



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR MEETING VIA ZOOM

DATE: February 22, 2021 TIME: 7:00PM

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, Claudia Andres, Emma Hartloff, Mary Beth Smith, Dave Smith, Nadine Tidwell, Devon Tower, and Sonora Miller, Director

Absent: Barb Costello

Call to Order: 7:02PM

Comments from the public: None

Minutes: The minutes of the January 25, 2021 meeting were presented for approval.

- A motion was made by Paul Inskeep and seconded by Maggie Steyn to accept the minutes as presented and the minutes were accepted as presented.

President's Remarks:

- The President positively remarked about the enthusiasm and eagerness of the three newest Board members to be involved in committees and involved in other Board responsibilities.

REPORTS

Director's Report:

There is no Director's Report for February. Sonora referenced the 2021 Library Board of Trustees Meeting dates to clarify that only dates that have an asterisk are the meetings where a written report will be shared. Sonora used this time to provide a verbal report of other items she is working on.

- The Director shared that January circulation is at 46% of a regular January. Last year, the Library averaged around 70% circulation for the year. She encouraged people to utilize the curbside pickup, make library appointments and order items from the library if they have not been utilizing these services.
- Board member, Mary Beth Smith, made a suggestion to send home a paper flyer with Lewiston Porter students that shares that the Library is open and available. The Director shared that information is dispersed regularly through the SeeSaw app that includes Library hours and services and said sending a paper flyer is a good idea for the private schools in the area.
- The Director is working on the 2020 New York State Annual Report. This report is submitted every year to maintain certification as a library. The deadline was extended to April 1, 2021 (typically

the due date is March 1) and this annual report will be presented to the Board once completed. The 2019 Annual Report is in Dropbox in the Trustees Information folder.

- The Director is working on a New York State Contingency Plan for a declared public health emergency, that was instituted by NYS in November 2020 and is due April 1, 2021. She attended a training today on building a crisis management protocol for the library. She will report on this plan at next month's board meeting.
 - The Director is doing an annual audit for Utica, which is the Library's current insurance policy holder – this audit is for the previous company because this audit is for the previous year.
 - The Director attended the Town of Porter meeting on January 8, 2021 and thanked other members of the Board who also attended. The Town of Porter's support was reduced this year to \$65,000, however it still covers more than half of our funding.
 - The Director is doing a chapter read aloud for One District One Book, a program through the Lewiston Porter School District, and her read aloud will be posted on the school website.
 - Records have been stored in the code enforcement office due to limited storage space in the library. Records are to be kept for seven years before destroying. More storage space has been requested from the Village which has not been received. Code Enforcement Officer has requested for the boxes of records to be removed from the space due to the sensitive nature of the records. The plan is to move the boxes to the Programming Room temporarily and to look into purchasing a lockable storage cabinet for future storage at a later date.
- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to move the record boxes to the Programming Room temporarily until the Board finds a permanent solution for storage. The motion passed.

Treasurer's Report

- Maggie Steyn shared the Profit and Loss Statement as at January 31, 2021. This will be added to the YFL webpage.
 - Maggie shared that the Town of Porter check was received and noted that this will not be credited until the February 2021 statement.
 - Network for Good membership was paid for under "Professional Services – NFG".
 - News was shared that Network for Good will be beginning to collect donations soon.
 - Sonora shared that the January Profit and Loss Statement is located in Dropbox under Library Board Meeting Materials 2021 in the February folder.
- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to accept the Financial Report as written and the Report was accepted as presented.

Correspondence Report

- Karran Swayze, newly appointed Correspondence Secretary, shared the thank you notes that were received – from Youngtown/Town of Porter Holiday Basket Program and from Tom Sullivan.
- Karran also shared that thank you notes were sent out to the following individuals from the Board of Trustees – Town of Porter and Supervisor Johnston, Board Members Dr. Jerome Andres, Kevin Cassick, Lauren Morse, Mary Weiland, and to Dr. and Mrs. Jaime Pabilonia.

OLD BUSINESS

- No old business was discussed.

NEW BUSINESS

SET-UP AUTOMATIC PAYMENT OF LIBRARY'S KEYBANK CREDIT CARD

- Maggie shared as a reminder that checks are cut every 14 days and are approved by two check signers who serve as Officers to the Board. She also shared that the credit card payment is due every 18th of the month and these two activities do not always coincide.
- She is seeking approval from the Board to set-up the Automatic Payment of the Library's KeyBank credit card by Direct Debit from the Library's KeyBank checking account. Policy will still be followed while enabling the full-payment of the credit card to be auto-deducted from the checking account.
- A motion was made by Maggie Steyn and seconded by Nadine Tidwell to approve the set-up of Automatic Payment of the Library's KeyBank credit card by Direct Debit from the Library's Keybank checking account. Motion passed.

ELECTRONICS RECYCLING EVENT

- Sean Scarisbrick shared that there will be two electronics recycling events this year: May 15 and September 18. Former Board Member Lauren Morse will help lead those events.
- An idea was suggested to create a hourly schedule for the event so Board Members and other volunteers can sign up.

CROSS-BOARD COMMITTEE

- Sean Scarisbrick shared the need to create a cross-board committee to effort recruitment efforts which includes members from both the Board of Trustees and The Friends Board.
- The following four Board Member names will be sent to the Friends President, Keith Hartloff: Claudia Andres, Paul Inskeep, Dave Smith, Mary Beth Smith. Sean noted that Keith will reach out to these individuals for next steps of establishing this new committee.

2021 COMMITTEE ASSIGNMENTS

- Sean Scarisbrick shared the additions to the 2021 committee assignments with the three new Board Members and shared the updates to the Executive Committee.
- Keith Hartloff was added as a Liaison to the Physical Space Committee.

DESCRIPTION OF COMMITTEE DUTIES

- Sean Scarisbrick asked each committee to come up a description of duties. Descriptions are asked to be emailed to Sean by the Committee chair before the March Board Meeting.

INVESTMENT PORTFOLIO

- Dave Smith suggested getting in touch with Adam Burns, a wealth strategy advisor with UBS, to see if they had something that would available that would improve the return on investment for the monies that the Board has. (Shared that Morgan Stanley's return on investment is quite low at 1%.
- It is limited what they would have available to the YFL. Sean noted that these items will be discussed by the Finance Committee and then shared with the Board at a later date.

STATUS ON RENOVATION PLANS

- Paul Inskeep shared that the Space Committee met February 18, 2021 to discuss some of the problems with the submitted grant for the library re-lighting project.

- Paul shared that the present grant is underfunded by approximately \$21,500 due to increased price of fixtures and the fixtures initially chosen are no longer available. 16 additional fixtures were added by the consultant, plus additional labor to install. The Space Committee decided to advise NIOGA to cancel the grant.
- Paul also discussed the mechanical bids received from contractors (\$310t & \$275t) which did not include the custom built “ship” or electrical. Total grant could increase to \$450,000. Unanimous decision from Space Committee was made to not invest heavily into a building we don’t own.
- A motion was made by Paul Inskeep and seconded by Maggie Tidwell to dissolve the submitted lighting grant and suspend any further action of investments in the existing library. Motion passed.
- After motion, Paul Inskeep and the Director shared some ideas for low-cost improvements, especially in the children’s room) before re-opening. The Space Committee will reconvene to work through specific details and then bring these suggestions to the Board at a later date.

SCHOLARSHIP CLARIFICATION

- Claudia Andres asked the President if Scholarship Committee can move forward with offering a scholarship. Response was yes. Scholarship amount will remain at \$750 for each group (Board and Friends).

Motion was made by Mary Beth Smith to adjourn the meeting. This was seconded by Paul Inskeep. The meeting was adjourned at 8:21 pm. The next regular meeting of the YFL Board of Trustees will be March 22, 2021 at 7pm via Zoom. The Director will send out an email and post it to the Library’s Facebook page with the Zoom information.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees

**Youngstown Free Library Board of Trustees
2021 Library Committees
Revised January 2021**

STANDING COMMITTEES

EXECUTIVE COMMITTEE: **Sean Scarisbrick, President**
Paul Inskeep, Vice President
Maggie Steyn, Treasurer
Devon Tower, Recording Secretary
Karran Swayze, Corresponding Secretary

NOMINATING COMMITTEE: **Chairperson: Barb Costello**
Claudia Andres
Mary Smith

FINANCE COMMITTEE: **Chairperson: Maggie Steyn**
Sean Scarisbrick
Nadine
Dave

PERSONNEL COMMITTEE: **Chairperson: Devon Tower**
Karran Swayze
Maggie Steyn
Paul Inskeep

HISTORICAL: **Chairperson: Karran Swayze**

SCHOLARSHIP COMMITTEE: **Chairperson: Claudia Andres**
Mary Smith

FRIENDS OF THE LIBRARY LIAISON: Maggie Steyn

AD HOC COMMITTEES

SUSTAINABILITY: **Chairperson: Claudia Andres**
Maggie Steyn
Barb Costello
Sean Scarisbrick

PHYSICAL SPACE: **Chairperson: Paul Inskeep**
Emma Hartloff
Claudia Andres
Barb Costello
Maggie Steyn
Sonora Miller
Sean Scarisbrick

LIBRARY COMMUNITY ADVISORY COMMITTEE:

Laura Andrus: former member of the Friends Board, experience in marketing

Lynn Bey: Professor of Humanities

Donald Burns: finance

Charlotte Clark: past president of the Friends, experience in marketing

Paul Clark: facilitator

Heidi Lauger: past president of the Friends, MLIS

Molly Marietta: former member of the Friends, graphic arts designer

Raleigh Reynolds: Youngstown Mayor

Dottie Riordan: president of the Youngstown Historical Society

Shirley Whelan: former IT Dept. Head, Buffalo & Erie County Public Library System

Linda White: former NIOGA Library Director, experience in tourism and recreation

Profit and Loss Statement as at January 31st, 2021

YOUNGSTOWN FREE LIBRARY 2021	Budget for 2021	Actuals 01/01/2021 - 01/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE					One month is < 10 %
TOWN OF PORTER	\$65,000		\$0.00	\$65,000.00	0.00%
NIAGARA COUNTY	\$3,786		\$0.00	\$3,786.00	0.00%
YOUNGSTOWN VILLAGE	\$1,000		\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$776		\$0.00	\$776.00	0.00%
LEGISLATIVE INITIATIVE	\$0		\$0.00	\$0.00	
FRIENDS	\$10,000		\$0.00	\$10,000.00	0.00%
FINES/ COPIER/ FAX	\$2,400		\$0.00	\$2,400.00	0.00%
INTEREST	\$2,000	\$5.21	\$5.21	\$1,994.79	0.26%
GIFTS	\$4,000	\$988.00	\$988.00	\$3,012.00	24.70%
ANNUAL DRIVE	\$16,000	\$1,635.00	\$1,635.00	\$14,365.00	10.22%
MISCELLANEOUS	\$100		\$0.00	\$100.00	0.00%
GRANT FUNDS	\$500		\$0.00	\$500.00	0.00%
OTHER INCOME: PPP GRANT INCOME	\$17,995				
TOTAL REVENUE	\$123,557	\$2,628.21	\$2,628.21	\$120,928.79	2.13%

Profit and Loss Statement as at January 31st, 2021

<u>EXPENDITURE</u>	Budget for 2021	Actuals 01/01/2021 - 01/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
PERSONNEL					One month is < 10 %
SALARIES (GROSS) - Active	\$85,798	\$6,073.92	\$6,073.92	\$79,724.08	7.08%
SALARIES (GROSS) - COVID-19			\$0.00		
HEALTH BENEFIT	\$4,000	\$307.70	\$307.70	\$3,692.30	4.48%
SOCIAL SECURITY & MEDICARE	\$6,870	\$501.84	\$501.84	\$6,368.16	100.37%
CONTINUING ED. , NETWORKING, MILEAGE	\$500		\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY &	\$510		\$0.00	\$510.00	0.00%
WORKER'S COMPENSATION	\$510		\$0.00	\$510.00	0.00%
SALARIES (CHRISTMAS BONUS)	\$250		\$0.00	\$250.00	0.00%
TOTAL PERSONNEL	\$98,438	\$6,883.46	\$6,883.46	\$91,554.54	6.99%
LIBRARY MATERIALS & SERVICES					
DIGITAL/AUDIO VISUAL MATERIALS	\$10,881	\$420.07	\$420.07	\$10,460.93	3.86%
BOOKS	\$8,500	\$762.22	\$762.22	\$7,737.78	8.97%
COMPUTER SOFTWARE	\$300		\$0.00	\$300.00	0.00%
SUBSCRIPTIONS &	\$4,100		\$0.00	\$4,100.00	0.00%
BOOK PROCESSING &	\$1,680	\$198.93	\$198.93	\$1,481.07	11.84%
PROGRAMMING	\$1,980		\$0.00	\$1,980.00	0.00%
PUBLICITY & PROMOTION	\$400		\$0.00	\$400.00	0.00%
COPIER LEASE & USAGE	\$1,230	\$64.05	\$64.05	\$1,165.95	5.21%
POSTAGE	\$290	\$2.00	\$2.00	\$288.00	0.69%
INTERNET/PHON	\$560	\$70.06	\$70.06	\$489.94	12.51%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,921	\$1,517.33	\$1,517.33	\$28,403.67	5.07%

Profit and Loss Statement as at January 31st, 2021

OPERATING EXPENDITURE	Budget for 2021	Actuals 01/01/2021 - 01/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,295	\$755.00	\$755.00	\$6,540.00	10.35%
OFFICE SUPPLIES	\$1,600	\$133.79	\$133.79	\$1,466.21	8.36%
HOUSEKEEPING	\$100		\$0.00	\$100.00	0.00%
INSURANCE	\$4,900		\$0.00	\$4,900.00	0.00%
RENT	\$1		\$0.00	\$1.00	0.00%
(SPACE)	\$1,150		\$0.00	\$1,150.00	0.00%
COPIER LEASE & USAGE	\$1,230	\$64.06	\$64.06	\$1,165.94	5.21%
POSTAGE	\$290	\$2.00	\$2.00	\$288.00	0.69%
INTERNET/PHONE	\$560	\$70.06	\$70.06	\$489.94	12.51%
TOTAL OPERATING	\$17,126	\$1,024.91	\$1,024.91	\$16,101.09	5.98%
COVID-19 Expenses					
LIBRARY MATERIALS & PROCESSING	\$2,000	\$9.99	\$9.99		
OFFICE SUPPLIES	\$1,000	\$31.48	\$31.48		
CALL FORWARD	\$500		\$0.00		
TOTAL COVID-19 MATERIALS EXPENSES	\$3,500.00	\$41.47	\$41.47		
CAPITAL EXPENDITURE	Budget for 2021				
TECHNOLOGY	\$1,000		\$0.00	\$1,000.00	0.00%
OTHER - SPACE etc	\$0		\$0.00	\$0.00	
CAPITAL EXPENDITURES	\$1,000	\$0	\$0.00	\$1,000.00	0.00%

Profit and Loss Statement as at January 31st, 2021

MISCELLANEOUS	Budget for 2021	Actuals 01/01/2021 - 01/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
PAYROLL SERVICES: (Total of 6 line-items below)	\$3,709	\$235.00	\$235.00	\$3,474.00	6.34%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	\$2,580	\$200.00	\$200.00	\$2,380.00	7.75%
INCL FED & STATE TAX PAYMENTS	\$260	\$20.00	\$20.00	\$240.00	7.69%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$377	\$15.00	\$15.00	\$362.00	3.98%
4. 990 PREPARATION & DEPRECIATION	\$400		\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	\$50		\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42		\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0	-\$120.00	-\$120.00	\$120.00	
PROFESSIONAL SERVICES - NFG	\$200	\$1,200.00	\$1,200.00	-\$1,000.00	600.00%
PROFESSIONAL SERVICES - LEGAL	\$500		\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	\$10		\$0.00	\$10.00	0.00%
MISC - OTHER	\$0		\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,419	\$1,315.00	\$1,315.00	\$3,104.00	29.76%
TOTAL OPERATING Net Income (Loss)	\$154,404 -\$30,847	\$10,782.17 -\$8,153.96	\$10,782.17 -\$8,153.96	\$143,621.83 -\$22,693.04	6.98%

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: January 31st, 2021

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$19,422.01
PPP Funds	\$0.00
Morgan Stanley - 178- Acct	\$263,076.64
Morgan Stanley (Scholarship)	\$1,818.08

TOTAL CURRENT ASSETS	\$284,416.73
-----------------------------	---------------------

FUND BALANCES

Unrestricted

General (Operating)	\$33,130.10
Long Term Plan	\$95,064.55
Other	\$0.00
Total Unrestricted Funds	\$128,194.65

Restricted

Operating Reserve	\$154,404.00
Scholarship (Ruby Carey)	\$1,818.08
Other	\$0.00
Gifts/Grants (Children's Room)	\$15,000.00
Total Restricted Fund Balance	\$156,222.08

<----- *Reset to Operating
Expenditure Budget for New Year*

TOTAL FUND BALANCES	\$284,416.73
----------------------------	---------------------

LONG TERM PLANNING - SPACE RENOVATION BUDGET

as at 02-22-2021

TOTAL BUDGET

<i>Unrestricted</i>		\$100,000.00	
<i>Restricted</i>	<i>Children's Room</i>	\$15,000.00	Add'l \$5,000 donated in Dec '20 Incr. requested & granted by Friends 12-16-20
<i>Friends - Design</i>		\$10,000.00	

Total Budget	\$125,000.00
---------------------	---------------------

PROJECT

(1) *Replace Air Conditioning*

	<i>Inv #:</i>	<i>Date</i>	<i>Full Grant Awarded</i>	
Initial Bill (from Steve's A/C)	68995SF	08/29/19	\$10,800.00	
Construction Aid Program Award Notice 0386-20-8481	90%	12/10/20	-\$10,057.00	Bal. of \$1,118 (10%) upon proof of completion
Final Bill (from Steve's A/C) since full grant was awarded	76637	11/16/20	\$4,100.00	Then Net Cost to Library will be
<u><i>Total Cost to-date</i></u>			<u><i>\$4,843.00</i></u>	<u><i>\$3,725.00</i></u>

(2) *Remodel Library Space*

<i>Who</i>	<i>What</i>	<i>Inv #:</i>	<i>Inv Date</i>	<i>Amount</i>	<i>Stephan to-date 02-18-21</i>
Stephan Design Associates	Design Study - Part 1	#1139	05/15/20	\$3,000.00	\$3,000.00
Stephan Design Associates	Design Study - Part 2	#1141	07/02/20	\$1,000.00	\$1,000.00
Friends	Design Re-imburement Design Study - 75% complete			-\$4,000.00	\$1,640.00
Stephan Design Associates	+ scope change	#1144	08/24/20	\$1,640.00	\$2,920.00
Friends	Design Re-imburement			-\$1,640.00	\$2,700.00
Paul Inskeep	Drawings copies etc.		08/11/20	\$38.17	<u>\$11,260.00</u>
Paul Inskeep	Drawings copies etc. Design Study - 80% complete		08/23/20	\$54.28	
Stephan Design Associates	+ bid-process	#1151	12/01/20	\$2,920.00	
Friends	Design Re-imburement			-\$2,920.00	
Stephan Design Associates	Design Study - 100% complete + bid-process + architect	#1166	02/03/21	\$2,700.00	
<u><i>Total Cost to-date (to the Library)</i></u>				<u><i>\$2,792.45</i></u>	
<u><i>Total Cost to the Friends</i></u>				<u><i>\$8,560.00</i></u>	
<u><i>Total Spent</i></u>				<u><i>\$11,352.45</i></u>	

I would like to seek approval from the Board to set-up the Automatic Payment of the Library's KeyBank credit card by Direct Debit from the Library's KeyBank checking account.

Rationale:

We cut checks every 14 days;
The credit card is due every 18th of the month.
These 2 activities therefore don't always coincide.

Sometimes, by the time the check has been signed, it has been too late to put it in the mail, especially with the mail-delivery times being extended as they have recently.

This occurred about 4 times in the last year. So the payment-check was taken by hand to the bank to be paid in, to avoid late-fees.

(Late fees are a huge \$35 plus there is interest due on the late payment.)

This is inconvenient and unnecessary.

I would like to suggest that we can still follow policy, while enabling the full-payment of the credit card to be auto-deducted from our checking account.

It is our policy to appropriately audit all payments before authorizing them, but we would still be able to do that.

Sonora would still present the back-up and supporting documents together with the credit-card statement to the check-signers to approve by initialing. The check-signers would still be able to challenge any expense(s) and request that that item(s) on the credit-card statement be put on hold.

(The credit-card company is obliged to do that, even if the balance has been auto-paid.)

Motion:

To approve the set-up of Automatic Payment of the Library's KeyBank credit card by Direct Debit from the Library's KeyBank checking account.

Maggie Steyn
02-22-2021



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Zoom Format

Date: February 22, 2021 Time: 7:00 pm

Corresponding Secretary Report

The Library received 2 thank you notes.

- Youngstown/Town of Porter Holiday Basket Program—for our help during the wrapping, packing and organizing for delivery of the Holiday Baskets
- Tom Sullivan for the opportunity to display his art work.

Sent the following thank you notes from the Board of Trustees:

- Town of Porter and Supervisor Johnston for the payment of \$65,219 to provide services to the residents of the Town of Porter
- Dr. Jerome Andres, Kevin Cassick Lauren Morse, Mary Wieland for their service to the Youngstown Free Library
- Dr. and Mrs. Jaime Pabilonia for the framed water scene.

Respectfully submitted,

Karran Swayze

Corresponding Secretary

Youngstown Free Library Board of Trustees