

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Regular meeting

Zoom Format

Date: September 28, 2020 Time: 7:00 pm

Present: Sean Scarisbrick, Paul Inskeep, Karran Swayze, Claudia Andres, Jerome Andres, Barb Costello, Lauren Morse, Devon Tower, Director: Sonora Miller

Absent: Kevin Cassick, Emma Hartloff, Maggie Steyn, Mary Wieland

Call to Order: By Sean Scarisbrick at 7:06 pm

Comments from the public: None

Minutes: The minutes of the July 28, 2020 meeting were presented for approval.

- A motion by Paul Inskeep and seconded by Sean Scarisbrick was made to accept the minutes as resented.

- The minutes were accepted as presented.

President's Remarks:

- The President mentioned that the start of school this year has been different and difficult. He feels very separated from his students. Sonora and the staff at the library have been doing a great job, but they too miss the people. The Friends of the Youngstown Library will be sending out their fall letter with the fundraising letter.

Director's Report:

- Highlights of her monthly report: overview of different services offered by the Youngstown Library
 - Answering emails
 - Number of curbside pickups
 - Home deliveries
 - We are at 64% of 2019 service levels—better than other small libraries
 - Visits by appointment are available
 - Free WiFi in the parking lot as we installed a stronger signal during March 2020.
 - TOP Story Hour is virtual—a video on You Tube with craft kit pick-up each week.

- Motion was made by Paul Inskeep, seconded by Karran Swayze for Sonora Miller, Director to purchase portable air filtration machines. The cost is \$480. (These machines are recommended by the library group.)

- The motion passed.

- On a side note: Sonora mentioned that the library staff is experiencing high levels of stress. The Library is unable to use our volunteers which account for 14-16 volunteer hours a week. The staff is picking up these volunteer hours. Sonora is looking at rescheduling/reconfiguring staff hours. There may be a retirement from our staff next year. It would be wise to find a “clerk” soon to allow for training and ghosting. Still waiting for the village to reopen the building. So far, Village board has made no decision.

Treasurer's Report:

- The monthly report is in the DropBox.

Maggie reported that our expenses are in line with our budget. We are 2/3 of the way through the year and our expenses are 2/3 of our budget. She requested funding from the Town of Porter for 2021.

- Maggie met with Ann Orr of the Buffalo foundation regarding the investment of our "rainy day" funds. We would need \$100,000 to start but the return would be greater than our current CD's. Still looking into State regulations regarding the investment of our funds.
- The motion made by Jerry Andres, seconded by Paul Inskeep to accept the Treasurer's Report.
- The motion passed.

Correspondence:

- Maggie submitted a list of Thank you letters she sent.

Old Business:

- Lauren reported on the successful Electronics recycling event. She is waiting for the certificate with the information regarding the electronics. Maven took 4 truckloads of 'stuff'. She did hand out 260 gift certificates from Tom Tower's Farm Market.

New Business:

- Paul explained the application for grants from New York State for the lighting was submitted. Lisa Erickson from Nioga says our grant looks good. Hope to hear by next spring. The Lighting grant application was for \$26,212 and the State would cover \$19,659 if approved.
- Paul spoke on the Renovation Project. He has been working with Lynn Stephan to make sure everything in redoing the Children's Room and the Main Floor is covered. He had large scale drawings made to make it easier to see the changes. He would like the Space Committee to go over the drawings, possibly in the Presbyterian Church, to make sure that the committee is in syn with the decisions. Lynn will present to the Board before anything else gets done. We need some good planning and members from the Board, as well as from the Friends, to approach community groups and individuals with the Project. State monies may be reduced and a well-organized approach is needed. We need a time line for action even though it may be a year or a year and a half.

Personnel Committee:

- Devon Tower reported on the work of the committee which started in July and has been ongoing using the Zoom format. She has placed the current updated policy on Dropbox and asks that members add any changes or suggestions or questions for the committee to consider. She would like to have a proposal for the entire Board to look at by the next Board meeting in October. Thanks to Sonora for looking at the job description sections for the Library staff and updating them.

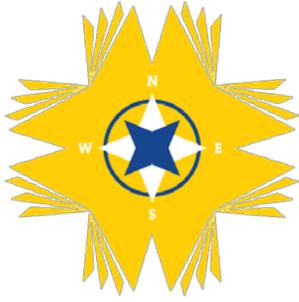
● UPCOMING EVENTS:

- Fall Annual Book Sale by the Friends –November 4 & 5 from 5pm to 8pm for members and November 6 from 9am until 6pm and November 7 from 9am until 3pm for the public.

- The meeting was adjourned by Sean Scarisbrick at 8:08 pm..

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, October 26, 2020 at 7pm. It is not determined at this time whether the meeting will be face to face or Zoom format. Sonora will send out an email and post it to the Library's Facebook page.

Respectfully submitted,
Karran Swayze
Recording Secretary
Youngstown Free Library Board of Trustees



Youngstown Free Library

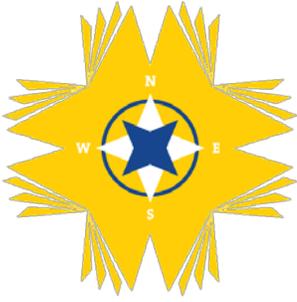
240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Director's Report

September 2020

WHAT SERVICES ARE OFFERED BY THE LIBRARY?

- Phone and email service
 - available Mondays, Wednesdays, and Thursdays 1:30 – 8:30; Tuesdays 9:30-8:30
- Library checkouts
 - Curbside pick-up available Mondays – Thursdays 4-6 PM
 - 711 total pick-ups using the curbside service
 - Home delivery available for those quarantining or homebound
 - Available by contacting the Library at 745-3555
 - 6,163 items checked out from March to end of August
 - At this point, we are at 64% of our 2019 circulation level for this point in the year. For comparison's sake, the rest of the Nioga system is at 45% of its 2019 circulation level for this point in the year. That puts us nearly 20% higher than the rest of the Library system for checkouts.
 - From March to end of August, there has been a 150% increase in digital loans over that period in 2019. Hoopla and Libby have been invaluable resources to offer our community, and their usage reflects their increasing role in our collection.
- Visit by appointment
 - www.picktime.com/youngstownfreelibrary
 - Visits begin with an informational overview and signing of patron agreement
- Free wifi in the parking lot 24/7
 - Wi-fi extender purchased in mid-March to strengthen signal through the building's walls to reach the entire parking lot
 - No password required
- Library programs online and in person
 - Afternoon Book Club
 - met in July and September in person
 - met in August and September online to practice Zoom skills
 - future meetings will be held in person at the Lewiston Senior Center
 - Evening Book Club
 - met in person in September
 - met in September online to practice Zoom skills
 - future meetings will be held via Zoom
 - Monthly Meditation Group
 - has met online since May
 - register online at <https://app.namastream.com/#/embody-health-and-wellness-1/products/all>
 - Census Parties at curbside pick-up
 - September 16 and September 23
 - in conjunction with the US Census and Nioga Library System



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- Friends of the Library Meetings
 - has met online since the pandemic started
- Library Board of Trustees Meetings
 - has met online since the pandemic started

CONTINUING EDUCATION

- Legal Issues and Reopening: The Saga Continues on July 29
- ASLS Briefinars - Adirondack Experience Library on August 17
- What Libraries Need to Know to Survive a Ransomware Attack on September 24

FUNDRAISING AND GRANTS

Friends Director Colleen Summerville fundraised \$640 for the Youngstown Free Library through Facebook in honor of her birthday this year. We are grateful and thankful to her and her friends for their generosity.

This spring and summer, we have received several generous memorials from friends and families to remember their loved ones. For each memorial donation, I purchase a book for the collection that match that person's interests, and a personalized bookplate is placed inside each book jacket. Thank you cards are sent to donors, and acknowledgement cards are sent to the family.

PUBLICITY UPDATES

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

Facebook: 935 followers: <https://www.facebook.com/youngstownfreelibrary/>
Twitter: 52 followers: <https://twitter.com/ytownlibrary>
Instagram: 403 followers: <https://www.instagram.com/youngstownfreelibrary>

SAFETY

I would like to get board approval to purchase an air purifier. The one here is available for \$480 from Amazon Business, and it is recommended for a space our size, as it can clear the entire airspace of the Library every hour. This model is being used (and recommended) by other libraries who are making the same decision this season.



Medify Air MA-112 V2.0 Super CADR 950 H13 True HEPA Air Purifier | Covers 2,400 sq ft - Allergies, Smog, Odors, Smoke, Pets Dander, Dust | Dual intake with 2 filters

\$480.00

Business Price ▾

In stock on October 15, 2020.

Shipped from: Medify Air

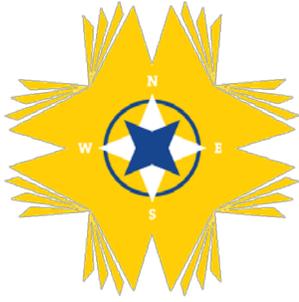
Gift options not available. [Learn more](#)

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In a Washington Post article from earlier this month, scientists are increasingly recommending that indoor air quality be examined as a way that the virus can be spread. Since we will soon be entering a season where our windows cannot be opened, and we cannot add HEPA filters to our current air conditioning units, we have to think creatively about cleaning the Library's air.

BASED ON 99.9% PARTICLE REMOVAL

TRUE HEPA				H13 HEPA			
POLLEN	DUST	MOLD	BACTERIA	POLLEN	DUST	MOLD	BACTERIA
DUST MITES	COMMON SMOKE	LEAD DUST	PET DANDER	DUST MITES	COMMON SMOKE	LEAD DUST	PET DANDER
ASBESTOS	PAINT PIGMENT	INSECTICIDE	ANTHRAX	ASBESTOS	PAINT PIGMENT	INSECTICIDE	ANTHRAX
CARBON DUST	ALL BACTERIA	TOBACCO SMOKE	VIRUS CARRIERS	CARBON DUST	ALL BACTERIA	TOBACCO SMOKE	VIRUS CARRIERS

10 Microns
0.3 Microns
0.1 Microns

Only H13 or better removes 99.9% of particles down to 0.1 microns.
Source: <http://enr.com>

“Viral particles can build up high concentrations in spaces where the air is not adequately changed.

‘It makes sense the concentration of droplets increases over time and if they are not removed by the HVAC system, they stay in the space and increase the probability of infection,’ said building engineer Raj Setty, the president of Setty Associates and a member of the Epidemic Task Force at ASHRAE, an international society focused on building standards.

The model ‘highlights the need that if you are in an enclosed space — a range of different types of spaces, from a building to a public transit or vehicle — that there’s an importance for outdoor air in moving out that contaminated air stream,’ said Krystal Pollitt, an environmental health sciences expert at Yale University, who was not involved with this research.”

<https://www.washingtonpost.com/climate-environment/2020/09/21/no-matter-what-cdc-says-heres-why-many-scientists-think-coronavirus-is-airborne/>

The funds for this air purifier would come from the Humanities NY grant that we received this spring for pandemic response.

STAFF

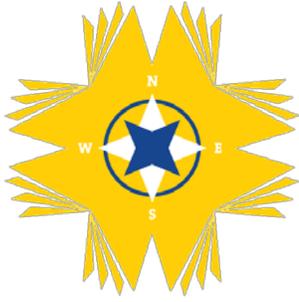
Starting June 2nd, staff returned to the office. Since then, part-time staff have been working their regular shifts on Mondays through Thursdays.

Since March 18, we have been without our 13-15 hours per week of volunteer assistance. This has meant that staff have had to take up the slack. That extra stress is starting to take its toll as library circulation increases.

I am brainstorming ways to either schedule staff for additional shifts to handle this work or to approach the board to ask about hiring an additional clerk to help manage the work (and prepare for Marky’s eventual retirement).

WHAT HAPPENS NEXT?

At this point, we are simply unable to add additional services until the Village opens the building. We cannot add browsing hours, which would require the front door to be unlocked, until the Village opens the building. We cannot move board meetings back into the Programming Room, which would



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require the front door to be unlocked and the 2nd floor made accessible, until the Village opens the building.

I'm planning for our next stage to include limited browsing hours, but with our main focus remaining on library appointments and curbside pick-up. Browsing hours would not require an appointment, but they would be capped at 10 patrons in the library at once.

We will be able to enter this next stage when the Village Board approves the opening of the Village Center building, at which point I will submit an updated Safety Plan detailing the browsing hours plan.

Respectfully submitted,

Sonora R. Miller
Library Director

YOUNGSTOWN FREE LIBRARY
 PROFIT AND LOSS STATEMENT
 as at August 31st, 2020

YOUNGSTOWN FREE LIBRARY 2020	Budget for 2020	Actuals 07/01/2020 - 07/31/2020	Actuals 08/01/2020 - 08/31/2020	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE						Aug = 67%
TOWN OF PORTER	\$80,219.00	\$0.00	\$0.00	\$80,219.00	\$0.00	100.00%
NIAGARA COUNTY	\$5,577.00			\$0.00	\$5,577.00	0.00%
YOUNGSTOWN VILLAGE	\$1,000.00			\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$1,420.00			\$0.00	\$1,420.00	0.00%
LEGISLATIVE INITIATIVE	\$0.00			\$0.00	\$0.00	
FRIENDS	\$8,000.00	\$4,000.00		\$6,739.10	\$1,260.90	84.24%
FINES/ COPIER/ FAX	\$2,400.00			\$932.24	\$1,467.76	38.84%
INTEREST	\$3,600.00	\$105.55	\$1,349.62	\$3,333.66	\$266.34	92.60%
GIFTS	\$4,000.00	\$3,573.00	\$4,562.30	\$10,347.21	-\$6,347.21	258.68%
ANNUAL DRIVE	\$16,000.00		\$150.00	\$3,737.30	\$12,262.70	23.36%
MISCELLANEOUS	\$300.00			\$83.23	\$216.77	27.74%
GRANT FUNDS	\$500.00	\$0.00	\$2,200.00	\$8,575.00	-\$8,075.00	1715.00%
TOTAL REVENUE	\$123,016.00	\$7,678.55	\$8,261.92	\$113,966.74	\$9,049.26	92.64%

YOUNGSTOWN FREE LIBRARY
 PROFIT AND LOSS STATEMENT
 as at August 31st, 2020

EXPENDITURE	Budget for 2020	Actuals 07/01/2020 - 07/31/2020	Actuals 08/01/2020 - 08/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL						Aug = 67%
SALARIES (GROSS) - Active	\$82,600.00	\$9,050.45	\$6,332.41	\$48,596.37	\$27,387.13	58.83%
SALARIES (GROSS) - COVID-19		\$161.95		\$6,616.50		
HEALTH BENEFIT	\$4,000.00	\$307.70		\$2,307.75	\$1,692.25	57.69%
SOCIAL SECURITY & MEDICARE	\$6,625.00	\$728.30	\$484.44	\$4,400.35	\$2,224.65	66.42%
CONTINUING EDUCATION & NETWORKING	\$500.00			\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	\$500.00	\$14.54		\$390.91	\$109.09	78.18%
SALARIES (CHRISTMAS BONUS)	\$200.00			\$0.00	\$200.00	0.00%
TOTAL PERSONNEL	\$94,925.00	\$10,262.94	\$6,816.85	\$62,311.88	\$32,613.12	65.64%
LIBRARY MATERIALS & SERVICES						
AUDIO VISUAL MATERIALS	\$5,570.00	\$94.96		\$1,593.21	\$3,976.79	28.60%
BOOKS	\$8,500.00	\$1,128.16	\$546.35	\$6,219.81	\$2,280.19	73.17%
COMPUTER SOFTWARE	\$200.00			\$196.46	\$3.54	98.23%
SUBSCRIPTIONS &	\$4,000.00		\$165.00	\$4,122.74	-\$122.74	103.07%
BOOK PROCESSING &	\$1,680.00	\$125.44	\$37.25	\$802.84	\$877.16	47.79%
PROGRAMMING PUBLICITY & PROMOTION	\$1,800.00	\$257.16		\$2,872.37	-\$1,072.37	159.58%
COPIER LEASE & USAGE	\$1,200.00			\$100.31	\$1,099.69	8.36%
POSTAGE	\$280.00	\$15.00	\$15.00	\$309.45	-\$29.45	110.52%
INTERNET/PHON	\$560.00	\$140.18	\$135.86	\$1,122.31	-\$562.31	200.41%
TOTAL LIBRARY	\$24,390.00	\$1,760.90	\$899.46	\$17,369.50	\$7,020.50	71.22%

YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at August 31st, 2020

OPERATING EXPENDITURE	Budget for 2020	Actuals 07/01/2020 - 07/31/2020	Actuals 08/01/2020 - 08/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$9,060.00	\$755.00	\$755.00	\$6,040.00	\$3,020.00	66.67%
OFFICE SUPPLIES	\$1,600.00	\$68.56	-\$28.27	\$798.51	\$801.49	49.91%
HOUSEKEEPING	\$400.00			\$46.50	\$353.50	11.63%
INSURANCE	\$7,000.00		-\$69.60	-\$135.70	\$7,135.70	-1.94%
RENT	\$1.00			\$0.00	\$1.00	0.00%
(SPACE)	\$1,500.00			\$1,411.78	\$88.22	94.12%
COPIER LEASE & USAGE	\$1,200.00	\$128.11	\$128.11	\$1,038.80	\$161.20	86.57%
POSTAGE	\$280.00			\$4.65	\$275.35	1.66%
INTERNET/PHONE	\$560.00	\$0.00	\$0.00	-\$540.00	\$1,100.00	-96.43%
TOTAL OPERATING	\$21,601.00	\$951.67	\$785.24	\$8,664.54	\$12,936.46	40.11%
COVID-19 Expenses						
LIBRARY MATERIALS & PROCESSING	\$0.00			\$49.20		
OFFICE SUPPLIES	\$0.00		\$641.05	\$1,751.64		
CALL FORWARD	\$0.00			\$4.24		
TOTAL COVID-19 MATERIALS EXPENSES	\$0.00	\$0.00	\$641.05	\$1,805.08		
CAPITAL EXPENDITURE						
TECHNOLOGY	\$1,250.00	\$0.00		\$1,250.00	\$0.00	100.00%
OTHER - SPACE etc	\$0.00			\$0.00	\$0.00	
CAPITAL EXPENDITURES	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	100.00%

YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at August 31st, 2020

MISCELLANEOUS	Budget for 2020	Actuals 07/01/2020 - 07/31/2020	Actuals 08/01/2020 - 08/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
PAYROLL SERVICES: (Total of 6 line-items below)	\$3,632.00	\$234.00	\$220.00	\$1,950.00	\$1,682.00	53.69%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	\$2,580.00	\$190.00	\$190.00	\$1,655.00	\$925.00	64.15%
INCL FED & STATE TAX PAYMENTS	\$260.00	\$44.00		\$214.00	\$46.00	82.31%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$300.00		\$30.00	\$81.00	\$219.00	27.00%
4. 990 PREPARATION & DEPRECIATION	\$400.00			\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	\$50.00			\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42.00			\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0.00		-\$175.00	\$0.00	\$0.00	
PROFESSIONAL SERVICES - AUDIT	\$200.00			\$0.00	\$200.00	0.00%
PROFESSIONAL SERVICES - LEGAL	\$500.00			\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	\$10.00			\$3.81	\$6.19	38.10%
MISC - OTHER				\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,342.00	\$234.00	\$45.00	\$1,953.81	\$2,388.19	45.00%
TOTAL OPERATING Net Income (Loss)	\$146,508.00	\$13,209.51	\$9,187.60	\$93,354.81	\$53,153.19	63.72%
	-\$23,492.00	-\$5,530.96	-\$925.68	\$20,611.93	-\$44,103.93	

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: August 31st, 2020

CURRENT ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$10,076.20
PPP Funds	\$0.00
Morgan Stanley - 178- Acct	\$282,940.27
Morgan Stanley (Scholarship)	\$1,817.64

TOTAL CURRENT ASSETS	\$294,934.11
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FUND BALANCES

Unrestricted

General (Operating)	\$48,623.48
Long Term Plan	\$87,467.55
Gifts /Grants	
Ortt Bullet Funds (2019)	\$5,000.00
CARES Act Stimulus Grant (2020)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NYS Family Literacy Grant	\$117.44
Total Unrestricted Funds	\$146,608.47

Restricted

Operating Reserve	\$146,508.00	<i><----- Reset to Operating</i>
Scholarship (Ruby Carey)	\$1,817.64	<i>Expenditure Budget for New Year</i>
Gifts (with restrictions for use)	\$0.00	
Gifts/Grants (Children's Room)	\$10,000.00	
Total Restricted Fund Balance	\$148,325.64	

TOTAL FUND BALANCES	\$294,934.11
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LONG TERM PLANNING - SPACE RENOVATION BUDGET 2020

TOTAL BUDGET

<i>Unrestricted</i>		\$100,000.00	\$87,467.55
<i>Restricted</i>	<i>Children's Room</i>	\$10,000.00	
<i>Friends - Design</i>		\$7,500.00	

Total Budget	\$117,500.00
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PROJECT

(1)	<i>Replace Air Conditioning</i>	<i>Inv #:</i>	<i>Inv Date</i>	Worst Case Cost (No Grant)	Best Case Cost (Full Grant)
	Initial Bill (from Steve's A/C) If Full Grant were Awarded	68995SF	08/29/19	\$10,800.00	\$10,800.00
	Final Bill (from Steve's A/C) if and only if full grant were awarded				-\$11,175.00
	<i>Total Net Cost to Library</i>			\$10,800.00	\$4,100.00

(2) ***Remodel Library Space***

<i>Who</i>	<i>What</i>	<i>Inv #:</i>	<i>Inv Date</i>	<i>Amount</i>
Stephan Design Associates	Design Study - Part 1	#1139	05/15/20	\$3,000.00
Stephan Design Associates	Design Study - Part 2	#1141	07/02/20	\$1,000.00
Friends	Design Re-imbursment Design Study - 75% complete + scope	#1144	08/24/20	-\$4,000.00
Stephan Design Associates			08/11/20	\$1,640.00
Paul Inskeep	Drawings copies etc.		08/23/20	\$38.17
Paul Inskeep	Drawings copies etc.			\$54.28
	<i>Total Cost to-date</i>			\$1,732.45
SPACE RENOVATION BALANCE REMAINING:		as at	8/31/20	\$104,967.55