

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Sept 22nd, 2014

PRESENT: Diana Newton, Richard Powell, Murray Roland, Rita Rolfe, Jan Gilgore, Maggie Steyn, Linda White, Joan Spira, Darcy Tower-Paeplow

ABSENT: Kay Collard

CALL TO ORDER: President Diana Newton called the meeting to order at 7:00pm

MINUTES: The minutes of August 4th were accepted unanimously on a motion from Richard Powell, seconded by Murray Roland.

GUEST SPEAKER: At the request of Diana, Joan then introduced Mr. Glenn Arthurs of the Arthurs Malof Group of Financial Consultants to speak to the board, regarding the Library's current investments with Morgan Stanley. He noted that the Library is currently receiving very minimal interest on its 2 accounts, and upon a request from our Treasurer, Joan Spira, was recommending that we be a little more aggressive and move our assets from the current investment in a 100% guaranteed government securities account to a mixed portfolio of 30% Equity and 70% Fixed Income bonds. There would be some inherent risk in such an allocation.

If we were to make the switch, Mr Arthurs would charge some 1.3% year in management fees.

Mr Arthurs was thanked for his time and left the meeting.

It was noted that our by-law currently states that "Investments shall not be made in any type of account that does not provide a 100% guarantee of the principal."

Rita requested that the correspondence between Joan and Glenn Arthurs be circulated to the board.

A motion was then proposed by Rita Rolfe and seconded by Darcy Tower-Paeplow to continue to examine the whole topic further: in particular to check out if there is any State law preventing us doing this and/or to give us guide lines and also to check out what other libraries are doing. (Given that we would first have to amend the by-law.) Motion was approved.

PUBLIC COMMENTS: None

TREASURER'S REPORT: presented by Joan Spira.

(See attached Financial Report of 09/15/14).

Joan reviewed the figures and reported that all appeared in order. A question was asked about the items listed under "Miscellaneous" – Payroll and Payroll Taxes. Jan reported that these were costs incurred in running the payroll and in paying the payroll taxes due. There was a discussion about whether the said costs were reasonable and whether combining the running of the library payroll with maybe the village payroll might be a way of reducing costs. Jan said she would find out what company runs that payroll.

Motion made to accept Treasurer's Report, approved unanimously. (Rita Rolfe/Murray Roland).

DIRECTOR'S REPORT: Jan Gilgore presented her report.

(See attached Director's Report of 09/17/14)

The Drama Club's season had ended with a successful evening of a play and presentation of certificates. An audience of about 60-70 was present.

Murray had completed the Little Library. Murray had brought the little library to the meeting. It was a wonderful model of the Red Brick School, complete with bell. There was some discussion as to where the library should best be placed and Falkner Park was preferred over the Village dock area, since it was thought that it would be seen by more people in the park. Jan said she would contact the Village to see if it could be placed there instead.

Thank You, Murray for your generosity in assuming responsibility for this project and completing it in such a beautiful and timely manner.

Jan stated that the copier lease was due for renewal and requested that a new combined color printer-copier-fax be leased. It would be more expensive per month for the lease but that the cost of replacement ink was included in that cost. The new cost would be \$120 per month versus the current cost of \$77 per month + ink.

Motion to approve the new lease was proposed by Joan Spira and seconded by Darcy Tower-Paeplow.

Jan presented her proposal for the library's holiday-closings for 2015.

Motion to approve the 2015 calendar was proposed by Rita Rolfe and seconded by Maggie Steyn.

Motion made to accept Director's Report, approved unanimously. (Maggie Steyn/Rita Rolfe).

CORRESPONDENCE: Rita Rolfe: None to report

FRIENDS OF THE LIBRARY REPORT: Maggie Steyn: Maggie apologized that she had been absent for the previous Friends' meeting but that they were proposing to have a presence at the new October event to be held by Village personnel in Faulkner Park on October 4th. A Book-balancing contest would be held as well as water and other consumables available for sale.

EXECUTIVE MEETING: Diana reported that a meeting of the Executive had been held on Sept 16th and circulated notes from the meeting. A key decision made was that there should be a short handbook devised to present to prospective Trustees so that they would understand the goals and commitments of becoming a Trustee, prior to joining the board and receiving the complete Trustees' Manual. The by-laws and policies were also in need of a review and update, as was the long-range plan. In addition, the mission statement was considered lengthy. It was determined that these topics would be worked on during the work-sessions-meetings.

(See attached Executive Committee Meeting Notes of 09/16/14)

COMMITTEES:

Nominating: Diane asked that everyone think of suitable candidates to fill the 2 upcoming vacancies for 2015 and to offer their suggestions to Murray.

Community Relations: Nothing to report.

Personnel: Nothing to report.

Scholarship: We had not received a note of thanks from the Ruby Carey recipient, which was surprising.

Finance: Per the discussion about Investment, Jan and Joan would check in with the Ransomville library to see if they had an investment strategy; in addition, Jan would check to see if there were any NY state laws, regarding library-investment of funds.

OLD BUSINESS: None

NEW BUSINESS:

Diana said that she would be giving out a sign-up sheet for the Committees so that everyone could volunteer for those they had an interest in.

Joan stated that the new person she had found to volunteer for the Children's Room artwork had backed out before she started. Joan said she had it covered for a while but we still needed someone in the long-term.

Next Work Meeting: Monday October 27th at 7pm.

Next Business Meeting: Monday November 24th at 7pm.

ADJOURNMENT: at 8:25pm. (Joan Spira/Darcy Tower-Paeplow)

Respectfully Submitted, Maggie Steyn

Recording Secretary, Board of Trustees 2014



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT

Prepared for Trustee Meeting on September 17, 2014

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: The Town of Porter Story hour resumes there program with registration and a craft on Tuesday September 9th . Story hour resumed at 9:30am and 11am on Tuesday, September 16th. Sharon Rugg, Amanda Shackelford, and Heidi Lauger are the team this semester. They will go through on a school schedule until December.

Lewiston-Porter Builders Club: The Lewiston-Porter Builders will return with their monthly Saturday Story hours on October 18th.

1000 BOOKS BEFORE KINDERGARTEN – A 2nd children reached the goal this summer and we have 2 more children who will reach it soon. I will advertize I again so that we get new participates.

SUMMER READING PROGRAM: The ***“Fizz. Boom, Read”*** summer program ran from June 30th –August 8th. Maria Lowe, was the libraries SRP coordinator.

Drama Club presented the play *The Magic Carrot* on Wednesday, August 13th. It was well attended by family, friends and community. Following the play, certificates of participation were presented to children in the reading at home club and prizes awarded.

The Monday, Craft and Science Club, had books that went with the craft about the science that may be involved in the craft. The most successful crafts were the cork sail boats, the air dry clay fossil making and then open creating with extra clay and the making an invention from recyclables.

Story hours in the park on Wednesdays were very well attended. Story hours were presented by Maria , the Grigg-Lewis/NIOGA story telling team and myself. The story hours in the park ended Aug 20th in cooperation with the Village of Youngstown Recreation program.

ADULT:

Youngstown Free Library Book Discussion Group

The group met September 10th and discussed the fiction and non-fiction of Anna Quindlen. The next meeting will be October 9th. The group is participating in the One Book One County program, reading *The Painted Girls* by Cathy Marie Buchan. Several libraries throughout Niagara County are reading the same book and having discussions on it. The Lockport Library will have 2 open to the public programs in addition to their book discussion. One is a back ground lecture on behind the scenes of the Paris Opera House in the time of Degas and the second is an evening with the author. (See attached flyer.)

Friends:

The information about the the October 4th Art & Music Festival was given to the Friends.

COMMUNITY OUTREACH:

Murray Roland took over and has built the "Little Library" It will be installed on the edge of the garden in the small park on Water Street by the village DPW.

Fay Bailey has decided she is unable to help organize, arrange and collect the art work for display in the children's room. Joan Spira arranged for the September display. We are again looking for someone to handle this project. Thank you Joan Spira!

The Youngstown Community Picnic was held Saturday, August 9th. We used Joe Cecconi's tent. The game of spin the wheel and answer a book or library related question was very successful. Thank you to all who helped setup, work the game and take down.

BUILDING, GROUNDS, & EQUIPMENT

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It is time to renew our copier lease. I received prices and the current company, United Business Systems, came in the lowest. I would like to change so that the new machine would be my printer and the library fax machine as well as the copier. Though the monthly costs would be higher the savings on ink for the printer, which is much more expensive, would offset the increase.

PERSONNEL:

Maria Lowe worked as our Summer Reading Program Coordinator from April through August 13th. She was reliable, flexible, and the children all liked her. She is currently working part time in children's department of the Buffalo and Erie County Public Library Central location.

*

Please see attached Suggested Holidays for 2015

NIOGA MEETINGS AND WORKSHOPS:

August 21st Alms meeting. The Libraries voted to continue Zinio the online magazine program, and to continue Freegal, the on line music program, and include streaming.

September 10th – Summer Reading Program Wrap-up meeting. What worked what did not work? What do the libraries want from NIOGA and the Grigg-Lewis Story tellers for next summer?

September 17th - Central Library workshop on crafts for Teens and adults.

SUGGESTION BOX: None

CIRCULATION:

	<u>2013</u>	<u>2014</u>
July	2306	2510
August	2098	1947

Submitted by
Jan Gilgore
Library Director
September 17, 2014

**Youngstown Free Library
Working Budget 2014**

<u>REVENUE</u>	<u>Budget 2014</u> <u>As of 9/15/14</u>	<u>Received</u>	<u>To Be Received</u>
TOWN OF PORTER	\$74,111.00	\$74,111.00	\$0.00
NIAGARA COUNTY	\$5,700.00	\$0.00	\$5,700.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$200.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$1,131.85	\$68.15
INTEREST	\$6,000.00	\$4,063.73	\$1,936.27
GIFTS	\$1,000.00	\$1,135.00	-\$135.00
Transfer of Funds	\$15,000.00	\$0.00	\$15,000.00
Annual Drive	\$14,000.00	\$545.00	\$13,455.00
MISCELLANEOUS	\$100.00	\$186.84	-\$86.84
Grant Funds	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL REVENUE	\$131,311.00	\$95,173.42	\$36,137.58

Youngstown Free Library

EXPENDITURE**Expenses for 2014
As of 9/15/14****Spent****Remains in Budget****PERSONNEL**

SALARIES (GROSS)	\$53,580.00	\$32,435.44	\$21,144.56
SR PROG COORDINATOR	\$1,300.00	\$638.20	\$661.80
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$3,253.80	\$1,246.20
ANCILLARY BENEFIT	\$2,800.00	\$944.10	\$1,855.90
PROF. DEVELOP/INSERV. &			
MEMBERSHIPS	\$300.00	\$165.00	\$135.00
NEW YORK STATE DISABILITY	\$400.00	\$124.69	\$275.31
WORKER'S COMPENSATION	<u>\$575.00</u>	<u>\$648.00</u>	<u>(\$73.00)</u>
TOTAL PERSONNEL	\$63,455.00	\$38,209.23	\$25,245.77

LIBRARY MATERIALS

AUDIO VISUAL MATERIALS	\$2,500.00	\$2,007.14	\$492.86
BOOKS	\$20,000.00	\$15,417.85	\$4,582.15
COMPUTER SOFTWARE	\$231.00	\$93.96	\$137.04
SUBSCRIPTIONS	<u>\$3,190.00</u>	<u>\$2,938.17</u>	\$251.83
TOTAL LIBRARY MATERIALS	\$25,921.00	\$20,457.12	\$5,463.88

OPERATING EXPENDITURE

ALMS FEE	\$7,675.00	\$5,718.72	\$1,956.28
HOUSEKEEPING	\$300.00	\$29.85	\$270.15
INSURANCE	\$2,850.00	\$2,802.68	\$47.32
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$693.00	\$807.00
MAINT. - REPAIRS	\$400.00	\$155.50	\$244.50
POSTAGE	\$950.00	\$271.56	\$678.44
PROMOTIONAL	\$350.00	\$234.41	\$115.59
RENT	\$12,000.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$2,035.76	\$1,164.24
TELEPHONE *	<u>\$1,150.00</u>	<u>\$690.77</u>	<u>\$459.23</u>
TOTAL OPERATING EXPENDITURE	\$30,375.00	\$24,632.25	\$5,742.75

CAPITAL EXPENDITURE

EQUIPMENT	\$1,500.00	\$763.92	\$736.08
MAJOR IMPROVEMENTS	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>
TOTAL CAPITAL EXPENDITURES	\$3,500.00	\$763.92	\$2,736.08

MISCELLANEOUS

Accounting	\$900.00	\$594.00	\$306.00
Audit	\$1,400.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$1,170.00	\$390.00
CPA-990	\$750.00	\$595.00	\$155.00
Investment & Advisory Fees	\$2,000.00	\$1,611.15	\$388.85
Payroll	\$650.00	\$349.46	\$300.54
Payroll Taxes	\$500.00	\$312.79	\$187.21
Unforeseen	<u>\$300.00</u>	<u>\$188.51</u>	<u>\$111.49</u>
TOTAL MISCELLANEOUS	\$8,060.00	\$4,820.91	\$3,239.09

FUNDS

SCHOLARSHIP FUND	\$500.00		
TOTAL FUNDS			
TOTAL OPERATING EXPENDITURE	\$131,311.00	\$88,883.43	\$42,427.57

YOUNGSTON FREE LIBRARY
BALANCE SHEET
15-Sep-14

ASSETS

Petty Cash	100.00
First Niagar Checking	5,888.14
Morgan Stanley 828-107169-346	212,688.66
Morgan Stanley 828-107170-403	26,915.75
Merrill Lync (Scholarship)	5,809.32

TOTAL ASSETS	251,401.87
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Fund Balances

Unrestricted

General	65,285.79
Marie Braun Memorial	255.34
MaryGrace Foote Memorial	1,018.21
Total Unrestricted Funds	66,559.34

Restricted

Automation	45,543.24
Operating Reserve	94,596.99
Special Projects	73,637.22
Scholarship Donated	5,809.32
Fitch Cady Fund Donated	697.56
Total Restricted Fund Balance	220,284.33

Total Fund Balances	286,843.67
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**Youngstown Free Library Executive Committee of the Trustees of the Youngstown Free Library
Meeting Notes**

Meeting Held Monday, Sept 16, 2014

Members Present: Diana Newton, Darcy Tower Peploe, Rita Rolfe, Joan Spira

Absent: Maggie Steyn

Purpose of The Meeting: To discuss how best to provide information about service on the Board of Trustees and how to orient members once they are elected.

Agenda items were called for and noted as follows:

1. Information for prospective trustees –how to provide it.
2. Responsibilities of Trustees
3. Relationship of Trustees to Friends and Community
4. Questions from Executive Board Members on issues of finance, staff evaluation, storage, volunteering, selection of Board members for committees etc.

Discussion included:

1. A handbook should be devised from material from the by-laws and policies for an orientation of new Board of Trustee members. The large notebook is cumbersome and daunting. The handbook information then could be discussed at a work session with all trustees or new trustees. Questions would be answered.
2. A one or two page brief description of duties should be developed for prospective Trustees for the nominating committee to use.
3. Work sessions should be used to inform all Trustees of the different facets of the functioning of the Library and/or committee meetings. Topics might include, finances, staffing, Annual Meeting reports, library maintenance, long term planning, scholarship, updating by-laws, long range planning etc.
4. The by-laws and policies should be updated every five years. It was noted that there are redundancies and that the topic of relationship to the Friends of the Library is missing. Also, the mission statement is lengthy and could be a shorter statement useful in deciding the appropriateness of Board activities.
5. The Handbook might include:
 - a. Board responsibilities (pg. 20 of bylaws)
 - b. Working as a Board (pg. 22 of by-laws)
 - c. Standing committee information (pg. 29-30)
 - d. Officers and duties
 - e. Usual volunteering obligations such as baking for Desert in the Stacks, Community Picnic etc.
 - f. Meeting attendance obligation
 - g. Meet the staff/duties of staff
6. Other topics discussed:
 - a. Selection of Board members for committees. Members will be canvassed at the October meeting for their interest in serving on committees.

- b. Second Person in the Library- duties require clarification- written computer instructions would be useful.
- c. Finances-- who creates the budget, check signing, auditing, bookkeeping
- d. Staff evaluation, how it is done, format used, input from Board
- e. Activities as they relate to the community. It was suggested that we use the mission statement or revise the statement so it helps us to determine appropriate activities we should be doing. Fund raising efforts by the Friends most certainly should be supported, the Community Picnic is a good outreach to the community. The scarecrow and parade float were not seen as meeting the mission of the Library and the Board of Trustees. The Community/Public Relations Committee can guide the Board when there are suggested activities.
- f. Building maintenance and storage. Donated books should be accepted from the community as this is a service the library provides and is helpful to the Friends.
- g. Space issue in office area. Library records can be stored at the Niagara County Storage Center. Also they have the capacity to destroy old records.
- h. Trustees should be introduced with background information to new trustees and to one another. There should be a photo of the Trustees in the Library. *- there is.*
- i. Art on The Walls needs a Library Liaison, suggested that an ad for a volunteer be placed in the next newsletter. A ladder is needed.
- j. Use of work sessions (already mentioned). If there is no work to be done they should be cancelled.
- k. The long range plan needs to be updated as do the by-laws and policies.

Youngstown Free Library Board of Trustees

Youngstown Free Library

240 Lockport Street

Youngstown, NY 14174

(716) 745-3555

Dear Prospective Library Board of Trustee Member,

Thank you for considering membership on the Youngstown Free Library Board of Trustees. No doubt you have some questions regarding service as a Trustee. This letter is meant to provide you with some information about the Library Board.

The Board of Trustees elects officers, appoints committee members and governs the operation of the Library. It consists of nine members elected to three year terms. Elections are held at the Annual Meeting in January. There are monthly meetings usually held on the fourth Monday of the month with the exception of December and August. The operation of the Board is guided by a set of by-laws and policies. The By-Laws require that Officers be elected including a President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. Trustees also serve on committees such as Executive Committee, Nominating Committee, Finance Committee, Personnel Committee, Community/Public Relations, Scholarship, Special Projects and Space Committee.

The most important qualification for a Library Trustee is a strong and genuine belief in public libraries and their mission in the community as centers for information, recreation, culture and lifelong education. Every Trustee makes a personal commitment to contribute the time and energy to carry out their duties which include regular attendance at meetings, adopting the library budget, adopting policies as needed, acting as a link to the community, service on committees, planning and evaluating the library's program and securing adequate funding.

Each Board is expected to raise a percentage of its budget. We are indeed fortunate to have a group of hard working individuals known as The Friends of The Library who help with our annual fund drive. It is also important that Trustees support the Friends' fund raising projects such as their book sales and their "Dessert in The Stacks" evening and community events.

The Board works closely with our Library Director, Jan Gilgore, who helps structure and guide the budget process and the development of short and long term goals and policies of the Library. She keeps us well informed of the everyday workings of the Library and provides sound advice..

Being a member of the Board of Trustees is not a difficult job nor is it particularly time consuming. Once elected there will be further orientation. Since all Trustees want to continue to learn about the various aspects of our Library we will devote some of our meeting time to topics we would like to know more about.

We hope that you will want to serve the Youngstown Community as a Library Trustee. We are certain that you will find it a rewarding experience and look forward to working with you. A member of the nominating committee will be following up on your decision in the near future.

Sincerely yours,

Members of the Board of

Trustees