

- YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES—

Regular meeting

Zoom Format

Date: July 28, 2020 Time: 6:30 pm

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, Claudia Andres, Jerome Andres, Emma Hartloff, Lauren Morse, Devon Tower, Director: Sonora Miller

Absent: Kevin Cassick, Barb Costello, Mary Wieland

Call to Order: By Sean Scarisbrick at 6:43 pm

Comments from the public: None

Minutes: The minutes of the June 22, 2020 meeting were presented for approval.

A motion by Maggie Steyn and seconded by Karran Swayze was made to correct the minutes concerning the air conditioning grant of 2019 as follows: The total amount of the grant applied for was \$11,175. If we receive the full amount of the grant, the air conditioning contractor would then bill us for a further \$4,100 (in addition to the \$10,800 we have already paid him), bringing the final net cost to \$3,725.

The minutes were accepted as corrected.

- A motion was made by Karran Swayze, seconded by Maggie Steyn to accept the minutes from the July 17, 2020 special meeting.
The motion was passed.

President's Remarks:

- The President thanked Claudia Andres and Jerry Andres for providing the BBQ chicken dinners from Bandannas for the picnic on July 27, 2020 held at the President's home. Jackson Rogers and his parents were present for the awarding of the Ruby Carey Scholarship in the amount of \$2,000. Representatives of the YFL Board of Trustees, the Youngstown Study Club and the Friends of the YFL all spoke and presented their portions of the scholarship award. Jackson's name has been added to the plaque which hangs in the library. He will study Aeronautical Engineering at the University of Florida.

Director's Report:

- No monthly report was required for July 2020.
- Sonora did want to thank the following:
 - Karran Swayze for snacks for the staff
 - Barb Costello for \$540 from the Stone Jug golf tournament and 50/50 split club.
 - Jean Siddall for her help in organizing the library books and materials for Larry Elia's private library. The process took 27 hours between Sonora and Jean. Larry Elia presented the library with a check for \$1,000.
 - Sonora presented the updated patron health questionnaire which needs to be filled out by each patron coming into the library with an appointment in order to use the library.
- On a side note: Sonora mentioned that the library had reached 300 curbside pickups as of the meeting date, July 28, 2020. Curbside pickup could mean one item or several in the separate paper bags used to package the items. The library has continued to serve the community and the community has continued to use the services of the library even though this quarter services were delivered through curbside pickup.

The Patron Health Questionnaire will be added to the the Updated Safety Plan to Accommodate Patrons entering the Building in Reopening the Youngstown Free Library which was accepted by the Board of Trustees at the July 17, 2020 meeting.

Treasurer's Report:

- The monthly report is in the DropBox.

Maggie reported that our expenses are in line with our budget. The Friends had in their budget an amount of \$7,500 to go towards the Space Design. We have recently received bills from Stephan Design for \$3,000 & \$1,000 which we paid. Upon request, the Friends then sent the Library a check for \$4,000 to cover that expenditure as they had promised to do.

- Hopefully we will hear from Nioga in August concerning the AC Grant.
- Maggie volunteered to write thank you notes to Jean Siddall for her work, to Larry Elia for the check and to the Friends, and to the Stone Jug.

Old Business:

- None

New Business:

- Paul explained the new lights the Space Design Committee agreed upon. The information sheets are in the DropBox. He did mention that the Adult Reading Room and the Teen Room may need to have the ceilings lifted to accommodate the new hanging lamps. (removed and a new one put in place. This may require old AC piping and electrical work to be removed.)
- Paul, the electrician, Todd Mueller, and John Stevens will do a walk through to determine the work necessary and the cost. Also, Paul suggests that the tin ceiling should get a new coat of paint—more in keeping with the historical look; and this should tie in with the historical portion of the grant request.

- A motion was made by Paul Inskeep and seconded by Lauren Morse to approve the installation of new lights in the main floor of the library. (Print ID2 & ID3)

The motion was approved.

- A motion was made by Paul Inskeep and seconded by Maggie Steyn to apply for a NYS Construction Grant to cover the cost of the new lighting.

The motion was passed.

- Sean thanked Paul for his continuing work on the Space Design project. It has not been easy and very time consuming in getting people on phone conference calls, zoom meetings, and getting the village personnel to find time to meet—especially with the Village Center closed still.
- Lauren Morse reminded members of the upcoming Electronics Recycling Fund Raising Event Saturday, August 8, 2020 in the village parking lot, from 9am until 3pm. Lauren is in contact with Tom Tower regarding the possibility of gift certificates for a \$20.00 donation to the library. Tom runs the Tom Tower Farm Market on Lockport Road.
- Paul, Maggie and Sonora have continued to work on getting an insurance agent for the library that is a bit closer than Portland, Maine. They contacted several local agents to determine if coverage, similar to what we currently have would be possible. John Long, an agent for United Insurance Agency in Lockport, NY can offer us the same coverage with the same insurance company, Utica National and Mutual Insurance. The 3 member committee feel comfortable with John Long and feel that his office in Lockport, NY is a definite advantage.

- A motion was made by Paul Inskip and seconded by Maggie Steyn to change insurance agents (Laurie Ersine) from President Insurance Company, Portland, Maine to United Insurance Agency, Lockport, NY (John Long) as of September 1, 2020.

The motion passed.

- Paul will check with John Long as to the paperwork needed. Probably will need Sean Scarisbrick and Sonora Miller signatures.
- Devon Tower, Co-Chair of the Personnel Committee reported on the first meeting to revise the Personnel Policy. Another meeting is scheduled for Thursday, July 30 by Zoom at 7:30pm. Devon would like to thank Maggie for her help in locating the materials needed.
- Maggie asked about the Annual Fund Drive for the YFL which usually gets under way in September. The feeling of the Board was to go ahead with the Drive. Sean will check with Keith Hartloff, President of the Friends, as to the feasibility. Sean will write the asking letter.
- UPCOMING EVENTS:
 - Electronic Recycling on August 8th in the parking lot of the Youngstown Village Center from 9am to 3pm.

The meeting was adjourned by Sean Scarisbrick at 7:55pm.

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, September 28, 2020 at 7pm. It is not determined at this time whether the meeting will be face to face or Zoom format. Sonora will send out an email and post it to the Library's Facebook page.

Respectfully submitted,
Karran Swayze
Recording Secretary
Youngstown Free Library Board of Trustees

YOUNGSTOWN FREE LIBRARY
 PROFIT AND LOSS STATEMENT
 as at June 30th, 2020

YOUNGSTOWN FREE LIBRARY 2020	Budget for 2020	Actuals 06/01/2020 - 06/30/2020	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
<u>REVENUE</u>					June = 50%
TOWN OF PORTER	\$80,219.00	\$0.00	\$80,219.00	\$0.00	100.00%
NIAGARA COUNTY	\$5,577.00		\$0.00	\$5,577.00	0.00%
YOUNGSTOWN VILLAGE	\$1,000.00		\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$1,420.00		\$0.00	\$1,420.00	0.00%
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	\$0.00	
FRIENDS	\$8,000.00	\$2,000.00	\$2,739.10	\$5,260.90	34.24%
FINES/ COPIER/ FAX	\$2,400.00	\$213.70	\$932.24	\$1,467.76	38.84%
INTEREST	\$3,600.00	\$65.20	\$1,878.49	\$1,721.51	52.18%
GIFTS	\$4,000.00	\$1,684.75	\$2,211.91	\$1,788.09	55.30%
ANNUAL DRIVE	\$16,000.00	\$245.00	\$3,587.30	\$12,412.70	22.42%
MISCELLANEOUS	\$300.00	\$35.09	\$83.23	\$216.77	27.74%
GRANT FUNDS	\$500.00	\$1,100.00	\$6,375.00	-\$5,875.00	1275.00%
TOTAL REVENUE	\$123,016.00	\$5,343.74	\$98,026.27	\$24,989.73	79.69%

YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at June 30th, 2020

<u>EXPENDITURE</u>	Budget for 2020	Actuals 06/01/2020 - 06/30/2020	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL					June = 50%
SALARIES (GROSS) - Active	\$82,600.00	\$4,934.07	\$33,213.51	\$42,931.94	40.21%
SALARIES (GROSS) - COVID-19		\$1,121.95	\$6,454.55		
HEALTH BENEFIT	\$4,000.00	\$307.70	\$2,000.05	\$1,999.95	50.00%
SOCIAL SECURITY & MEDICARE	\$6,625.00	\$486.81	\$3,187.61	\$3,437.39	48.11%
CONTINUING EDUCATION & NETWORKING	\$500.00		\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	\$500.00	\$129.35	\$376.37	\$123.63	75.27%
SALARIES (CHRISTMAS BONUS)	\$200.00		\$0.00	\$200.00	0.00%
TOTAL PERSONNEL	\$94,925.00	\$6,979.88	\$45,232.09	\$49,692.91	47.65%
LIBRARY MATERIALS & SERVICES					
AUDIO VISUAL MATERIALS	\$5,570.00	\$659.88	\$1,498.25	\$4,071.75	26.90%
BOOKS	\$8,500.00	\$486.78	\$4,545.30	\$3,954.70	53.47%
COMPUTER SOFTWARE	\$200.00	\$52.50	\$196.46	\$3.54	98.23%
SUBSCRIPTIONS & LIBRARY	\$4,000.00	\$356.00	\$3,957.74	\$42.26	98.94%
BOOK PROCESSING &	\$1,680.00	\$191.79	\$640.15	\$1,039.85	38.10%
PROGRAMMING	\$1,800.00	\$1,254.18	\$2,615.21	-\$815.21	145.29%
PUBLICITY & PROMOTION	\$600.00		\$30.00	\$570.00	5.00%
COPIER LEASE & USAGE	\$1,200.00	\$0.00	\$100.31	\$1,099.69	8.36%
POSTAGE	\$280.00	\$23.00	\$279.45	\$0.55	99.80%
INTERNET/PHONE	\$560.00	\$149.35	\$846.27	-\$286.27	151.12%
TOTAL LIBRARY MATERIALS	\$24,390.00	\$3,173.48	\$14,709.14	\$9,680.86	60.31%

YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at June 30th, 2020

OPERATING EXPENDITURE	Budget for 2020	Actuals 06/01/2020 - 06/30/2020	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$9,060.00	\$755.00	\$4,530.00	\$4,530.00	50.00%
OFFICE SUPPLIES	\$1,600.00	\$18.98	\$758.22	\$841.78	47.39%
HOUSEKEEPING	\$400.00		\$46.50	\$353.50	11.63%
INSURANCE	\$7,000.00	-\$348.30	-\$66.10	\$7,066.10	-0.94%
RENT	\$1.00		\$0.00	\$1.00	0.00%
(SPACE)	\$1,500.00		\$1,411.78	\$88.22	94.12%
COPIER LEASE & USAGE	\$1,200.00	\$128.11	\$782.58	\$417.42	65.22%
POSTAGE	\$280.00		\$4.65	\$275.35	1.66%
INTERNET/PHONE	\$560.00		-\$540.00	\$1,100.00	-96.43%
TOTAL OPERATING	\$21,601.00	\$553.79	\$6,927.63	\$14,673.37	32.07%
COVID-19 Expenses					
LIBRARY MATERIALS & PROCESSING	\$0.00	\$0.00	\$49.20		
OFFICE SUPPLIES	\$0.00	\$349.65	\$1,110.59		
CALL FORWARD	\$0.00	\$0.00	\$4.24		
TOTAL COVID-19 MATERIALS EXPENSES	\$0.00	\$349.65	\$1,164.03		
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,250.00	\$0.00	\$1,250.00	\$0.00	100.00%
OTHER - SPACE etc	\$0.00		\$0.00	\$0.00	
TOTAL CAPITAL EXPENDITURES	\$1,250.00	\$0.00	\$1,250.00	\$0.00	100.00%

YOUNGSTOWN FREE LIBRARY
 PROFIT AND LOSS STATEMENT
 as at June 30th, 2020

MISCELLANEOUS	Budget for 2020	Actuals 06/01/2020 - 06/30/2020	Totals Year to Date	Remaining in Budget	% of Budget
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,632.00	\$234.00	\$1,496.00	\$2,136.00	41.19%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	\$2,580.00	\$200.00	\$1,275.00	\$1,305.00	49.42%
INCL FED & STATE TAX PAYMENTS	\$260.00	\$34.00	\$170.00	\$90.00	65.38%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$300.00		\$51.00	\$249.00	17.00%
4. 990 PREPARATION & DEPRECIATION	\$400.00		\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	\$50.00		\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42.00		\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0.00	\$175.00	\$175.00	-\$175.00	
PROFESSIONAL SERVICES - AUDIT etc	\$200.00		\$0.00	\$200.00	0.00%
PROFESSIONAL SERVICES - LEGAL etc	\$500.00		\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	\$10.00	\$0.82	\$3.81	\$6.19	38.10%
MISC - OTHER			\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,342.00	\$409.82	\$1,674.81	\$2,667.19	38.57%
TOTAL OPERATING EXPENDITURE	\$146,508.00	\$11,116.97	\$70,957.70	\$75,550.30	48.43%
Net Income (Loss)	-\$23,492.00	-\$5,773.23	\$27,068.57	-\$50,560.57	

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: June 30th, 2020

ASSETS (Current)

Petty Cash	\$100.00
Key Bank Checking	\$15,426.57
PPP Funds	\$5,217.81
Morgan Stanley - 178- Acct	\$282,606.64
Morgan Stanley (Scholarship)	\$1,817.63

TOTAL ASSETS	\$305,168.65
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FUND BALANCES

Unrestricted

General (Operating)	\$60,125.58
Long Term Plan	\$86,200.00
Gifts /Grants	
Ortt Bullet Funds (2019)	\$5,000.00
CARES Act Stimulus Grant (2020)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NYS Family Literacy Grant	\$117.44
Total Unrestricted Funds	\$156,843.02

Restricted

Operating Reserve	\$146,508.00	<i><----- Reset to Operating</i>
Scholarship (Ruby Carey)	\$1,817.63	<i>Expenditure Budget for New Year</i>
Gifts (with restrictions for use)	\$0.00	
Gifts/Grants (Children's Room)	\$10,000.00	
Total Restricted Fund Balance	\$148,325.63	

TOTAL FUND BALANCES	\$305,168.65
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LONG TERM PLANNING - SPACE RENOVATION BUDGET

TOTAL BUDGET

<i>Unrestricted</i>	\$100,000.00
<i>Restricted Children's Room Friends - Design</i>	\$10,000.00
	\$7,500.00

Total	\$117,500.00
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PROJECT

(1)	<i>Replace Air Conditioning</i>	<i>Inv #:</i>	<i>Inv Date</i>	Worst Case Cost (No Grant)	Best Case Cost (Full Grant)
	Initial Bill (from Steve's A/C)	68995SF	08/29/19	\$10,800.00	\$10,800.00
	If Full Grant were Awarded				-\$11,175.00
	Final Bill (from Steve's A/C) if and only if full grant were awarded				\$4,100.00
	Total Net Cost to Library			\$10,800.00	\$3,725.00

(2)	<i>Remodel Library Space</i>	<i>Inv #:</i>	<i>Inv Date</i>	<i>Amount</i>
	<i>(Stephan Design Associates)</i>			
	Design Study - Part 1	#1139	05/15/20	\$3,000.00
	Design Study - Part 2	#1141	07/02/20	\$1,000.00
	Total Cost to-date			\$4,000.00

SPACE RENOVATION BALANCE

REMAINING:	as at	7/28/20	\$102,700.00
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