

**Regular Board Meeting**  
**Youngstown Free Library Board of Trustees**  
**June 22, 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 May 18, 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	

**Old Business**

- Ruby Carey Scholarship update & plans for presentation at July meeting
- Strategic Plan update [Strategic Plan Committee]
- Investment Authorization Resolution- "Be it resolved that the Youngstown Free Library Board of Trustees member(s) \_\_\_\_\_ be added as authorized person(s) on existing accounts with Morgan Stanley and Community Foundation of Greater Buffalo."
- Director Evaluation Process [Personnel Committee]

**Upcoming Events**

- Next Meeting- July 27, 2026 6:30 PM in the Programming Room
- Village Street Dance with FOYL participation- June 25
- FOYL Garage Sale- mid July

**Adjournment-** Resolution to and second

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**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: May 18, 2026

TIME: 7:00 p.m.

**Present:** Peter Pfohl, David Brooks, Elizabeth Brooks, Mary Clinch, Christopher Regan, Diana Regan, Dr. Nancy Askins, Director Sonora Miller

**Absent:** Dave Smith (excused)

**Call to Order:** 7:03 p.m.

**Comments from the Public:** None

**Minutes of Previous Board Meeting**

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

- A motion was made by Mary and seconded by Diana to accept the April 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.

**President's Remarks: Peter**

- None

**Treasurer's Report: Peter, on behalf of Dave Smith**

- Peter shared updates on the status of the YFL's KeyBank account and provided confirmation that funds are adequate to cover expenses in the short term.
- Mary volunteered to assist the Treasurer with finance activities if needed in the coming weeks; Peter will consult with Dave. Sonora will add Mary as a backup to the Finance folder in Dropbox in case assistance is needed.

**Correspondence Report: Nancy**

- No correspondence was sent during the past month.
- Nancy will continue to reach out to Assemblyman Morinello's office, with a goal of inviting him to an event at YFL where the Board can express thanks for the recent grants received.
- Nancy shared that the Communications and Public Relations Committee will be meeting on June 8, 2026. Sonora will share updates for the Summer Reading Programs with Nancy by that date, for inclusion in a future communication.

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- Nancy will send a formal thank-you to County Legislator Irene Myers for the recent donation of \$1500 to YFL, which will be used to help fund the Summer Reading Program. Sonora and Peter met with Ms. Myers last week to receive the check.

#### **Director's Report: Sonora**

- Sonora shared her monthly report, which showed circulation numbers since the start of the year, additions to the collection, and metrics on library cards. Digital checkouts now account for 20% of YFL's checkouts. Fewer items were added to the collection in April, but additional time was spent moving items in preparation for the Book Sale.
- Sonora shared updates on current programs, including the 3 active book clubs, tech help offerings, the Town of Porter Story Hour, Make-and-Take Craft Kits, and Children's House Storytimes.
- The prior Strategic Plan (covering 2018-2025) closeout has been completed and is available for viewing; the closeout shows the status of each goal and activities performed toward meeting the goal.

#### **Friends of the Youngstown Library (FOYL) Report: Diana**

- The FOYL met on May 20, 2026.
- The Spring Book Sale was very successful, with record sales.
- Approximately 30 FOYL shirts are left following the Book Sale.
- FOYL will have a table at the upcoming June Youngstown Street Dance on June 25.
- The Summer Garage Sale will be held July 17-19. There will be no pre-sale pickups of donations this year. Volunteers will be needed for all phases of the event; Diana will help share a signup sheet once available.
- FOYL proposed holding a bake sale at the August 21 Youngstown Summer Concert.

#### **Old Business:**

- The Ruby Carey scholarship will be awarded to the winning applicant at the Lewiston-Porter scholarship assembly on June 4. Peter will also invite the winner to the July YFL Board Meeting. Details will be discussed at the June YFL Board Meeting.
- The Strategic Planning Committee agreed to meet on June 3, 2026, at 6:30 p.m. to review plans for the next update.
- The Personnel Committee is tasked with planning and executing the Director Evaluation Process for 2026. Mary shared that the Committee will decide on an initial date to meet for planning. Materials from the 2024 evaluation are available on Dropbox, and Committee members will begin to review.

#### **New Business:**

- Sonora shared the YFL's Annual Report has been completed and submitted to New York State. Sonora will upload the report to Dropbox.

#### **Adjournment**

- A motion to adjourn the meeting was made at 8:00 p.m. by David Brooks and seconded by Chris. The motion passed.

The next meeting of the Board will be held on June 22, 2026, at 7:00p.m.

Respectfully submitted,

*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.*

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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## Youngstown Free Library

### May 2026 Treasurer's Report

**February 23rd, 2026**

This month's report will be a simplified version as YFL's accountant has not yet updated Dropbox with the most recent reports. As it happens, when a meeting is earlier in the month the KeyBank Statement is not yet available to provide specific banking numbers for the QB Reports. However, by downloading the bank statement I was able to come up with approximate totals for revenue and expenses.

- **Revenues:**
  - Although I don't have a complete list of revenues in May, the total for deposits made to the KeyBank account \$7,131.16. This is reasonably normal for a mid-year month.
- **Expenses:**
  - Expenses (checks and debits) listed in the bank statement for May were \$9,515.47. This total includes two electronic fund transfers of \$4,226.00 and \$4,319.13. I believe those funds transfers are for payroll and personnel costs. There was a transfer of funds from Morgan Stanley to the KeyBank account of \$15,000.00 in May.
- **Investments:**
  - The YFL KeyBank account stands at \$32,506.91 as of Juneteenth, June 19<sup>th</sup>, 2026 (even though the banks were closed, the automated system allows for checking balances, etc.). This will allow YFL to pay expenses through the rest of June, July, and the first part of August (\$14,000.00 per month).
  - On May 31<sup>st</sup>, Morgan Stanley stands at \$246,439.25. As the need arises, I will continue to transfer funds from MS to KeyBank to cover future expenses.
  - YFL's CFGB account now stands at \$148,532.94. In the near future YFL should be receiving its annual dividend check from CFGB and a decision will have to be made to deposit the check now for this year's budget or return to CFGB for reinvestment.
- **Summary:**
  - For next month's meeting, I should have proper mid-year numbers for the budget.
  - YFL should be well situated, barring unexpected expenses, to have a positive year with continued development of both our core collection and digital services. With the continued GREAT support we receive from FOYL Sonora should be able to continue carefully expanding YFL's Digital and physical collections where it is most needed.

Respectfully submitted,  
David Smith, Treasurer