

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, February 18, 2016
3:00PM

I. Roll Call: Suzanne Jacobs, Gary Howell, Barbara Tamol, Jan Yarborough, Kristyn Wind, James Stelzle (Library Director), Matt Walter (Town Board Liaison), Robert Harris (Town Engineer), and Al Martin (Trustee Emeritus).

II. Call to Order: President Jacobs called the meeting to order at 3:05 PM.

III. Approval of and/or changes to the Agenda: Additions – New Business: G. Summer Program Incentives, H. Reporting Reference Questions, I. Digital Recorder.

IV. Review and Approval of the January 28, 2016 Meeting Minutes: The minutes were approved as presented. MSP Tamol, Wind

V. Report of the Director: January was a very busy month. WI-FI usage was down partially due to a patron who used two computers everyday for eight hours a day but has now stopped using library computers. Weather was also a factor.

VI. Financial Statements: The M&T bank beginning balance from the January financial report does not match the December ending balance. There is a difference of \$3,077.76. The library uses cash basis accounting. Receipts are recorded when money comes in and expenses are recorded when they are paid. However, the New York State Report requires that certain payments be reported on the accrual basis, i.e. in the period the expense is incurred. The \$3,077.76 is a Return-To-System expense incurred in 2015 that has yet to be approved by the board and paid to the system. The State report requires that it be reported as a 2015 expense.

Due to a missing formula, there was an error in December's CD balance column. The missing formula was put in place.

A motion was made to accept the financial statement as amended. MSP Tamol, Jacobs - Vote: Unanimous

VII. Public Comments/Friends' Report: The Friends continue to prepare for the Fourth Annual Fundraiser to be held March 19, 2016. There is a need for more carrels to provide privacy for patrons while they are using computers. Friends may be asked to purchase the carrels. There are now two WI-FI systems available. The encrypted system provides better security. A new telephone system will be researched. Gallivan grant funds may be applied to its purchase. \$300 has been collected in memorial donations for Norma Patterson.

VIII. Old Business:

A. Building Maintenance Report: The handicapped parking signs were knocked down during the tree removal next door. They were repaired and then

knocked down once again by the snowplows. The signs are expected to be repaired soon. It was 48 degrees in the library on the Sunday preceding Presidents' Day. The temperature, which is controlled by the town, was erroneously lowered when the temperature was set for the Monday holiday when the library would be closed. The heat was turned up later in the day.

B. Parking Lot Update: Town Engineer, Robert Harris presented updates to the library parking lot blueprints. The guide rail will be extended to the length of the parking lot. Drainage will run into a rain garden, not into the creek. NYSEG has been contacted to move the telephone pole. There will be 34 parking spaces once the new lot is completed. The plan will be presented to the Town Board at their next meeting. A motion was made to accept and endorse the site plan that was presented. MSP: Howell, Yarborough – Vote: Unanimous

C. Director's Evaluation: Tabled until the March meeting.

D. iPad Card: Two cards were purchased. They will be used to purchase new music for programming.

IX. New Business:

A. Report of ACT Meeting: Suzanne Jacobs and Jan Yarborough attended the February 6th ACT meeting which included three informative sessions: the STEM (Science, Technology, Engineering, Mathematics) Education Center, System Services that are provided to the contract libraries, and Marketing and Advocacy plans for 2016.

B. Suggested Purchase of MakerSpace Materials: Educational, hands-on robotic toys will be used in our future programming. The Junior Friends' will be asked to create a program during which they will supervise and instruct younger children on the use of these new toys. The toys include materials such as robotic spheres controlled by cellular phones and iPads, modular synthesizers, and robotic circuitry. The library currently owns 5-6 augmented reality books which could be added to this program. Fisher-Price makes a Coding Caterpillar which would be appropriate for toddlers. Gallivan technology funds may be used to purchase these toys. A motion was made to spend up to \$1000 for MakerSpace technology. MSP Jacobs, Tamol. - Vote: Unanimous

C. 2015 Return-to-System Report: Two bills for return-to-system payments were presented. Separate motions were made to pay them. A motion was made to pay invoice #15098 to the B&ECPL in the amount of \$3077.76 for return-to-system payment. MSP Howell, Wind – Vote: Unanimous. Another motion was made to pay invoice #15112 the remainder of the shortfall in the amount of \$16248.00. MSP Tamol, Yarborough – Vote: Unanimous

D. April – Volunteer Appreciation Gifts: All volunteers will be given memo pads and pens as a token of our appreciation. A motion was made to spend \$43.80 for these gifts. MSP Jacobs, Yarborough - Vote: Unanimous

E. Yoga Classes: Adult yoga classes offered by the library in January and February were very popular and completely filled. The yoga instructor offered to continue the classes for free and ask the patrons for donations instead of charging the library for her services. It was decided that the library will continue to pay for

future yoga classes in March, May, and June. Jim will ask the instructor if she is available during these months.

F. NYS Construction Grant: Five-year Plan: There are two years left in the five-year plan. The state has asked that we look at our needs. While we've accomplished most of our projects, the roof continues to leak and needs repair. The bathrooms should be updated. Sue Jacobs will ask Mark about addressing other needs at the library.

G. Summer Program Incentives: It was decided that we will spend the same amount as last year on stickers, bags, and other summer program incentives. A motion was made to spend \$450.00 to purchase these supplies from Upstart and Oriental Trading. MSP Yarborough, Tamol Vote: Unanimous

H. Reporting Reference Questions: Prior to January 2016, all questions asked by patrons to library staff, excluding directions, were considered reference questions. Beginning January 1, 2016 there is a new way to gather statistics for reference materials. Questions are now classified into four different categories: Directional, Equipment, Policy, and Reference. Jim inquired if the Board would prefer to receive, on a monthly basis, the total number of questions asked or the number of questions asked in each category. It was decided that Jim would report the total number of questions asked on a monthly basis and the number of questions asked in each category on an annual basis.

I. Digital Recorder: A digital recorder was purchased to record Library Board meetings. A motion was made to reimburse Jan Yarborough \$43.49 for this purchase. MSP Jacobs, Tamol – Vote: Unanimous

X. Adjournment: The meeting was adjourned at 5:12 PM. MSP Tamol, Wind Vote: Unanimous

Respectfully Submitted

Jan Yarborough, Secretary