

# DRAFT-YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date: October 23, 2017 Time: 7:00 PM**

**Present:** Rita Rolfe, Maggie Steyn, Mary Wieland, Karren Swayze, Heather Crumlish, Diana Newton, Jan Mathews, Paul Inskeep & Sonora Miller

**Absent:** Kevin Cassick

**Call to Order:** By Rita Rolfe at 7:01 PM

**Comments from the public:** Comments were heard from the following in reference to the Town of Porter story hour and the Builders club being moved from the Children's room of the Library to the 3<sup>rd</sup> floor programming room: Sharon Rugg, Director of Story Hour program, Heidi Lauger, President Friends, Charlotte Clark and Molly Marietta past and present Friends whose children attend the T.O.P. story hour. They all voiced similar inconveniences and problems about the move. One of their main concerns or complaints was the fact that they had not been consulted before the discussion was made or was it communicated in a timely manner. Also the question was why the move? Rita explained there were 2 reasons. First the children's room always seemed too crowded when a program was being held and it was felt that the upstairs room would be more comfortable. Sonora is trying to "weed" out some of the seldom used books to make more room, Secondly the community room upstairs is underutilized and we would like to see more groups (Children and adults) to be using it more on a regular basis. A list was given to each board member sighting some of the problems with the new venue. We (Board members) all vowed to come up with a viable solution both short and long term.

**Minutes:** The minutes of October 5, 2017 were read and correction were noted. Motion to approved as corrected, Jan Mathews, second, Maggie Steyn. Motion carried.

## **Director's Report:**

- The Director asked the friends for funding of \$6,509.91 which was approved for a variety of Library upgrades which are itemized on the Library website.
- For security reasons it was suggested that a second person (volunteer) be in the library M-Thurs. evenings from 6:30-8:30. Not to work the desk, but to be present in the library with the Director or Librarian until closing. Presently asking board members, if filling evenings are a problem it will be opened up to friends. Sonora passed around a volunteer list.
- Sonora passed out the holiday schedule for 2018 which included 11 holidays, plus summer Saturdays June 23-September 1. "Motion to approved proposed holidays for 2018 per list" Paul Inskeep, Second. Heather Crumlish. Motion carried.
- Rita directed Jan Mathews to send a thank you note to Phil & Faith Miller for their gracious donation of a vacuum cleaner.

## **Funding update:**

- Town & Village funding: Rita has not heard back from the Town of Porter for our request of an additional \$15,440 and will follow up with the Town Supervisor. Rita & Sonora attended a Village board meeting and have requested an additional \$4,000 for a total of \$6,000 per year. Sonora pointed out that it would be easier for grant requests, rather than receiving \$14,000 and then paying \$12,000 rent. Many grantee's look only at income and disregard rent. Karren questioned how the additional income (if

approved) would be spent. She was reminded that we are operating on a deficit budget and it would be used on budgeted items. Rita & Sonora will follow up with the Town & the Village.

#### **Finance update:**

- At the last meeting Maggie said that an RFQ would be sent out to several accounting and payroll services to further streamline procedures. With much of Sonora's help a spec. has been sent out to 6 companies. Karren suggested a firm that has worked for their Church which has worked out quite well. Maggie will add them to the RFQ.

#### **Nominations Update:**

- Heather reported at present she has received 16 potential names of candidates for Trustees. None of these have been contacted yet. She is also reaching out to local organizations (Vol. Firemen, Lewiston-Porter school, etc.) to see if anyone is interested. She stressed that she would like as many names as possible. It was suggested that a youth/student be considered for the board, however youths cannot vote until they are 18 but the ideas they have would be very helpful, especially since we want more young people to use the facilities. Present officers/board members need to tell Heather if they still want to continue in their position, since the November meeting will determine the slate of officers plus number of members.

#### **Friends update:**

- "Arts and Music festival" very successful, Friends received \$20 in revenue for new memberships.

#### **YFL Web-Sit update:**

- Quote from Pat Fagan was reviewed and when asked, Sonora assured the board that she could do all of the future updates after the site was created by Pat. There should be no additional costs. Karren asked how long it would take in change over from existing site to new one. Sonora said that as soon as the new site was approved and "tweaked" it was a matter of a "Keystroke". Sonora has sent out numerous website links to board members that Pat Fagan has developed. The question of the Logo (tabled at last meeting) was reintroduced and after a lengthy discussion the following motion was made: "To utilize the existing Logo as created by Molly Marietta and in such a case that it requires changes, that we ask Molly to do the changes and offer compensation" by Paul Inskeep, second, Maggie Steyn. Motion carried.

#### **Programming room use:**

After hearing and reading the list from the 4 individuals at the beginning of the meeting about problems with the move from the children's library to the upstairs program room, we reviewed all of the positive reasons that led to the June 26 meeting motion: "The existing community meeting room will become a programming room, including all children's programs at the discretion of the Library Director and/or the Board of Trustees". After a lengthy discussion on observations, review of the complaints, suggestions and all the negatives and positives it came down to 2 points, a potential short term issue and a long term issue. To get a better feel for the program Rita, Heather and Sonora will attend the next Story hour and observe the problems listed and other conditions. At this point it was felt that a space study of the Library is definitely needed. **Long term option:**

A motion was made: "The board would agree to do a space study of the entire Library" by Karren Swayze, second, Diana Newton. After some discussion the motion was carried.

#### **Short term options:**

- 1) Revert back to original and have the story hour and builders club meet in the children's room downstairs.
- 2) Form a group made up of 3 or 4 of the ones who spoke this evening and a same amount from the board to plan /modify, etc. the best use for the program room. Have them actively involved, point out that it is a fire hazzard having the children downstairs and we must utilize the upstairs. There is a more direct route down

the back stairs from the program room, than to go thru multiple rooms downstairs. We have at this point \$830 that was approved by the Friends for alterations to the programming room for children friendly alterations. Some items have been received but could be returned. Maggie suggested not to spend anymore of these funds until a consensus is reached. In conclusion, the board reviewed the 2 options for short term and it was unanimous to use the #2 option the program room. Reason is the children's room would require necessary changes before we would feel comfortable letting them downstairs again. There was much discussion on changing the hours of the library to accommodate the various programs and to minimize the staffing hours. It was also agreed that "ground rules" need to be adopted. Heather suggested that a small group meet with Heidi, etal to express all of both parties concerns. Heather, Rita and Jan will meet with their group.

**Next meeting:** November 27, 2017 @ 7:00 pm

**Motion to Adjourn:** Paul Inskeep/Maggie Steyn. Motion carried. Meeting adjourn at 9:06 pm

Respectively submitted: Paul Inskeep, Recording Secretary  
Board of Trustees 2017, Youngstown Free Library