

DRAFT-YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: November 26, 2018 **Time: 7:00 pm**

Present: Rita Rolfe, Maggie Steyn, Claudia Andres, Mary Wieland, Karren Swayze, Heather Crumlish Jerome Andres, Barbara Costello, Sonora Miller & Paul Inskeep

Absent: Diana Newton & Kevin Cassick

Call to order: By Rita at 7:03 pm

Public comments: None

Minutes: The minutes of the October 22, 2018 Trustee meeting were reviewed and approved. Motion to approve, Paul Inskeep, second Jerome Andres. Motion carried.

Treasure's Report: Maggie reviewed the revenues, expenditures and the balance sheet for the period ending 10/31/2018. Everything is in order and we are on track for the year We have received the grand/gift of \$5,000 restricted for use on the Children's room, which will be revisited in the space planning. A question was asked about deficit for 2018 budget; Maggie answered that with 69% of expenditures and 95% income for the 10-month period the Library will incur approx. a \$20,000 deficit for 2018. **For more details on the Treasure's report, which was accepted and filed, see report dated 10/31/2018.**

Director's Report: Sonora gave us all an update on the toilet, etc. removal (which has been approved) however it has not been set up with the DPW yet. She and others are still running clean-up lists on the collections Sonora continues to do an outstanding job in the community outside the Library. Book club, Tech help classes and is planning the "one district, one book" project at Lew-Port.

Highlights:

- Friends are funding \$1,547 for library materials, book processing and supplies helping the bottom line.
- The cyclocross was a huge success netting nearly \$300 in donations alone. With 102 applicants (\$31/individual, \$44/family) the Western NY cycling told Heather that it's the best race of the year! The net profit has yet to be determined because of all the expenses, however it should be a great profit maker for the library. Looks like a yearly event. Thanks to all involved. The Brickyard in Lewiston sponsored the event.
- Online donations to the fund drive are currently \$684, hopefully this will increase on Giving Tuesday 11/27. Karren offered to help with the fund drive thank you notes.
- "Ask the Librarian" is now a semi-monthly column in the Sentinel
- Megan Sherman is now on board as our new Teen Page
- The Library is active in all social media: Facebook, Twitter and Instagram.

For more detailed information see Director's report dated November 2018

Correspondence: Jan Mathews has been doing the correspondence for the Trustees, with the exception of the fund drive, which Maggie has been doing.

Friends of the Library:

- Annual dinner will be held Dec. 3 at OFN Officer's club at 5:30. All Trustees, are invited. It would be great if we could all attend.
- The Friends will also have a table at "Christmas in the Village" Saturday, Dec. 8th in the gym. They are looking for volunteers to help out. Bakers are also welcome for sale of baked goods.

Finance: At this point, (7: 22) since the discussion centered on salaries for 2019, Sonora was excused and a motion was made to “**Enter into executive session**” Motion to approve Mary Wieland, second Karren Swayze, Motion carried.

The Board meeting was reconvened at 7:57 and Sonora returned to the board meeting.

Rita explained that the board had discussed in generalities; salaries, sick leave, library hours and a little bit about the Holidays. The consensus of the board is:

1. **To cut library open time** by 3-1/2 hours (M, W & Th. 2pm-8pm & Tu. 10am-8pm)
2. **Elimination of benefits** for part time employees (vacation, sick leave, personal time off) Sonora asked about employees that have already accrued time and may have made plans. Heather recommended that once the decision had been made by the board, a time line would be established & the employee would be required to use up the hours accrued.
3. **Volunteer use:** The board is supportive of using volunteers. We feel that you would be an excellent trainer. We won't force you to use volunteers, it's up to you. What we probably will do is budget an X amount of dollars for salaries, how you use it is your decision. Sonora explained that she presently uses 15 volunteers to assist the clerks, saving quite a bit of money.

Salaries: Sonora explained in depth the spread sheet she prepared for the total library salaries, including cutting her hours to 35 resulting in a salary reduction for herself of nearly \$5,000 annually. Her 5-hour reduction would be when she is alone on the desk and can be replaced with a lower paid clerk. She would still do all the programs, including community outreach that she now does, nothing else changes.

Budget: Sonora also reviewed the rough draft budget, minimal growth for 2019 outlining other reductions from 2018; continuing Ed & networking, books, housekeeping, publicity, internet/phone, capital expenditures, professional services, (legal & audit) resulting in a \$19,000 reduction from 2018.

Revised Holidays: Sonora reviewed her suggested “New” Holiday list for 2019, citing a savings of \$2,054. Heather would like to see some of the days revised, possibly not the Thanksgiving W/E. She feels it's a good time for parents to visit with their children since school is in recess. Other days like Veteran's day was also mentioned. However, this past veteran's day only 6 patrons showed, Sonora has the counter to show that not many showed up on the times she proposes closing. Sonora cautioned that whatever we decide, we must not jeopardize or reduce the number of patrons using the library. If the numbers go down, it is harder to solicit funds, grants and other forms of sustainability. Sonora also warns of community pushback with new reduced hours of library opening. What do we (Library staff) tell the patron? Jerry added that we want the public to know that the library is in jeopardy fiscally, because the Village is giving us so little support as far as funds and building, that we need to make the public aware that this is a serious situation. Sonora would like to see a written statement summing up the facts, so the staff can hand a patron a letter and it doesn't appear that all the blame lies with the village. It was decided that such a letter would be written and included in the second mailing of the fund drive, given to the library staff (on counter), put in the newsletter, available on the friends table at “Christmas in the Village: “and in the next Sentinel publication. The more ways we can reach the public the better. Rita, with help will do the letter.

Motions: Rita reiterated all the motions that must be made in reference to all that transpired this evening. She proposed that we vote on all these issues at our January 2019 board meeting, however since they all are very important and effect the 2019 budget, we agreed to have a special meeting on Monday December 10th at 7:00pm.

A motion was made “**To hold a special board meeting on December 10, 2018 at 7 pm**” Motion to approve, Jerry Andres, second Paul Inskeep. Motion carried. It will be an open meeting.

Nominating committee:

- Heather reported that we have one new member as Trustee; Lauren White and two others who are in the “Wings “who also desire to be on the board. One of these applicants, Sue Taylor, has a lot of experience with Libraries and is presently employed at Lew-Port. Heather feels she would be a great asset to the board. At present we need only a replacement for Diana Newton, however our bylaws allow up to 13

trustees so we decided that at December's meeting we would vote on both of them, increasing the Trustees to 12.

- **Slate of officers:** The officers will also be presented in December 10th meeting.

Personnel Committee: Heather has been revising the personnel policies that have not been touched in years! They have been sent out to Trustees for review. It's quite simple anything in "red" needs a change with updated numbers. The attempt is to bring the policy up to 2018. Heather is chair of the committee, taking it over from Paul, but she needs a committee, since evaluations will be soon. Please sign up if you can, on the committee sheet that Rita is circulating around the table.

Old Business:

Village contract/Space:

- Rita reviewed the email sent to Raleigh citing the items we did not agree with in the Village's returned contract. (i.e., length of agreement only 3 years, 60-day termination policy, insuring other groups who use the Library room on our policy). We were also disappointed that the language did not reflect the proposed joint space study with the two boards, nor the cooperation that we thought we had in our most recent discussion. We have contacted a Lawyer who will be in contact with the Village Lawyer to try to resolve these issues or find out why there is an objection to a 10-year lease. The two Lawyers met today (Mon 11/26) and the Village board is concerned about a 10-year lease (Raleigh nor Tim Lockhart were concerned at an earlier meeting) Why now? By the next board meeting December 13th, they (Village) would like to know what ideas for renovations we would like. Rita told him we have no ideas, that is the purpose of hiring a consultant who will suggest ideas. Then he asked for a wish list. The suggestion is absurd. Sonora remarked that the public will see us cutting hours, etc. But in the same vein we are proposing spending money on renovations. Not a good message.

Jerry and Claudia both remarked that a good wish list is:

- A 10-year lease contract commitment. You have tied our hands with a 3-year commitment, we can't do anything.
- The board hasn't given us a very much monetary support and without a 10-year commitment we are stuck, we have to cut hours and **can't** give the board any kind of a wish list.
- Claudia asked Rita to be very clear cut in her response. Tell them we must sit down and talk this out, because we cannot function with this type of contract. Suggest that this sit down should take place before their next board meeting.
- Claudia is not in favor of the insurance clause in the lease. We (Library) should not be responsible for other groups using the Community room. They should provide their own insurance or come under the Village's policy.
- Jerry suggested that the Lawyer Rita asked to represent the Trustees (pro-bono) be at the meeting prior to the Village board meeting, along with the Village Lawyer.

Drop Box: Rita brought up that all Trustees, including her self can't bring up "Drop box". Sonora can run more classes for laptop PC's, but this isn't much help for desktop users. She is even willing to come to your house to help. Just let her know.

New Business:

- **Holiday Calendar for 2019-**Will be deferred until December meeting
- **Committees-** Rita circulated a sheet for sign up for various committees, suggest at least 3.

"Motion to adjourn" Paul Inskeep, second Jerry Andres. Motion carried, Meeting adjourned at 8:45pm

Next meeting: Special Board Monday December 10, 2018 at 7:00pm

Respectively submitted: Paul Inskeep, Recording Secretary

Board of Trustees 2018, Youngstown Free Library

Director's Report

November 2018

Building and Grounds

The toilet and sink removal was approved by the Village Board, but they have not set a date for its removal.

Collection & Space

The inventory project, except for the audiovisual collection, has been inventoried for the first time. We are still running clean-up lists and matching shelf to catalog collection.

Magazines from the previous year will be gathered and deleted during December.

Community Partnerships & Outreach

Outside the Library, I continue to run a monthly Book Club and a monthly Tech Help Class at the Senior Center. I have already started meeting with the Lewiston-Porter schools to plan this year's *One District, One Book* project.

Friends, Fundraising and Grants

The Friends have recently agreed to fund 1,547.05 in already incurred expenses to support purchases for library materials, book processing and supplies and refreshments to the public.

The Lake Ontario Cyclocross netted the library 292.00 in donations for its offerings of mulled cider, peanut butter cookies and handwarmers.

The online donations to the Library's Annual Fund Drive currently total 684.00, but I am hopeful that this number will rise. Tomorrow is Giving Tuesday, when Facebook and Paypal match all online donations up to 7 million dollars.

Programming in and outside the Library

In addition to our 25+ events regularly offered every month, the Library has added several new events to our roster this fall.

Adults can enjoy the monthly *Movie Club*, a book club for movie lovers! Watch the movie in advance, then meet with others to chat about the film! This month we discussed *Boy*.

Families were able to show their appreciation to veterans with our November 12 program, *Adventures Across Five Continents*. A talented bomb squad technician, Youngstown resident Keith Hartloff presented a fascinating overview of his 21 years of adventures with the Air Force. His career has taken him across five continents on diverse missions--high-level security, WWII archaeological digs in Papua New Guinea and roadside bomb diffusion in the Middle East. We filled the room for this event!

Children can enjoy our upcoming Saturday program, *Christmas in the Village*. We'll be offering crafts inside the library.

Publicity Updates

We maintain an active presence in the community with the following outreach and social media:

Lewiston-Porter Sentinel

“Ask the Librarian” column posted mid-month

Facebook: 616 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 38 followers: <https://twitter.com/ytownlibrary>

Instagram: 188 followers: <https://www.instagram.com/youngstownfreelibrary>

Staff

Megan Sherman has adjusted well to the position as Teen Page, and everyone is delighted to have her on board the staff.

3.1 Holidays: *Holidays are determined by the schedule submitted to the Director in November. Hourly staff members are not paid for holiday closings.*

3.2 Sick leave: *Paid sick leave will be provided after working one full year. Leave will be determined by the calendar year, with proportion being determined after the first year of work until the end of that calendar year. Each employee will receive the total of one (1) week’s worth of hours as sick leave. Unused sick leave may be accumulated to a total of double the hours allowed.*

3.3 Personal Leave: *Each employee shall be given one quarter (¼) of average week’s hours as personal leave. Personal leave does not accrue.*

3.4 Annual Leave/Vacation: *After the first full year of service, staff members are entitled to one (1) week paid vacation. After the second full year of service, staff members are eligible for two (2) weeks of paid vacation. After ten years of service, staff members are entitled for three (3) weeks of vacation. After twenty years of service, staff members are entitled for four (4) weeks of vacation. Staff members wishing to take vacation days rather than one week of paid leave may do so with the Director’s permission, provided the cumulative hours do not exceed that person’s average weekly pay. Vacation time may be accrued to a total of double days allowed. All vacation time is scheduled at the discretion of the Director. After the first year of employment, a proportioned number of hours are allotted until the end of calendar year.”*

Hours Worked, Leave Earned and Not Yet Used as of 11/26/2018

| Staff member | total hours worked in 2018 | sick hours | vacation hours | personal hours |
|---------------------|-----------------------------------|-------------------|-----------------------|-----------------------|
| S. Miller | 1995.25 | 37.5 | 20.25 | 0 |
| M. Jones | 623.75 | 30 | 46 | 3 |
| M. Wessel | 761 | 10.5 | 32.25 | 3.75 |
| C. Schemel | 475 | - | - | - |
| M. Sherman | 27 | - | - | - |

Volunteers

Thank you to *all* our dedicated volunteers, Board members, Friends and Youngstown and Porter community; I am grateful for the help provided by all.

Respectfully submitted,

Sonora R. Miller
Library Director

**YOUNGSTOWN
FREE LIBRARY
2018**

| BUDGET 2018 | Activity 10/01/2018 - 10/31/2018 | Totals Year to Date | Remaining in Budget | % of Budget |
|--------------------|---|--------------------------------|--------------------------------|------------------------|
|--------------------|---|--------------------------------|--------------------------------|------------------------|

REVENUE

| | | | | | |
|--|---------------------|--------------------|---------------------|-------------------|---------------|
| TOWN OF PORTER | \$78,646.00 | \$0.00 | \$78,646.00 | \$0.00 | 100% |
| NIAGARA COUNTY | \$5,711.00 | \$0.00 | \$5,440.00 | \$271.00 | 95% |
| YOUNGSTOWN VILLAGE LOC. LIBRARY SERVICE | \$6,000.00 | \$0.00 | \$0.00 | \$6,000.00 | 0% |
| AID | \$1,420.00 | \$1,293.00 | \$1,293.00 | \$127.00 | 91% |
| LEGISLATIVE INITIATIVE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| FINES/ COPIER/ FAX | \$2,000.00 | \$329.15 | \$2,270.93 | -\$270.93 | 114% |
| INTEREST | \$2,400.00 | \$713.00 | \$3,524.36 | -\$1,124.36 | 147% |
| GIFTS | \$1,000.00 | \$54.24 | \$1,262.62 | -\$262.62 | 126% |
| ANNUAL DRIVE | \$14,000.00 | \$5,180.00 | \$8,187.03 | \$5,812.97 | 58% |
| MISCELLANEOUS | \$100.00 | \$28.00 | \$210.79 | -\$110.79 | 211% |
| GRANT FUNDS | \$0.00 | \$5,000.00 | \$5,400.00 | -\$5,400.00 | |
| TOTAL REVENUE | \$111,277.00 | \$12,597.39 | \$106,234.73 | \$5,042.27 | 95.47% |

| <u>EXPENDITURE</u> | BUDGET 2018 | Activity 10/01/2018 - 10/31/2018 | Totals Year to Date | Remaining in Budget | % of Budget |
|--|--------------------|---|--------------------------------|--------------------------------|------------------------|
| PERSONNEL | | | | | |
| SALARIES (GROSS) | \$73,610 | \$5,711.56 | \$60,887.48 | \$12,722.52 | 83% |
| SALARIES (CHRISTMAS BONUS) | \$0 | | \$0.00 | \$0.00 | |
| HEALTH BENEFIT | \$4,000 | \$307.70 | \$3,384.70 | \$615.30 | 85% |
| SOCIAL SECURITY & MEDICARE | \$5,630.00 | \$460.46 | \$4,916.81 | \$713.19 | 87% |
| CONTINUING EDUCATION & NETWORKING | \$500.00 | \$399.00 | \$425.61 | \$74.39 | 85% |
| NEW YORK STATE DISABILITY & SUTA/FUTA WORKER'S | \$350.00 | \$9.32 | \$418.84 | -\$68.84 | 120% |
| COMPENSATION | \$750.00 | \$0.00 | \$226.00 | \$524.00 | 30% |
| TOTAL PERSONNEL | \$84,840.00 | \$6,888.04 | \$70,259.44 | \$14,580.56 | 83% |
| LIBRARY MATERIALS | | | | | |
| AUDIO VISUAL MATERIALS | \$6,500.00 | \$317.16 | \$3,497.98 | \$3,002.02 | 54% |
| BOOKS | \$16,000.00 | \$527.71 | \$5,848.20 | \$10,151.80 | 37% |
| COMPUTER SOFTWARE | \$200.00 | \$0.00 | \$159.00 | \$41.00 | 80% |
| PURCHASES FROM GRANT/GIFT FUNDS | \$0.00 | | \$0.00 | \$0.00 | |
| SUBSCRIPTIONS & LIBRARY MEMBERSHIPS | \$4,000.00 | \$0.00 | \$1,603.43 | \$2,396.57 | 40% |
| BOOK PROCESSING & SUPPLIES | \$1,500.00 | \$126.87 | \$1,327.64 | \$172.36 | 89% |
| TOTAL LIBRARY MATERIALS | \$28,200.00 | \$971.74 | \$12,436.25 | \$15,763.75 | 44% |

| OPERATING EXPENDITURE | BUDGET 2018 | Activity 10/01/2018 - 10/31/2018 | Totals Year to Date | Remaining in Budget | % of Budget |
|---------------------------------------|--------------------|---|--------------------------------|--------------------------------|------------------------|
| ALMS FEE | \$8,328.00 | \$694.00 | \$6,940.00 | \$1,388.00 | 83% |
| OFFICE SUPPLIES | \$1,500.00 | \$0.00 | \$1,607.07 | -\$107.07 | 107% |
| HOUSEKEEPING | \$300.00 | \$4.35 | \$284.98 | \$15.02 | 95% |
| INSURANCE | \$2,800.00 | \$175.00 | \$2,851.38 | -\$51.38 | 102% |
| COPIER LEASE & USAGE | \$2,200.00 | \$323.85 | \$2,575.39 | -\$375.39 | 117% |
| MAINTENANCE (SPACE) | \$1,500.00 | \$0.00 | \$516.41 | \$983.59 | 34% |
| POSTAGE | \$550.00 | \$154.00 | \$1,101.77 | -\$551.77 | 200% |
| PROGRAMMING | \$700.00 | \$115.73 | \$33.80 | \$666.20 | 5% |
| PUBLICITY | \$1,000.00 | \$48.40 | \$499.44 | \$500.56 | 50% |
| INTERNET/PHONE | \$1,600.00 | -\$272.76 | \$914.29 | \$685.71 | 57% |
| TOTAL OPERATING | \$20,478.00 | \$1,242.57 | \$17,324.53 | \$3,153.47 | 85% |
| CAPITAL EXPENDITURE | | | | | |
| TECHNOLOGY | \$1,200.00 | \$0.00 | \$1,342.96 | -\$142.96 | 112% |
| OTHER - SPACE etc | \$4,300.00 | \$0.00 | -\$118.38 | \$4,418.38 | -3% |
| TOTAL CAPITAL EXPENDITURES | \$5,500.00 | \$0.00 | \$1,224.58 | \$4,275.42 | 22% |

| | BUDGET 2018 | Activity 10/01/2018 - 10/31/2018 | Totals Year to Date | Remaining in Budget | % of Budget |
|---|---------------------|--|------------------------|------------------------|----------------|
| MISCELLANEOUS | | | | | |
| ACCOUNTING & PAYROLL SERVICES: | \$3,450.00 | \$245.50 | \$2,641.25 | \$808.75 | 77% |
| MONTHLY BOOK-KEEPING & ACCOUNTING | \$2,580.00 | \$215.00 | \$2,318.00 | \$262.00 | 90% |
| BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS | \$260.00 | \$30.50 | \$323.25 | -\$63.25 | 124% |
| MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc. | \$124.00 | \$0.00 | \$0.00 | \$124.00 | 0% |
| 990 PREPARATION & DEPRECIATION | \$400.00 | \$0.00 | \$400.00 | \$0.00 | 100% |
| W-2 PREPARATION | \$40.00 | \$0.00 | \$0.00 | \$40.00 | 0% |
| 1099 PREPARATION | \$46.00 | \$0.00 | \$0.00 | \$46.00 | 0% |
| INVESTMENT & ADVISORY FEES | \$150.00 | \$0.00 | \$55.00 | \$95.00 | 37% |
| PROFESSIONAL SERVICES - AUDIT etc | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0% |
| PROFESSIONAL SERVICES - LEGAL etc | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0% |
| BANK FEES & CHARGES | \$0.00 | \$45.31 | \$45.31 | -\$45.31 | |
| MISC - OTHER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| TOTAL MISCELLANEOUS | \$13,600.00 | \$290.81 | \$3,141.56 | \$10,458.44 | 23% |
| TOTAL OPERATING EXPENDITURE | \$152,618.00 | \$9,393.16 | \$104,386.36 | \$48,231.64 | 68% |
| FUNDS | | | | | |
| SCHOLARSHIP FUND | \$500.00 | \$0.00 | \$750.00 | -\$250.00 | 150% |
| TOTAL FUNDS | \$500.00 | \$0.00 | \$750.00 | -\$250.00 | 150% |
| TOTAL EXPENDITURES | \$153,118.00 | \$9,393.16 | \$105,136.36 | \$47,981.64 | 69% |
| Net Income (Loss) | -\$41,841.00 | \$3,204.23 | \$1,098.37 | -\$77,573.66 | |

**YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: October 31st, 2018**

ASSETS

| | |
|------------------------------|--------------|
| Petty Cash | \$100.00 |
| Key Bank Checking | \$19,250.69 |
| Morgan Stanley - 178- Acct | \$241,000.18 |
| Morgan Stanley (Scholarship) | \$3,204.44 |

| | |
|---------------------|---------------------|
| TOTAL ASSETS | \$263,555.31 |
|---------------------|---------------------|

FUND BALANCES

Unrestricted

| | |
|-----------------------------------|---------------------|
| General (Operating) | \$7,332.87 |
| Long Term Plan | \$100,000.00 |
| Gifts (such as Ortt bullet funds) | \$0.00 |
| Gifts/Grants | \$400.00 |
| Total Unrestricted Funds | \$107,732.87 |

Restricted

| | |
|--------------------------------------|---------------------|
| Operating Reserve | \$152,618.00 |
| Scholarship (Ruby Carey) | \$3,204.44 |
| Gifts (with restrictions for use) | \$0.00 |
| Gifts/Grants (Children's Room) | \$5,000.00 |
| Total Restricted Fund Balance | \$155,822.44 |

| | |
|----------------------------|---------------------|
| TOTAL FUND BALANCES | \$263,555.31 |
|----------------------------|---------------------|