

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Minutes  
January 16, 2014  
1:00 PM**

I. Roll Call: S. Gibbs, G. Howell, S. Jacobs, A. Martin, Jim Stelzle, D. Stempniak,  
K. Wind, J. Yarborough; Guest – Herbert Hough

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, with addition of item F under  
New Business.

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

V. Director's Report:

A. Lower circulation correlates with increase in e-book use. Sunday circulation is up. Jim recently read a report that 22% of kids use e-readers. Tutoring is up 32%.

B. The total of donations in 2013 is \$19,226, including book sale, Gallivan grant and MacDavid donation. Proceeds from copier, vending, discounted book sale were over \$2,200 for 2013.

C. Core Curriculum Materials – Sue reported that she met with the elementary and secondary directors in Lancaster. They discussed the possibility of the library carrying full texts that are included in the English Language Arts modules. Sue will provide list., which is available at [www.engageny.gov](http://www.engageny.gov) There are also other genre that may be available online.

D. Terry McCracken notified Jim that the plumber would be here tomorrow (1/17) to tear up the floor in the men's restroom.

VI. Financial Statements:

CD 045 rollover or renewal: MSP Howell, Jacobs to direct Barb/Jim to renew 045 for 24 months or lesser time if interest rate is high.

VII. Public Comment:

Sheila reported that the Friends group elected its officers for the next two years: Sheila Gibbs, president; Jan Yarborough – vice president; Norma Patterson – recording secretary; Carol Welker – corresponding secretary; Shirley Martin – treasurer. For the 4/24-27 book sale with the Civic Club, membership in the Friends’ group or the Civic Club gets people in on Thursday night. Membership letters are going out next month and will include flyers for the book sale, March fundraiser and Pizza Hut fundraiser. Friends are looking for donations for the March fundraiser. Guest Herbert Hough expressed concerns about the Common Core Curriculum. Al Martin clarified that a Sunday cost \$300 and wanted to know if we were soliciting the public for funds.

#### VIII. Nominations and Elections

Nominated Candidates for 2014-2015

Suzanne Jacobs, President

Jan Yarborough, Vice President

Gary Howell, Secretary

Barbara Tamol, Treasurer

MSP Howell, Terranova to accept the slate of officers.

#### IX. Old Business:

A. Fire Safety has installed smoke detectors.

B. Policy Update – will begin next month. We need an updated video policy.

C. January 18, 2014 Act Meeting will take place at the Eggertsville-Snyder Library. Results of Siena Research Poll will be discussed.

#### X. New Business

A. Director Review: Gary, Jan and Sue will meet to conduct review.

B. Focus Group Meeting February 6, 2014 – adults and retired individuals are invited to register. Libby Post will conduct meeting.

C. Set LDI Committee Meeting Date – Gary, Jan and Sue

D. Contract Extension is in effect through July 31, 2014.

E. 2014 Budget – need to amend Lettie’s insurance

F. March 15 fundraiser: flyers and tickets are available at the library; Gary encouraged trustees to go to merchants for donations, baskets, gift cards, and cash.

G. Donna announced that installation of a handrail on the building is not a good

Eagle Scout project, as liability would be an issue. Also, the Gabryszak funds for the parking lot expansion are currently in limbo.

X. With thanks to Donna Stempniak for her contribution to our Christmas lunch, the meeting was adjourned at 2:20PM.

The next meeting will be held on Thursday, February 20, 2014 at 1:00PM.

Respectfully submitted,  
Suzanne Jacobs, Secretary

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

**I. Roll Call:** Suzanne Jacobs, Jan Yarborough, Barbara Tamol, Gary Howell, Kristyn Wind, James Stelzle, and Terry Wolfe

**II. Approval of and/or changes to the Agenda:** Summer reading incentives were added to Section VIII, New Business, item E. MSP Yarborough, Tamol

**III. Review and Approval of the January 2014 meeting minutes:** MSP Howell, Yarborough

**IV. Report of the Director:**

- a. Circulation was down in January, possibly due to bad weather and a one-day storm closure.
- b. A discussion was held on the topic of dealing with valuable books donated to the library for the book sale. Two options are: selling them to a jobber or putting them on eBay. There should be no legal issues because the books are donated, not purchased by the system.

**VI. Financial Report:**

- a. CD045 was rolled over for 18 months at 0.45 percent at the Bank of Akron.
- b. The board received a check for \$7,835.00 from the McDavid bequest.
- c. Wish List: The board reviewed the Director's wish list. A steam cleaner was added to the maintenance list. It was suggested the library use the shed on the adjacent (future parking) lot to store gas-powered equipment until the problem can be resolved.

The Director was asked to prioritize the list and bring it to the next meeting.

**VI. Public Comment: Terry Wolfe re: Book Sale**

The posters for the Book Sale are completed and in circulation. The Girl Scout billboard on Broadway and Central is reserved. Book Sale bookmarks will be available. Board members were asked to donate baked goods and have members present on the first day of the sale. Concerns about sellable books being discarded were discussed.

**VII. Old Business:**

- a. Rest Room Repairs: The repairs to the drainage pipes are finished.
- b. Fire Safety: The new system is installed. The door to the control box is blocked by a metal bar and cannot be opened. The blockage is scheduled to be removed on Friday, February 21<sup>st</sup>.
- c. Focus Group: Board members who attended the focus group agreed that good suggestions were made and the library will begin to push for more adult programming. A second focus group is tentatively scheduled for March 20<sup>th</sup>, 2014. The meeting may be rescheduled.
- d. Director Review: Susan Jacobs and Gary Howell performed the review of Director James Stelzle. The board accepted it expressing their appreciation of Jim's commitment to the library.
- e. Fund Raiser: Board members were asked to sell tickets and seek donations for the Friend's fundraiser. The next meeting of the fundraising committee will be held on Wednesday, February 20<sup>th</sup>, at 2:00 PM, in the library meeting room.
- f. Parking Lot Grant: Town Council liaison Donna Stempniak reported that the town is looking for another State representative to represent our orphaned district. There is also time for the library to consider applying for a State Construction Grant.

**VIII. New Business:**

- a. Policy Review: Policies needing revisions include the Gift policy, the Volunteer Policy, the Emergency Procedures Policy, and the Cooperation with other Groups and Agencies policy. Members were given the Gift Policy to study and asked to bring their recommendations to the next meeting.
- b. Long-Range Plan: The 2012 – 2013 Long-Range Plan was given to members to review and bring recommend changes to the next meeting.
- c. Annual Report: The non-financial portion of the report is complete. A system-wide request for a sixty-day extension was applied for and granted. The entire report is due by the end of April.
- d. Library Edge Initiative: The Lancaster Public Library is one of 58 libraries statewide to be chosen to participate in the Library Edge Initiative. The initiative will be used to create a benchmark for library technology. Director James Stelzle is compiling the report. He is hopeful the study will show the strengths and weaknesses of library tech.
- e. Summer Incentives for the Summer Reading Program: A motion was made to allow the library to spend up to \$400.00 dollars for incentives for the summer reading program. MSP Tamol, Yarborough.

**IX. Other**

Common Core Materials and the Gallivan Grant: Kristyn Wind discussed the purchase of Educational Modules with grant money provided by State Senator Patrick Gallivan. In discussions with other educators about the modules she learned that that state, school districts, and teachers have no idea what modules would be used next year. She recommended we wait until a decision is made. Suzanne Jacobs is working with Lancaster teachers on the ELA material. Most of the material may already be available at the school and Lancaster Library.

**X. Adjournment:** Adjournment MSP Tamol, Wind.

The next meeting date is March 20, 2014 at 1:00 PM.

Respectfully Submitted,

Gary S. Howell, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, March 20, 2014**

**I. Roll Call:** Sue Jacobs, Jan Yarborough, Kristyn Wind, Mary Terranova, Gary Howell, Jim Stelzle, Sheila Gibbs (Friends), and Al Martin (Trustee Emeritus)

**II. Approval of and/or changes to the agenda:** Additions: VIII. New Business, C.a. Designate use of reserves funds. VIII. New Business, H. Budget Study. MSP Yarborough, Howell

**III. Review and Approval of the February 20, 2014 meeting minutes.** MSP Terranova, Yarborough

**IV. Report of Director:** The Central Library's Edge Initiative (the benchmark for computer usage) shows that some of Lancaster's programs are out of line. The library lacks items like photo editing software and programming to teach usage are lacking. Some programming is available, but only at the central library. Lancaster's report should be completed by next month.

**V. Financial Report:** \$22,856.14 was transferred to Central for the 2013 collection of fines, lost materials, etc. MSP Howell, Mary Terranova  
The fire safety repairs are complete.

**VII Public Comment:** Sheila Gibbs, President of the Friends of the Lancaster Library thanked everyone for their help with the 2014 Friend's Fundraiser. The Friends bought the library a popcorn machine.  
The Lancaster Women's Civics Club asked for help with the 2014 Book sale, especially on Thursday. The civic club asked the Friends and board members to provide baked goods for the sale. The baked goods need to be delivered on Thursday or Friday.  
The Friend's Pizza Hut fundraiser will be held on the Monday after the book sale. (April 28, 2014)

**VII Old Business**

**A. Prioritization of the Wish List:** At the Board's direction, Director Jim Stelzle prioritized the library's wish list. Sue Jacobs added an office

computer. Jim is checking to see if the computer can be operated wireless, because there are only two jacks in office. Gary Howell suggested purchasing a hub to increase the number of computers that can be run in the office. The board is considering the purchase of a large television for the public meeting room. Kristyn Wind suggested adding speakers or a sound bar for the television. The couches in the library are as old as the library. Mary Terranova suggested buying a wooden bench for the foyer. All items on the maintenance list should be taken care of by the town. Jim was asked to research the costs for number 1-priority items and to move the office computer from a number 2 priorities to a number 1-priority.

**B. Review of Gift Policy:** Former sections 3, 4, 5, 6, and 7 were revised and the sections were rearranged and renumbered. See Attachments

**C. Book Sale update:** Bookmarks advertising the sale, dates (April 24<sup>th</sup> through April 27<sup>th</sup>), and prices were made and are being distributed throughout the community. The last day to donate books is April 15<sup>th</sup>. Donations to this year's event are comparable to last year. A book jobber will be asked to check on books that may have value. Letters will be sent out inviting professional booksellers to attend.

**D. Fundraiser Report:** The Friends of the Lancaster Public Library fundraiser was a great success, netting \$7,358.57.

## **VIII. New Business**

**A. Meeting with Ted Morton:** James Stelzle, Susan Jacobs and Gary Howell held meet & greet, with Erie County Legislator Ted Morton. He was given a tour of the library and given general information about its functions. A future meeting will be set up to discuss the library district initiative. Legislator Morton does not have an office and might use the library as a constituent meeting place. The library is working with Legislator Morton to coordinate UNYTS blood drives.

**B. Volunteer Appreciation Month:** The library has 18 volunteers. A motion was made and approved to allow the library staff to use private funds for the purchase of 18 Magnetic Eco-Jotter and Pen sets at a total cost of \$63.30. MSP Yarborough, Howell

**C. County Audit:** The Erie County Legislature ordered an audit of the Buffalo and Erie County Public Library system. The Lancaster library is part of that audit.

Gary Howell suggested that the board's private funds should be designated/purposed. Al Martin suggested the funds also should be listed by donor. After the wish list costs are determined, the funds will be designated.

**D. Part-time Employees:** The county policy states the part-time employees cannot work more than 19 hours. Worker hours for 2014 may affect health care costs in 2015. Part Time employees may be able to work for the library and another employer. A question arises if the employee takes another part-time job within the county's payroll umbrella. The Central library will not take on liability for part-time employees working more than 19 hours a week. The library director sent a series of questions to Jeannine Doyle regarding part-time employees and is waiting for her response.

**E. New York State Sales tax:** The board retroactively approved a payment of \$89.36 to cover sales tax collected on used book sales. The vote was retroactive because the tax payment period ended between board meetings. MSP Howell Yarborough.

**F. Policy Review - Emergency Procedures:** Board members were given a copy of the current Emergency Procedures policies and were asked to provide suggestions, improvements, and ideas to be discussed at the next meeting.

**G. Act workshop - Saturday, March 22, 2014 - Central library:** The annual ACT workshop will be held on Saturday, March 22, 2014, from 8:30 until noon at the downtown branch of the library.

**H. Budget Study:** Trustee Howell discussed the service shortage caused by an increased minimum wage, the lack of county money to cover the increase, and a cut in the budget line for a part-time librarian. He suggested the budget be examined under the conditions that: a. the Friends provide funds to pay for 2014 Sunday hours entirely (\$10,800 +/-) and, b. the library board use private funds to cover the budget cut (\$5000.00 +/- plus benefits \$3,000.00 +/-). The study will be used to determine if service staffing can be increased and/or another part-time person can be hired. The study should



also consider the affect of future costs.

**Adjournment:** 3:12 MSP Howell, Yarborough

Next Meeting: Thursday April 17, 2014

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

**I. Roll Call:** Suzanne Jacobs, Gary Howell, Jan Yarborough, Mary Terranova, Kristyn Wind, James Stelzle (Library Director), Donna Stempniak (Town Liaison)

**II. Call to Order:** Suzanne Jacobs called the meeting to order at 1:04 PM.

**III. Approval of and/or changes to the agenda:** VII. Old business, K - Progress on the School Street site was added. MSP Howell, Yarborough

**IV. Review and Approval of the March 20, 2014 meeting minutes:** Accepted as presented. MSP Yarborough, Terranova

**V. Report of the Director:** Circulation, Computer Sessions, and Public WIFI sessions were all up in March. The town is fixing tripping hazards, pavement problems, and will soon start work on the outside, concrete stairs.

**VI. Financial Report:**

A. Akron CD 046 - matures 5/24/14. President Jacobs will call Treasurer Tamol to study interest rates.

B. Investment of Evans Checking (Private Funds) monies: Moved to May meeting.

**VII. Public Comment:** Jan Yarborough spoke on behalf of the Friend's group. The Friends passed a resolution to pay for Sundays in fiscal 2014. They asked the trustees when the Board would like the check. The trustees decided to accept the check as soon as it is written.

The Friends are considering the formation of a Junior Friends group.

The Friends sold 225 tickets for the 2014 fundraiser. They are examining ways to sell more tickets for the 2015 fundraiser.

**VIII. Old Business:**

a. Vote Count and Signature for the State Report: The Board previously voted to approve the state report by a vote of 4 yeas and 0 noes. MSP Jacobs, Howell

b. Comptrollers Report: Was Presented. No action was needed.

- c. Gift Policy - Moved to May meeting.
- d. Emergency Procedures: Director Stelzle revised the Emergency Procedures. The Board changed the wording in

**Weather Emergencies** a. to read: *"In case of threatening weather conditions, notify Library Director or Board President when making a determination on closing."*

- e. Wish List Price Research: Moved to May meeting.
- f. Pizza Hut Fundraiser: The Friends group will hold a Pizza hut fundraiser on April 28, 2014.
- g. Women's Civic Club Book Sale: The annual book sale will be held April 24<sup>th</sup> through April 27<sup>th</sup>. The Civic Club needs volunteers to work it and provide baked goods.
- h. Part-Time Employees: As per the board's request, Director Stelzle presented a budget study outlining three cost scenarios examining the effect of increasing part-time staff hours through funds provided by the board. A motion was made to implement the May 3<sup>rd</sup> plan increasing page, senior page, and part-time librarian hours at a cost not to exceed \$7,000.00 for fiscal 2014.  
MSP Howell, Yarborough
- i. Budget Study: Same as h.
- j. Act Workshop - Siena Research Poll & Library Partners. Based on the poll of voters, the public's attitudes towards the library are favorable. When the concept of a Library District was explained, those polled favored it. The Library Partners is a list of agencies in the library's district that have a vested interest in the library.
- k. School Street Site: Donna Stempniak discussed the matter with State Legislator Robin Schimminger's (State Ways and Means Committee) staff. She was asked to wait until the State Budget was passed.  
Director Stelzle suggested applying for a NYS Construction Grant. Stempniak replied that it is part of the plan.  
Kristyn Wind suggested another option - applying to the Buffalo Junior League.

## **IX. New Business**

- a. Erie County Legislator's nonbinding resolution against a Library District: The library is determined to pursue the Library District regardless of the Legislator's vote.
- b. Lancaster Women's Civic Club Luncheon: The Civic Club will hold their annual luncheon on June 11<sup>th</sup>, 2014, in Ripa's Restaurant at 12:00 Noon.

c. Amazon Smile: A donation was made to the Lancaster Public Library in the Central Library's Amazon Smile Account. Director Stelzle is taking the necessary steps to collect the donation.

d. Performance Appraisals: Director Stelzle presented a new employee performance appraisal prepared by the human resources department.

**X. Other:** Trustee Wind requested that the July board meeting begin at 3:00 PM. The board agreed. Director Stelzle will notify the public of the time change.

**XI. Adjournment:** The meeting was adjourned at 2:46 PM. The next Library Board meeting will be held on May 15<sup>th</sup>, 2014 at 1:00 PM.

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

**I. Roll Call:** Mary Terranova, Kristyn Wind, Sue Jacobs, Jan Yarborough, Gary Howell, James Stelzle (Director), Al Martin (Trustee Emeritus), Sheila Gibbs (President - Friends of the Lancaster Library)

**II. Call to Order:** President Jacobs called the meeting to order at 1:04 PM.

**III. Approval of and/or changes to the Agenda:** Accepted as presented. MSP Howell, Terranova

**IV. Review and approval of the April 17, 2014 meeting minutes:** Accepted as presented. MSP Yarborough, Terranova

**V. Report of the Director:** Circulation and Computer usage is down. Sunday attendance on Mother's Day was low.

**VI. Financial Statements:**

A. Roll over cd046 (due 5/24/14) at Akron for 24 months: MSP Howell, Yarborough

B. Investment of Evans Funds: The issue is on hold pending the completion of wish list spending.

**VII. Public Comment:**

A. Sheila Gibbs reported that the Friends issued a check to the library to cover the Sunday operations costs for fiscal 2014. William Litz is organizing a Jr. Friends group. Jeanette Dickinson is looking into an Applebee's fundraiser.

B. Al Martin quoted illiteracy statistics from a letter he is writing in support of libraries.

**VIII. Old Business:**

A. Gift Policy: The following changes were proposed - **Paragraph 3** changed to read, "Gifts of Money will be accepted for the purchase of material for the collection and will" etc. **Paragraph 5** Delete the extra spacing between the penultimate and last sentence. Change reaffirmed April 17, 2014 to Revised and Reaffirmed May 15, 2014. The edited policy was approved MSP Wind, Terranova

B. Emergency Procedures Update: The changes to the procedures were included in the document. Two other changes were proposed. **Health and Accident Emergencies, section f.** "no matter how minor the injury" changed to all capital letters. Weather Emergencies, section b - commas were inserted between personnel, Central, TV, and radio stations. A vote to approve/disapprove will be held at the next meeting.

#### C. Wish List Research Report

a. Lettie Zwolinski (Library Staff) reported her research into furniture replacement. She reported that the library looked into heavy-duty furniture. The furniture is expensive. The preference was for chairs because couches were under utilized. The first choice for chairs, under the state bid, at a 50% discount, cost \$1,500.00 per chair (14 chairs requested). Plus one love seat at a cost of \$1,886.00. The cost plus delivery totaled \$25,483.82.

The second choice came in off the state bid with a 51% discount at \$1,400 per chair. The delivery costs are unknown.

Lettie was asked to research the cost of mission style chairs with less fabric.

b. Gwen Cassidy (Library Staff) presented the technology wish list items, including a 60-inch smart television, a sound bar, an iPad, and iPad speakers. Cassidy recently attended a technology seminar outlining the uses of iPads for presentations, real time program components, children's books, and adult activities. The costs will be covered by State Senator Patrick Gallivan's technology & education grant.

Trustee Howell suggested that the amounts to be spent on technology and education be determined so the board knows how much it can spend on technology wish list items.

There was a debate on whether the smart TV should be plasma or LCD and whether the TV should be 60 inches or 70 inches.

The board put off action until the June meeting.

D. Part-time librarian hours - increased page hours: The search is on for a part-time librarian. The library received 10 applications. Jim and Gwen will review the applications and interview the top 3 candidates. The current part-time librarian will be kept on to fill in as a backup. Page hours were increased based on the

plan approved during the April meeting.

E. LDI Update: The Library District initiative is on hold due to the county legislature's vote against it. At the behest of the newly appointed members, the central library board created an ad hoc committee to explore other options. Ellen and Libby Post were discharged from their contracts. Trustee Howell expressed his dismay over the delay. The central library and contract boards have spent over five years debating all options, developing a plan, and approving the plan. The majority conclusion was that the LDI is the only viable option.

F. Women's Civic Club Luncheon: Board members were invited to the luncheon. The majority of members will attend. Sue Petrick from the Lancaster Women's Civic Club asked board members to give a presentation on the LDI at their annual dinner. Sue Jacobs will give the presentation.

G. Parking lot update: The state's grant monies for the parking lot and other municipal projects have not been re-allocated. The grants might be released after a new legislator is elected. Library representatives will talk to candidates to help them understand the importance of the grants.

#### **IX. New Business**

A. Conflict-of-interest Policy: Changes to the state's non-profit revitalization act mandate new conflict of interest policies. The changes affect all board members. Board members shall sign disclosure statements annually. Non-profit boards shall form special committees to analyze purchases to avoid conflicts-ofinterest.

B. Quarterly payment (\$917.98) to Central: A motion was made allowing the library director to pay the central library \$917.98 for the first quarter Sunday salaries and increases in page hourly salaries. MSP Howell, Yarborough

C. Liability Insurance: The Erie County Summer Youth Program requires participants to have liability insurance. This year they asked for a policy update. The latest policy in the library files is from 2010. The Town Attorney was asked for an update. The library is waiting for a reply.

D. Summer Flyer: The board reviewed the summer activity flyer produced by the staff. The board agreed that the staff worked hard to put together a lot of great events.

**X. Other**

Library Collections Policy: The central library is changing the collection policy. Patrons will not be able to use credit cards for charges of \$5.00 or less. Fines totaling \$25.00 or more will be sent to a collection agency.

**XI. Adjournment:** The meeting adjourned at 3:32 PM.  
Next meeting: Thursday, June 19, 2014 - 1:00 PM.

Respectfully submitted

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Gary S. Howell, Secretary



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

**I. Roll Call** - Suzanne Jacobs, Mary Terranova, Barb Tamol, Gary Howell, Jan Yarborough, Kristyn Wind, Jim Stelzle (Director), Sheila Gibbs (Friends)

**II. Call to Order** - 1:00 PM

**III. Approval of and/or changes to the Agenda** - Additions - IX New Business, F. Front Garden, G. 2014 Contract with Central, and H. Volunteer Policy. MSP: Howell, Tamol

**IV. Review and approval of the May 15, 2014 meeting minutes** - MSP: Wind, Yarborough

**V. Report of the Director** - The Central Library replaced 23 old computers and upgraded all to Windows 7. James Stelzle's computer was replace and upgraded. Central provided a new, all-in-one printer. One of the new checkout machines is out-of-order. Circulation and computer usage is up.

**VI. Financial Statements** - Reinvestment of private funds delayed until wish list items are purchased.

**VII. Public Comments** - None

**VIII. Old Business**

A. Emergency Procedures Vote - The revised Emergency Procedures Policy was approved with the caveat that emergency phone numbers for town personnel are checked for correctness. MSP: Yarborough, Howell

B. New Part-time Librarian - Susan Buttaccio was hired as the part-time librarian.

C. Conflict of Interest Policy - The board adopted a new Conflict of Interest policy based on a template provided by Jaeckle, Fleischmann & Mugel. Trustees shall file conflict of interest statements annually. The statements shall be filed with the secretary, given to the president, and filed in the board's basement cabinet. The policy is an addendum to our bi-laws and is a board policy, not a public policy.

C1. Changes - Changes were made to add the definition of an independent trustee to Section 2.10, Definitions. MSP Tamol, Howell

The italicized sentence on page 3 of the original packet will replace the verbiage currently in the oversight portion - adding ", provided a majority (4) of the board members are independent trustees. MSP Tamol, Howell  
The last sentence in the disclosure form was changed to read "to the best of my knowledge." MSP: Tamol, Howell

C2. A motion was made to accept the policy as part of our bi-laws, as article 7, as of July 1, 2014. MSP: Tamol, Howell

D. Women's Civic Club Luncheon - Sue Jacobs, Mary Terranova, Jim Stelzle, and Sheila Gibbs attended this years Women's Civic Club luncheon. The club presented a check for \$4,050.00 dollars, the proceeds from this year's book sale.

E. Directors' and Officers' Insurance - The Central Library has liability insurance covering the board.

F. Summer Youth Employee - the library will have an Erie County Summer Youth Employee assigned to it as of July 7, 2014.

G. Update on Furnishings - A motion was made to purchase 14 single seat lounge chairs and 1 lounge seat with insert from Bro Dart Library Supplies and Furnishings, quote #80265, at a total of \$11,403.49 from private funds. MSP Tamol, Yarborough

H. Gallivan Grant - Action was put off until the board learned how many of the items could be purchased through state bids.

#### **IX. New Business**

A. Annual Report - Director Stelzle presented the annual public report. Board members agreed the new format makes it simple and clear. MSP: Jacobs, Yarborough

B. Mark Russell Fundraiser - The fundraiser netted \$187.00 for purchasing books.

C. Cleaner Position - Cleaner Ralph Kuhn resigned. The three- hour per week position is empty. The director is looking for a replacement.

D. New Computers - (See the Director's Report)

E. Elevator Repairs - During its annual inspection, the elevator failed a pressure test. The problem was diagnosed as a faulty check valve. The director is in discussions with the town to get the elevator fixed.

F. Front Garden - Gary Howell commented on the fantastic job caretaker John Stachitus is doing on the front garden. Stachitus also purchased and donated an appropriate fountain. A motion was made to purchase a Tops \$50.00 gift certificate and a card, from private funds, to show the board's appreciation. MSP: Jacobs, Wind

G. Contract With Central - A motion was made to approve the 2014 contract between the B&ECPL and the Lancaster Library. MSP: Howell, Yarborough. The officially recorded vote: Yeas 4, Nays 0, and Abstentions 1.

H. Volunteer Policy - Board members were given copies of the B&ECPL Volunteer Program Policy. They were asked to study the policy and decide whether we need our own policy.

**X. Other** - none

**XI. Adjournment** - MSP Howell, Terranova

**Next meeting - Thursday, July 17, 2014 at 3:00 PM**

Respectfully Submitted

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Gary S. Howell, Secretary

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

**I. Roll Call:** Suzanne Jacobs, Mary Terranova, Barbara Tamol, Gary Howell, Kristyn Wind, Jim Stelzle (Library Director), Sheila Gibbs (President - Friends) Donna Stempniak (Lancaster Town Board Liaison), Kenneth Graber (Attorney for the Friends)

**II. Call to Order:** The meeting was called to order at 3:00 PM.

**III. Approval of and/or changes to the agenda:** Additions - IX. New Business, D. Creating an Electronic Version of Policies. MSP: Tamol, Howell

**IV Review and approval of the June 19 Meeting Minutes:** Donna Stempniak's name was added to the Roll Call. MSP: Wind, Tamol

**V. Report of the Director:** June circulation was down. Computer usage was steady. There were two school class visits in June. The staff is working on increasing school class visits.

**VI. Financial Statements:** The M&T bank account was debited \$8.55, the amount of the check, for a bad check. No penalties or fees were assessed. A motion was made to transfer \$150.00 to the staff's petty cash account. Tamol, Howell

**VII. Public Comment:** Sheila Gibbs discussed the creation of a Junior Friends group. Attorney Kenneth Graber discussed the Friend's Conflict of Interest Policy.

**VIII. Old Business:**

A. *2012 State Construction Grant - Close-out:* A motion was made to write a check to the Town of Lancaster, in the amount of \$3,462, for the balance of the 2012 State Construction Grant in anticipation of reimbursement from the state. MSP: Jacobs, Howell

B. *Volunteer Policy Review:* The Volunteer Program Policy is part of our contract with the B&ECPL. Director Stelzle was not sure if the policy could be changed.

C. *Director's and Officers' Insurance:* The Central Library Board is voting on Director and Officers' Insurance during its meeting on July 17, 2014.

D. *Update on Furnishing:* There was a misquote on the original bid for furnishings from Brodart. The original bid was based on grade 2 material. The board bid on grade 5 material, a more costly grade. Brodart agreed to give us grade 3 material at the same price as grade 2.

A Motion was made to purchase the furniture from Brodart with grade 3 material at the price of the original bid, \$11,402.49. MSP: Howell, Jacobs

E. *Gallivan Grant:* A motion was made to purchase the following items off the state bid, using the Gallivan Grant money, at a price not to exceed

\$3,500.

Bluetooth speakers \$100.00

Sound Bar \$250.00

iPad \$700.00

Kindle Nook Tablet \$1,000.00

2 Laptop Computers \$1,400.00

MSP: Jacobs, Tamol

A second motion was made to purchase a 70 inch Sony TV and cover the price of professional installation at a cost not to exceed \$2,500.00 from private funds. MSP: Tamol, Howell

#### **IX. New Business**

A. *2014 State Construction Grant vote*: A resolution was passed to allow Sue Barnes, the town grant writer, to submit a grant application to the State of New York for monies to move forward with the parking lot project. MSP: Jacobs, Howell, Vote: 5 Ayes 0 Nays

B. *Security Cameras and System*: Fire Safety Systems came out to do a bid for the Town on a new security system that would increase the number of security cameras inside and outside the building.

C. *Battle of the Books*: The 2014 Battle of the Books will be held on August 3<sup>rd</sup> at the ECC North Campus.

D. *Electronic Version of Library Policies*: Trustee Howell suggested that the library policies be converted to an electronic format to ease access for board members. Director Stelzle will help with the project.

#### **X. Other**

Town board liaison Donna Stempniak the town conducted an energy improvement audit. The Town Board is discussing improvements that may include a new boiler and furnace for the library. Funds from the improvements will not come out of the library's budget.

**XI. Adjournment**: Motion to adjourn made at 4:21 PM. MSP: Howell, Jacobs.

Next meeting: Thursday, August 21, 2014 at 1:00 PM

Respectfully Submitted

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Gary S. Howell, Secretary

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

A moment of silence was observed in memory of Friend's treasurer and long-time library supporter Shirley Martin.

**I. Roll Call:** Suzanne Jacobs, Jan Yarborough, Gary Howell, Barbara Tamol, James Stelzle (Library Director), Donna Stempniak (Town Board Liaison) and Sheila Gibbs (Friend's President)

**II. Call to Order:** President Jacobs called the meeting to order at 1:00 PM.

**III. Approval or and/or changes to the Agenda:** Additions - IX. New Business, D. Holidays. MSP Yarborough, Tamol

**IV. Review and approval of the July 17 meeting minutes:**  
Correction -  
VIII. Old Business, E. Gallivan Grant, Laptop Computers \$1420.00.  
MSP Tamol, Yarborough

**V. Report of the Director:** July was busy with 49 programs for children and 11 programs for families. Circulation was up 1.02% over July 2013. Children could choose a toy if they took out 10 books or more. The patron who was moving and hiding books for a long time was caught. It's estimated the patron's activities cost the library 100 regular working hours. The patron will not be allowed to use the library until he talks to the Director. Two board members requested the Director have another employee witness their discussion.

**VI. Financial Statements**

A. Programming Budget Request - The programming budget's current balance is \$80.00. A motion was made to put \$3,000.00 (Three Thousand Dollars) into the budget and allow the library to spend it.

MSP Jacobs, Tamol

B. Reminder - Investment of Funds - no action was taken.

**VII. Public Comment** - Sheila Gibbs, President of the Friends of the Lancaster Public Library. President Gibbs informed attendees that Carol Welker is collecting appliances for next year's Friend's fundraiser. Carol Welker is also reserving a hall date for it. Director Stelzle is looking for a display case for the library that will be paid for by the Friends. Bill Litz is organizing the Junior Friends group.

**VIII. Old Business**

A. 2014 State Construction Grant Update - A tentative parking lot design is required. It was also decided that mention of the park be eliminated from the plan and the grant.

B. *Parking Lot Plan Review* - The abovementioned plan only adds seven new parking spaces. The library needs more than seven. Suggestions included: taking out the park and moving the air conditioning unit behind the building thus using that area for parking. President Jacobs suggested we meet with the town engineer and paying for his time if necessary.

C. *Directors' and Officers' Insurance* - Trustees were given a copy of the insurance from the central library.

D. *Status of Orders for Furniture/Technology* - With the exception of a few cables and the Nook, the technological items were ordered and delivered. A television installation vendor has not been chosen. The furniture is not ready. All of the old furniture has a county ID and will be returned to the county.

**IX. New Business**

A. *New Gallivan Grant* - State Senator Pat Gallivan requested accounting for the new, 2014 grant. Suggestions for purchases included two to four new laptops, creation of a maker's space, and contracting with a computer trainer to hold more computer classes, including operational education for the Nook, iPad, and Kindle.

B. *Librarians' Contract* - A new Librarian's contract was ratified. It includes a pay increase, an increase in the librarian's healthcare contribution, the loss of three summer compensation days, and loss of pay for Columbus and Election Day.

A motion was made to keep the library open on Columbus Day and Election Day in 2014. MSP Tamol, Howell

**Meeting with the Town Engineer**

The board met with Town Engineer Robert Harris of WM. Schutt Associates, regarding the parking lot. Harris told the board that in preparing the grant the town needed a conceptual plan and pricing from a contractor. The current plan is a site and

grading plan. The board was shown a new plan that added one more space. President Jacobs suggested converting the drop off area into parking spaces. Director Stelzle suggested that seven more spots could be added if the air conditioning equipment was moved and the drop off area changed. Harris responded that obtaining the grant does not absolutely tie the finished product to the plan submitted.

**IX. New Business (Continued)**

*C. Shirley Martin - Arrangements and Donations* - The Board agreed to a personal contribution of \$25.00 (twenty-five dollars) per member for a memorial to Shirley Martin based in input from Al Martin.

*D. Holidays* - (see B. Librarians' Contract)

**X. Other** - none

**XI. Adjournment** - The meeting adjourned at 3:20 PM.

**Next Meeting:** Thursday, September 18, 2014

Respectfully Submitted,

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Gary S. Howell, Secretary

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

**I Roll Call:** Jan Yarborough, Gary Howell, Kristen Wind, James Stelzle (Library Director), and Sheila Gibbs (President, Friends of the Lancaster Public Library)

**II. Call To Order:** Vice President Yarborough called the meeting to order at 1:06 PM.

**III. Approval of and/or changes to the agenda:** Addition - VI. Financial Statements, E. 2015 Building Budget Request. MSP Howell, Wind

**IV. August Minutes:** Accepted as presented. MSP Yarborough, Howell

**V. Report of Director:** There was a four percent drop in circulation.

The library was opened one day less than in 2013. Most of the approved Gallivan Grant purchases arrived, with the exception of laptop computers. A Samsung nook/pad was purchased instead of the Nook because the Nook is being discontinued. The Television is not installed. There are no studs in the wall. The wall is plaster over brick. It is not strong enough to anchor toggle bolts to support the weight of the TV. The town is restriping the parking lot. No action was taken on improvements to the security system.

**VI. Financial Statements**

A. *Quarterly Report through June 2014:* The library owes Central \$744.48 in hourly wages for Sundays and extra hours for parttime employees. A motion was made to pay central the \$744.48.

MSP Howell, Yarborough (Vote 3 Yeas 0 - Nays)

B. *CD044 matures October 27, 2014:* Action was delayed until the November board meeting.

C. *Check from satisfied patron:* A patron donated \$100.00 for story time programming. A motion was made to allow children's librarian Gwen Cassidy to spend the \$100.00 for story time programing at her discretion. MSP Howell, Yarborough (Vote 3 yeas, 0 nays)

D. *Reminder - Investment of funds -* Action was delayed until final decisions are made on the Gallivan Grant and wish list



items. Librarian Gwen Cassidy will attend the next meeting with a list of needs that can be covered by the Gallivan grant.

E. *2015 Town Budget Request* - The 2015 budget request totaling \$32,374.00 was submitted to the town. The request includes a list of necessary repairs and updates with estimated costs.

**VII. Public Comment:** Sheila Gibbs reported that Carol Welker is the new treasurer of the Friends group and Jeanette Dickinson is the new corresponding Secretary. March 21, 2014 was chosen as the date for the annual fundraiser. The first meeting of the Junior Friends group will be held on Sunday, October 5, 2014.

**VIII. Old Business:**

A. *Construction Grant 2014:* The board approved and signed two agreements between the town and the library for construction grants to expand library parking.

1. The library will apply for State Grant funds in the amount of \$67,040.00 to demolish 16 School Street and construct an expanded parking lot. Motion to approve - MSP Howell, Yarborough (Vote 3 yeas, 0 nays)

2. Motion to approve the grant agreement between the Town of Lancaster and the Town of Lancaster Public Library dated September 18, 2014. Motion to approve - MSP Howell, Yarborough (Vote 3 yeas, 0 nays)

B. *Format revision of the By-laws:* A motion was made to accept the format revisions to the Library Board By-laws. MSP Yarborough, Wind

C. *Update on Furniture and Technology purchases:* Most of the approved purchases, with the exception of laptop computers, have arrived. The arrival date for new furniture is uncertain.

**IX. New Business**

A. *New Office for Children's Librarian:* The storage closet in the main office was converted into an office for the children's librarian.

**X. Other: None**

**XI. Adjournment** - The meeting was adjourned at 2:11 PM.

**Next Meeting:** Thursday, October 16, 2014 at 1:00 PM  
Respectfully Submitted,

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Gary S. Howell  
Secretary

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

**I. Roll Call:** Suzanne Jacobs, Mary Terranova, Barbara Tamol, Gary Howell, James Stelzle (Library Director), Donna Stempniak (Town Board Liaison, Sheila Gibbs (President, Friends of the Lancaster Public Library)

**II. Call To Order:** President Jacobs called the meeting to order at 1:07 PM.

**III. Approval of and/or Changes to the Agenda:** Approved as presented. MSP Howell, Tamol

**IV. Review and Approval of the September 18<sup>th</sup> Meeting Minutes:**  
Correction - VI.  
Financial Statements, B. CD044 Matures October 27, 2014 -  
Changed to read: "Action  
was delayed until the October meeting". MSP Tamol, Jacobs

**V. Report of the Director:** Circulation is down at the Lancaster library, as it is throughout the system. The television is installed and working. The new furniture arrived. Central took back the old furniture that was on their inventory. Three chairs, owned by the Lancaster Library, were donated to the Lancaster Volunteer Ambulance Service. Two new laptops arrived and are available to the patrons. All the 2014 Gollivan grant items arrived. A Lancaster library patron won the "Name the Mascot" contest, naming the mascot Rita Book. The library got two free tickets to the BABEL series as a result. A motion was made to allow the Director to give the tickets for Patti Smith's BABEL presentation to the Friends group to be raffled at their next annual fundraiser.  
MSP Tamol, Jacobs.

**VI. Financial Statements:**

A. *CD044 - Matures October 27:* After studying interest rates from various banks, a motion was made to allow the Treasurer to move CD044 from the Bank of Akron to First Niagara bank and invest it in a 24 month CD at one percent interest. MSP Tamol, Howell (4 years, 0 days)

B. *Investment of Funds*: Action was delayed until all affordable wish list items are purchased.

C. *Request for Steam Cleaner*: A motion was made to allow the library to purchase a steam cleaner for the library at a price not to exceed \$160.00.

MSP Howell, Tamol (4 yeas, 0 nays)

D. *Easels*: A motion was made to allow the library to purchase three easels

for library use, at a price not to exceed \$200.00. MSP Tamol, Howell, (4 yeas, 0 nays)

**VII. Public Comment:** Gary Howell reported on the Junior Friends meeting. There were three attendees. The next meeting will be held in November.

#### **VIII. Old Business**

A. *Construction Grant 2014*: All the necessary paper work has been submitted.

The request may go in for a lesser sum of money. The original request was for \$67,040.00. The new amount may be for \$42,181.00.

B. *Delivery of Furniture*: (See Report of Director)

C. *2014 Gallivan Grant - Lancaster Cyber Train Concept*: The library will use this year's grant money to develop and implement a separate computer training program. The program will run every other month, during the months Central's program doesn't. The Lancaster Library will need four more laptop computers that will be purchased with the grant money. Director Stelzle was asked to bring a schedule, with a list of the types of classes, to the next meeting.

#### **IX. New Business**

A. *Working Group*: The B&ECPL and contract libraries formed a group to discuss better ways to provide stable funding for the libraries. The group consists of B&ECPL board members, one contract library board member from each legislative district, one county legislator and one representative chosen by the county executive. Susan Jacobs represents our legislative district. They discussed County Legislator Kevin Hardwick's proposed legislation that prevents the county from reducing the overall library budget by more than two point five percent in any given year. The group's next meeting will be on December 10, 2014.

B. *Junior Friends Group*: (See Public Comment)

C. *Broadway Historic District Meeting*: The Village of Lancaster will hold a meeting on November 12, 2014 in the village

municipal building to discuss putting homes in the historic district on the state and national registers of historic places.

D. *Sunday Funding for 2015*: A motion was made to open the Lancaster Public

Library on the usual 36 Sundays in 2015. MSP Tamol, Howell

E. *Request for Meeting Time Change*: The item was delayed until the member making the request is present.

**X. Other:** None

**XI. Adjournment:** The meeting was adjourned at 2:20 PM. MSP Tamol, Howell.

Respectfully Submitted,

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Gary S. Howell, Secretary

**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

E1. Act Meeting January 24 – Ken Stone Presentation

E2. 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?