

Regular Board Meeting
Youngstown Free Library Board of Trustees
October 26, 2026

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

Peter Pfohl

Determination of Quorum

Comments from the Public

Minutes of Board Meeting Sept. 28, 2026

Mary Clinch

Reports

President's Remarks

Peter Pfohl

Treasurer's Report

David Smith

Correspondence

Dr. Nancy Askins

Director's Report

Sonora Miller

Friends of the Youngstown Library

Diana Regan

Committee Reports [Other than Below]

Old Business

- Director Evaluation – Completed Process Report
- Strategic Plan -Completed Process Report and “Be it resolved that the Board of Trustees vote to accept the Final Draft of the Strategic Plan 2027-2031 as presented.” Discussion and vote
- Personnel Policy Updates Resolutions- “Be it resolved that the Board of Trustees vote to amend policy as presented in handout provided.”
- Continuing Education-Trustee training tracking

New Business

- **Board of Trustees Self Evaluation**
- **Nominating Committee- Time to consider candidates for 2027 Board**

Upcoming Events

- Town of Porter Budget Mtg.- Monday Oct. 26 at 3:30 PM
- Book Sale – Week of Nov. 2-7, 2026- volunteers needed
- **Next Meeting- Nov. 23, 2026- 7pm- Programming Room**

Adjournment- Resolution to and second

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DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: September 28, 2026

TIME: 7:00 p.m.

Present: Peter Pfohl, Dave Smith, David Brooks, Elizabeth Brooks, Mary Clinch, Diana Regan, Chris Regan, Dr. Nancy Askins

Absent: Director Sonora Miller (excused)

Call to Order: 7:03 p.m.

Comments from the Public: None

Minutes of Previous Board Meeting

Mary presented the minutes of the July meeting, held on July 27, 2026.

- A motion was made by Mary and seconded by David Brooks to accept the July meeting minutes with the correction included. The motion passed.
- Mary will change the designation of the minutes from 'Draft' to 'Accepted'. An updated copy will be posted to Dropbox.

President's Remarks: Peter

- No updates this month.

Treasurer's Report: Dave Smith

- Dave Smith shared his monthly report and noted that with the start of the 2027 Annual Fund campaign, the Library's finances are in a transition phase (paying expenses with donor contributions rather than Morgan Stanley (MS) funds).
- Revenues were \$1,716.46, with interest of \$1,477.85 earned from MS.
- Expenses were higher than usual (\$17,916.07), due to a payment of \$4,905.75 for Workers Compensation. Otherwise, payroll and other operating expenses were much as usual.
- The YFL KeyBank account stands at \$27,167.53 as of September 21, 2026.
- The MS account is \$213,438.65. Dave made a transfer of \$20,000 earlier in the month to cover the additional expenses. Dave does not expect to do another draw from this account this year, but it is available if needed.
- The Community Foundation of Greater Buffalo (CFGB) account is \$162,410.36 as of September 27, 2026, which represents a \$4,000+ increase since last month. This account continues to show growth at a consistent pace.

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- Dave presented options that the Board has available to improve the accuracy and ease of budgeting.
 - There are two CDs maturing in December that total \$120,000. Dave recommended rolling one CD over for as high/long a mature date as is available with MS. A portion (~\$30,000) of the other CD should be transferred to the CFGB account as it is currently earning a higher ROI.
 - The remaining portion of the CD may be left at MS in preferred savings, which is now earning 3.35% but expected to go slightly higher as the Fed is expected to slowly raise rates to combat inflation. Along with the Town of Porter contribution, this should cover expenses for most of 2027.
 - The Friends of the Youngstown Library (FOYL) contribution may be held as well as much of the Annual Fund Drive contributions for use in the 2028 budget. This will give the Finance Committee a better idea for the revenues for 2028 as we will have an accurate number to work with rather than guessing on donation amounts.
- Dave will confirm with the accountant that it is possible to use MS money to balance the budget at the end of 2027 to start off 2028 with listed revenues from the Town of Porter, the 2027 FOYL gift decided upon later this year and the money from this year's Annual Fund Drive.
- Dave also shared recommendations for financial support of the new policies that the Personnel Committee will be evaluating; those notes will be discussed at a future Committee meeting.
- In summary, Dave recommended implementing the recommendation to hold the remainder of the FOYL 2026 contribution and the Annual Fund donations in a restricted account until they can be used in the 2028 budget, allowing for a more accurate budget. 2027 expenses can be adequately funded via the MS and CFGB accounts; this should be a good practice to follow moving forward to ensure future budgets can be accurate and maintained in a balanced manner.
 - Diana asked how much would be needed to offset next year's budget; Dave assumed \$30,000. If that amount was moved to CFGB it may need to sit for a year, but we can draw from older funds if needed.

Correspondence Report: Nancy

- No correspondence in the past month.

Director's Report: Peter (on behalf of Sonora)

- Over the summer, two building issues were addressed:
 - Carpets in the Programming Room, office and foyer were deep cleaned
 - Office cabinets were reorganized, with supplies sorted and put into clear bins
- The following planned collection projects were completed over the summer:
 - Series in the adult collection were labeled in order by number in series
 - Series in the teen collection were labeled in order by number in series
 - Rapid growth of the juvenile graphic novel collection to accommodate demand
- Grant applications were completed last month for The Container Store and WNYLRC's Access and Innovation Grant. This month, the budget worksheet was completed for Niagara County for their 2026 budget calculations. Sonora thanked the organizations and government whose financial help allows the Library to continue to serve the community.
- Details of the Summer Reading Programs were shared; the Library offered 35 programs between June 30 to August 9. The Summer Reading Challenge ran during the same period, but it extended through the start of the school year. This program encourages children to read with reading rewards for their time. 68 children and teens who signed up for the program read a total of 106,879 minutes!

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- Details of the recent Evening, Afternoon, and Non-Fiction Book Club selections were shared, along with the details of the ongoing regular tech programs offered
- Several technology updates were completed this summer using grant funding, including:
 - The security camera system (consisting of six cameras) was installed throughout the Library
 - An upgraded internet system was installed to increase access, speed, security and signal strength throughout the Library, using funds from a Ralph C. Wilson Rural Libraries grant.
 - A Digitization Station was completed using an Access and Innovation grant from WNYLRC.

Friends of the Youngstown Library (FOYL) Report: Diana

- The FOYL met on September 16 and welcomed two new members.
- Revenues were reported as \$3,000 less than last year at this time, despite earning \$1,000 less from the BBQ and Boil and not having a community garage sale this summer.
- The Harvest Tea fundraiser is October 3. Sponsorships for the event have covered all expenses so ticket sales and money raised on this day will be split between the FOYL and the Lewiston Service Guild. They are still accepting items for the basket raffle and silent auction.
- Planning for the fall Book Sale is underway. Initial set-up will be Saturday October 31 at 10:00 a.m. Book donations will be accepted starting Monday November 2. The sale is November 5 – 7, with cleanup at 3:00 p.m. on Saturday the 7th. Signup sheets for volunteer slots and to post flyers will be circulated.
- Several options for additional fundraisers were discussed, such as a bingo night, renewed interest in a community garage sale, partnerships with more area restaurants and possibly the Lewiston Event Center.
- Peter shared that setup for the Harvest Tea is scheduled for Friday October 2 10:00 a.m.

Communication and Public Relations Committee: Nancy

- The group will decide at the October YFL Board meeting if another Committee meeting is needed.
- Nancy shared that a press release was prepared for the recent BBQ and Boil event; this was included in the Youngstown Events listing
- At the last Board meeting, Diana interviewed the winner of the Ruby Carey Scholarship. Nancy will write a press release with this information.

Old Business:

- Peter shared that all Trustees have received a copy of the updated Director evaluation form and are asked to return completed forms to the Library no later than Monday October 5. This will allow time for the Personnel Committee to compile results and have them shared with the Director prior to the October Board meeting.
 - The Strategic Planning process is in its final stages; at the next meeting on October 6, the group will work to finalize goals. The finalized copy of the Plan will be made available on Dropbox, and the group intends to seek approval for the Plan at the October Board meeting.
 - Peter shared the details of a recommendation to propose amendments to the Personnel Policy.
- A motion was made by Peter to send the recommendation/resolution to the Personnel Committee in light of new supporting information (provided by the Treasurer) that warrants more discussion. The group will work to provide a finalized update for a vote at the October Board meeting. The motion passed.

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- Peter shared a proposal to close the Library on Saturday October 24. On this date, the Village of Youngstown will be holding a Trunk or Treat event in the parking lot, and Library staff will be working outside at the event.
- A motion was made by Peter to resolve that the YFL close on Oct 24 to allow employee participation in the Youngstown Village Trunk or Treat Celebration. The motion passed.

New Business:

- Trustees were reminded of the upcoming Harvest Tea and Fall Book Sale events and encouraged to volunteer.
- For Trustees that still need to meet the annual training hours requirement, there are two Trustee Workshops coming up (on October 7 and on October 21).

Adjournment

- A motion to adjourn the meeting was made at 7:33 p.m. by Dave Smith and seconded by Diana. The motion passed.

The next meeting of the Board will be held on October 26, 2026, at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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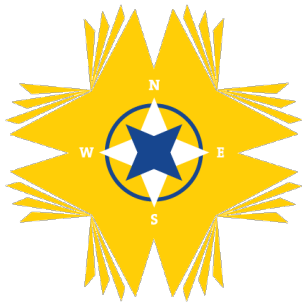
October Treasurer's Report (for September 2026)

October 26th, 2026

With Summer done and the Labor Day Parade behind us, it's now time to prepare for the end of the year and 2027. The Town of Porter funding proposal has been submitted (I asked for \$74,625.00, a 3.5% increase) and the Finance Committee will begin to work on the 2027 budget so the board can vote on it at the November meeting.

- **Revenues:**
 - Revenues for September were \$7,751.43 and included \$5,845.00 from the Annual Fund, \$1,490.00 in gifts, and \$297.19 interest from Morgan Stanley.
- **Expenses:**
 - Expenses totaled \$17,297.88 for September and were again higher than average with \$9,548.88 in personnel costs, \$2,496.59 for books, book processing, and supplies. Other major expenses for the Library included \$2,311.00 in grant fund purchases and \$669.00 for subscriptions and memberships, \$719.72 for digital materials, and \$727.00 Alms fees.
- **Investments:**
 - Our KeyBank account stands at \$26,896.84 as of 10/19/2026.
 - The MS account is \$193,732.73 as of September 30th, 2026.
 - The YFL CFGB account is \$158,342.85.
 - Per the September P & L statement, FOYL's contribution to the YFL stands now at \$15,000.00 for 2026. Sonora and I spoke to Maggie; she informed us our original ask (\$31,000.00) should be possible.
- **Summary:**
 - The YFL should be in a good financial position to finish 2026 and start 2027, using resources from Morgan Stanley to keep the budget balanced.

Respectfully submitted,
David Smith, Treasurer



Youngstown Free Library

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Strategic Plan 2027-2031

Mission Statement

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

Goals

Goal 1: Sustainability

Goal 2: Responsiveness to the Community

Goal 3: Transparency, Communication and Privacy

Goal 4: Partnerships and Collaboration

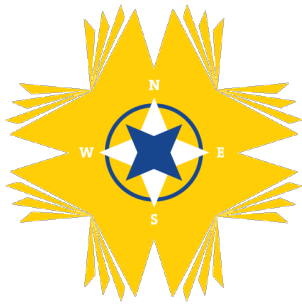
Goal 1: Sustainability

Ensure that the library is well-positioned to provide for the needs of current and future generations of members of the community of the Youngstown Free Library.

1. Reinforce, expand and diversify sustainable funding for the purpose of meeting current goals and supporting the long-term future of the Library.
2. Improve staff engagement by providing a work environment that fosters and recognizes commitment, initiative and innovation.
3. Maintain a physical space that meets the Library's commitment to providing relevant materials, resources, and services that will enhance every patron's experience.
4. Recruit and maintain active and informed Board of Trustee members who will use their tenure to represent, promote and protect the Library.
5. Continue the Library's commitment to environmental stewardship, economic responsibility, and social equity in the community.

Goal 2: Responsiveness to the Community

Integrate community needs into Library collections, services, programs, technology and spaces.



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1. Ensure the Library environment welcomes all members of the community to participate and responds to the current and future interests of the community.
2. Provide library materials, services, and programs that respond to community interests and requests.
3. Welcome community feedback regarding all aspects of the Library and respond appropriately.

Goal 3: Transparency, Communication and Privacy

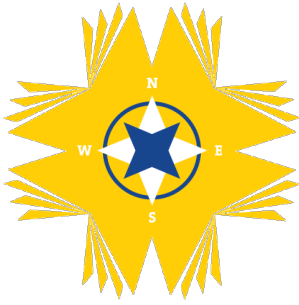
Inform, listen and communicate openly with the local community while protecting personal privacy and confidential information.

1. Ensure all modes of dispersing information about the Library are accessible, transparent, up-to-date, and accurate, providing for community information needs.
2. Continue to operate a broad, cross- information exchange to enlighten and inform the community.
3. Respect the privacy of all Library patrons, personnel, and volunteers as legally obligated, with regards to written, spoken, digital, and in-person communication.

Goal 4: Partnerships and Collaboration

Strengthen the position of the Library within the local community with ongoing partnerships and collaboration.

1. Support the mission and operation of the Friends of the Library.
2. Strengthen connections with local organizations, government leaders, schools, businesses, and individuals to foster camaraderie and partnerships that benefit the Library and community as a whole.
3. Enhance collaboration with Nioga, area libraries, and other organizations to promote the overall relevance and longevity of the Library.



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PERSONNEL POLICY

(proposed updates Sept. 2026)

[...]

3. Leave policy

3-1 Holiday Closings

Holiday closings are determined by a schedule submitted by the Director to the Board of Trustees in November. ~~Hourly staff members are not paid for holiday closings.~~ Salaried staff members are paid for the following national holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. Hourly staff members are paid for shifts for which they are ordinarily scheduled to work but for which the Library is closed to mark a holiday.

[...]

3-3 PTO – paid time off - comprises any type of leave, other than sick leave per 3.2 above.

~~As of January 2019, new hourly hires will not receive paid vacation time or personal time.~~

For hourly employees ~~with a start date prior to January 2019~~, all leave/paid time off (PTO), aside from sick leave, is calculated based on previous year's Average Weekly Hours worked/paid (AWH).

AWH = Total Hours worked/paid for the year* divided by 52. (*based on the End of Year Payroll Report.)

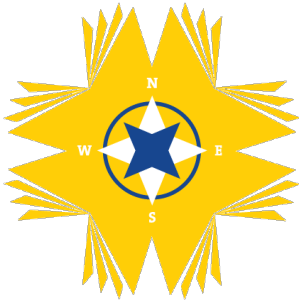
For example, in the previous year, an hourly employee was paid for a total of 572 hours of which 520 hours were hours worked and an additional 52 hours were taken as PTO. Therefore their AWH was $572/52 = 11$.

All salaried positions have an AWH of 40 hours.

All salaried employees (any hiring date) and hourly employees ~~hired prior to January 2019 will continue to receive the following PTO:~~

Personnel Policy

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	October 23, 2020
Amended on:	Jan. 25, 2021, Oct. 25, 2021



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Length of Service	PTO Allowance
After 1 full year of service	Eligible for 1.25 times AWH
After 2 full years of service	Eligible for 2.25 times AWH
After 10 full years of service	Eligible for 3.25 times AWH
After 20 full years of service	Eligible for 4.25 times AWH

In the above example, if the hourly employee with an AWH of 11 hours has 3 full years of service, then using the table above, they will have earned $11 \times 2.25 = 24.75$ hours of PTO.

For any salaried new hire, their PTO allowance during the first year of service will be a pro-rated portion of 1.25 times 40 (salaried AWH).

Staff members wishing to take PTO may do so with the Director's permission. If the Director plans to take one or more weeks of their PTO at one time, they should advise the Board.

Any unused PTO may be carried over to the next calendar year only. That means that every January, the maximum PTO allowed will be the number of PTO hours earned for the current year (which starts January 1) plus the number of PTO hours earned but not used in the previous calendar year.

Employees will not be reimbursed for any unused PTO, even at termination of service.

The Director will be responsible for tracking Sick Leave accrued, Sick Leave taken, PTO earned and PTO taken and must provide this information to employees within three business days of request.

[...]

13. Safety and Health

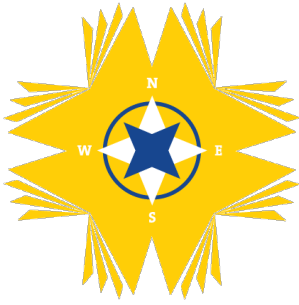
[...]

D. Drug Free Workplace Statement

The Library complies with all Federal and State regulations regarding drug use while on the job. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, while on the job, is grounds for immediate dismissal. The use of over-the-counter medications, when taken as directed, is permissible. Being under the influence of any unlawful or controlled substance, without a

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doctor's prescription and work release, is also grounds for immediate dismissal.

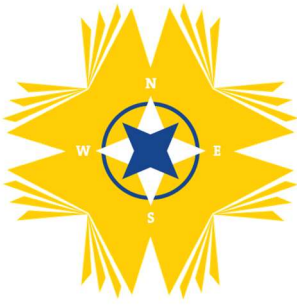
Employees convicted of a criminal drug statute must notify the Library within 5 days of such conviction and may be required (at his/her own expense) to complete an approved drug abuse or rehabilitation program. For help or additional information, contact the Director.

The Library prohibits the consumption of alcohol on its premises, unless specifically authorized by the Director at library-sponsored or approved events.

In addition, any employee found selling, purchasing or using any illegal drugs or controlled substances **without a doctor's prescription** on the premises will be subject to immediate dismissal. In accordance with local laws, such violations will also be reported to the appropriate law enforcement agencies.

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Individual Board Member Self-Evaluation

5 4 3 2 1

5 = Exceptional/Often...1 = Poor/Never

1. I understand the mission of the library.

5 4 3 2 1

2. I am knowledgeable about the library hours, staff members' names, and services provided by the library.

5 4 3 2 1

I am a regular library user and visit often (2 or more times per month).

5 4 3 2 1

I take advantage of continuing education opportunities for trustees — workshops and conferences.

5 4 3 2 1

I am actively involved in seeking additional funding for the library.

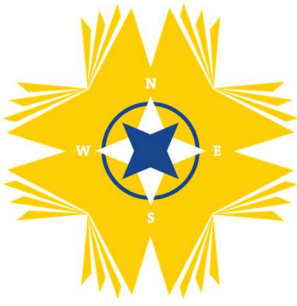
5 4 3 2 1

I come to meetings prepared having read materials in advance.

5 4 3 2 1

I actively promote the library to people in the community.

5 4 3 2 1



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I have an awareness of library laws and regulations and minimum standards pertaining to libraries in NYS. I have read the entire NYS Trustee Handbook.

5 4 3 2 1

I attend at least 90% of library board and committee meetings.

5 4 3 2 1

I readily volunteer for service on library committees and/or special events at the library.

5 4 3 2 1

I am familiar with the library's long-range plans and goals.

5 4 3 2 1

I am familiar with the library director's job description.

5 4 3 2 1

I read and understand the library's financial statements and reports.

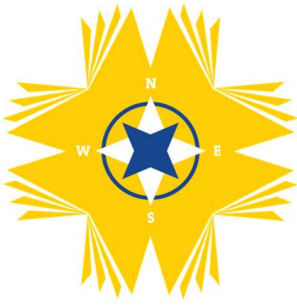
5 4 3 2 1

I am familiar with the library's policies including personnel and salary and benefits policies.

5 4 3 2 1

I am familiar with the NYS library network.

5 4 3 2 1



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I deal with any concerns regarding the library or its staff by going through appropriate channels and never abuse my authority as a trustee.

5 4 3 2 1

I actively engage in discussions at board meetings, I have an open mind on issues and I always vote according to my conscience.

5 4 3 2 1

I always publicly support the majority decisions of the board even if they conflict with my own vote.

5 4 3 2 1

I always follow through on commitments and assignments as a board member.

5 4 3 2 1



The Youngstown Free Library is recruiting new board members and we are delighted that you are considering joining the team!

We believe, it's a great privilege to share in serving one of the most important cultural and informational resources in our community. The library is an access point for the literature, science, history, discoveries, thoughts and dreams of our world and universe. It expands our knowledge, introduces us to ideas, feeds our curiosity and challenges our creativity. As a Trustee with the Youngstown Free Library, you will become a well-informed champion of our library and visibly support efforts as we reimagine and re-brand our library as a vital community gathering place and resource in the digital era.

Still interested? Well, kiss your image of a library as a book warehouse goodbye, and say hello to a community and gathering place in the 21st century. Armed with knowledge and action, the Youngstown Free Library Trustees are a formidable force.

You probably have lots of questions. I have included several links to local, regional and national resources. Before you dive into the details, I'd like to share some essential information about our board. Below is a summary of what a three-year tour as a Trustee would involve.

As a member of the Board, you would serve for a three-year term which can be extended to a second or perhaps a third three-year term. There are monthly meetings, usually held on the fourth Monday of the month, with the exception of August and December. A set of by-laws and policies guide our operations. The by-laws require that officers be elected including a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. Trustees are also appointed to committees such as the Executive, Nominating, Finance, Personnel, Scholarship and Vision Committees.

Every Trustee makes a personal commitment to contribute time and energy to carry out our duties which include regular attendance at meetings, adopting the Library budget, adopting and revising policies as needed, planning and evaluating the Library's program and securing adequate funding.

We are seeking new Trustees to help us create and implement our plan for the future. We hope that you will want to join our dedicated Board of Trustees.

If you are interested in learning more and receiving an application, please phone the Library at: 716-745-3555

Sincerely,
Chair, Nominating Committee
Youngstown Free Library Board of Trustees

Online Resources for Trustees:

<http://niogatrustees.org/>
<http://www.nylto.org/course/index.php?categoryid=2>
<https://www.nyla.org/max/index.html>
www.librarytrustees.org/
<http://www.ala.org/>



Application for Library Board of Trustee

Date _____

Name _____

Address _____

Phone _____ Cell _____

E-Mail Address _____

Number of years as a Town of Porter resident _____

Education:

Work experience, skills, and talents:

Organizations you belong to:

Why have you decided to seek a position on the Board of Trustees?

What specific talents or skills do you possess that you could offer to the Board/Library?
(Please include level of expertise with technology):

Other comments or questions:

Please attach any additional information/comments you wish to this application.

Return completed applications to:

Youngstown Free Library
Attn: Chair, Nominating Committee
Board of Trustees
240 Lockport Street
Youngstown, NY 14174

"It is our willingness to take on important issues, and help our communities find solutions, that ensures that libraries will always be an integral part of our communities."
Barbara Stripling, President of the New York Library Association



Friends of
the Youngstown
Free Library

BOOK SALE

Youngstown Village Center Gym
240 Lockport Street

Friday, Nov. 6: 9:30 - 6

Saturday, Nov. 7: 9:30 - 3

Bag sale all day Saturday

Friends Members' Night:

Thursday, Nov. 5: 5 - 8

Join at the door or in advance here:



Do you have books to donate? We are currently low on storage space, so please save your donations until Nov. 2 - 4, when you can drop them off at the Red Brick Gym between 10 - 3 and 6 - 8 PM.