

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, January 15, 2015
1:00PM

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the December 18 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Disposition of CD 041; matures Jan. 28
 - B. MacDavid Bequest
 - C. Investment of Funds
- VII. Public Comment
- VIII. Old Business
 - A. Request for change in meeting time – VOTE
 - B. Long-range Plan Update
 - C. Employee Handbook - VOTE
- IX. New Business
 - A. Director's Performance Evaluation
 - B. Election of Officers - VOTE
(By-laws provide for three consecutive one-year terms)
 - C. Contract extension – VOTE
 - D. 2015 Budget
 - E. Wallpaper for Foyer
 - F. ACT Meeting – January 24 – Ken Stone Presentation

Next Meeting: Thursday, February 19, 2015 – Time?

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, February 19, 2015
1:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the January 15 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - Investment of Funds
- VII. Public Comment
- VIII. Old Business
 - A. Performance Evaluation of Director
 - B. Long-range Plan – Vote tabled until next meeting
 - C. Funds for redecorating – VOTE
 - D. Staffing Hours Reduction – VOTE
 - E. 2015 Budget Explanations from Ken Stone
 - F. Gallivan Grant – Laptop bill
 - G. Maintenance – roof, furnace
- IX. New Business
 - A. Return to System Payment
 - B. Sales Tax Payment
 - C. Book Sale (Bags and Baking)

Next Meeting: Thursday, March 19 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 19, 2015
3:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the February 19 meeting minutes

V. Report of the Director

VI. Financial Statement

A. CD#042 due April 6, 2015

B. Investment of Funds

VII. Public Comment

VIII. Old Business

A. Automated Telephone System Bids

B. Building Maintenance Update

C. Long-range Plan – VOTE

D. National Historic Register

E. New laptops

F. Fundraiser

G. Book Sale

H. Construction Grant Update

IX. New Business

A. Materials for Summer Programs - VOTE

B. State Report

C. Track Lighting for Foyer

Next Meeting: Thursday, April 16 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, April 16, 2015
3:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the March 19 meeting minutes

V. Report of the Director

VI. Financial Statement

A. CD#042 report

B. Volunteer Appreciation Gifts - VOTE

C. Investment of Funds

VII. Public Comment

VIII. Old Business

A. Building Maintenance Report

B. Construction Grant Report

C. State Report – VOTE

D. Track Lighting

E. Book Sale

F. Celebration

IX. New Business

A. ACT Meeting Report

Next Meeting: Thursday, May 21 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, June 18, 2015
3:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the May 21 meeting minutes

V. Report of the Director

VI. Financial Statement

A. Bank of Akron - Checking Account Transfer of \$40,000

Debit Card - Signatories

B. CD #040 – Matures June 28, 2015

C. Investment of Funds

D. 2014 Sunday Expenditures

VII. Public Comment

VIII. Old Business

A. Building Maintenance Report

B. Construction Grant Report

C. Track Lighting

D. Celebration Events

E. Review of Procurement Policy

F. Review of Investment Policy

G. Senator Gallivan Visit

H. Angela Woziak Visit

I. 2015 Donated Book Sale Proceeds

IX. New Business

Next Meeting: Thursday, July 16, 2015 – 1:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 16, 2015
1:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the June 18 meeting minutes

V. Report of the Director

VI. Financial Statement

A. Update – DC #040

B. Update: New \$10,000 CD @ Bank of Akron

C. Sunday Expenditure: Report from Friends' meeting (7/19/15)

VII. Public Comment

VIII. Old Business

A. Building Maintenance Report

B. Construction Grant Report

C. Track Lighting

D. Celebration Events

1. Fourth of July Parade

2. September Kids' Party

3. October 17 Gala

4. Information Tables for 8/1 and 9/5

E. Review of Procurement Policy

F. Review of Investment Policy

IX. New Business

A. Contract Renewal

B. Painting Back Entrance

Next Meeting: Thursday, August 20, 2015 – 1:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, August 20, 2015
1:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the July 16 meeting minutes

V. Report of the Director

VI. Financial Statement

A. Update: New \$10,000 CD @ Bank of Akron

B. Close-out of old checking account M&T

VII. Public Comment

VIII. Old Business

A. Building Maintenance Report

1) HVAC Control

2) Interior Heating

B. Construction Grant Report - \$43,500

C. Foyer Lighting

D. Celebration Events

1. September Kids' Party

2. October 17 Gala

3. Information Tables for 9/5

E. Procurement Policy - VOTE

F. Investment Policy - VOTE

IX. New Business

A. Painting Back Entrance – Quotes

B. 2015-16 Programming Budget

C. NYS Technology Grant - \$1,500

Next Meeting: Thursday, September 17, 2015 – 1:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, September 17, 2015
3:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the August 20 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. System Paid Projected Shortfall
 - B. Close-out of Evans checking account
 - C. Petty Cash Replenishment
- VII. Public Comment
- VIII. Old Business
 - A. Building Maintenance Report
 - 1) Painting
 - 2) Lighting
 - 3) Track Lighting for Foyer
 - B. Construction Grant Update
 - C. Foyer Lighting
 - D. Celebration Events
 - 1. September 19 Block Party
 - 2. October 17 Gala
- IX. New Business
 - A. Reference Materials
 - B. Grant Opportunity
 - C. October 17 ACT Meeting

Next Meeting: Thursday, October 15, 2015 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, October 15, 2015
3:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the September 17 meeting minutes

V. Report of the Director

VI. Financial Statement

NYS Construction Grant funds deposited

VII. Public Comment

VIII. Old Business

A. Building Maintenance Report

B. Construction Grant Update

C. Celebration Events

1. September 19 Block Party

2. October 17 Gala

IX. New Business

A. Volunteer Policy – Review for Adoption

B. 2016 World Book Encyclopedia

C. Staff Change

D. October 17 ACT Meeting

X. Adjournment

Next Meeting: Thursday, November 19, 2015 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, November 19, 2015
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 15 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Anniversary Expenses
 - B. System Shortfall Report
- VII. Public Comment
- VIII. Old Business
 - A. Building Maintenance Report
 - 1. Updates
 - 2. Track Lighting
 - B. Construction Grant Update
 - C. Volunteer Policy - VOTE
- IX. New Business
 - A. Personnel Items
 - 1. Retiring Part-time Librarian
 - 2. Custodian – Buy-out, Posting, Equipment
 - B. Cheektowaga/Lockport Audit Implications
 - C. Restroom Conversion
 - D. Additional Page Hours for 2016
 - E. Sundays for 2016
 - D. 2016 Holidays/Calendar
 - E. Christmas Party
 - F. Proclamation Frames

X. Adjournment

Next Meeting: Thursday, December 17, 2015 – 3:00PM

**Lancaster Public Library
Board of Trustees
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3:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the November 19 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Anniversary Expenses
 - B. System Shortfall Report
- VII. Public Comment/Friends' Report

- VIII. Old Business
 - A. Building Maintenance Report
 - B. Construction Grant Update
 - C. Personnel
 - D. By-Law Revision to Include Treasurer's Duties

- IX. New Business
 - A. Report of ACT Meeting/New Trustee Handbook
 - B. Slate of Officers for 2016
 - C. Conflict of Interest Signatures – January
 - D. Winter Program Flyer
- X. Adjournment

Next Meeting: Thursday, January 21, 2016 – 3:00PM