation	\$67,000.00
<b>Total Unrestricted Funds</b>	<b>\$113,286.06</b>

**Restricted**

←---- *Reset to Operating* ----→  
*Budget for New Year*

Operating Reserve	\$145,850.00
Gifts/Grants (Children's Room)	\$15,000.00
Scholarship (Ruby Carey)	\$198.27
<b>Total Restricted Fund Balance</b>	<b>\$160,850.00</b>

**TOTAL FUND BALANCES** **\$274,136.06**



18 January 2023

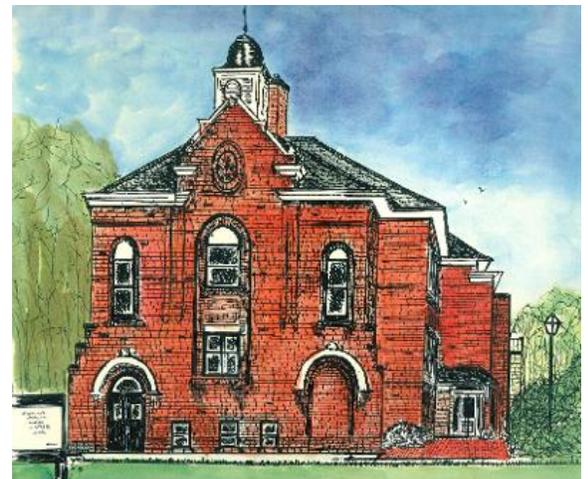
Thank you notes were sent to the following people in the month of January.

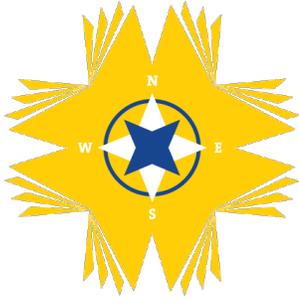
- Director Sonora Miller for setting up and displaying baskets and selling tickets for the basket raffle and for completing an efficient and timely search for new Library employees.
- Chris Schemel for selling tickets for the basket raffle and for her flexibility in helping to staff the Library during the employee transition.
- Megan Sherman for selling tickets during the basket raffle and her help during the employee search and transition.
- Nadine Tidwell for her tremendous help while volunteering to sell tickets during the basket raffle.

Respectfully submitted,

David Smith

Correspondence Secretary





# Youngstown Free Library

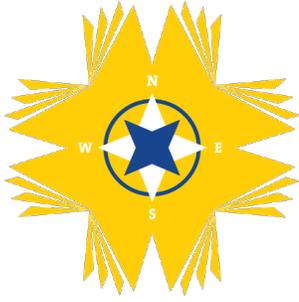
240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

## Director's Report

January 2023

### WHAT SERVICES ARE OFFERED BY THE LIBRARY?

- 2023 in-person and phone hours
  - Mondays: 2:00 – 8:30 PM
  - Tuesdays: 9:30 – 8:30 PM
  - Wednesdays: 2:00 – 8:30 PM
  - Thursdays: 2:00 – 6:00 PM
  - Fridays: 10:00 – 2:00 PM
  - Saturdays: 10:00 – 2:00 PM
- Library checkouts
  - 24,000 books, magazines, and movies available for checkout
  - Home delivery available for those isolating or homebound
    - Available by contacting the Library at 745-3555
  - Deliveries from 21 other Nioga libraries arrive twice a week
- Free Wi-Fi in the parking lot 24/7
  - Wi-Fi extender strengthens signal through the building's walls to reach the entire parking lot
  - No password required
- Library programs
  - Afternoon Book Club
    - on pause for now
  - Evening Book Club
    - on pause for now
  - Non-Fiction Book Club
    - meeting virtually in early February
  - Town of Porter Story Hour
    - January programs met in person
  - Friends of the Library Meetings
    - January meeting met in person
  - Library Board of Trustees Meetings
    - January meeting held in person
  - Winter Reading Program
    - Held December 19 – January 14
    - Collection of programs including Noon Year's Eve Party, LEGO Club, and Take & Make Craft Kits
    - Reading Challenge totaled 7,701 minutes spent reading by 14 registrants
- Library services
  - Computers available for use
  - Printing, copying, and faxing services
  - Battery recycling available
  - Jigsaw puzzles for pickup
  - Art gallery showcasing local artists
  - Year-round Nearly New Book Sale for the public



## Youngstown Free Library

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

### FUNDRAISING AND GRANTS

The Youngstown Free Library has just ended our contract with Network for Good. Starting January 1<sup>st</sup>, the Library and the Friends are using DonorNow to provide payment processing software in conjunction with Stripe and Paypal. This means that we can continue to conduct fundraising online safely and securely. Donor management is not included in this product, but Maggie has volunteered to maintain the Excel spreadsheets of donors to both the Library and the Friends.

### PROGRAMS

The Winter Reading Program and Winter Reading Challenge has just ended its 2023 season. Ten programs were offered to a total of 201 participants (110 children, 91 adults). In the Reading Challenge, 14 participants read a total of 7,701 minutes. For comparison, the year before, 14 participants read a total of 4,749 minutes. I am very pleased with this year's result, especially since it was accomplished with only 2 staff members during a very difficult time of the year.

### PUBLICITY UPDATES

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

Facebook: 1,200 followers: <https://www.facebook.com/youngstownfreelibrary/>  
Instagram: 597 followers: <https://www.instagram.com/youngstownfreelibrary>

### STAFF

We now have four Library Clerks: Chris Schemel, Megan Sherman, Mike Beck, and Lois Kaminski. Lois's and Mike's first day was January 9, 2023.

Respectfully submitted,

Sonora R. Miller  
Library Director



### Friends of the Library – Trustee Liaison Report for January 2023

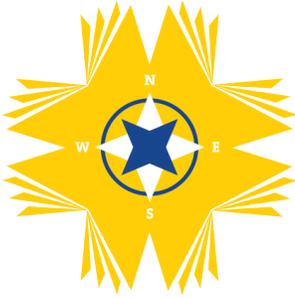
The Annual Meeting of the Friends was held on January 18, 2023, followed by their January meeting. Of note:

1. A few members of the 2022 Friends board were departing, but several new members were welcomed to the board, including:
  - a. Maggie Steyn
  - b. Jodee Riordan
  - c. Chris Schwartz
  - d. Janice Mariani
  - e. Maureen Gambino
2. The board appointed all new officers, including:
  - a. Jodee Riordan – President
  - b. Elaine Barbiero – Vice President
  - c. Wendy Guild Swearingen – Secretary
  - d. Maggie Steyn – Treasurer
3. Bill Siddall presented their 2023 budget for approval – of interest, the Friends are required to pay sales tax on items sold such as books in the book sale (Bill indicated this was just under \$700 for books in 2022)
4. Wendy reviewed the various events supported in 2022, and noted just over \$100 was brought in at Christmas in the Village via donations.
5. Wendy recommended having individual members of the board be assigned to various planned fundraisers early, to ensure success. Of note:
  - a. The Super Bowl Sunday Chili Cookoff is on February 12 at Bandana's, from 2:00 – 4:00 p.m. Flyers are available, and the event has been shared on social media-- please help get the word out, plan to attend, and also consider cooking!
  - b. Dessert in the Stacks will hopefully return in April, with Maggie and a few other Friends board members coordinating. They are working out the event details to ensure feasibility, compliance with room capacity limits, etc.
  - c. The Spring Book Sale is planned for May 4-6, with a chairperson to be assigned
6. Colleen has asked all to be mindful of her submission deadlines for upcoming quarterly newsletters. She would really appreciate as much interesting content as we can help provide, but also on time (as there was some rush to compile/edit the last few newsletters due to late submissions!). The board felt that the digital format was quite good, and should continue. Sonora was asked if a few paper copies could be kept at the Library desk.
7. The Friends membership drive will kick off as usual in March; Jodee will be producing the letters.

Respectfully submitted,

Mary Clinch

Youngstown Free Library Board of Trustees

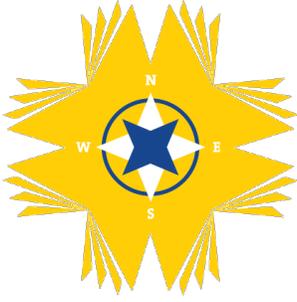


## Board of Trustees' Terms of Service as of January 2023

Name	Term
Karran Swayze	Third three year term until 1/2026
Devon Tower	Second three year term until 1/2026
David Brooks	Second three year term until 1/2026
Barbara Costello	Second three year term until 1/2024
Mary Clinch <sup>1</sup>	First three year term until 1/2024
Dave Smith	First three year term until 1/2024
Bill Siddall <sup>2</sup>	First three year term until 1/2024
<del>Mary Beth Smith</del>	<del>First three year term until 1/2024</del>
<del>Claudia Andres</del>	<del>Second three year term until 1/2024</del>

<sup>1</sup> Filling the remainder of Nadine Tidwell's term

<sup>2</sup> Filling the remainder of \_\_\_\_\_'s term



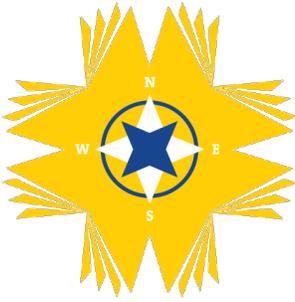
# Youngstown Free Library

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

## 2023 LIBRARY BOARD OF TRUSTEES MEETINGS

Monday, January 23	6:30 PM	Annual Meeting*
Monday, January 23	7 PM	Board of Trustees Meeting*
Monday, February 27	7 PM	Board of Trustees Meeting
Monday, March 27	7 PM	Board of Trustees Meeting*
Monday, April 24	7 PM	Board of Trustees Meeting
Monday, May 22	7 PM	Board of Trustees Meeting*
Monday, June 26	7 PM	Board of Trustees Meeting
Monday, July 24	7 PM	Board of Trustees Meeting
August		NO MEETING
Monday, September 25	7 PM	Board of Trustees Meeting*
Monday, October 23	7 PM	Board of Trustees Meeting
Monday, November 27	7 PM	Board of Trustees Meeting*
December		NO MEETING

\* Reports are due for these meetings.



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### 2023 PROPOSED CLOSURES FOR HOLIDAYS

New Year's Day (observed)	Monday	January 2
MLK Day	Monday	January 16
Presidents' Day	Monday	February 20
Memorial Day	Monday	May 29
Juneteenth	Monday	June 19
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Indigenous People's Day/Columbus Day	Monday	October 9
Veterans Day	Saturday	November 11
Close at 5 PM on Thanksgiving Eve	Wednesday	November 22
Thanksgiving	Thursday	November 23
Day after Thanksgiving	Friday	November 24
Christmas Eve (observed)	Saturday	December 23
Christmas Day	Monday	December 25
New Year's weekend	Saturday	December 30