

**Lackawanna Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, October 6<sup>th</sup>, 2021**

- In Attendance: Bill Tojek, Dean Otoka, Michael Sobaszek, Michelle Saniewski, Gregory Stachowski, Andrea Haxton and Meghan Soderholm.
- Call to order 5:35 pm.
- The Board meeting was held at the library. Board meetings are open to the public. There was no public comment.
- The minutes from the previous board meeting were reviewed and accepted. Minutes are posted on library website, posted on our bulletin boards and copies are made available to the public.
- Statistics from September were reviewed and accepted.
- Any updates on COVID-19 will be added to the open items on Board Agenda. Library wants to make sure that they are compliant with all the COVID-19 standards. Patrons have to continue to wear masks in library regardless of vaccination status.
- As requested from Human Resources Director Judy Fachko, Board decided which Librarian level they would like the Director to be. After reviewing the job descriptions and the pay scale, the board voted to go with a Librarian I. A motion was accepted to start the application process and job posting.
- The library parking lot has many potholes. Dean and Bill will reach out to the Mayor and Tony Desantis to fill the holes during the reconstruction of Ridge Rd. In the meantime, Dean has sprayed the holes with orange spray paint.
- Plans were discussed in regards to the Friends of the Library. We would like to do more recruitment. A Friends of the Library dropbox will be set up with donations and applications. Suggested was to

reach out to the Mayor's office for a robo call and do a mass mailing. Meg will reach out to Chuck Clark with posting Flyers and posting on the City's social media accounts. This will be tabled for the next meeting.

- The library will be open for Election Day 2021. Downtown and the majority of the contracting libraries stay open for Election Day as well. Library Hours for that day will be 10:00 am – 8:00 pm.
- The library received a new proposal for updating the Surveillance System. The proposal is cheaper than the first since it will not include replacing the cameras. Bill will talk to Tom Nicometo for the city to fund. Board voted to table the Surveillance System for a future meeting.
- Bill and Dean proposed to the Board to change the Library Hours for the Fall/Winter Season. Sunday and Monday closed, Tuesday 10-8, Wednesday 10-8, Thursday 10-6, Friday 10-4, Saturday 10-4. New Hours will start ASAP with Meg updating websites, social media, search engines, flyers and posters.
- The Board has sent out a notice to the Sterling Family regarding the negatives. The Board has not heard any response. Meg will draft another letter on letterhead giving the family thirty days to come up with a solution or forfeit the rights. Dean will also reach out to a family friend of the Sterlings also. Bill will also contact the city attorney on how to proceed. This will be tabled for the next meeting.
- The Board plans to have a Centennial Gala in the near future. They plan to see on how to get a beer & wine license. They will also reach out to local businesses for donations and assistance. Plan to setup in the library and have magnets and/or other merchandise made for sale to help fundraise. A gala committee will meet a half hour before the board meetings each month to develop and proceed with the planning.
- The next meeting of the Board of Trustees of the Lackawanna Library will be held on November 3rd @ 5:30 pm.