

**Lancaster Library Board
Meeting Agenda
January 16, 2014
1:00 pm
Lancaster Library Staff Room**

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the November 2013 meeting minutes
- IV. Report of the Director
- V. Financial Data
 - a. CD045 Rollover or Renewal
- VI. Public Comment
- VII. Nominations and Elections
 - a. Nominated Candidates
 - 1. Suzanne Jacobs - President
 - 2. Jan Yarborough -Vice President
 - 3. Barbara Tamol - Treasurer
 - 4. Gary Howell - Secretary
- VIII. Old Business
 - a. Fire Safety Update
 - b. Policy Update
 - c. January 18, 2014 ACT Meeting Reminder
- VIII. New Business
 - a. Director Review
 - b. Focus Group Meeting February 6, 2014
 - c. Set LDI Committee Meeting Date
 - d. Contract Extension
 - e. 2014 Budget
- IX. Adjournment

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, February 20, 2014
1:00 PM**

I. Roll Call

II. Approval of and/or changes to the agenda

III. Review and Approval of the January 2014 meeting minutes

IV. Report of the Director

V. Financial Report

A. CD045

B. "Wish List"

VI. Public Comment

VII. Old Business

A. Restroom repair

B. Fire Safety

C. Focus Group

D. Director Review

E. Fundraiser

F. Parking lot grant

VIII. New Business

A. Policy Review

B. Long-range Plan

C. Annual Report

D. Library Edge Initiative

IX. Other

X. Adjournment

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, March 20, 2014
1:00PM**

I. Roll Call

II. Approval of and/or changes to the agenda

III. Review and Approval of the February 20 meeting minutes

IV. Report of the Director

V. Financial Report

VI. Public Comment

VII. Old Business

A. Prioritization of "Wish List"

B. Review of Gift Policy

C. Book Sale Update

D. Fundraiser Report

VIII. New Business

A. Meeting with Legislator Ted Morton

B. April – Volunteer Appreciation Month – VOTE

C. County Audit

D. Part-time Employees

E. NYS Sales Tax: \$89.36 paid from discarded book sale

F. Policy Review: Emergency Procedures

G. ACT Trustee Workshop – Saturday, March 22, 2014 – Central Library

IX. Other

X. Adjournment

Next Meeting: Thursday, April 17, 2014 – 1PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, April 17, 2014
1:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and Approval of the March 20 meeting minutes

IV. Report of the Director

V. Financial Report

A. CD due 5/24/14

B. Investment of some of Evans funds

VI. Public Comment

VII. Old Business

A. Vote Count and Signature for State Report

B. Comptroller's Report

C. Gift Policy - Vote

D. Emergency Procedures – Review

E. Wish List Cost Research

F. Pizza Hut Fundraiser

G. Women's Civic Club Book Sale

H. Part-time Employees

I. Budget Study

J. ACT Workshop – Siena Research Poll, Library Partners

VIII. New Business

A. Legislature Resolution

B. Civic Club Luncheon, 6/11/14, Ripa's

C. Amazon Smile

D. Performance Appraisals – New Format

IX. Other

X. Adjournment: Next Meeting: Thursday, May 17, 2014 – 1PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, May 15, 2014
1:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the April 17 meeting minutes

V. Report of the Director

VI. Financial Statements

A. Roll over CD #46 (Due 5/24/14) at Akron for 24 months – VOTE

B. Investment of Evans funds

VII. Public Comment

VIII. Old Business

A. Gift Policy – VOTE

B. Emergency Procedures – Update

C. Wish List Research Report

D. Part-time librarian position; increased page hours

E. LDI update

F. Women’s Civic Club Luncheon

G. Parking lot update

IX. New Business

A Conflict-of-interest policy

B. Quarterly payment (\$917.98) to Central

C. Liability insurance

D. Summer flyer

X. Other

XI. Adjournment

Next Meeting: Thursday, June 19, 2014 – 1PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, June 19, 2014
1:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the May 15 meeting minutes

V. Report of the Director

VI. Financial Statements

Reminder – Investment of funds

VII. Public Comment

VIII. Old Business

A. Emergency Procedures – VOTE

B. New Part-time Librarian – Susan Buttaccio

C. Conflict of Interest Policy

D. Women’s Civic Club Luncheon

E. Directors’ and Officers’ Insurance

F. Summer Youth Employee

G. Update on Furnishings

H. Gallivan Grant

Large-screen TV 60” \$1,100

Bluetooth speaker 100

Professional installation 200

Sound bar 250

iPad 700

2 laptops \$1,400

Total: \$3,650

IX. New Business

A. Annual Report

B. Mark Russell Fundraiser

C. Cleaner Position

D. New Computers

E. Elevator Repairs

X. Other

XI. Adjournment

Next Meeting: Thursday, July 17, 2014 – 3PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, July 17, 2014
3:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the June 19 meeting minutes

V. Report of the Director

VI. Financial Statement

Reminder – Investment of funds

VII. Public Comment

VIII. Old Business

A. 2012 State Construction Grant – Close-out

B. Volunteer Policy Review

C. Directors’ and Officers’ Insurance

D. Update on Furnishings

E. Directors’ and Officers’ Insurance

F. Gallivan Grant

Large-screen TV 60”	\$2,335, plus professional installation
Bluetooth speaker	100
Sound bar	250
iPad	700
Kindle, Nook, Tablet	1,000
2 laptops	<u>1,400</u>
	\$5,785

IX. New Business

A. 2014 State Construction Grant - VOTE

B. Security Cameras/System

C. Battle of the Books – August 3

X. Other

XI. Adjournment

Next Meeting: Thursday, August 21, 2014

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, August 21, 2014
1:00PM**

- I. Roll Call
- II. Call to Order/Moment of Silence for Shirley Martin
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the July 17 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Programming Budget Request - \$2,500
 - B. Reminder – Investment of funds
- VII. Public Comment
- VIII. Old Business
 - A. 2014 State Construction Grant – Update
 - B. Parking Lot Plan Review
 - C. Directors’ and Officers’ Insurance
 - D. Status of Orders for Furniture/Technology
- IX. New Business
 - A. New Gallivan Grant
 - B. Librarians’ Contract
 - C. Shirley Martin – Arrangements/Donation
- X. Other
- XI. Adjournment

Next Meeting: Thursday, September 18, 2014

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, September 18, 2014
1:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the August 21 meeting minutes

V. Report of the Director

VI. Financial Statement

A. Quarterly report through June 2014; payroll projections

B. CD044 due October 27, 2014

C. Check from satisfied patron

D. Reminder – investment of funds

VII. Public Comment

VIII. Old Business

A. Construction Grant 2014

1. Resolution to apply for grant to demolish house/construct lot – VOTE

2. Agreement between Library Board and Town Board to proceed with project – VOTE

B. Format revision of By-laws: FYI

C. Update on furniture and technology purchases

IX. New Business

New Office for Gwen

X. Other

XI. Adjournment

Next Meeting: Thursday, October 16, 2014 – 1PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
Thursday, October 16, 2014
1:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the September 18 meeting minutes

V. Report of the Director

VI. Financial Statement

A. CD 044 – Matures October 27

B. Investment of Funds

C. Request for Steam Cleaner

VII. Public Comment

VIII. Old Business

A. Construction Grant 2014

B. Delivery of Furniture

C. 2014 Gallivan Grant: Lancaster CyberTrain Concept

IX. New Business

A. Working Group

B. Junior Friends October 5 meeting

C. Broadway Historic District Meeting

D. Sunday Funding for 2015

E. Request for meeting time change

X. Other

XI. Adjournment

Next Meeting: Thursday, November 20, 2014 – 1PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, December 18, 2014
1:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the October 16 meeting minutes

V. Report of the Director – October and November

VI. Financial Statement – October and November

A. Disposition of CD 044

B. CD #041 – due January 28, 2015

C. Investment of Funds

D. Purchases (Steam cleaner, easels)

E. Router for Community Room

VII. Public Comment

VIII. Old Business

A. Working Group Meeting – January 13, 2015

B. Request for Change in Meeting Time

C. Furnace/Ventilation System

D. Building Security and Camera System

E. Friends' Display Case

F. Draft Cybertrain Schedule/Need for Laptops/Gallivan Grant

G. Sunday Memorial to Shirley Martin

IX. New Business

A. Long-range Plan 2011-2014 - Update

B. 2015 Holiday Calendar – July 3 and 4, 2015

C. Employee Handbook

D. Report on ACT Meeting of Nov. 15, 2014

E. Act Meeting January 24 – Ken Stone Presentation

E. Holiday Party – Funding Approval

F. Final Focus Group Report

G. New Children's Programs:

Bedtime Story Hour; Movin' & Groovin' with Miss Gwen

H. 2015 System Budget

X. Other

XI. Adjournment

Next Meeting: Thursday, January 15, 2015 – Time?