



We're sorry – only the draft 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: February 23, 2026

TIME: 7:00 p.m.

Present: Peter Pfohl, Dave Smith, David Brooks, Elizabeth Brooks, Mary Clinch, Chris Regan, Diana Regan, Director Sonora Miller

Absent: Dr. Nancy Askins (excused)

Call to Order: 7:07 p.m.

Comments from the Public: None

Minutes of Previous Board Meeting

Mary presented the minutes of the January meeting, held on February 2, 2026.

- A motion was made by Mary and seconded by Diana to accept the January (February 2) 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 shared his thank you to the Board for supporting his appointment as Board President and stated his commitment to fulfilling the mission of the Library to the best of his abilities.
- Peter shared that a card was received from Karran Swayze, previous President of the Library, thanking the Board for their recent gift to her.

Treasurer's Report: Dave Smith

- Approximately \$4,690 in Annual Drive donations has been received since the start of the year.
- The Library's KeyBank account stands at \$27,765.86 after completion of the transfer of \$50,000 to the Morgan Stanley account. This should be sufficient for covering February and March expenses.
- The Morgan Stanley account stands at \$244,641.60 following the KeyBank transfer. As the need arises, funds can be transferred back to KeyBank to cover future expenses.
- After the additional deposit from the Friends of the Youngstown Library (FOYL), the Library's Community Foundation for Greater Buffalo (CFGB) account stands at \$144,553.86. Prior to June of this year, the Board will be presented with the decision to reinvest CFGB dividends or use them for projects.

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- The Library should be well-situated, barring unexpected expenses, to have a positive year with continued development of both the core collection and digital services.
- Dave Smith will share additional updates for the month once the accountant has completed her report.

Correspondence Report: Nancy

- No report.

Director's Report: Sonora

- Sonora shared information about three resources important for Trustees to access/use, including the Library's website, the Library and Board's Google Calendars, and Dropbox. Sonora is scheduling two workshops to introduce Trustees to all tools. Peter asked Trustees to RSVP to a workshop if attending.
- Sonora reminded Trustees that formal Director reports are provided and posted for public viewing in odd months of the year; this month's report will be informal.
- The Library's formal Candid Seal of Transparency was renewed.
- Sonora confirmed that the Library was awarded a grant from WNYLARC for a video transfer station. The intent is to move the older magnifier machine upstairs and put the new station in its place. It will be a self-serve station for patrons to transfer older media to electronic files. The Buffalo Central Library has a similar station, but there are not currently any others available in Niagara County.
- Sonora shared she is working on two additional grants, including an operational funds grant from National Grid, and one from the Ralph C. Wilson fund.

FOYL Report: Diana

- The recent Bandana's chili cookoff made \$900, down about \$300 from last year.
- The Friends will be decorating a cart and walking in the upcoming Youngstown St. Patrick's Day Parade on Saturday, March 14 at 12:00 p.m.
- The Spring Book Sale will be May 7-9; the Friends are looking for volunteers (especially to move tables to and from the church, to move boxes, and to take leftover books to The Book Corner).
- The Community Garage Sale will be held again in July (dates TBC, so that they do not conflict with the 10-Mile Garage Sale).
- The Friends are working on options to participate with Old Fort Niagara in their various upcoming events (such as the Fort's 300th celebration and the Niagara County 250th celebration).
- Several fundraising projects are being discussed, including t-shirts and tote bags.
- The annual budget was presented at the meeting.
- Letters for the membership drive are in progress and will be mailed shortly.

Old Business:

- At the January meeting, a discussion was held regarding formalizing Trustee responsibilities into the Library's By-Laws. A draft of proposed duties that was created in 2023 was reviewed, and suggestions made to add additional responsibilities that would reflect the Trustee commitment to the Library's mission and to the community.
 - Sonora created a draft document to show how the applicable section of the By-Laws would appear with the proposed changes, and posted the file to Dropbox.
 - Peter recommended making the following additions:
 - To Article II, Section A: Membership and Terms:

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- Trustees must be YFL cardholders, have an active email address, and make a commitment to stay up-to-date with Library correspondence and be an active user of Dropbox.
- To Section C: Duties:
 - Trustees are encouraged to visit the Library frequently, to view ongoing changes being implemented, and to review newsletters and correspondence to stay current with Library updates.
- Sonora will update the document with the proposed additions. Peter asked all Trustees to review the updated proposal prior to the March meeting.
- 2026 Committee Assignments
 - A motion was made by Peter and seconded by Dave Smith to create a Strategic Planning committee. The motion passed.
 - Peter shared that additional members are needed for all committees except the Executive committee. The following appointments were made:
 - Executive committee – Peter, David Brooks, Mary, Dave Smith, Nancy
 - Personnel committee – Chris, Diana, Mary, Sonora
 - Historical committee – David Brooks
 - Scholarship committee – Mary, Peter, Elizabeth
 - Finance committee – Mary, Dave Smith, Sonora
 - Communications and Public Relations – Nancy, Diana, Sonora
 - Nominating committee – Chris, David Brooks
 - Strategic Planning committee – Dave Smith, Diana, Peter, Sonora
 - FOYL liaison - Diana
 - Peter will reach out to Karran to ask if she would be willing to serve as a community member on the Strategic Planning and Scholarship committees.
 - Diana will ask the FOYL for volunteers for the Strategic Planning and Scholarship committees.
- Annual Compliance Forms
 - After tonight's meeting, all Trustees have completed the signing of Trustee Compliance Forms.

New Business:

- Applications are being accepted for the Ruby Carey Scholarship until Friday, April 24.
- Peter shared the content of the current Memorandum of Understanding with the FOYL, which he will sign along with the FOYL President.
- A motion was made by David Brooks and seconded by Dave Smith to authorize Peter to sign the Memorandum on behalf of the Board. The motion passed.
- Chairpersons were selected for most of the committees:
 - Nominating – David Brooks
 - Finance – Dave Smith
 - Personnel – Mary
 - Scholarship – Peter
 - Communications and Public Relations – Nancy
- Upcoming events:

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- NIOGA Spring Continuing Education Sessions – Wed March 18 – 6 p.m.; Wed Mar 25 – 6 p.m.

Adjournment

- A motion to adjourn the meeting was made at 8:30 p.m. by David Brooks and seconded by Chris. The motion passed.

The next meeting of the Board will be held on March 23, 2026, at 7:00p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees