

## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: May 18<sup>th</sup> 2015 Time: 7:00pm

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

**EXCUSED:** N/A

**CALL TO ORDER:** By: Rita Rolfe at 6:55pm

**COMMENTS FROM THE PUBLIC:** None

### **PRESIDENT'S REPORT:**

Rita presented a sample Code of Conduct for our review. We do not currently have a Code of Conduct By Law although most organizations and committees and many other libraries do have one. A Code of Conduct lays out guidelines for Trustees when creating policy, holding discussions in meetings and respecting the confidences placed upon us.

A motion to postpone the adoption of the draft Code of Conduct and refer it to a committee for further review was proposed by Maggie and seconded by Diana. Motion passed. A Committee comprising Rita, Shelley and Diana – to be known as the Governance Committee - agreed to present a report at the next meeting.

Rita also reported that we needed to review our Insurance, specifically with regard to individual and Trustee Board liability, as well as the Library's.

A motion that the review of the current Insurance Policy be referred to the Finance Committee was proposed by Mary and seconded by Paul. Motion passed.

**MINUTES:** The minutes of the March 30<sup>th</sup> meeting were presented. Joan requested that the sentence in 'Old Business – paragraph c. – "*Joan was to obtain more detailed break-downs of the quotes for the next meeting*" be removed since it was incorrect.

The minutes were accepted as corrected.

**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. Maggie asked a question about apparent differences in overall balance-changes on the Working Budget sheet compared with those on the Assets Balance Sheet. This discussion would be taken off-line for further investigation.

The Treasurer's Report was filed for audit.

(See attached Financial Statement of May 12<sup>th</sup>.)

**DIRECTOR'S REPORT:** Jan presented her report and discussed a survey she had been conducting with patrons concerning the suitability and convenience of the current library-hours. She said there had been some requests for an additional morning opening earlier in the week. She would continue the survey into the summer.

The Director's report was filed.

(See attached Director's Report dated May 13<sup>th</sup>.)

**CORRESPONDENCE:** Paul reported he had no new incoming correspondence. Joan requested that he write 2 more “Thank You’s” to art-work suppliers and Rita requested that Don Burns be sent a Thank You for his review of our draft Investment Policy, which is still in the works.

**FRIENDS OF THE LIBRARY LIAISON:** Maggie said that the last 2 events – Desserts and the Book Sale had been successes for the Friends and thanked all of the Trustees who baked for desserts and attended. The next Friends’ fundraisers would be the Bandana’s night on Monday June 15<sup>th</sup>, and the Start of Summer Street Dance at the end of June.

**OLD BUSINESS:**

- (a) The draft Investment By Law. A further draft was circulated for review. Joan proposed a motion to postpone action on the by law at this meeting to give members a chance to review the latest draft. The goal would be to review at the July meeting with a view to adopting it at the next business meeting. This motion was seconded by Diana and the motion was passed.
- (b) Recommendations of the Finance Committee for our investments. This was postponed until the Finance Committee could meet with our accountant and listen to her input.
- (c) Office Renovation. Shelley proposed a motion to rescind the former motion, made at the March 30<sup>th</sup> meeting, since its wording offered conflicting interpretations. The motion was seconded by Maggie. On a vote, it was carried – 6 in favor; 3 opposed. The former motion was rescinded.

Rita then presented an outline of a process which she felt would serve us as a template for all such capital projects moving forward.

The process should follow these steps:

- Form a committee
- Review needs
- Develop written specifications
- Request bids from three sources
- Send bids using certified mail
- Develop criteria for selection of contractor
- Require a written contract with warranty information, product and labor costs separated
- Present renderings, specifications, quotes and recommended vendor’s contract to the Board of Trustees for approval
- Require two officers’ signatures on the contract, once it is Board-approved
- Provide funding source from budget for Board approval

There were 2 additional concerns raised:

- Is the library required to show that any capital improvement projects will have an improved effect upon library-circulation?
- Any contractor selected, should be able to provide adequate insurance

Paul proposed a motion that the board adopt the bid-process as outlined above, with the additional clause requiring the contractor provide proof of insurance be added into the written specification. The motion was seconded by Mary and subsequently carried. (The circulation-question was tabled, pending further research.)

The next step in the process was therefore to form a committee.

A motion was proposed that the library renovation be referred to a special committee made up of Joan, Mary and Paul who will use the bid-process as previously adopted by the Board. Proposed by Joan and seconded by Jan M, this motion was adopted.

A sample written specification for the current bid under consideration was presented by Paul. Rita discussed the fact that requiring the contractor to supply a specifically-named cabinet design (in this case "Homecrest") could be a deterrent to contractors who did not deal with that brand and that therefore the specification could be deemed as unfair. It was determined that the specification would be re-worded to say something like "*Cabinets to be supplied should be "Homecrest or of a manufacturer and model similar in style and quality"*".

A motion to adopt the specification as presented but with this change to the paragraph head "Manufacturer", was proposed by Joan and seconded by Mary. The motion was carried.

**Ruby Carey Scholarship Winner:** Richard was pleased to announced that the Scholarship Committee had had 7 applications to review this year. The winner was Ben Stayner. His name would be announced at LewPort on June 23<sup>rd</sup>. At the July 27<sup>th</sup> meeting, he and his family would be invited to a picnic with the Board and presented a check for \$500. Maggie said she would invite the President of the Friends Charlotte Clark to attend, since traditionally they also presented the winner with a check. Diana volunteered to host the picnic at her house starting at 6pm. She would circulate a sign-up sheet at the next meeting.

**Vision Committee:** Shelley reported that the committee was planning to meet soon and that there would be a report at the next meeting.

#### **Next Steps:**

Rita said she would work on convening a meeting with our Accountant and the Finance Committee to review our processes as well as our current investment strategy and that everyone would be welcome to attend.

**New Business:** Jan reported that the Little Library had been vandalized again and the plexiglass cracked. Its current location in Falkner Park was discussed. Shelley asked if it could be moved to somewhere more visible such as on the Ashker's patio on Main Street if the owner were agreeable. Also it was suggested that maybe it could be repaired with thicker plexiglass. Murray Roland, the former trustee who had built the little library would be asked if this were possible. A motion by Joan, seconded by Maggie regarding the move and the repair was carried.

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

**NEXT MEETINGS:** Work Meeting June 22<sup>nd</sup> 7:00pm

Ruby Carey Picnic and Business Meeting: July 27<sup>th</sup>: Picnic 6:00-7:00pm; Meeting 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 May 18, 2015

\* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: The Town of Porter Story will finish their winter/spring session on June 9<sup>th</sup>, with Sharon Rugg, Amanda Shackelford, and Heidi Lauger are the team leaders. They will be part of the Summer Reading Program with special events each Tuesday at 10am from June 30<sup>th</sup> – August 4<sup>th</sup>

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club is schedule to present their final Story hour for this school year will be on May 16<sup>th</sup>, at 11am. The theme is "Summer Fun".

\* Would the Board please send a Thank You to Tina Odd and the Lewiston Porter Builders Club for their presentations this school year?

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing. We have had 2 new registrants.

Nursery Rhyme Time - Another round of the program will be done in the Fall.

Summer Reading Program: The Summer Reading Program Coordinator, Heidi Lauger, has been working on her plans for the summer using theme "*Every Hero Has a Story*". She plans for a Reading at Home Club, a Drama group, a craft time and story hour in the park. In addition the Town of Porter Story Hour program will have special events. The program will run from Monday, June 29<sup>th</sup>, through Friday August 7<sup>th</sup>. The Drama Club presentation will be the following week with the Reading at home club finale. Also; the village recreation has decided to run the Park program though Aug 27<sup>th</sup> so we will have a story hour in the park through Aug 26<sup>th</sup>

ADULT:

Youngstown Free Library Book Discussion Group

The Book Discussion Group meets the 2<sup>nd</sup> Wednesday of each month. . The May book choice is *The Age of Miracles* by Walker was discussed on May 13<sup>th</sup>. The group will meet on June 10<sup>th</sup> to discuss *Tilted World* by Tom Franklin.

## **Friends:**

April 17<sup>th</sup>: Dessert in the Stacks made \$940.

April 30<sup>th</sup> May 1 & 2nd Spring Book Sale Thursday, April 30<sup>th</sup> is the Friends evening Made \$1717.

## **Kindergarten Visits:**

The three Lewiston Porter kindergarten classes will visit on Monday, June 8th,

Two classes will visit on Thursday, June 11<sup>th</sup>, and Monday June 15<sup>th</sup> day.

They will tour the library, have a story time and if the weather is good tour the village.

The bus trip for this program is paid for by the Friends.

June 25<sup>th</sup>: They will have a table at the Village "Beginning of Summer Street Dance".

## COMMUNITY OUTREACH:

At the library front desk we are currently counting patrons as they enter. We did this in the late fall and early winter also. It is to determine what time people use the library. I am also researching small library hours throughout the country. I also want to ask, in some way, if they want different hours.

I will try to bring a report to the July or September meeting

Story hour in the Park, partnered with the Village Recreation will be at 1pm Wednesdays from July 1<sup>st</sup> through Aug 26<sup>th</sup>

I have not heard anything about a Village Picnic

I have been told there is a Harvest festival in the works and asked if the library would do a story about Johnny Appleseed. I asked for more information

## BUILDING, GROUNDS, & EQUIPMENT

The "Little Library" has had its front glass (Plexiglas) broken several times. It has also been written on. I mentioned perhaps a wood front with painted picture of books but was told they (DPW) were afraid that that would be "wrecked" too. The Village DPW has suggested the location be changed, but I have not heard from the Village itself.

## PERSONNEL:

Rochelle Baumgardener will be on vacation the 2 weeks beginning May 17<sup>th</sup>. She will return to work June 2<sup>nd</sup>.

Marky Jones will be on vacation the week of July 12<sup>th</sup>.

## NIOGA MEETINGS AND WORKSHOPS:

March 24<sup>th</sup> Book Meeting at Youngstown Free Library attended by Jan Gilgore

March 25<sup>th</sup> ALMS Meeting at NIOGA attended by Jan Gilgore

April 1<sup>st</sup> Spring Directors Meeting at NIOGA presented By T. Bindeman attended by Jan Gilgore

April 22<sup>nd</sup> County Directors Meeting at Lockport Library attended by Jan Gilgore

April 24<sup>th</sup> WNYLRC Meeting at The Castle in Tonawanda, NY attended by Jan Gilgore  
May 6<sup>th</sup> Summer Reading Program workshop presented by Cornell Cooperative Extension  
at NIOGA attend by Jan Gilgore  
May 7<sup>th</sup> Adult Services Librarians Meeting at Lockport Library. Discussion of library web  
pages attended by Jan Gilgore  
  
May 20<sup>th</sup> NIOGA Annual Dinner at Batavia Downs scheduled to attend Rita Rolfe and Jan  
Gilgore

SUGGESTION BOX:

None

CIRCULATION:

	<u>2014</u>	<u>2015</u>
March	2414	1829
April	1904	1879

Submitted by  
Jan Gilgore  
Library Director  
May 13, 2015

Youngstown Free Library	May 12 2015	Received March 18 to May 12	Received YTD	To Be Received
<b>REVENUE</b>	<b>BUDGET 2015</b>			
TOWN OF PORTER	\$75,593.22	\$75,593.00	\$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	\$0.00	\$0.00	\$200.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$612.50	\$615.10	\$584.90
INTEREST	\$6,000.00	\$888.94	\$1,755.19	\$4,244.81
GIFTS	\$1,000.00	\$350.00	\$740.00	\$260.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
Annual Drive	\$14,000.00	\$150.00	\$735.00	\$13,265.00
MISCELLANEOUS	\$100.00	\$13.00	\$13.00	\$87.00
Grant Funds	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
TOTAL REVENUE	\$133,293.22	\$77,607.44	\$79,451.29	\$53,841.93

**EXPENDITURE**

	<b>2015 Budget</b>	<b>Spent March 18 -May 12</b>	<b>Spent YTD</b>	<b>Remains in Budget</b>
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$58,000.00	\$9,111.10	\$18,319.23	\$39,680.77
SR PROG COORDINATOR	\$1,300.00	\$144.07	\$144.07	\$1,155.93
SOCIAL SECURITY & MEDICARE	\$4,458.00	\$595.28	\$1,299.72	\$3,158.28
ANCILLARY BENEFIT	\$2,000.00	\$0.00	\$0.00	\$2,000.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$244.00	\$244.00	\$56.00
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	\$10,094.45	\$20,234.85	\$46,798.15
<b>LIBRARY MATERIALS</b>				
AV Materials	\$2,500.00	\$1,395.62	\$1,891.19	\$608.81
BOOKS	\$20,000.00	\$4,421.85	\$9,366.64	\$10,633.36
COMPUTER SOFTWARE	\$100.00	\$0.00	\$0.00	\$100.00
SUBSCRIPTIONS	<u>\$3,100.00</u>	<u>\$112.00</u>	<u>\$1,065.80</u>	\$2,034.20
TOTAL LIBRARY MATERIALS	\$25,700.00	\$5,929.47	\$12,323.63	\$13,376.37
<b>OPERATING EXPENDITURE</b>				
ALMS FEE	\$7,750.00	\$1,907.55	\$3,179.25	\$4,570.75
HOUSEKEEPING	\$200.00	\$13.20	\$41.10	\$158.90
INSURANCE	\$2,900.00	-\$392.85	\$267.15	\$2,632.85
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$271.22	\$1,150.75	\$349.25
MAINT. - REPAIRS	\$400.00	\$0.00	\$1,194.90	-\$794.90
POSTAGE	\$950.22	\$53.75	\$67.75	\$882.47
PROMOTIONAL	\$200.00	\$85.90	\$120.81	\$79.19
RENT	\$12,000.00	\$0.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$275.16	\$761.49	\$2,438.51
TELEPHONE *	<u>\$1,150.00</u>	<u>\$331.56</u>	<u>\$707.69</u>	<u>\$442.31</u>
TOTAL OPERATING EXPENDITURE	\$30,250.22	\$2,545.49	\$7,490.89	\$22,759.33
<b>CAPITAL EXPENDITURE</b>				

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>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
<b>MISCELLANEOUS</b>				
Accounting	\$950.00	\$99.00	\$363.00	\$851.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$260.00	\$650.00	\$910.00
CPA-990	\$750.00	\$0.00	\$0.00	\$750.00
Investment & Advisory Fees	\$2,000.00	\$530.80	\$530.80	\$1,469.20
Payroll	\$650.00	\$101.00	\$224.50	\$549.00
Payroll Taxes	\$500.00	\$60.48	\$110.46	\$439.52
Unforeseen	<u>\$500.00</u>	<u>\$141.19</u>	<u>\$158.83</u>	<u>\$358.81</u>
<b>TOTAL MISCELLANEOUS</b>	<b>\$8,310.00</b>	<b>\$1,192.47</b>	<b>\$2,037.59</b>	<b>\$7,117.53</b>
<b>FUNDS</b>				
SCHOLARSHIP FUND	\$500.00	\$500.00	\$500.00	\$500.00
<b>TOTAL FUNDS</b>				
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$133,293.22</b>	<b>\$19,761.88</b>	<b>\$42,086.96</b>	<b>\$91,551.38</b>

YOUNGSTON FREE LIBRARY  
BALANCE SHEET  
MAY 12,2015

ASSETS

Petty Cash	100.00
First Niagara Checking	17,864.37
Morgan Stanley 828-107169-346	213,294.91
Morgan Stanley 828-107170-403	61,918.22
Merrill Lynch (Scholarship)	5,259.59

TOTAL ASSETS 298,437.09

Fund Balances

Unrestricted

General	56,090.87
Marie Braun Memorial	258.82
MaryGrace Foote Memorial	1,032.11
Total Unrestricted Funds	57,381.80

Restricted

Automation	52,295.85
Operating Reserve	102,019.35
Special Projects	80,773.41
Scholarship Donated	5,259.59
Fitch Cady Fund Donated	707.09
Total Restricted Fund Balance	241,055.29

Total Fund Balances 298,437.09