

**Lackawanna Public Library
Board of Trustees Meeting Minutes
Wednesday, December 15th, 2021**

- In Attendance: Bill Tojek, Dean Otoka, Michelle Saniewski, Andrea Haxton, Lynn Dziak, Gregory Stachowski, and Meghan Soderholm.
Also Present: Sandra Falsoni, Edward Buzcek

- Call to order 5:40 pm.

- The Board meeting was held at the library. Board meetings are open to the public. Two members of the public were present.

- The minutes from the previous board meeting were reviewed and accepted. Minutes are posted on library website, bulletin boards and copies are made available to the public.

- Statistics and Financials from November were reviewed and accepted.

- Bill is looking into purchasing a new flag and new pole for outside the library. Bill will train the staff on how to properly rise, take down, fold and store the flag properly. Flag is expected to arrive in the spring.

- There have been many updates in regards to Open Meetings Law. Library Board Meetings continue to be open to the public. The meeting agenda, statistics, and any supporting documentation for the meetings will be posted on the library website at least 24 hours in advance. The Board Meeting Minutes must be posted to the website and available for public access no later than two weeks after the board meeting. Hard copies of everything will be in a binder which will be kept in the media room across from the new material.

- The library is still in search of a new Caretaker. Job was posted throughout the library as well as social media and Meg is continuing the job search. Posting was sent throughout Erie County.

- The library will be having Black Hat Chimney & Fireplace, Inc. to install the gas inserts for the fireplaces January 17, 18 and 19, 2022 just in time for the winter. Safety precautions will take place and a policy will be constructed.
- The City Attorney was contacted in regards to the Sterling Negatives. The Attorney was informed that the library has tried to reach out several times to the family on their plans moving forward. There has been no response from the family. The library will continue to work with the City Attorney to properly move forward with the process.
- Dean plans to speak with Karl Anderson in regards to the City taking over the snow blowing and grass cutting of the library property. The library is continuing to search for a second caretaker position and our current caretaker Michael continues to do a stellar job.
- Plans were discussed in regards to the Friends of the Library. We would like to do more recruitment. Andrea and Dean went to other libraries for ideas and began drafting a membership form and flyer. Once complete, Meg will contact the graphics department at central to help print out. We continue to recruit across the community.
- There is a bench at St. Barbara's available for donation. The Board is in plans to do a possible reading nook garden for the parking lot location by the balcony. The bench is currently being held at Catholic Charities. Catholic Charities will be contacted in regards if they have any plans with the bench or if they are willing to donate it to the library.
- A centennial gala committee was formed and have met a half hour before board meetings. The committee is planning to do a centennial celebration Sunday July 10th with a barbeque and events leading up to the Centennial Gala. There will be library merchandise for sale as well as marketing and promotions leading up to event. Centennial Gala Committee will be meeting on January 12th @ 4:45 PM.
- The next meeting of the Board of Trustees of the Lackawanna Library will be held on January 12th @ 5:30 pm.