

Regular Board Meeting
Youngstown Free Library Board of Trustees
July 28, 2025 7:00 PM

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

Meeting Called to Order

Karran Swayze

Determination of Quorum

Comments from the Public

Minutes of Reg. Board Meeting June 23, 2025 Mary Clinch

Reports

President's Remarks	Karran Swayze
Treasurer's Report	David Smith
Correspondence	Shawn D'Luhy
Director's Report	Sonora Miller
Friends of the Youngstown Library	David Smith
Special Committee on 75 th Celebration	Dr. Nancy Askins

Old Business

- Accept the updates of Board By-Laws (see attached)

New Business

- Consider quote to replace air conditioning fan motors
- Plan Annual Fund Drive letter

Upcoming Events

- **Aug 22** Bake Sale for Concert in Park
- **Aug 28** BBQ and Boil - Bandana's -
- **Sept 1** Labor Day Parade -
- **Sept 15** Supporting the Golf Tournament -
- **Oct 4** Harvest Tea -

Adjournment

Next Meeting:

- **September 22, 2025 @ 7 PM** in the Programming Room

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DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: May 19, 2025

TIME: 7:00 p.m.

Present: Karran Swayze, Dave Smith, Peter Pfohl, David Brooks, Mary Clinch, Director Sonora Miller

Absent: Dr. Nancy Askins (excused)

Call to Order: 7:02 p.m.

Comments from the Public: None

Minutes of May 19, 2025 Board Meeting

- ☐ A motion was made by Mary and seconded by David Brooks to accept the May 19th meeting minutes as presented. The motion passed.
 - ☐ Mary will change the designation of the minutes from 'Draft' to 'Accepted'. An updated copy will be posted to Dropbox.
- ☐ A motion was made by Karran and seconded by Mary to adjust the agenda to allow Maggie Steyn to present first on the agenda. The motion passed.

Update from Maggie Steyn, on behalf of Friends of the Library

- Maggie thanked Karran for her time volunteering with the Friends at the recent Youngstown Street Dance. Maggie reported that there was lighter attendance, but the Friends gave away many freezer pops and also children's books left over from the Spring Book Sale.
- Maggie shared updates on upcoming events:
 - The Friends will be holding a Garage Sale on July 19th and 20th. Donated items can be brought to the sale on July 17th and 18th. Maggie asked the Board to sign up for volunteer slots. Baked goods will also be needed for a Bake Sale to be held during the event.
 - Volunteers will also be needed to sell tickets for an upcoming event at Bandanas (a "Boil/BBQ") to be held on August 28th. Tickets will also be sold in the Library starting tomorrow.
 - The Friends will be holding a Bake Sale at the August 22nd Friday Night concert in Youngstown. Maggie will reach out for volunteers to provide baked goods.
 - Volunteers will be needed for the Library's float for this year's Labor Day Parade.
 - A Harvest Tea will be held on October 4th.

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- Karran shared what items individuals have pledged to bring to the July meeting, where the Ruby Carey Scholarship will be presented at a reception prior to the Board meeting. Board members volunteered to bring additional food and beverage for the event. Sonora will also be posting an update to the Library's Facebook page to announce the winner of the scholarship.

President's Report: Karran

- Karran shared a list of questions supplied by Nioga outlining topics and questions that Trustees should be aware of/educated on. Karran asked each Trustee to select two items from the list that Sonora can hold knowledge sharing presentations on.
- Karran shared that Nioga is holding two additional Trustee Training courses in October, which can be used to fulfill a trustee's annual educational requirement. In addition, if any Trustee attends a sexual harassment training session through another entity (e.g., through their own workplace), they are encouraged to fill out a self-attestation form to document the training. At this time, it has not been confirmed that Trustees must complete this training annually, but it is recommended.

Finance Report: Dave Smith

- Total revenue for May was light; expenses were slightly higher due to the month having three pay periods.
- The Library is at 63% of the revenue goal for the year, and at 37% of annual expenditures (which is on track for the most part). At this time the Library is on track to meet the budget requirements for the year, but expenses will need to be carefully managed.
- Karran asked if there may be opportunities with upcoming events to reach out to Assemblyman Morinello, to thank him for the generous funding supporting many of the Library's programs and purchases for the year.

Correspondence Report: Peter

- Peter sent out one thank-you note in the past month, to Shawn D'Luhly for her service to the Board.

Director's Report: Sonora

- Sonora requested that the Library be closed on Saturday, July 5th due to staffing challenges following the holiday the day prior.
- ☐ A motion was made by Dave Smith and seconded by David Brooks to close the Library on Saturday, July 5th due to the holiday the day before. The motion passed.
- Sonora shared that the YBPA is holding a golf tournament on September 15 that is benefitting the Library. Mike will be attending to represent the Library. Sonora requested that the Library close at 6 p.m. on Tuesday, September 9th so that she and Mike may attend the YBPA meeting that evening to meet several individuals who are expected to be present at the tournament later that week.
- ☐ A motion was made by Mary and seconded by Dave Smith to close the Library at 6 p.m. on Tuesday, September 9th. The motion passed.
- Sonora shared information about Nioga member library profiles, which showed metrics including circulation areas by library, holdings, circulation, etc. The Youngstown Free Library has a very high circulation rate per capita.

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- Sonora shared the consolidated Summer Reading Calendar, along with the Library's own summer program brochure. Activities and events are organized by age group, prize levels for the Reading Challenge are listed, and a list of program sponsors is included.

Friends of the Library (FOYL): Dave Smith

- Dave Smith shared that Colleen Stortecky may be contacted for more information about the Labor Day Parade.
- The FOYL will hold their next regular meeting on September 19th.
- Michelle Wesley is actively collecting updates to include in the next newsletter.

Special Committee on the 75th Celebration: Peter (on behalf of Nancy)

- Peter met with the head of the Department of Public Works to take an initial look at the existing time capsule; the team was unable to access it. Peter will continue to collect info as to the location/depth and material of the older capsule. The Board recommended to Peter that we cancel the retrieval of the older time capsule for now, which was originally planned to be opened on the Library's 100th anniversary.
- Peter also mentioned that a calendar project is still in the planning stages, but will be assessed for rollout for the Library's 80th anniversary.
- Magnets and bags with the 75th anniversary logo remain on the list of items to investigate.
- Karran asked Peter to share thanks with the Committee for their efforts.

Old Business

- Karran shared a document containing minimum standards for New York's public and association libraries. This document includes recommendations for a library's bylaws, policies, long-range planning, etc.
- Sonora will be reformatting the Library's bylaws and passed policies to ensure that they conform to the recommendations (including reviewed or approved dates, etc.).
- Karran circulated information prior to tonight's call with recommendations for updates to wording for a few of the Library's bylaws. Karran indicated that voting will need to take place at the July Board meeting.
 - Karran recommended Article II, A. should be updated to "...5-25 trustees".
 - Karran recommended that Article III, A. should be updated to include "...are subject to the NYS Open Meetings laws that apply to association libraries."
- Karran encouraged Trustees to continue to review the existing Library policies, as they give us important structure for the Board, for operational procedures and authority/responsibility of the Director and staff, etc.

New Business

- Karran recommended that all Trustees review the list of upcoming events. The Ruby Carey Scholarship will be presented at 6:30 p.m. prior to the start of the July Board meeting.
- Dave Smith shared that he will assist Peter in becoming an authorized signer for the Library's checking account. Dave will also work on confirming the appropriate authorizations for the account, and how to access points and/or allow for obtaining cash on the Library's charge card.

Adjournment

- ☐ A motion to adjourn the meeting was made at 8:36 p.m. by Peter and seconded by David Brooks. The motion passed.

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

The next meeting of the Board will be held on July 28, 2025 at 7:00 p.m. As noted above, the Ruby Carey Scholarship presentation and reception will occur at 6:30 p.m., prior to the regular meeting.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

Youngstown Free Library

June Treasurer's Report

July 28th, 2025

- **Revenues**

Revenues were again very minimal for June. FOYL \$2,100, Fines/copier/fax \$75.50, MS interest (still covering 2025 raises) \$193.13

- **Expenditures**

- Expenses totaled \$12,774.68, including \$8,158.51 personnel costs, \$710.14 Digital Materials, \$463.84 Audio visual materials, \$2,183.80 Subscriptions, \$272.768 programming (summer programs), \$78.33 for copier lease, and \$82.62 internet/telephone.

- **Investments**

- A transfer at the end of July of \$20,000 from Morgan Stanley leaves the KeyBank account at \$16,205.38 as of July 26th, 2025, and should be sufficient for the rest of July and most of August.
- After the transfer of \$20,000 to KeyBank, Morgan Stanley stands at \$209,585.47 as of 7/26/2025. We have slightly over \$24,000 remaining from 2025 deposits to fund expenses MS balance was \$185,511.38 on 1/1/2025).
- CFGB account stands at \$127,098.51, an increase of \$7,318.83 from 4/7/25 (6.11%).
- As the Federal Reserve continues to delay lowering interest rates (now not expected until September and only 25 basis points at that time) I expect to be able to rollover the CD's maturing in October at a nominal interest rate of at least 4%.

- **Summary**

- Midyear, the Youngstown Free Library is at 65% (\$109,705.58 versus \$169,410) of its total revenue goal, and at 45% of total expenditures (\$76,067.10 versus \$160,410), on track. Expenses will continue at approximately \$12,500 per month. Unless revenues from Government agencies or the Annual Fund Drive falls VERY short, we should be able to meet all demands due to the extreme generosity of FOYL.

Respectfully submitted,
David Smith, Treasurer

11:11 AM

07/14/25

Accrual Basis

Youngstown Free Library

Profit & Loss

June 2025

	Jun 25
Ordinary Income/Expense	
Income	
Friends of the Library	2,100.00
Fines /Copier /Fax	75.50
Gifts	46.95
Interest - Morgan Stanley	
Morgan Stanley Interest	193.13
Total Interest - Morgan Stanley	193.13
Miscellaneous	11.11
Total Income	2,426.69
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	7,094.32
5400 · Ancillary Benefit	403.84
5500 · Social Security & Medicare	542.72
NY State Disability	109.51
5600 · SUTA/FUTA	8.12
Total 5000 · Personnel	8,158.51
Materials & Services	
Digital Materials	710.14
Audio Visual Materials	463.84
Computer Software	19.99
Purchases from Grant Funds	91.80
Subscriptions & Library Mbr Shp	2,183.80
Programming	272.78
Copier Leasing & Usage	78.33
Internet/Telephone	82.62
Total Materials & Services	3,903.30
Operating Expenditures	
ALMS Fee	706.58
Office Supplies	197.98
Housekeeping	21.36
Insurance	-664.00
Copier Lease & Usage	78.33
Internet/Phone	82.62
Total Operating Expenditures	422.87
Miscellaneous Expenditures	
Accounting	270.00
Miscellaneous - Other	20.00
Total Miscellaneous Expenditures	290.00
Total Expense	12,774.68
Net Ordinary Income	-10,347.99
Other Income/Expense	
Other Income	
Change in Fair Market Value	498.80
Total Other Income	498.80
Other Expense	
Scholarship Funds	750.00
Total Other Expense	750.00
Net Other Income	-251.20
Net Income	-10,599.19

Youngstown Free Library

Profit & Loss YTD Comparison

June 2025

	Jun 25	Jan - Jun 25
Ordinary Income/Expense		
Income		
Friends of the Library	2,100.00	14,939.64
Annual Drive	0.00	7,770.00
Fines /Copier /Fax	75.50	657.04
Gifts	46.95	5,262.98
Grant Funds	0.00	1,900.00
 Interest - Morgan Stanley		
Morgan Stanley Interest	193.13	6,832.03
 Total Interest - Morgan Stanley	193.13	6,832.03
Local Library Service Aid	0.00	149.30
Miscellaneous	11.11	94.59
Town of Porter	0.00	72,100.00
Total Income	2,426.69	109,705.58
Expense		
5000 - Personnel		
5100 - Salaries (Gross)	7,094.32	45,654.12
5400 - Ancillary Benefit	403.84	2,620.15
5500 - Social Security & Medicare	542.72	3,492.54
NY State Disability	109.51	109.51
Worker's Compensation	0.00	763.00
5600 - SUTA/FUTA	8.12	-78.78
Total 5000 - Personnel	8,158.51	52,560.54
Materials & Services		
Digital Materials	710.14	3,633.11
Audio Visual Materials	463.84	1,379.37
Books	0.00	3,714.14
Computer Software	19.99	612.03
Purchases from Grant Funds	91.80	2,489.70
Subscriptions & Library Mbr Shp	2,183.80	2,560.75
Book Processing & Supplies	0.00	581.82
Programming	272.78	911.72
Publicity & Promotion	0.00	75.00
Copier Leasing & Usage	78.33	500.11
Postage	0.00	10.87
Internet/Telephone	82.62	478.80
Total Materials & Services	3,903.30	16,947.42
Operating Expenditures		
ALMS Fee	706.58	4,239.48
Office Supplies	197.98	716.46
Housekeeping	21.36	49.84
Insurance	-664.00	-690.25
Copier Lease & Usage	78.33	500.12
Internet/Phone	82.62	-61.24
Total Operating Expenditures	422.87	4,754.41
Miscellaneous Expenditures		
Accounting	270.00	1,784.73
Miscellaneous - Other	20.00	20.00
Total Miscellaneous Expenditures	290.00	1,804.73
Total Expense	12,774.68	76,067.10
Net Ordinary Income	-10,347.99	33,638.48
Other Income/Expense		
Other Income		
Change in Fair Market Value	498.80	-2,607.98

11:12 AM

07/14/25

Accrual Basis

Youngstown Free Library
Profit & Loss YTD Comparison
June 2025

	Jun 25	Jan - Jun 25
Vendor Collection Credit	0.00	0.88
Total Other Income	498.80	-2,607.10
Other Expense		
Scholarship Funds	750.00	750.00
Total Other Expense	750.00	750.00
Net Other Income	-251.20	-3,357.10
Net Income	-10,599.19	30,281.38

Youngstown Free Library
Reconciliation of Balance Sheet to Profit Loss
June 2025

Total Income	\$ 2,426.69
Total Expenses	<u>\$ (13,524.68)</u>
Net Income (Loss)	<u><u>\$ (11,097.99)</u></u>

ASSET Summary

Total Assets as of	6/30/2025	\$ 261,996.44
Total Assets as of	5/31/2025	<u>\$ 269,985.89</u>
Change in Value of Assets from Last Period		\$ (7,989.45)

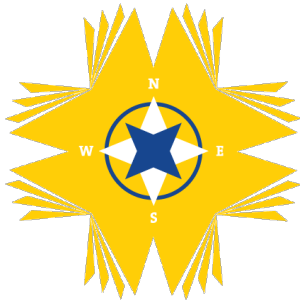
Non-Cash Items

Change in Payroll Liabilities	\$ (4.88)
Change in Accounts Payable Liabilities	\$ (2,632.97)
Change in Sales Tax Payable	\$ (0.89)
Change in KeyBank Credit Card	\$ 29.00
Period Change in FMV	<u>\$ (498.80)</u>
Total Change in Non-Cash Items	\$ (3,108.54)

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (11,097.99)</u></u>
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Youngstown Free Library
Balance Sheet
As of June 30, 2025

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · Key Bank (First Niagara)	
NYS Legislative Grant	15,852.10
Ruby Carey Restricted	750.00
1000 · Key Bank (First Niagara) - Other	-8,694.72
Total 1000 · Key Bank (First Niagara)	7,907.38
Petty Cash	100.00
Total Checking/Savings	8,007.38
Other Current Assets	
Morgan Stanley	
Morgan Stanley	229,735.43
Total Morgan Stanley	229,735.43
Total Other Current Assets	229,735.43
Total Current Assets	237,742.81
Fixed Assets	
Equipment	20,837.19
Accum. Depr. - Equipment	-19,578.00
Leasehold Improvements	74,378.44
Accum. Depr. - Leasehold Improv	-51,384.00
Total Fixed Assets	24,253.63
TOTAL ASSETS	261,996.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,093.22
Total Accounts Payable	4,093.22
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	77.70
Total 24000 · Payroll Liabilities	77.70
Sales Tax Payable	4.50
Total Other Current Liabilities	82.20
Total Current Liabilities	4,175.42
Total Liabilities	4,175.42
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	225,634.64
Net Income	30,281.38
Total Equity	257,821.02
TOTAL LIABILITIES & EQUITY	261,996.44



Youngstown Free Library

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

Director's Report

July 2025

BUILDING

Steve's Heating and Cooling has cleaned and serviced our three air conditioning units. We have a quote to replace the fan motors on the units; this would make them run a lot quieter!

CIRCULATION

JUNE	2025	2024	YTD 2025
Adult Nonfiction	190	173	1,202
Adult Fiction	379	366	2,162
Adult A/V	77	63	677
Juvenile Fiction	615	434	3,496
Juvenile Nonfiction	68	125	670
Juvenile A/V	41	52	365
YA Print	26	26	153
Adult Periodicals	128	73	750
Misc	0	0	0
Other	1	0	16
Internet	52	26	304
Hoopla	297	222	1,879
Libby	109	89	676
JUNE TOTAL	1,983	1,649	
YTD		7,554	12,350

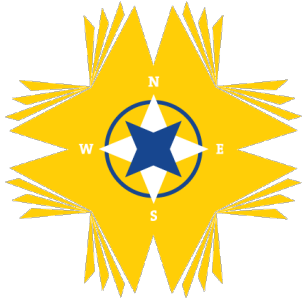
COLLECTION

This summer, staff members are working on a major collections project; they are reclassifying the DVD collection into a tidier, more browsable system. The new organizational system divides the collection into television, movie, and non-fiction sections, with each section further organized alphabetically by title or, in the case of non-fiction, by Dewey. Mike is leading this project with the able help of Jaspen.

If there is time afterwards, they will be separating and reclassifying the juvenile graphic novels into a separate collection.

CONTINUING EDUCATION

- Articulating Value: Leveling Up Your Stakeholder Communications – Wednesday, June



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FRIENDS

The Friends gave \$2,100 of their annual donation of \$16,500 to support the 2025 Summer Reading Season. We are grateful for their support!

FUNDRAISING AND GRANTS

I renewed the Library's SAM registration, which allows the Library to apply for federal grants.

The Library has also received several generous gifts to support its children's programs and collections. For these folks' generosity, I am endlessly thankful.

NIOGA

Staff welcomed a visit from Nioga's new Technical Services Consultant in early July. It was a treat to discuss statistics, collection management, and cataloging with Kevin.

OUTREACH

I attended the **Youngstown Business and Professional Association** meeting on Tuesday, June 10th at Bandana's.

The **Summer Street Dance** was held on Thursday, June 19th on Main Street. Jaspen and I handed out brochures for the Summer Reading Season.

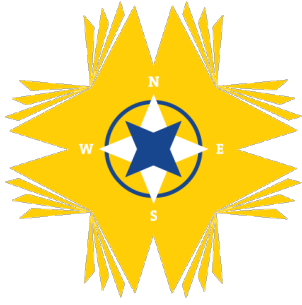
PROGRAMS

The Youngstown Free Library continues monthly **Tech Help classes at the Lewiston Senior Center**, but now we have a second instructor for these one-on-one classes. Many thanks to Adam R. for his knowledge and teaching skills!

- Tuesday, June 3 1:30-3 PM
- Tuesday, July 1 1:30-3 PM

Book clubs have been meeting regularly since my March report.

- **Evening Book Club**
 - Wednesday, June 11 *How to Read a Book: a novel* by Monica Wood
 - Wednesday, July 9 *The Berry Pickers* by Amanda Peters
- **Afternoon Book Club**
 - Tuesday, June 17 *The Berry Pickers* by Amanda Peters
 - Tuesday, July 15 *The Thursday Murder Club* by Richard Osman
- **Non-Fiction Book Club**
 - Monday, June 9 *Every living thing: the great and deadly race to know all life* by Jason Roberts



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Summer Reading Programs

FOR AGES 2-5:

Toddler & Preschool Storytime is held on Wednesdays from 10:30-11 AM in Falkner Park. Join Miss S. for stories and songs perfect for your toddlers and preschoolers. It will be an active romp of reading, singing and learning. When storytime is finished, the splashpad turns on!

- 10:30-11 AM in Falkner Park: Wednesdays (July 2, July 9, July 16, July 23, July 30, August 6)

FOR AGES 4-8:

Art Adventurers is held on Wednesdays from 1-1:45 PM in Falkner Park. Let's get messy and make art! Every week, we'll enjoy the process of making art--from bubble painting to flower smashing, this will be an active and playful program. After we finish, we'll have a frozen treat for everyone!

- 1-1:30 PM in Falkner Park: Wednesdays (July 2, July 9, July 16, July 23, July 30, August 6)

FOR AGES 5-10:

Take & Make Craft Kits are available for pick-up at the Library every Monday starting at 2 PM. There will be 20 kits released every week--first come, first served.

- Mondays (June 30, July 7, July 14, July 21, July 28, August 4)

FOR AGES 6-16:

Dungeons & Dragons Arts & Crafts Edition is a weekly series held on Wednesday afternoons from 4:30-6 PM at the Library. Using the D & D 5th edition, you'll be crafting your own characters, equipment, villains, dungeons, and so much more! Pre-registration for this series is not required, but we'd love to know if you plan to come to make sure we have enough art supplies. Parents are welcome.

- 4:30-6 PM in the Library: Wednesdays (July 2, July 9, July 16, July 23, July 30, August 6)

FOR AGES 7-12:

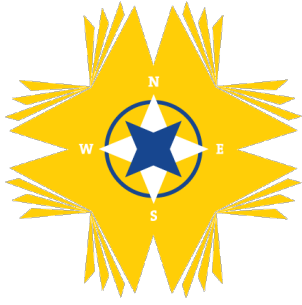
Make Your Own Book is a weekly series held on Tuesday afternoons from 4-5:30 PM at the Library. Every week, we'll tackle an element of creating a book. By the end of this 4-week series, you'll have written & illustrated your own book! Then we'll have a book presentation reception on Saturday, August 9 from 11 AM-1 PM. Pre-registration for this series is not required, but we'd love to know if you plan to come to make sure we have enough supplies on hand.

- 4-5:30 PM at the Library: Tuesdays (July 15, July 22, July 29, August 5)

FOR AGES 10+

Take & Make Teen Craft Kits are available for pick-up at the Library every other Monday starting at 2 PM. There will be 15-20 kits released every other week--first come, first served.

- Mondays (July 7, July 21, August 4)



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FOR ALL AGES:

Tiny Art Show kits will be available for pick-up at the Library starting June 30. Turn your creativity loose! Return your finished artwork by July 30 to have it included in the Library's Tiny Art Show in August. Then we'll have an art show reception at the Library in August.

- All-Ages Tiny Art Show Reception and Book Presentation at the Library: Saturday, August 9 11 AM - 1 PM

Town of Porter Rec Dept is hosting fun programs for a crowd on Tuesday mornings in July.

- 10-11 AM in the Gym: Tuesdays (July 1, July 8, July 15, July 22, July 29)

Storywalk in the Park is held on Fridays from 2 PM to 8:30 PM (when the weekly concerts end) in Falkner Park. Each Storywalk integrates a children's picture book into stops along a walking path. Families can walk...and read!

- Fridays (July 4, July 11, July 18, July 25, August 1, August 8)

PUBLICITY UPDATES

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

Facebook: 1,600 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 790 followers: <https://www.instagram.com/youngstownfreelibrary>

TECHNOLOGY

The three new patron Internet computers will be installed at the end of August. This appointment is when Nioga's IT specialist can fit Youngstown into his installation schedule.

Respectfully submitted,

Sonora R. Miller
Library Director

Regular Board Meeting
Youngstown Free Library Board of Trustees
July 28, 2025 7:00 PM

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

The Board of Trustees of the Youngstown Free Library, after reviewing the existing By Laws, proposes the following changes:

Article II. Board of Trustees

A. Membership and Terms

- 1. The Library shall be governed by a Board of Trustees. The Board shall consist of “ 5 to 25 “ trustees**

Article III. Meetings

A. Regular Meetings

- 1. All regular meetings, together with the Annual Meeting of the Youngstown Free Library Association as well as any committee meeting,, are subject to the NYS Open Meetings laws **that apply to association libraries.** (Opengovernment.ny.gov)**

During the regular meeting of the Board of Trustees on July 28, 2025 a motion was made by and seconded by

to accept the proposed changes to the Board ByLaws.

The motion passed unanimously.

HVAC SERVICE ORDER --- INVOICE

BILL TO

Youngstown Free Library
240 Lockport St
Youngstown NY 14174

THIS WORK IS TO BE	
<input type="checkbox"/> C.O.D.	<input type="checkbox"/> CHARGE
<input type="checkbox"/> NO CHARGE	
MAKE	MAKE
MODEL	MODEL
SERIAL NUMBER	SERIAL NUMBER

[illegible]