

Lackawanna Public Library
Board of Trustees Meeting Minutes
Tuesday, March 30th 2021

- In Attendance: Bill Tojek, Michael Sobaszek, Dean Otoka and Jennifer Johnston. Michelle Saniewski participated by phone and two members of the Lackawanna Historical Association attended.
- Call to order 5:30 pm.
- The Board meeting was held in person at the library. Everyone that attended wore masks and practiced social distancing.
- The minutes from the meeting on January 27, 2021 were reviewed and accepted. February financials were reviewed and accepted.
- The board voted unanimously to accept the Personnel Policy and Procedures Manual. The board also voted unanimously to accept the State Report and signed the report resolution. A copy was sent to Central.
- We have three staff members that are out of work due to COVID related issues. It is a bit of a struggle to manage our open hours with such a small staff but we are making it work the best we can.
- We would like to begin small in house programs once we are back up to full staff. We will start with an in person toddler time with required registration and a limit of 10 participants. We are also brainstorming ideas to provide programs outside in the backyard.
- The Lackawanna Library has been included in a grant from the Wilson Foundation to participate in a sports share program. This grant will provide us with sports equipment that children can check out and use in order to eliminate their fines. The program is called "Play Down Your Fines". We will have more information in the next few weeks and Jen Johnston has a Zoom meeting set up with the Public Relations Department to discuss how the program will work.

- The board decided to allow the Lackawanna Historical Association (LAHA) to meet downstairs in the Museum. The LAHA will follow proper protocol by wearing masks, social distancing and only allowing 10 members to meet at once.
- The LAHA has board permission to switch out items in the display cases to create more engaging displays. They are also working on a centennial celebration for the library for 2022. The group is hoping to have several events and programs to celebrate the centennial next year. A working committee will be formed.
- The Board would like to encourage library patrons and the public to get involved with the library. We will begin to recruit for more members for our Friends of the Library Group. The goal is to increase the size of our Friends Group so that we have more volunteers for fund raising and organizing events. We will make flyers available in the library, post on social media and submit to the Front Page to recruit for new members
- The amount of time that we need to quarantine materials has decreased from 96 hours to 48 hours. This is good news and will result in faster turnaround times for patrons that are waiting for materials.
- The Board decided to send a letter to Trustee John Ingram regarding his intent to continue to serve on the Board. John has since decided to resign from the board. Mayor Iafallo is looking to recruit someone to fill John's term.
- The Board held their yearly vote for titles. The Board voted unanimously to keep all members in their current title until next year's vote.
- Board members were reminded to retake their Oath of Office with the City Clerk if needed. Several members did not retake the oath after the board had to reset terms in 2019. The reset was initiated to comply with our Absolute Charter and State Law.

- The Board discussed applying for grants and reaching out to local foundations such as the Ralph Wilson foundation and Oishei foundation for funding for projects. The first goal is to finish installing new windows in the library. The 2016 construction grant covered most of the library windows. Currently we have 11 remaining windows to replace.
- The next meeting will be held on Thursday, April 29th 2021 @ 5:30 pm.