

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: March 30th 2015 **Time:** 7:00pm

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

EXCUSED: Richard Powell

CALL TO ORDER: By: Rita Rolfe at 6:56pm

PRESIDENT'S REPORT: Rita announced that she had received a letter of resignation from Darcy Tower-Paeplow. Darcy would continue, however, to work with Jan Gilgore to archive documentation in accordance with our Records Retention policy.

Rita reluctantly accepted her resignation. She was pleased, however, to be able to welcome Paul Inskeep to the meeting. Paul had agreed to be nominated to the Board. Upon a motion by Joan Spira and seconded by Maggie Steyn, Paul was unanimously voted on to the Board.

To fill the vacated Vice-President position, left by Darcy, Maggie nominated Diana Newton. This motion was seconded by Joan Spira and unanimously accepted.

To fill the vacated Corresponding Secretary position, Paul Inskeep volunteered. Maggie and Diana proposed/seconded the motion which was unanimously accepted.

The new Executive is thus composed of:

Rita Rolfe – President

Diana Newton – Vice-President

Joan Spira – Treasurer

Paul Inskeep – Corresponding Secretary

Maggie Steyn – Recording Secretary

Rita then discussed the renewal of our Library Trustee Association Membership. This was \$125 per calendar year. (We have not been members for several years.) We benefit by having access to their web-site which is a very good resource as are their webinars. A motion to renew our membership was proposed by Shelley Vanstrom and seconded by Diana. It was passed unanimously.

MINUTES: of January 26th were accepted as corrected. (Page 3 - Joan declined to chair the library-remodeling committee. (Proposed: Joan Spira Second; Mary Wieland)

PUBLIC COMMENTS: None

TREASURER'S REPORT: Joan Spira. Joan reported that the statements and check-register had been reviewed and appeared to be in order. (The grant from the Town of Porter for \$75,593.22 had been received but too late to be included.) The Treasurer's report was filed for audit.

(See attached Financial Statement of March 17th 2015)

This raised the question again of an audit. Jan Gilgore reported that she had asked our accountant about the typical cost of an audit. She had quoted a full-audit as costing in the region of \$10,000. She stated that a 'Review' was a lower-costing option. The discussion was tabled and would be continued by the Finance Committee.

DIRECTOR'S REPORT: Jan Gilgore

Jan reported that the Builders' Club members were a great group this year and that Heidi Lauger had volunteered to become the Summer Reading Coordinator. The NIOGA Annual Dinner would be held on May 20th at Batavia Down. Rita, Diana and Joan showed interest in attending.

(See attached Director's Report of March 23rd, 2015).

CORRESPONDENCE: Diana Newton – none to report. Requested – Thank You to Darcy for her work as a Trustee and to the Town of Porter for their continued support, and to the school children who had provided the art-work in the library.

FRIENDS REPORT: Maggie Steyn discussed the upcoming Friends Fund Raiser "Dessert In the Stacks" to be held Friday April 17 2015

She asked the Trustees to volunteer to bake and circulated the recipes (all taken from books in our current catalog) for their selection. She would mail the flier to the board so it could be circulated to their friends and families.

OLD BUSINESS:

a. Report from the Financial Committee: Maggie circulated a new draft of the Financial Policy. It was suggested that members review it and express any concerns or amendments at the next meeting.

b. Report from "the Vision" Committee: Shelley circulated a booklet she had prepared of 'Chautauqua-Youngstown', a summary of 'The Four Pillars of Chautauqua' and a "what-If" list of ideas about the magazines we offer or do not offer. Rita commented that this was a lot of material for the board to digest during a meeting and requested that the board review the material for further discussion at the next work meeting. Maggie would ask the president of the Friends if they would like the material presented at their next meeting. (**ACTION:** Maggie)

c. Report on suggested library office changes. Joan reported that she had received quotes from 2 local contractors to supply and install cabinetry in the office space. (The 3rd had declined to quote.) She also had had a quote for a new rug. She asked that a budget of \$7,000 be approved for Library Office renovation. (Motion: Joan/Paul). The motion was approved by a majority with Maggie abstaining and Rita being against.

~~Joan was to obtain more detailed break downs of the quotes for the next meeting.~~ (Revised: May 18th)

d. Report from the Scholarship Committee: Jan M reported that there was nothing new to report.

Activity for the April Work Session

Financial Committee: to work on Investment By-Law; Vision Committee: to work on planning the next step

Additionally, Rita asked that in line with our long-range plan to review and revise the by-laws and policies, we take the first 5 pages of the by-laws for discussion at the work-meeting. (**ACTION:** Rita to copy and distribute the 5 pages to our mail-slots). She suggested that we leave the 'Mission Statement' until later, when we would have a clearer vision of what it should state as we go forward with our renewed objectives.

Work Meeting: Monday April 27th

Business Meeting: Monday May 18th

ADJOURNMENT: Meeting was adjourned at 9:08pm

Respectfully Submitted, Maggie Steyn

Recording Secretary, Board of Trustees, 2015



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT Prepared for Trustee Meeting to be held on March 30, 2015

* = Needs Action

PROGRAMS

CHILDREN:

Town of Porter: The Town of Porter Story continues to run each Tuesday with classes at 9:30 and 11am. Sharon Rugg, Amanda Shackelford, and Heidi Lauger are the team leaders. They will be off Tuesday March 31st during spring break.

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club did their monthly Saturday, story hour on March 21st. The theme was "Spring Adventures" and they had 13 participants. Their next event will be Saturday, April 18th the theme will be "Magic". Their final Story hour for this school year will be on May 16th, the theme is "Summer Fun"

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing.

Nursery Rhyme Time - The program had 3 registered attendees. I will do another round in the fall.

ADULT:

Youngstown Free Library Book Discussion Group

The Book Discussion Group meets the 2nd Wednesday of each month. The next meeting will be April 8th. The book to be discussed is *Wonder* by Palacio. The May book choice is *The Age of Miracles* by Walker. This was the 2015 choice for "if all Rochester reads the same book"

Friends:

Feb 1st: The Friends held the "Chili Cook-off" at Bandanas and made \$430.
March 7th: They held "Bowling for Book" at the Lewiston Events Center and made \$318.
April 17th: They will hold Dessert in the Stacks
April 30th May 1 & 2nd Spring Book Sale Thursday, April 30th is the Friends evening.

COMMUNITY OUTREACH:

Feb 12th-Lesson & Tour Boy Scouts

BUILDING, GROUNDS, & EQUIPMENT

Sonitrol sent the longer cord and the monitor was moved off the floor. (Sean Gilgore)
The Village was notified that we are taking estimates for the refurbishing of the office area
The village and police were notified that the little library had the plexiglass smashed again.
Joe Cecconi has said he will repair it when the weather is just a little warmer.

PERSONNEL:

Alicia Hughes is off from 3/24 to 4/7 for a school trip to Germany

Rochelle Baumgardener will be off in May 23rd for her daughter's wedding. She will be off several days before and after.

NIOGA MEETINGS AND WORKSHOPS:

Feb 25th NIOGA Summer Reading workshop

March 4th Every Children Ready to Read NY Workshop

March 11th Niagara County Directors Meeting

March 18th Teaching Tech Effectively

March 24th Sebco Book Meeting

March 25th ALMS Meeting

May 20th NIOGA Annual Dinner at Batavia Downs

SUGGESTION BOX:

Request for a specific Judy Blume book

CIRCULATION:

	<u>2014</u>	<u>2015</u>
Jan.	2106	1754
Feb.	2169	1705

Submitted by
Jan Gilgore
Library Director
March 23, 2015

Youngstown Free Library

		Received		To Be Received
		January to March	Received YTD	
REVENUE	BUDGET 2015			
TOWN OF PORTER	\$75,593.22	\$0.00	\$0.00	\$75,593.22
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	\$0.00	\$0.00	\$200.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$2.60	\$2.60	\$1,197.40
INTEREST	\$6,000.00	\$866.25	\$866.25	\$5,133.75
GIFTS	\$1,000.00	\$390.00	\$390.00	\$610.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
Annual Drive	\$14,000.00	\$585.00	\$585.00	\$13,415.00
MISCELLANEOUS	\$100.00	\$0.00	\$0.00	\$100.00
Grant Funds	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
TOTAL REVENUE	\$133,293.22	\$1,843.85	\$1,843.85	\$131,449.37

EXPENDITURE

	2015 Budget	Spent January to March 17	Spent YTD	Remains in Budg
PERSONNEL				
SALARIES (GROSS)	\$58,000.00	\$1,684.80	\$11,120.31	\$46,879.69
SR PROG COORDINATOR	\$1,300.00	\$0.00	\$0.00	\$1,300.00
SOCIAL SECURITY & MEDICARE	\$4,458.00	\$128.90	\$850.72	\$3,607.28
ANCILLARY BENEFIT	\$2,000.00	\$0.00	\$0.00	\$2,000.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$0.00	\$300.00
NEW YORK STATE DISABILITY	\$400.00	\$227.83	\$227.83	\$172.17
WORKER'S COMPENSATION	\$575.00	\$0.00	\$0.00	\$575.00
TOTAL PERSONNEL	\$67,033.00	\$2,041.53	\$12,198.86	\$54,834.14
LIBRARY MATERIALS				
AV Materials	\$2,500.00	\$310.44	\$495.57	\$2,004.43
BOOKS	\$20,000.00	\$5,477.16	\$6,109.41	\$13,890.59
COMPUTER SOFTWARE	\$100.00	\$0.00	\$0.00	\$100.00
SUBSCRIPTIONS	\$3,100.00	\$747.80	\$953.80	\$2,146.20
TOTAL LIBRARY MATERIALS	\$25,700.00	\$6,535.40	\$7,558.78	\$18,141.22
OPERATING EXPENDITURE				
ALMS FEE	\$7,750.00	\$1,907.55	\$1,907.55	\$5,842.45
HOUSEKEEPING	\$200.00	\$18.60	\$27.90	\$172.10
INSURANCE	\$2,900.00	\$0.00	\$660.00	\$2,240.00
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$426.89	\$1,003.89	\$496.11
MAINT. - REPAIRS	\$400.00	\$1,194.90	\$1,994.90	-\$1,594.90
POSTAGE	\$950.22	\$7.00	\$14.00	\$936.22
PROMOTIONAL	\$200.00	\$3.91	\$34.91	\$165.09
RENT	\$12,000.00	\$0.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$501.53	\$512.32	\$2,687.68
TELEPHONE *	\$1,150.00	\$375.51	\$501.86	\$648.14
TOTAL OPERATING EXPENDITURE	\$30,250.22	\$4,435.89	\$6,657.33	\$23,592.89
CAPITAL EXPENDITURE				
EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
MAJOR IMPROVEMENTS	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$0.00	\$0.00	\$1,500.00
MISCELLANEOUS				
Accounting	\$950.00	\$264.00	\$264.00	\$686.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$390.00	\$390.00	\$1,170.00
CPA-990	\$750.00	\$0.00	\$0.00	\$750.00
Investment & Advisory Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Payroll	\$650.00	\$29.50	\$53.00	\$620.50
Payroll Taxes	\$500.00	\$24.99	\$24.99	\$475.01
Unforeseen	\$500.00	\$17.64	\$17.64	\$482.36
TOTAL MISCELLANEOUS	\$8,310.00	\$726.13	\$749.63	\$7,583.87
FUNDS				
SCHOLARSHIP FUND	\$500.00	\$500.00	\$500.00	\$500.00
TOTAL FUNDS				
TOTAL OPERATING EXPENDITURE	\$133,293.22	\$13,738.95	\$27,164.60	\$105,652.12

YOUNGSTON FREE LIBRARY
BALANCE SHEET
MARCH 17, 2015

ASSETS

Petty Cash	100.00
First Niagara Checking	8,232.71
Morgan Stanley 828-107169-346	213,156.51
Morgan Stanley 828-107170-403	11,917.41
Merrill Lynch (Scholarship)	5,338.41

TOTAL ASSETS 238,745.04

Fund Balances

Unrestricted

General	(2,760.31)
Marie Braun Memorial	257.82
MaryGrace Foote Memorial	1,028.10
Total Unrestricted Funds	(1,474.39)

Restricted

Automation	52,092.99
Operating Reserve	101,623.60
Special Projects	80,460.08
Scholarship Donated	5,338.41
Fitch Cady Fund Donated	704.35
Total Restricted Fund Balance	240,219.43

Total Fund Balances 238,745.04