

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
April 18, 2013**

- I. Roll Call: G. Howell, S. Jacobs, M. Terranova, L. VanNortwick, J. Yarborough,
J. Stelzle, S. Gibbs

- II. Call to Order:
President Howell called the meeting to order at 4:00PM.

- III. Approval of and/or Changes to the Amended Agenda:
MSP Howell, VanNortwick to approve amended agenda: addition of items
F, G, H, and I.

- IV. Review and Approval of January 2013 minutes.
Approved with amendment under Financial Report of CD rate to 0.60%. MSP
Tamol, Howell
Notes on minutes: Gary reported that color printer has been repaired; Jim hasn't
heard whether we will be getting a checkout pad; no executive session will be
necessary at the end of the meeting, as Affordable Care Act discussion will be
general.

- V. Director's Report:
 - A. The coin machine on the copy machine has no vendor for repair. Toshiba does
repair, but they want \$900 for a new motherboard. Central may have a coin machine,
If not, Jim is authorized to fix the coin machine at the lowest possible price, not to
exceed \$1,000. MSP Howell, Yarborough
 - B. The Civic Club continues to request that the book sale be held at the Elks Club or
another location.

- VI. Financial Statements:
CD 042 matured April 6, 2013. MSP Howell, Jacobs to accept financial report.

- VII. Public Comment: Sheila reported that the Friends Group did a membership ailing last
week, advertising the book sale, as well as asking for membership renewal. A
membership list was generated for admission into the pre-sale to the book sale.

- VIII. Old Business:
 - A. Laptop Update: motion to purchase at \$1,041. MSP Howell, VanNortwick
 - B. Order for six new adult computers: table order because we have no definitive
price.
 - C. Book Sale Update: with pre-sale, we should get more members for Friends and
Civic Club.

D. Petty Cash Policy: Motion to change “policy” to “procedure”, as this not a public policy, but an internal procedure. To be filed in Internal Procedures Manual. MSP Howell, Yarborough.

E. Funding Sundays: We will wait until after 12/31/13 to determine how much the fundraiser and the board will contribute to Sunday costs.

IX. New Business

A. Staffing Changes: Danielle is moving to Central; Lisa Watt is interested in moving up.

B. Approval of State Report: MSP Howell, Yarborough. Jim will submit both the State Report and the State Comptroller’s Report by April 30, 2013.

C. Materials Purchasing: \$1,000 has been received from Central in new funds to be used to purchase new materials.

D. Approval of invoice for software on the new children’s computers: MSP Howell, Jacobs to pay invoice for \$98.86.

E. Approval of purchase of two headphones for children’s computers: MSP Howell, Yarborough to pay \$125.10

F. Hosting Central Board on May 16: We will move our May meeting to 2PM on May 16, 2013.

G. Library Trustee Association Institute (May 3 and 4) and Association of Erie County Governments Meeting (April 25): Sue announced these meetings, encouraging trustee attendance. MSP Howell, Yarborough to reimburse trustees for up to \$170 for registration fees.

H. Reimbursement to Al Martin for Trustee Dinner at which he will receive “Outstanding Trustee” Award: MSP Howell, VanNortwick

X. The meeting was adjourned at 5:35PM.

Respectfully submitted,

Suzanne Jacobs, Secretary