

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: July 27th 2015

Time: 7:00pm

PRESENT: Rita Rolfe, Diana Newton, Joan Spira, Maggie Steyn, Jan Gilgore, Mary Wieland, Shelley Vanstrom, Paul Inskeep, Richard Powell

EXCUSED: Jan Mathews

CALL TO ORDER: By: Rita Rolfe at 8:06pm

COMMENTS FROM THE PUBLIC: None

MINUTES:

The minutes of the May 18th meeting were approved as read.

The minutes from the June 22nd Work Session were approved with the following addition to the Finance Committee report. *"In trying to trace back the origins of the library's investment monies in Morgan Stanley, Joan had determined that in 2002, an HSBC account was closed out and its closing balance of \$150,000 was transferred to a new account with Morgan Stanley."*

The minutes of the June 22nd Work Session were accepted as corrected.

PRESIDENT'S REPORT:

Rita thanked Diana for hosting the Ruby Carey Award picnic, held at her house earlier in the evening.

She asked that the review of the Insurance Policy be put on hold, pending her meeting with the insurance agent for the policy from First Niagara.

She reported that she and Jan met and documented Jan's office procedures, as they apply to monetary activities. These procedures will be helpful when documenting our Finance Policy.

TREASURER'S REPORT: Joan reported that the statements presented by the accountant and the check register had been reviewed and appeared to be in order. Per the motion at the last meeting, the books were now closed as at the last day of the preceding month, but the accountant was not able to 'match' the reports because of the difference of the Fair Market Value of the investment accounts. Rita requested that the accountant be asked to find a way to notate the FMV in order for the two reports to balance. Jan was to ask her to do that.

The Treasurer's Report was filed for audit.

(See attached Financial Statement of June 30th.)

DIRECTOR'S REPORT: Jan presented her report. The Community picnic was to be held on August 8th and a sign-up sheet for volunteers was circulated. The library had received donations from both the Friends and the Study Club for the Mary Andrus fund.

She had received a mailing informing her that several libraries in NIOGA had got together to employ the services of a Marketing Professional, who would prepare an 'advertisement' for participating libraries detailing the services they offered. The format of this advertisement was not yet known, but the service to be provided was at this point free. If we wished to participate, we should email them with details of happenings in Youngstown. Any further action would then be re-evaluated. Upon a motion by Joan, seconded by Mary it was determined that we should participate in the first free 'advertisement' and send an email with our information.

Jan also reported that she had received a letter from Senator Robert Ort announcing a grant/gift of \$5,000 to be used to “enhance educational program initiatives within your organization”. Paul said he would write a Thank You.

Rita reported on seeing an advert in the Sentinel for Lewiston Public Library, listing their calendar of events for the month. She asked Jan if she could find out if such a service was free and if so, we should send in a similar contribution regularly.

Little Library: no response had been received from Ashker’s regarding its re-siting. Jan’s alternative sites were discussed, with the most popular being at the corner of Hinman and Main by the map tripod. Jan was to talk to the village.

Motion made to accept Director’s Report, accepted unanimously (Proposed: Joan; Seconded: Paul)

The Director’s report was filed.

(See attached Director’s Report of July 21, 2015)

CORRESPONDENCE: Paul reported he had written 8 Thank You’s to various recipients. He would also be writing to Senator Ort.

FRIENDS OF THE LIBRARY LIAISON: Maggie said that the last 2 events – Bandana’s and the Water Sale at the Street Dance had raised \$272 and \$130 respectively for the Friends, and she thanked everyone who participated in these fund-raisers. The Friends next activity would be to prepare the mailing for the Library Fund Drive kicking off at the end of September. Rita said she would work on the letter. Joan wondered if it could include some sort of statement with regard to making Legacy gifts to the library. (This could also be a topic for the Friends’ newsletter.)

Rita also said she would like to see more interaction between the Friends and ourselves, by maybe inviting them to participate in some more of our committees, in the way that Jan Howard was already on the Vision Committee.

COMMITTEE REPORTS:

Renovation Committee: Joan reported that she did not yet have a firm date for cabinet-delivery but was expecting them for the end of August. She said that on the evening of August 6th, after close of business, she, Paul and Mary would be painting the office.

Governance Committee:

Rita circulated a draft “Conflict of Interest” policy – to be reviewed at our September meeting. She also gave out the Code of Ethics copy for our files, (which we had all signed previously.)

By-Laws revision – the governance committee would meet on this in September.

Vision Committee: Shelley reported that the New York State Council for the Humanities was revising their program and that also the speaker she had been hoping to engage was no longer available. The Council was currently soliciting for new program-participants. In all likelihood, their program-costs would be increasing. Shelley asked that it would maybe be a good time to create a budget for the Vision initiative, especially in light of the grant just received from Senator Ort.

Maggie proposed that a budget-line of \$1,000 in support of “Programs/Education/Public Outreach” be created for the remainder for this year (August thru December). It was seconded by Rita and unanimously carried.

Visit to other libraries: A visit to Hamburg library would take place either Tuesday 28th or Wednesday 29th July.

List Server: Shelley would be meeting with Jan sometime in August to set up the Google Group for the library, for the purposes of communicating with our patrons and potential patrons. Maggie offered to help if she was available.

Finance Committee: Maggie reported that she was working on a draft of the Finance Policy and that the financial procedures Rita and Jan had documented would be useful to refer to. She would like to have a working copy of the draft policy ready for a meeting of the Finance committee in early September.

Investment Options. These had been previously reviewed. Maggie would like them to be re-reviewed by the Finance Committee and a recommendation prepared to be presented at the Regular meeting of September 28th.

What's Next:

Joan reported that the 2016 budget preparation would commence in September and that they had already had the usual letter from the Town of Porter to see if we still needed the budget money from them (!)

The Conflict of Interest policy was to be reviewed.

Vision Committee: hopefully the October program plans would be able to be circulated via the Google Group.

Finance Committee: to meet early September

Governance Committee: also to meet early September to review the By-laws.

Director's evaluation – to be completed. (Records of the earlier reviews were still being looked for.)

Nominations for Next Year's Board – Board members were asked to determine if they wished to continue to serve in 2016.

MOTION TO CLOSE THE MEETING: Made by Paul, seconded by Joan to close the meeting at 9:07pm.

NEXT MEETINGS: Business Meeting September 28th 7:00pm

Work Meeting: October 26th: 7:00pm

Respectfully Submitted,

Maggie Steyn

Recording Secretary, Board of Trustees, 2015



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT
Prepared for Trustee Meeting to be held on July 27th 2015

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: The Town of Porter Story lead by Sharon Rugg, Amanda Shackelford, and Heidi Lauger are presenting a 6 week program of special events at 10am on Tuesday mornings, which began on June 30th and will finish on August 4th. They will return in September.

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club presented their final school year story hour on May 16th. They will return in October.

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing.

Nursery Rhyme Time – This program will run Friday mornings at 9:30am from October 2nd through November 13th

Summer Reading Program: “*Every Hero Has a Story*”. Reading at Home Club, has 42 children registered.. The Drama group has 13 children planning a performance for family, friends and community on Tuesday August 11th at 7pm. At craft time 10 to 15 children have been creating a pet rock, Superhero capes and slime. Summer Reading Program Coordinator has been presenting Story hour in the park herself. along with 3 visits by the Nioga/Grigg Lewis interns. In addition the Town of Porter Story Hour program are having special events. Also; the village recreation has decided to run the Park program though Aug 27th so we will have a story hour in the park through Aug 26th

ADULT:

Youngstown Free Library Book Discussion Group

The summer book for this group is *Invention of Wings* by Sue Monk Kidd. The group will meet September 9th. The October meeting will be on the 14th. It will be part of the Niagara County Reads program. The book is the *The Wife, the maid and the mistress* by Ariel Lawton. The author will visit Lockport Library, There will also be a background lecture about the aritecture of the 1929/1930 period. The book is fiction, based on the disappearance of Judge Joseph Crater
The Town of Porter recreation Commission will have and 1.5 hour event on Thursday august 20th from 6:30 to 8pm when an employee of the commission will be available to help people work with electronic devices. Phones, Tablets, IPads. I will hear more about this event the week of August 3rd.

Friends:

The Friends did very well at both the Bandanas dinner and at the water table at the Hello Summer Street dance.

COMMUNITY OUTREACH:

Village Picnic will take place on Saturday August 8th. I will need help working the game from 12 to 4, also at set up at 10:30 and take down help at 3:45. Joe Cecconi has agreed to lend the library his tent

I have heard rumors that there will be some sort of Labor Day Parade with a party after it. The Youngstown Village Fireman will lead in but is not the organizer. It will be smaller than before but much bigger than 2014.

I have not received any new information on the Harvest Festival or the Library reading about Johnny Appleseed. I again asked for more information the week of July 13th but none has been forthcoming.

BUILDING, GROUNDS, & EQUIPMENT

The "Little Library" . We have received no response from the Ashker Family about moving the Little Library to their property. I would like agreement to ask the village to repair it one last time and move it to one of 3 places;

1. Top of Water St.by the directional lighthouse
2. In the Waterfront Park
3. At the corner of Main and Hinman next to the map tripod.

PERSONNEL:

Jan Gilgore; vacation August 20th - 24th

NIOGA MEETINGS AND WORKSHOPS:

None

SUGGESTION BOX:

None

CIRCULATION:

	<u>2014</u>	<u>2015</u>
May	1974	1793
June	1898	1797

Submitted by
Jan Gilgore
Library Director
July 21, 2015

Youngstown Free Library

	June 30th	Received May 13th to June 30th	Received YTD	To Be Received
REVENUE	BUDGET 2015			
TOWN OF PORTER	\$75,593.22	\$0.00	\$75,593.00	\$0.22
NIAGARA COUNTY	\$5,700.00	\$0.00	\$0.00	\$5,700.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$0.00	\$14,000.00
LOC. LIBRARY SERVICE AID	\$200.00	\$128.70	\$128.70	\$71.30
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$222.75	\$837.85	\$362.15
INTEREST	\$6,000.00	\$546.63	\$2,301.82	\$3,698.18
GIFTS	\$1,000.00	\$410.00	\$1,150.00	-\$150.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
Annual Drive	\$14,000.00	\$150.00	\$885.00	\$13,115.00
MISCELLANEOUS	\$100.00	\$15.75	\$28.75	\$71.25
Grant Funds	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
TOTAL REVENUE	\$133,293.22	\$1,473.83	\$80,925.12	\$52,368.10

EXPENDITURE

	2015 Budget	Spent May 13th to June 30th	Spent YTD	Remains in Budget
PERSONNEL				
SALARIES (GROSS)	\$58,000.00	\$6,239.36	\$24,573.27	\$33,426.73
SR PROG COORDINATOR	\$1,300.00	(\$341.25)	(\$211.86)	\$1,511.86
SOCIAL SECURITY & MEDICARE	\$4,458.00	\$602.25	\$1,901.97	\$2,556.03
ANCILLARY BENEFIT	\$2,000.00	\$0.00	\$0.00	\$2,000.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	(\$27.00)	\$217.00	\$83.00
NEW YORK STATE DISABILITY	\$400.00	\$0.00	\$227.83	\$172.17
WORKER'S COMPENSATION	<u>\$575.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$575.00
TOTAL PERSONNEL	\$67,033.00	\$6,473.36	\$26,708.21	\$40,324.79
LIBRARY MATERIALS				
AV Materials	\$2,500.00	\$19.35	\$1,910.54	\$589.46
BOOKS	\$20,000.00	\$2,404.41	\$11,771.05	\$8,228.95
COMPUTER SOFTWARE	\$100.00	\$0.00	\$0.00	\$100.00
SUBSCRIPTIONS	<u>\$3,100.00</u>	<u>-\$20.00</u>	<u>\$1,045.80</u>	\$2,054.20
TOTAL LIBRARY MATERIALS	\$25,700.00	\$2,403.76	\$14,727.39	\$10,972.61
OPERATING EXPENDITURE				
ALMS FEE	\$7,750.00	\$635.85	\$3,815.10	\$3,934.90
HOUSEKEEPING	\$200.00	\$13.20	\$54.30	\$145.70
INSURANCE	\$2,900.00	\$0.00	\$267.15	\$2,632.85
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$254.02	\$1,404.77	\$95.23
MAINT. - REPAIRS	\$400.00	\$0.00	\$1,194.90	-\$794.90
POSTAGE	\$950.22	\$0.00	\$67.75	\$882.47
PROMOTIONAL	\$200.00	-\$528.40	-\$427.25	\$627.25
RENT	\$12,000.00	\$0.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$178.56	\$1,329.71	\$1,870.29
TELEPHONE *	<u>\$1,150.00</u>	<u>\$110.48</u>	<u>\$818.17</u>	<u>\$331.83</u>
TOTAL OPERATING EXPENDITURE	\$30,250.22	\$663.71	\$8,524.60	\$21,725.62

CAPITAL EXPENDITURE

EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
MAJOR IMPROVEMENTS	<u>\$500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500.00</u>
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$0.00	\$0.00	\$1,500.00

MISCELLANEOUS

Accounting	\$950.00	\$165.00	\$528.00	\$785.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$130.00	\$780.00	\$780.00
CPA-990	\$750.00	\$595.00	\$595.00	\$155.00
Investment & Advisory Fees	\$2,000.00	\$150.00	\$680.80	\$1,850.00
Payroll	\$650.00	\$94.00	\$318.50	\$556.00
Payroll Taxes	\$500.00	\$49.98	\$160.44	\$450.02
Unforeseen	<u>\$500.00</u>	<u>\$0.00</u>	<u>\$158.83</u>	<u>\$500.00</u>
TOTAL MISCELLANEOUS	<u>\$8,310.00</u>	<u>\$1,183.98</u>	<u>\$3,221.57</u>	<u>\$7,126.02</u>
TOTAL OPERATING EXPENDITURE	\$133,293.22	\$10,724.81	\$53,181.77	\$81,649.04

FUNDS

SCHOLARSHIP FUND	\$500.00	\$500.00	\$500.00	\$500.00
TOTAL FUNDS				
TOTAL EXPENDITURES	\$133,793.22	\$11,224.81	\$53,681.77	\$82,149.04

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
JUNE 30, 2015

ASSETS

Petty Cash	100.00
First Niagara (formerly HSBC)	8,216.76
Morgan Stanley 828-107169-346	213,350.47
Morgan Stanley 828-107170-403	61,769.35
Merrill Lynch (Scholarship)	4,837.41

TOTAL ASSETS **288,273.99**

Fund Balances

Unrestricted

General	45,924.07
Marie Braun Memorial	259.29
MaryGrace Foote Memorial	1,033.96
Total Unrestricted Funds	47,217.32

Restricted

Automation	52,389.79
Operating Reserve	102,202.61
Special Projects	80,918.50
Scholarship Donated	4,837.41
Fitch Cady Fund Donated	708.36
Total Restricted Fund Balance	241,056.67

Total Fund Balances **288,273.99**