



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR MEETING at the Youngstown Free Library

DATE: June 28, 2021 TIME: 7:00PM

Present: Paul Inskeep, Maggie Steyn, Karran Swayze, Dave Smith, Devon Tower, Barb Costello, Claudia Andres and Sonora Miller, Director

Absent: Sean Scarisbrick (excused), MaryBeth Smith (excused), Emma Hartloff

Call to Order: 7:05PM

Comments from the public: None

Minutes: The minutes of the May 24, 2021 meeting were presented by Devon for approval.

- A motion was made by Maggie Steyn and seconded by Paul Inskeep to accept the minutes as presented. The minutes were accepted as presented.

President's Remarks (Read by Vice President Paul Inskeep): Sean sends his apologies for being absent tonight. He sent notes to be read aloud by the Vice President. Sean noted that there are now two Board positions now available and would like Board members to send names to the Nominating Committee for consideration. Sean also shared that he recently attended the Quarterly Meeting of the YBPO (first in person meeting in 15 months).

REPORTS

Director's Comments: No formal report this month.

- **Summer 2021 Library Programs: Sonora distributed the 2021 Summer Reading brochure (Tails and Tales).**
 - Programs begin Tuesday, July 6.
 - 45 programs are available (does not include Town of Porter programs) and these programs were posted on social media channels.
 - Rope and Pulley Challenge and Words with Birds require advanced appointments – QR code provided on the brochure.
 - Sonora gave thanks to the following: Nadine Tidwell, Keith Hartloff, Friends of the YFL, George & Teresa Lukis Foundation and Humanities New York, sharing that we would not have been able to run the Summer Reading Season without the generosity of these creative program volunteers and community grant providers.
 - Themed Mural going up in Children's windows that will go along with the Tails and Tales summer reading program theme. Olena Patterson is the artist and will be completed in time for the start of the Summer Reading Program.

Cyber Crime Coverage

- Sonora is currently researching Cyber Crime coverage for insurance. This is currently not covered by the existing policy. She will bring additional information to the Board in July.

Safety Plan Updates

- Currently, Safety Plan Version 6 states that all patrons and staff will wear a mask regardless of vaccination status.
- *Sonora will update Safety Plan and email to the Board to unanimously approve via email. This updated plan will include updates that vaccinated patrons and employees have the option to not wear a mask. Volunteers will be written into the safety plan as well. Discontinuation of "curbside pick-up" was also discussed and Sonora will adjust schedule and job responsibilities accordingly.*

Treasurer's Report: Financial Report e-mailed by Maggie to Board members to review prior to tonight's meeting and will be available on the YFL webpage, included with June 2021 Board Meeting Minutes. Maggie said overall, the budget is on track.

Correspondence: Karran sent email to Board members regarding June correspondence.

- Keith Hartloff and the Friends for help with the Recycling Event. Nadine Tidwell to her service to the Board.

OLD BUSINESS

Date and plans for Picnic /Presentation of Scholarship Check:

- Monday July 26 – start at 6:30 for picnic and the July Board Meeting will follow afterward.
- Claudia will take care of mailing formal invitation to scholarship recipient and the President of the Friends and other members of Scholarship Committee.
- Claudia asked Board members to e-mail potluck choice, along with RSVPing to the event.

NEW BUSINESS

Personnel Committee - Reviewing of Personnel Policy by Cole (PTO and Sick Leave)

- Sonora and Maggie have been working closely with Attorney Cole and the Personnel Committee is seeking approval from the Board to utilize Cole's services to review the Personnel Policy in full, along with the updates to the sections regarding PTO and the new NYS Sick Leave Law, which has not yet been approved by the Board. Cole's estimate is \$170.
- A motion was made by Devon Tower and seconded by Karran Swayze to utilize Cole's services to review the Personnel Policy. The motion was passed.

Move to Executive Session regarding discussion of space

- A motion was made by Paul Inskeep and seconded by Maggie Steyn to move to Executive Meeting. Executive meeting started 8:12pm.
- A motion was made by Maggie Steyn to return to the regular Board meeting and seconded by Paul Inskeep. Executive meeting ended 8:42pm.

Pros/Cons School vs Bank

- Claudia distributed a consolidated and organized list of Board members' pros and cons regarding space.
- Claudia expressed the need to establish a Sustainability Committee before a Capital Campaign. Dave made the suggestion to work together with the Friends of the Library— like a CBI with the Friends of the Library to raise funds for the library. Others agreed this was a good suggestion.
- It was also discussed to look into consultation with a marketing expert, Amy Reynolds and reaching out to Keith Hartloff, President of the Friends, to begin the process of collaboration to establish a co-Sustainability Committee.

Resignation of Board Member

- A motion was made by Paul Inskeep to accept the resignation of Nadine Tidwell and was seconded by Maggie Steyn. Motion passed.

Motion was made by Paul Inskeep to adjourn the meeting. This was seconded by Barb Costello. The meeting was adjourned at 9:15pm. The next regular meeting of the YFL Board of Trustees will be Monday, July 26, 2021 at Claudia Andres' home and will follow the Picnic and Presentation of the Scholarship Award.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement as at May 31st, 2021

YOUNGSTOWN FREE LIBRARY 2021	Budget for 2021	Actuals 04/01/2021 - 04/30/2021	Actuals 05/01/2021 - 05/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE						Five months is 42 %
TOWN OF PORTER	\$65,000			\$65,219.00	-\$219.00	100.34%
NIAGARA COUNTY	\$3,786			\$0.00	\$3,786.00	0.00%
YOUNGSTOWN VILLAGE	\$1,000			\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$776			\$0.00	\$776.00	0.00%
LEGISLATIVE INITIATIVE	\$0			\$0.00	\$0.00	
FRIENDS	\$10,000		-\$170.00	-\$170.00	\$10,170.00	-1.70%
FINES/ COPIER/ FAX	\$2,400	\$17.05	\$8.25	\$38.60	\$2,361.40	1.61%
INTEREST	\$2,000	\$197.37	\$7.61	\$1,364.84	\$635.16	68.24%
GIFTS	\$4,000	\$29.10	\$3,002.74	\$4,448.12	-\$448.12	111.20%
ANNUAL DRIVE	\$16,000	\$590.00	\$150.00	\$3,135.00	\$12,865.00	19.59%
MISCELLANEOUS	\$100	\$6.48	\$0.93	\$7.41	\$92.59	7.41%
GRANT FUNDS	\$500	\$300.00		\$600.00	-\$100.00	120.00%
OTHER INCOME: PPP GRANT INCOME	\$17,995		\$17,995.00	\$17,995.00		
TOTAL REVENUE	\$123,557	\$1,140.00	\$20,994.53	\$92,637.97	\$30,919.03	74.98%

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<u>EXPENDITURE</u>	Budget for 2021	Actuals 04/01/2021 - 04/30/2021	Actuals 05/01/2021 - 05/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
PERSONNEL						Five months is 42 %
SALARIES (GROSS) - Active	\$85,798	\$6,488.42	\$6,447.18	\$31,838.69	\$53,959.31	37.11%
SALARIES (GROSS) - COVID-19				\$0.00		
HEALTH BENEFIT	\$4,000	\$307.70	\$307.70	\$1,538.50	\$2,461.50	38.46%
SOCIAL SECURITY & MEDICARE	\$6,870	\$519.90	516.74	\$2,567.01	\$4,302.99	37.37%
CONTINUING ED. , NETWORKING, MILEAGE	\$500			\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	\$510			\$152.11	\$357.89	29.83%
SALARIES (CHRISTMAS BONUS)	\$250			\$0.00	\$510.00	0.00%
TOTAL PERSONNEL	\$98,438	\$7,316.02	\$7,271.62	\$36,081.31	\$62,356.69	36.65%
LIBRARY MATERIALS & SERVICES						
DIGITAL/AUDIO VISUAL MATERIALS	\$10,881	\$393.80		\$1,934.15	\$8,946.85	17.78%
BOOKS	\$8,500	\$552.42	\$559.42	\$2,113.06	\$6,386.94	24.86%
COMPUTER SOFTWARE	\$300			\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,100	\$25.00	\$1,741.52	\$2,222.00	\$1,878.00	54.20%
BOOK PROCESSING & PROGRAMMING	\$1,680	\$34.65	\$31.40	\$275.83	\$1,404.17	16.42%
PUBLICITY & PROMOTION	\$400		\$20.00	\$20.00	\$380.00	5.00%
COPIER LEASE & USAGE	\$1,230	\$64.05	\$64.05	\$320.25	\$909.75	26.04%
POSTAGE	\$290	\$12.00	\$19.95	\$37.95	\$252.05	13.09%
INTERNET/PHON	\$560	\$67.16	\$71.92	\$78.31	\$481.69	13.98%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,921	\$1,149.08	\$2,508.26	\$7,001.55	\$22,919.45	23.40%

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OPERATING EXPENDITURE	Budget for 2021	Actuals 04/01/2021 - 04/30/2021	Actuals 05/01/2021 - 05/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,295	\$607.91	\$607.91	\$3,039.55	\$4,255.45	41.67%
OFFICE SUPPLIES	\$1,600		-\$23.67	\$110.12	\$1,489.88	6.88%
HOUSEKEEPING	\$100			\$0.00	\$100.00	0.00%
INSURANCE	\$4,900	-\$276.45		-\$276.45	\$5,176.45	-5.64%
RENT	\$1			\$0.00	\$1.00	0.00%
(SPACE)	\$1,150			\$0.00	\$1,150.00	0.00%
COPIER LEASE & USAGE	\$1,230	\$64.06	\$64.06	\$320.30	\$909.70	26.04%
POSTAGE	\$290	\$12.00	\$12.00	\$30.00	\$260.00	10.34%
INTERNET/PHONE	\$560	\$67.16	\$71.91	\$78.29	\$481.71	13.98%
TOTAL OPERATING	\$17,126	\$474.68	\$732.21	\$3,301.81	\$13,824.19	19.28%
COVID-19 Expenses						
LIBRARY MATERIALS & PROCESSING	\$2,000			\$9.99	\$1,990.01	0.50%
OFFICE SUPPLIES	\$1,000	\$59.84	\$568.74	\$682.39	\$317.61	68.24%
CALL FORWARD	\$500			\$0.00	\$500.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$3,500.00	\$59.84	\$568.74	\$692.38	\$2,807.62	19.78%
CAPITAL EXPENDITURE	Budget for 2021					
TECHNOLOGY	\$1,000			\$99.00	\$901.00	9.90%
OTHER - SPACE etc	\$0			\$0.00	\$0.00	0.00%
CAPITAL EXPENDITURES	\$1,000	\$0.00	\$0.00	\$99.00	\$901.00	9.90%

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MISCELLANEOUS	Budget for 2021	Actuals 04/01/2021 - 04/30/2021	Actuals 05/01/2021 - 05/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
PAYROLL SERVICES: (Total of 6 line-items below)	\$3,709	\$615.00	\$215.00	\$1,535.00	\$2,174.00	41.39%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$215.00	\$215.00	\$1,030.00	\$1,550.00	39.92%
INCL FED & STATE TAX PAYMENTS	\$260			\$60.00	\$200.00	23.08%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$377			\$45.00	\$332.00	11.94%
4. 990 PREPARATION & DEPRECIATION	\$400	\$400.00		\$400.00	\$0.00	100.00%
5. W-2 PREPARATION	\$50			\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42			\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0			-\$120.00	\$120.00	
PROFESSIONAL SERVICES - NFG	\$200			\$1,200.00	-\$1,000.00	600.00%
PROFESSIONAL SERVICES - LEGAL	\$500		\$409.75	\$409.75	\$90.25	81.95%
BANK FEES & CHARGES	\$10			\$2.92	\$7.08	29.20%
MISC - OTHER	\$0			\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,419	\$615.00	\$624.75	\$3,027.67	\$1,391.33	68.51%
TOTAL OPERATING Net Income (Loss)	\$154,404	\$9,614.62	\$11,705.58	\$50,203.72	\$104,200.28	32.51%
	-\$30,847	-\$8,474.62	\$9,288.95	\$42,434.25	-\$73,281.25	

**YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: May 31st, 2021**

CURRENT CASH ASSETS

Petty Cash	\$100.00	
Key Bank Checking	\$47,039.37	*** \$40,000 transferred to Key Bank
PPP Funds	\$0.00	
Morgan Stanley - 178- Acct	\$263,126.34	*** from Morgan Stanley 05-19-2021
Morgan Stanley (Scholarship)	\$1,818.14	
TOTAL CURRENT ASSETS	\$312,083.85	

FUND BALANCES

Unrestricted

General (Operating)	\$40,861.71
Sustainability/Foundation	\$100,000.00
Total Unrestricted Funds	\$140,861.71

Restricted

Operating Reserve	\$154,404.00	<----- <i>Reset to Operating</i>
Scholarship (Ruby Carey)	\$1,818.14	<i>Expenditure Budget for New Year</i>
Other	\$0.00	
Gifts/Grants (Children's Room)	\$15,000.00	
Total Restricted Fund Balance	\$171,222.14	

TOTAL FUND BALANCES	\$312,083.85
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Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: June 28, 2021 Time: 7:00 pm

Corresponding Secretary Report

The following thank you notes from the Board of Trustees were sent:

- To Keith Hartloff and the Friends for help with the Electronics Recycling Event
- To Nadine Tidwell for her service to the Board of Trustees

Respectfully submitted,

Karran Swayze

Corresponding Secretary

Youngstown Free Library Board of Trustees

LIBRARY MOVE: PROS/CONS

PROS:

MOVE:

Autonomy:

Ability to make decisions on use,
Hours, HVAC control

Flexible Space – can add, change

ADA better possibilities

Internet accessibility

Access to Grants easier

BANK:

Flexible space

Internet

Location

Green Space

Updated amenities/ADA

Parking

RED BRICK:

Space in use

Community comfort/love

Few costs: utilities, rent/mortgage,
maintenance, outside maintenance, taxes
all covered

Parking

CONS:

Costs:

Purchase/lease, Renovation,
Utilities, Taxes, Upkeep, Maintenance

Smaller space

35 yr old – will need updating

Costs: as above [?\$600,000.00 est?]

Zoning?

Lack of autonomy –

Cannot change space w/o approval

Cannot pursue grants w/o difficulty

Internet access limited

ADA access limited

Old building

OTHER SPACE

Could pursue other property or vacant land to make move easier or more ideal

Cost

Second Street – check weight bearing/cost

TB Investigated

THOUGHTS

Work with Village - See what the new Administration brings – what is the problem with our relationship?

Capital Campaign – coordinate with any move (do we need the CC if we're not moving?)

Review current space for cheap updates, creative solutions to access

Make a serious rendering of costs to include purchase, development, continuing costs, move etc

Check on new capabilities for Internet access

Research Grants for larger amounts

Continue investigating other options

8“Suppose one of you wants to build a tower. Won't you first sit down and estimate the cost to see if you have enough money to complete it? 29For if you lay the foundation and are not able to finish it, everyone who sees it will ridicule you, 30saying, 'This person began to build and wasn't able to finish.'