

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
January 17, 2013**

I. Roll Call: G. Howell, S. Jacobs, J. Stelzle, D. Stempniak, B. Tamol, M. Terranova, J. Yarborough, S. Gibbs

II. Call to Order:

President Howell called the meeting to order at 4:00PM.

III. Approval of and/or Changes to the Agenda:

Items added to agenda: Old Business – Item f; New Business – Items g, h, I, j, k, l, m. MSP Tamol, Yarborough to approve agenda as amended

IV. Review and Approval of November minutes. Approved. MSP Tamol, Terranova

V. Director's Report:

While the number of patrons is down slightly, circulation is holding steady. We have received the set of houses from the Historical Society donated by the Friends. An incident report was filed by a patron who fell outside. Employee who had accident in 2011 has received another medical bill for \$280; she has been told to file the bill with her insurance company. The town clerk has requested that we file a notice of meetings with local newspapers. Jim will be receiving website training so that he can post our own agenda/minutes on the library's website.

VI. Financial Statements:

After discussion, about available rates, it was determined that we should roll over CD 041 with the Bank of Akron for 24 months at a rate of 0.7%. MSP Jacobs, Yarborough

VII. Public Comment:

Sheila announced the Friends' fundraiser, which will take place on March 16 at the Elks Club. The Friends group purchased the set of historic houses from the Historical Society for \$250 to donate to the library. A donor list for the fundraiser will be compiled at a meeting on Friday, Jan. 18. The Pizza Hut fundraiser will take place in the spring.

VIII. Old Business:

A. Update on Gallivan Tech Grant: May need new laptop to accommodate Blu-Ray player

B. Blu-Ray Update (equipment age and compatibility problems): The player that was purchased was sent back, as it was not compatible.

C. B&ECPL May 16, 2013 Board Meeting in the Lancaster Public Library: Jim sent a message to Central that we will be happy to comply with their request. We will adjust our May meeting time.

D. Book Sale Update – No report

E. Friends Fundraiser: See above. Tickets are available; \$12 for individual, \$20 for couple, children under 12 free. Money will go to Shirley Martin, Friends treasurer.

F. Bank of Evans debit/credit card: Cannot get debit card as non-profit. Credit card can only go to individual. Jim was asked to look into whether a prepaid credit card can be used online.

IX. New Business

A. Contract extension with B&ECPL: notice received that it is in effect.

B. Approval of payment of ACT dues: MSP Howell, Yarborough

C. Problems with aging phones: Four phones would need to be purchased – two for each line into the library. Jim is to check for prices, perhaps at Best Buy rather than online.

D. Annual Director's Performance Evaluation: Sue, Jan and Mary will meet to complete this.

E. Appointing/Electing Al Martin Trustee Emeritus of the Lancaster Library Board. Moved by Tamol, Unanimous second. Sue will compose certificate for Al's retirement dinner.

F. Reviving plan to install Historic Lancaster Library Sign from the Clark Street Library in the new parking lot in honor of Al Martin: Discussion resulted in decision to incorporate sign when new lot is constructed. MSP Howell, Tamol

G. Mc David Estate: Bequest of \$7,835 has been received; unsure if this is final donation from the estate.

H. Laptops – MSP Howell, Jacobs that Jim research laptop with compatible Blu-Ray player.

I. ACT Meeting: ACT will meet on January 19 at the Clearfield Library from 10AM to Noon.

J. Memo from Director Mary Jean Jakubowski: Explains library tax on recently-received county tax bill.

K. Letter from Linda VanNortwick expressing interest in becoming a trustee of the Lancaster Public Library. MSP Jacobs, Tamol to accept Ms. VanNortwick as Mr. Martin's replacement on the board.

L. ADA Compliance MSP Howell, Tamol to replace language in our policy (Rules of Conduct) regarding animals in the library with new language in the B&ECPL system's Rules of Conduct.

M. 2013 Slate of Officers: MSP Tamol, Howell to accept the following slate of officers for 2013: President – Gary Howell; Vice president – Jan Yarborough; Secretary – Suzanne Jacobs; Treasurer – Barbara Tamol

N. Donna Stempniak announced that the town has closed on the property adjacent to the library.

X. The meeting was adjourned at 5:40PM. MSP Howell, Tamol

Respectfully submitted,

Suzanne Jacobs, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
February 21, 2013**

- I. Roll Call: G. Howell, S. Jacobs, J. Stelzle, D. Stempniak, B. Tamol, M. Terranova,
L. VanNortwick, J. Yarborough

Linda VanNortwick was introduced as the board's new trustee.

- II. Call to Order:

President Howell called the meeting to order at 4:00PM.

- III. Approval of and/or Changes to the Agenda:

MSP Jacobs, Tamol to approve agenda as submitted.

- IV. Review and Approval of January 2013 minutes. Approved. MSP Tamol, Howell

- V. Director's Report:

A. The Affordable Health Care Act would affect one employee who works three part-time jobs with the library system. While she works for three different contracting libraries, the law would recognize the system as one employer, so she must be offered health insurance.

B. There is a balance on a medical bill for an employee; MSP Tamol, Yarborough to pay the balance of the bill (\$62.80).

C. New category for stats is WiFi Usage.

D. April is Volunteer Month; MSP Tamol, Yarborough to expend \$73.95 for gifts for volunteers.

E. MSP Jacobs, Tamol to return to system for 2012 the amount of \$21,029.79.

- VI. Financial Statements:

MSP Tamol, Howell to accept financial report as amended. (Amendment: Maturity date for CD045 is 1/24/14.)

- VII. Public Comment: - None

- VIII. Old Business:

A. Laptop for staff use: waiting for figures including software; will pay for with private funds.

B. Phones: Four phones from Office Max will be purchased for \$289.95. MSP Howell, Jacobs to purchase with private funds.

C. Friends' Fundraiser – will be held March 16 at Elks. Currently advertising and selling tickets. Many baskets and raffle items have been collected. Doris Huber's painting will be exhibited, then raffled May 1. There will be a fundraising meeting Thursday, Feb. 28 at 1PM.

IX. New Business

- A. Director's Performance Evaluation: MSP Howell, Yarborough to accept performance evaluation as presented with thanks to Jim for his excellent service during this busy year.
- B. ADA Compliance Re Animals in Library: MSP Tamol, Yarborough to accept updated revision of policy regarding service dogs in the library.
- C. Carpet: MSP Jacobs, Tamol to expend \$199 for the purchase of a carpet cleaner and Hoover steam vacuum from Home Depot.
- D. Library District Initiative
Jan, Barb and Linda will assist Gary and Sue in speaking with local officials regarding the LDI. A joint meeting with staff will be arranged to collect positive stories about library usage.
- E. Petty Cash Policy: MSP Yarborough, Terranova to accept proposed policy as stated. The policy will be in effect 2/21/13 for a six-month trial period.

X. The meeting was adjourned at 5:55PM.

Respectfully submitted,

Suzanne Jacobs, Secretary

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
March 21, 2013**

- I. Lancaster Women's Civic Club re: Library District and Book Sale:
Sue discussed the Special Legislative District Public Library with Judy Martin and Marie Sturm, representatives of the Lancaster Women's Civic Club. She also requested that future donations from the Civic Club be made to the Friends Club instead of to the Library. The Library board will speak to the Civic Club about the new Library District at their May 8th meeting at 1:30PM at the Municipal Building.
- II. Roll Call: G. Howell, S. Jacobs, J. Stelzle, B. Tamol, M. Terranova, J. Yarborough, S. Gibbs, J. Martin, M. Sturm, C. Lissfelt
- III. Approval of and/or Changes to the Agenda:
MSP Tamol, Howell to approve agenda as submitted.
- IV. Review and Approval of the February 2013 meeting minutes.
Changes to the minutes: Date change from January to February.
IX. C. Dyson Carpet Cleaner cost was \$365.96. The Hoover Steam Vacuum was \$199.
MSP Tamol, Yarborough to approve changes.
- V. Director's Report:
A. Circulation and computer use are down but Jim expects March circulation to be up.
B. Central is encouraging the library to purchase a new printer that does black and white and color printing all in one for \$800. The concern is if we had only one printer and it broke we would be unable to use the other printer until it was repaired. Our "used" printer is currently broke and Central has not sent anyone out as yet to repair it.
C. The library is receiving a new computer without a check out pad. If Central denies a new pad, we may need to purchase one for \$1,050. Jim will ask Central to purchase one for us from their grant money.
- VI. Financial Data:
After discussion about available rates, it was determined that we should roll over CD 042 with the Bank of Akron for 24 months at a rate of 0.65%. MSP Howell, Yarborough

VII. Public Comment

Sheila reported on the Friends' fundraiser which was held on March 16 at the Elks Club: A postcard advertising the upcoming Book Sale will be enclosed in the April Membership Drive mailing.

Cathy Lissfelt inquired about the property next to the library. Gary explained that it will be approximately 2 years until the completion of the parking lot on the adjacent property and that it is owned by the Town of Lancaster.

VIII. Old Business

- A. Staff PC: still in limbo
- B. Carpet Machine: has been purchased
- C. Gallivan Grant update: Jim has not requested new computers. However, Central has purchased 2 children's computers for us, without our request. Jim expressed a need for computer carrels. MSP Tamol, Yarborough to allow Jim to spend up to \$4,500 to purchase 2 child and 6 adult carrels. Jim will wait until he receives price from the state before ordering. Tabled until next meeting.
- D. Friends' Fundraiser - Gary reported profits of approximately \$5,000. There is an outstanding bill for the pizza. He will have an exact total at the April meeting.

IX. New Business

- A. Affordable Care Act: We will need to go into Executive Session; moved to April meeting.
- B. Children's reading incentives for the summer of 2013. MSP Yarborough, Howell to spend up to \$375 for reading incentives.
- C. Fund Sundays retroactively through March 3, 2013: tabled until April meeting.

X. Adjournment

The meeting was adjourned at 5:40PM. MSP Tamol, Howell

**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

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
June 20, 2013**

I. Roll Call: G. Howell, S. Jacobs, M. Terranova, L. VanNortwick, J. Yarborough,
D. Stempniak 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 Agenda:

MSP Howell, Yarborough to approve agenda as presented.

IV. Review and Approval of May 2013 minutes – Not available

V. Director's Report:

Circulation was up .7%; Sunday visits for January-May increased over last year.

Adult computers have been installed; new laptop has arrived.

Ready for summer programming – weekdays only.

Copy machine (Jamex) needs \$900 motherboard; Central may split cost.

Danielle Bruning is transferring to Central; Lisa Watt promoted to PT clerk.

New page hired (Dylan Brozyna). Linda Pautler does not want to work full days; PT librarian, Megan Carr, has been hired, but she works PT at Orchard Park. This may cause a problem with the new regulations regarding full- vs. part-time and insurance.

In a related issue, HR should be asked what our recourse/procedure is if we need to have someone work more than 19 hours.

VI. Financial Statements:

A. CD 040 matures June 28, 2013. MSP Howell Jacobs directing treasurer and director to roll over for 18 months at best possible rate.

B. CD 043 matures July 27, 2013. Table action until next month.

VII. Public Comment:

Sheila announced that M&T is imposing a service charge; Shirley Martin got it waived. Friends have revised gift policy to acknowledge ALL gifts to the organization. Jim informed Sheila that Monica Mooney (Clarence librarian) will be available to speak about the Library District Initiative with the Friends Group at their next meeting.

VIII. Old Business:

A. Children's computers have arrived and are paid for. Still need monitors.

B. Rules of Conduct: Discussion regarding conflict between school-age children not being allowed in the library during school hours and children who are being

home-schooled. MSP Howell, VanNortwick to change Rules of Conduct by adding “or the home-schooling parent.”

C. Review of meeting with Ken Stone regarding minimum wage hikes: Minimum wage increases over the next three years will affect budget. We will definitely have to pay for Sunday hours.

D. Women’s Civic Club luncheon: Mary, Gary and Jim attended. A check for \$4,001 was presented to the library. The club is still contemplating whether to donate future proceeds to the library board or the Friends group. (Sue addressed the Civic Club on this issue.)

IX. New Business

A. Approval of 2013 contract with B&ECPL: no change except budget. MSP Howell, Terranova to approve signing new contract.

B. Discuss changing library board meeting time from 4PM to 1PM: MSP Howell, Jacobs to change meeting time, effective July 18, 2013. Secretary will notify town clerk, Lancaster Bee, Buffalo News.

C. Approval of purchase of six Hon chairs for new computer stations, using state bid list (\$1,136.41). MSP Howell, Yarborough to direct Jim to purchase chairs from Eaton Office Supply for \$1,015.44.

D. Approval to pay for six adult computers (\$3,228.00). MSP Howell, Jacobs Gary asked Jim to put together a report listing all money spent on all new computers and furnishings, and the source of funds for these.

E. Election year business: Discussion regarding trustee candidates who will be on the ballot in the November 2013 elections (Terranova, VanNortwick).

F. Review of Planning Committee Meeting: Sue attended; discussion took place regarding library boards that have not yet voted in favor of MOU. Deadline of September 15 suggested by Ellen Bach. Also discussed metrics for determining library closings, if that becomes necessary because of the \$1M shortfall in the 2014 county budget.

G. Review of 2013 facility data: good data; no update on parking lot; town working on demolition and paving funds.

H. Review of 2012 Annual Report (flyer): MSP Howell, Yarborough to accept report with changes.

I. Hug Your Library: Event will take place at 6:15PM on June 20, 2013.

J. Improvements to book sale sorting room: Great effort by John to clean up and re-arrange.

X. The meeting was adjourned at 5:45PM.

Respectfully submitted,

Suzanne Jacobs, Secretary

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

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

II. Call to Order:

President Howell called the meeting to order at 1:00PM.

III. Approval of and/or Changes to the Agenda:

MSP Jacobs, VanNortwick to approve agenda with addition of F under New Business

IV. Review and Approval of May 2013 minutes – Not available

Review and Approval of June 2013 Minutes: MSP VanNortwick, Terranova

V. Director's Report:

Megan Carr was hired as part-time librarian. Eight new (additional) public computers were delivered and installed – six for adults and two for children. Four thousand summer program flyers were distributed to local schools.

VI. Financial Statements:

A. CD 040 which matured June 28 was renewed as 24-month CD @ .55%

B. CD 043 matures July 27; MSP Howell, Jacobs to direct Jim to renew for 24 months at Bank of Akron.

VII. Public Comment:

There are questions about holding two book sales; it probably won't happen because of legal issues and the Civic Club's ownership of the sale. Next year, everyone from the board and the Friends will bake for the bake sale. Bill Litz is working on a Pizza Hut Fundraiser. Gary is chairing the Friends' fundraiser committee.

VIII. Old Business:

A. Rules of Conduct change: Jim will see that the change is added to the text of the Rules of Conduct.

B. Status of chair order: Supposed to be delivered by Eaton July 18; MSP Howell, VanNortwick to approve payment of \$1,015.44.

IX. New Business

A. A new grant from Sen. Gallivan of \$6,000 is to be spent on technology and materials to support the Common Core Curriculum. Gary will draft a thank you letter.

- Discussion was held regarding potential purchases with new grant money, eg., camera, projector, new router, our own Cybertrain program, technology “zoo” with e-readers.
- B. Thank you letter to Sen. Gallivan for prior grant: Sue sent it several weeks ago.
 - C. Parking lot status update: surveying is being done; Donna to speak to Sue Barnes about 2013 grant application.
 - D. Advertisements on flyers: Jim proposed soliciting local businesses to pay for ads on flyers distributed by the library. Because of the wide distribution of flyers, it seems that businesses would consider this beneficial.
 - E. Town of Lancaster energy audit: LD lighting is to replace ballasts
 - F. Reaffirmation of MOU support: MSP Jacobs, unanimous second to notify Mary Jean Jakubowski that the Lancaster Library intends to join the proposed Library District and wishes to be listed in the draft legislation as a participating library.
- X. The meeting was adjourned at 2:15PM.

Respectfully submitted,
Suzanne Jacobs, Secretary

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
August 15, 2013**

I. Roll Call: S. Gibbs, S. Jacobs, J. Stelzle, D. Stempniak, M. Terranova, L. VanNortwick,
J. Yarborough

II. Call to Order:

Vice President Yarborough called the meeting to order at 1:05PM.

III. Approval of and/or Changes to the Agenda:

MSP Jacobs, Yarborough to approve agenda

IV. Review and Approval of July meeting minutes – MSP Terranova, VanNortwick

V. Director's Report:

Circulation and computer use are up over last year. July programs attracted 1200 people. Making progress with Jamex machine: Jim ordered the part from Toshiba for \$610.75. Town wants budget information by August 30; Jim sent Terry McCracken a copy of the 2013 work and list of basic needs (replace fire system and smoke detectors floor in men's restroom, some roof leaking). Hope to get work done in 2013, then build 2014 budget.

VI. Financial Statements:

A. CD 043 matured July 27, 2013; reinvested for 24 months at 0.65% Interest. Matures 7/27/15.

B. Financial statement approved. MSP Jacobs, Yarborough

VII. Public Comment:

Sheila reported that the Friends group is waiting for a report on the Pizza Hut fundraiser and Orchard Park's management of sales tax for book sales. There is a Bills' raffle cooler for September, and a Christmas basket is planned for November.

VIII. Old Business:

A. Parking lot status – email from D. Stempniak. We will not be applying for the state construction grant for demolition of the house and construction of the lot. Assemblyman Gabryzak had pledged \$175,000 for new soccer fields on Genesee Street. As that plan is not being implemented, the money will be diverted to the library parking lot project..

There will be a meeting with the library board and with historic preservation commission when the engineer has a rendering.

B. Review of thank-you letter to State Senator Patrick Gallivan; it was decided that both letters should be sent (one from Gary, one from Jim.)

C. Advertisement on flyers – this could be addressed with businesses at village meetings.

IX. New Business

A. August 13 meeting with Village Board at 5PM at Municipal Building – among other issues, discussed village-wide Halloween activities and ways in which businesses could help each other.

B. Program funding for September 2013 through August 2014 – MSP Jacobs, VanNortwick to provide \$2000 from private funds to support library programming.

C. Install signs requesting, “If possible, leave available for Wi-Fi Usage” at tables with electrical outlets.

X. The meeting was adjourned at 2:35PM. MSP Jacobs, Terranova

Respectfully submitted,

Suzanne Jacobs, Secretary

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
September 19, 2013**

I. Roll Call: S. Gibbs, G. Howell, S. Jacobs, J. Stelzle, D. Stempniak, M. Terranova, J. Yarborough, A. Martin (Trustee Emeritus)

II. Call to Order:

President Howell called the meeting to order at 1:00PM.

III. Approval of and/or Changes to the Agenda:

MSP Jacobs, Yarborough to approve agenda as presented

IV. Review and Approval of August meeting minutes – MSP Yarborough, Terranova to approve minutes as amended (\$2,500 for programming, not \$2,000)

V. Director's Report:

Circulation and computer use are up over last year. Women's Civic Club's 100th Anniversary luncheon will be held on October 9 at The Columns; Jan, Mary and Donna will attend.

VI. Financial Statements:

A. Jamex machine is repaired as of Monday, September 16; MSP Howell, Jacobs to authorize Jim to pay \$610.75 to Toshiba for the repairs.

B. Budget analysis through June 2013: Money will be tighter this year. Page hours increased over the summer, but have been cut back now. Jim will check on the \$153.86 in red for June.

VII. Public Comment:

Sheila reported that the Friends group has scheduled its Pizza Hut fundraiser for Monday, October 21. Carol Welker is looking for the best venue for the spring fundraiser, as well as a big door prize. The Friends are consulting with Ken Graber regarding sales tax for book sales. Donations are being accepted for the Christmas basket raffle.

VIII. Old Business:

A. Parking lot status: The check from the state construction grant has been received and deposited in the Evans Bank account. We received a bill from the town; MSP Yarborough, Howell to pay Town of Lancaster \$31,149 for the purchase of 26 School Street. This represents 90% of the total due.

B. Status of MOU: Ellen Bach is not finished with MOU; we will need to vote to approve the MOU before September 30.

IX. New Business

- A. Proposed 2014 County Budget: Loss of \$5,761 to pay for 332 labor hours is caused by the raise in minimum wage. The board should consider using private funds to cover the gap.
- B. 2014 Town Budget Request: Prioritize and lobby for needed improvements, i.e. new fire safety system, roof repairs, bathroom drainage and floor tiles. Jim has contacted Terry McCracken re completing the 2013 items (\$27,000). Donna will contact Terry to try to get these things done in 2013.
- C. Update on elevator safety improvements: The door doesn't work properly. Bid to repair came in at \$2,200. Terry has approved, but this has to be approved by the Town board (in 2013 budget).
- D. Update on Village business meeting: involvement in Zombieville and Christmasville. Jim attended; many issues discussed.
- E. 2013 Book Budget Orders: \$7,900 received; orders due October 1.
- F. Central's suggestions on wireless access point and replacement re new Gallivan grant: We have spent about \$4,400 from 2012 grant; have \$600 left.
- G. MOU Approval: After reviewing the information being sent to Ellen Bach for exhibits being attached to the MOU, the board agreed to approve the MOU, including Exhibits B and C. MSP Jacobs, Howell.
- H. The system planning committee meeting will be held downtown on October 10 at 5PM.

X. The meeting was adjourned at 2:43PM. MSP Jacobs, Terranova

Respectfully submitted,

Suzanne Jacobs, Secretary

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
October 17, 2013
1:00 PM**

I. Roll Call: S. Gibbs, G. Howell, S. Jacobs, J. Stelzle, D. Stempniak, B. Tamol,
L. VanNortwick, J. Yarborough

II. Call to Order:

President Howell called the meeting to order at 1:06PM.

III. Approval of and/or Changes to the Agenda:

MSP Jacobs, Tamol to approve agenda, with addition of items D, E, F, G, H

IV. Review and Approval of September meeting minutes – MSP Yarborough, Tamol

V. Director's Report:

Circulation was down slightly in September, but computer and WiFi use were up.

Regarding maintenance, the heating ducts have never been cleaned. Donna reported that Danforth and Sons are doing energy-saving capital projects, and replacement of the library's furnace is on their list, so ducts would be cleaned then. Jim reported that the Otis Elevator has been repaired and is working much better. The Pizza Hut fundraiser will be held October 21. The raffle of the Bills cooler netted \$472.

VI. Financial Statements:

Barb went personally to the Bank of Akron and got an improved rate on CD 043 rollover.

MSP Howell, Jacobs to accept financial report.

VII. Public Comment:

Sheila reported that the Friends group has scheduled its Pizza Hut fundraiser for Monday, October 21. The spring fundraiser will take place on March 15 at the Elks. Carol Welker is working on a gift certificate from Byrnclyff as a door prize. The Christmas basket needs a big-ticket item; Gary has a Kindle Fire from Best Buy. Ken Graber notified Sheila that sales tax does not need to be charged if we have one or two book sales per year; we would need to collect it if we had three or more. C&S Wholesale Grocers donated \$600 to libraries in their distribution area; Lancaster will receive \$22.22.

VIII. Old Business:

A. Parking lot update – Bob Harris is doing bid specifications for demolition.

B. Bathroom repair update – Terry McCracken looked at the bathroom floor. The town may apply block grant funds to this project as well as building a firewall around the lower

drop box, putting new runners on the concrete steps outside, hiring different contractor for the roof and replacing fire safety control box. (Fire Safety did annual inspection).

C. Status of MOU – signed agreement sent to Central

IX. New Business

A. ACT meeting scheduled for Saturday, Nov. 9 at 9:30 at Clarence Library.

B. Non-profit grant resources seminar scheduled for Wed., Nov. 13 at downtown library.

C. Election Schedule

1. General election schedule:

2013 – Terranova, Wind

2015 – Jacobs, Tamol

2017 – Howell, Yarborough

2. Nominating committee for 2014 officers – Gary, Jan, Sue

D. Approval of payment of \$296.58 to Central for Office ProPlus for adult computers – MSP Howell, Tamol

E. Update grant status for 26 School Street – Jim will check with Sue Barnes about doing quarterly reports

F. Request for Christmas basket raffle items

G. Policy Updates – Gary will review minutes to find policies that have been updated but not entered into the book.

H. Jim requested board endorsement for making a police referral when a patron is viewing pornography. MSP Tamol, Yarborough

X. The meeting was adjourned at 1:50PM. MSP Howell, Tamol

The next meeting will be held on Thursday, November 21, 2013 at 1:00PM

Respectfully submitted,

Suzanne Jacobs, Secretary

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
November 21, 2013
1:00 PM**

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

II. Call to Order:

President Howell called the meeting to order at 1:10PM.

III. Approval of and/or Changes to the Agenda:

MSP Tamol, VanNortwick to approve agenda, with addition of items F, G and H under
New Business

IV. Review and Approval of October meeting minutes – MSP Yarborough, Tamol

V. Director's Report:

We are maintaining circulation and computer usage numbers. Envisionware (gate
counter) is not working properly; it is to be assessed.

VI. Financial Statements:

“System Paid” Budget Analysis: we should come out with about \$1,100 surplus. MSP
Tamol, VanNortwick to accept financial statements

VII. Public Comment:

Sheila reported that the Friends group is looking to create raffle basket with more
valuable items; the Christmas basket will contain a Kindle Fire (donated), as well as a
Kindle cover and a \$50 gift certificate from Amazon. There will be a chocolate basket for
Valentine's Day (contributions welcome). Raymour and Flanagan may provide gifts for
non-profits. An invitation was received from Southtowns Friends groups to share ideas.
The annual meeting will take place in January. The Civic Cub book sale will be April 24-
27. The group voted to continue having only one book sale per year. The Pizza Hut
fundraiser netted \$44.20, but we will try another one on April 28, immediately after the
book sale. It can be publicized at the book sale.

VIII. Old Business:

A. Parking lot update – Sue Barnes is preparing to close out the state construction grant.

B. Bathroom and sign repairs –Nothing new from Terry; the lights in the outdoor sign need to be replaced.

C. Terms of Office:

Jacobs, Tamol: 1/1/20 – 12/31/15

Howell, Yarborough: 1/1/12 – 12/31/17

Terranova, Wind: 1/1/14 – 12/31/19

IX. New Business

A. 2014 Holiday Calendar: We will close 12/24/14; we will close at 5PM on 12/31/14.

MSP Tamol, Yarborough to accept amended holiday schedule

B. Review of ACT meeting: Sue reported that Ellen Bach reviewed the draft of the legislation to be presented to the state legislature in the new term. System trustees will review the document at their meeting today.

C. Special District Committee: Jan, Gary, Sue and Barb will meet to plan presentations to local, county and state officials.

D. Book Sale: April 24-27, 2014

E. December Holiday Party will be December 19, with lunch at noon and our meeting at 1PM in the staff room. MSP Tamol, VanNortwick to spend up to \$200 on food.

F. Petty Cash Policy: (Change “Policy” to “Procedure”) MSP Howell, Tamol to amend #9 to read, “be reviewed annually at November meeting.”

G. 2014 Board coverage of page salary reduction: Cuts in 2014 library budget of \$5,000 for part-time staff may require the board to expend private funds to help pay for salaries. MSP Howell, Tamol to support payment of part-time salaries.

H. Approve purchase of labels: Jim reported being short on fantasy and mystery labels. MSP VanNortwick, Jacobs to approve payment to Demco for labels.

X. The meeting was adjourned at 2:08PM. MSP Howell, Tamol

The next meeting will be held on Thursday, December 19, 2013 at 1:00PM

Respectfully submitted,

Suzanne Jacobs, Secretary

**Lancaster Public Library
Board of Trustees
Proposed Meeting Minutes
December 19, 2013
1:00 PM**

I. Roll Call: S. Gibbs, G. Howell, S. Jacobs, Jim Stelzle, D. Stempniak, L. VanNortwick,
K. Wind, J. Yarborough

II. Call to Order:

President Howell called the meeting to order at 1:10PM.

III. Approval of and/or Changes to the Agenda:

MSP Yarborough, Terranova to approve agenda, with addition of items VIII. B.

IV. Review and Approval of November meeting minutes: MSP Yarborough, Terranova

V. Director's Report:

System circulation, as well as Lancaster's, is down a bit; Jim is on a committee to analyze circulation data.

Program attendance at Lancaster is up by about 2,000 over 2012.

New book club numbers are increasing. It meets the first Tuesday at 7PM.

VI. Financial Statements:

CD 045 rollover or renewal: will decide at January meeting; due January 24, 2014.

MSP Jacobs, Yarborough to approve financial statements

VII. Public Comment:

Sheila reported March 15 is the date for the Friends' fundraiser at the Elks. The Civic Club book sale will be held April 24-27. The Pizza Hut fundraiser will be held April 28.

Over \$400 has been raised for the Kindle raffle. In January, the Friends will hold their annual meeting with election of officers.

VIII. Old Business:

A. Maintenance Update

1. Fire Safety system has been updated; need smoke detectors installed.

2. Men's Bathroom Repair: Terry has been in; Donna said the engineer wants to put a camera down the hole to determine the problem.

3. Other: Electrician replaced light in outside sign. Need to install handrail along the building from the parking lot; Kristyn will check with her father, who is a Boy Scout leader, to see if this could be an Eagle Scout project.

B. Nominating Committee Report

The slate that will be voted on in January is: President- S. Jacobs; Vice President – J. Yarborough; Secretary – G. Howell; Treasurer – B. Tamol. They will serve two-year terms.

IX. New Business

A. Big Blue Button Software Report:

Presented at manager/director meeting, this software is for web conferencing. A web cam allows for videoconferencing. Software is free, but Jim will need a new computer to accommodate it.

B. Sunday funding for the first half of 2014:

Jim has managed the budget well enough that we shouldn't have to use private funds or Friends' money to pay for 2013. However, the system has not budgeted any funds for Sundays for 2014. Because of this and increased minimum wage, as well as a \$5,000 cut in funding from Central, we will definitely have to pay for Sundays in 2014.

X. The meeting was adjourned at 2:25PM.

The next meeting will be held on Thursday, January 16, 2014 at 1:00PM.

Respectfully submitted,

Suzanne Jacobs, Secretary