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
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
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
   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 1,400
      $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
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?