YOUNGSTOWN FREE
LIBRARY

We're sorry – only the minutes are currently available.

The agenda and reports for this meeting will be posted as soon as possible.

Thank you for your patience!

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.

DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: June 22, 2026

TIME: 7:00 p.m.

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

Absent: None

Call to Order: 7:03 p.m.

Comments from the Public: None

Minutes of Previous Board Meeting
Mary presented the minutes of the May meeting, held on May 18, 2026.

- A motion was made by Mary and seconded by David Brooks to accept the May 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

- Peter reported he has been elected to the NIOGA Board of Trustees and will serve a term that runs through 2031. He will be meeting with the NIOGA Board President shortly to learn about onboarding. He is excited to learn more about how the library system functions, and to be able to share information back with the YFL Board.

Treasurer's Report: Dave Smith

- Dave Smith shared that the numbers presented this month will be preliminary, due to the late arrival of the monthly KeyBank account statement. The YFL accountant needs access to the statement to produce the monthly QuickBooks data.
- Dave Smith will explore online access for the account, so statements are more easily accessible.
- Revenues/deposits for May were $7,131.16. Expenses for May were $9,515.47. A transfer of $15,000 was made in May from the YFL Morgan Stanley account to the KeyBank account.
- Sonora shared that fewer checks have been received in recent weeks. Peter shared that the Youngstown Village clerk's office is undergoing a staffing transition. Peter will speak with the office to learn about where current mail is being delivered to.
- The YFL Morgan Stanley account stands at $246,439.25. Additional transfers can be scheduled as needed to cover future expenses.

- The next batch of CDs will come due will in the early part of 2027.
- The YFL Community Foundation for Greater Buffalo (CFGB) account balance stands at $148,532.94. The annual dividend check has arrived from the CFGB, and the Board will need to agree on a directive for the funds. Peter also noted a new advisor has been appointed for the YFL's fund.

➢ A motion was made by Dave Smith and seconded by David Brooks to return the CFGB dividend check for reinvestment. The motion passed. Sonora will give the check to Dave, who will initiate the directive.

Correspondence Report: Nancy

- A letter of appreciation was sent to Irene Myers for her donation of funds to the Summer Reading Program.
- Nancy confirmed that she was able to reach the office of Angelo Morinello, as the YFL Board had been interested in inviting him to the Library for a potential event. Nancy will continue to pursue this action.

Director's Report: Sonora

- Sonora shared that the project to set up a digitization station in the Library has been completed. This project was funded in part by a WNYLARC Access and Innovation Grant that was received in late 2025. Diana will help prepare a form with guidelines/rules for use of the station. The Board discussed what activities would be helpful to test out the station and the processes required for efficient and safe usage.
- The Youngstown Business and Professional Association (YBPA) meeting was held on June 9, 2026. Sonora presented the 2025 YFL metrics to the group.
- The Summer Reading Programs run from June 29 – August 8, and the Summer Reading Challenge runs through September 12.

Friends of the Youngstown Library (FOYL) Report: Diana

- The FOYL met on May 20, 2026, and again on June 17, 2026.
- Kim Winning will attend the Ruby Carey Scholarship reception that the YFL Board will hold in July for the scholarship recipient.
- Maureen Boyd has resigned from the FOYL Board.
- Several FOYL events are planned for the summer:
    - Thursdays June 27 – FOYL table at the Youngstown Village Street Dance
    - Friday August 21 – FOYL Bake Sale at the Youngstown Summer Concert
    - Sunday August 30 – Bandana's BBQ and Boil; the date for this event has moved and the price of tickets has decreased (to $30, kids' menu $12). Tickets will be available for sale at YFL and Bandana's. The YFL will discuss additional ideas to support this event during the July meeting.
- The Community Garage Sale originally scheduled for July has been canceled.
- Planning has started for the Harvest Tea that is scheduled for October 3, 2026. FOYL is looking for gift cards from local services to use for the silent auction. Diana shared a volunteer signup sheet with the Board.

Communication and Public Relations Committee: Nancy

- Nancy shared that the Committee held a kickoff meeting on June 8, 2026.
- The group shared ideas for possible programming, including having a local attorney come to an event to teach about estate planning.

- The group discussed the upcoming reception for the Ruby Carey Scholarship recipient. Diana will be interviewing the scholarship recipient and parents, to gather information that Nancy will incorporate in the press release about the award.
- The group created "Trustee strategies" to help provide guidance to Trustees on advocating for YFL while out in the community.
- The Committee will next meet on August 5.

Scholarship Committee

- At the recent Lewiston-Porter Scholarship Event, the Ruby Carey scholarship was awarded to Francesca Hess. Francesa has been invited to a YFL reception on July 27, 2026, at 6:30 p.m. (prior to the YFL Board Meeting). Peter will invite Karran Swayze and Maureen Boyd to the reception, as they participated in the evaluation process. Dave Smith will take care of the engraving of the name on the plaque.

Strategic Planning Committee

- The Committee held an initial kickoff meeting and reviewed the 2018-2025 Plan's closing documents (available in Dropbox for review by all Trustees).
- The next meeting will be held on July 6, 2026, where the Committee will confirm the goals to include in the next iteration of the Plan, align on how intentions and objectives are to be worded, and consider how the status of actions will be represented.
- Committee members will be performing a SWOT analysis for YFL and aligning on what the YFL should look like 5 years from now.
- The Committee has a goal to present plans to the Board in October.
- Peter asked all Trustees to share ideas for the next Plan with the Committee or attend a future Committee meeting.

Personnel Committee

- The Committee will hold a kickoff meeting on July 15, 2026, at 6:30 p.m.

New Business:

- Peter discussed the need for the Board to identify additional members to have access to the YFL's Morgan Stanley and CFGB accounts and be authorized to conduct business, to provide backup support to the Board Treasurer in case of need.

➢ A motion was made by Nancy and seconded by Chris to grant Peter and Mary authority to be additional signatories for the Morgan Stanley and CFGB accounts and be authorized to conduct business on behalf of YFL:
  - "Be it resolved that Peter Pfohl and Mary Clinch, both Youngstown Free Library Trustees, be added as authorized persons be added to the Morgan Stanley and Community Foundation of Greater Buffalo accounts"
  - The motion passed

- The Board discussed assignments to bring refreshments to the Ruby Carey Scholarship reception. Mary will email the Board to confirm the assignments.

Adjournment

➢ A motion to adjourn the meeting was made at 8:44 p.m. by Nancy 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 27, 2026, at 7:00 p.m. A reception will be held prior to the meeting at 6:30 p.m. to honor the recipient of the Ruby Carey Scholarship.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees