

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, January 15, 2015**

I. Roll Call: Suzanne Jacobs, Gary Howell, Jan Yarborough, Kristyn Wind, James Stelzle, (Library Director)

II: Call to Order: President Jacobs called the meeting to order at 1:02 pm.

III. Approval of and/or changes to the agenda: Added: IX New Business, G. Approve payment of ACT dues. MSP: Howell, Yarborough (Please note that IX New Business, H. Concerns re: staffing was added after the board discussed the 2015 budget)

IV. Review and approval of the December 18, 2014 meeting minutes: Approved as presented. MSP Yarborough, Jacobs

V. Report of the Director: The 2015 Gallivan grant money is in. It will be transferred from the B&ECPL to our library soon. Laptops are being ordered through the state bidding process as approved by the board. The Ereader classes are a success. 2014 tax forms were ordered. The library was informed they wouldn't receive all the forms they ordered.

Circulation was down 4.26% in 2014. The number of programs was down based on changes to the way programs are counted. Annual attendance increased. Sunday attendance was down but Sunday circulation was up.

In 2014, 1,253 library cards were issued, 856 to adults and 397 to children.

In 2014, the following improvements were made: couches and chairs were replaced, a new printer, director's computer, television, laptops, and various computer tablets, were acquired. The friends group donated a display case and popcorn machine. An employee donated two waterfall statuarys for the garden. The town installed a new, exterior handrail.

VI. Financial Statement:

- A. Disposition of CD 041; matures Jan 28, 2015: A motion was made to direct the treasurer to renew CD 041 for 24 months at .060%, or the prevailing rate, at the Bank of Akron. MSP Jacobs, Yarborough. Vote - Unanimous
- B. MacDavid bequest: The bequest netted the library approximately \$8000.00 in 2014.
- C. Investment of Funds: Moved to next meeting.

VII. Public Comment: None

VIII. Old Business:

- A. Request for change in meeting time - Vote: A motion was made to change the meeting time beginning in March from 1:00 pm to 3:00pm except for July and August when the meetings will begin at 1:00 pm. MSP: Jacobs, Wind. Vote 3 years and 1 nay.
- B. Long-Range Plan Update: The long-range plan was updated, deleting accomplished goals and adding new goals. (See Attached)

- C. Employee Handbook: A motion was made to approve the use of the B&ECPL new employee handbook at the Lancaster Library. MSP: Jacobs, Yarborough. Vote: Unanimous

IX. New Business:

- A. Director's Performance Evaluation: Trustees Howell and Yarborough volunteered to produce the library director's performance evaluation for 2014.
- B. Election of Officers-Vote: A motion was made to re-elect the current board members to their current positions - Suzanne Jacobs - President, Jan Yarborough - Vice President, Barbara Tamol - Treasurer, and Gary Howell - Secretary. MSP Jacobs, Wind. Secretary Howell balloted for the existing board. Vote - Unanimous
- C. Contract Extension: The contract extension is automatic per the 2014 contract with the B&ECPL. No vote was necessary.
- D. 2015 Budget: The library received its 2014 budget from the B&ECPL. There are reductions in personnel services.
- E. Wallpaper for the Foyer: Lettie Zwolinski and Suzanne Jacobs will be looking at wallpapers next week.
- F. ACT Meeting-January 24, 2015-Ken Stone Presentation: Board members were reminded of the meeting and asked to attend.
- G. Request for ACT Dues: A motion was made to pay the 2015 ACT dues in the amount of \$20.00 MSP Howell, Jacobs. Vote: Unanimous.
- H. Concerns regarding Staffing Hour Reductions: The budget reduction in hours is a major concern. Board members suggested we use the MacDavid bequest monies to restore hours. Action was moved to next months meeting.

X. Adjournment: A motion was made to adjourn at 3:19 pm. MSP: Howell, Wind.

Next Meeting: Thursday, February 19, 2014 at 1:00 PM

Respectfully Submitted:

Gary S. Howell, Secretary

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

I. Roll Call: S. Jacobs, B. Tamol, J. Yarborough, J. Stelzle, A. Martin, D. Stempniak

II. Call to Order: President Jacobs called the meeting to order at 1:10PM.

III. Approval of and/or Changes to the Agenda: MSP Tamol, Yarborough to approve agenda, with addition of items

IX. New Business

D. Post card purchase;

E. Phone system

IV. Review and Approval of January meeting minutes: MSP Tamol, Jacobs

V. Director's Report: Circulation was up 1% in January, and computer use was up 5%.

Sixty programs attracted 990 people in January! We have a new knitting/crocheting group. Jim will notify The Bee about new meeting time; Sue will contact the town clerk's office and other publications. Building issues: There is a leak behind the TV in the meeting room, in addition to many other water issues throughout the library. We need new gutter heaters. Some supplies in the office were damaged; we may need to order replacements. The heater in the book drop room does not work properly; Besch has been working on it, but problems continue. Danforth will replace certain parts of the furnace. Carleen Ryan donated ¼ cord of wood. Donna reported that the new boiler is on the town's priority list. Jim is concerned about the structure; it may need modification. The town will replace heating cables. Jim will send photos of problems to town along with notification. The front foyer may need a second coat of paint. Mark Lubera has been very responsive to the library's maintenance needs.

VI. Financial Statements: MSP Yarborough, Jacobs to approve financial statements

VII. Public Comment: Jan reported that the Friends' fundraiser is Saturday, March 21 from 6-9PM at the Elks. Admission is \$10; one dessert is free.

VIII. Old Business:

A. Performance evaluation of Director: stellar performance by Jim from finances and programming to maintenance. Many thanks to him for his excellent service.

B. Long-range Plan: tabled until next month

C. Funds for redecorating: Motion to spend up to \$750 to redecorate front foyer.

MSP Jacobs, Tamol

D. Staffing Hours Reduction: We're back where we were last year. We provided \$7,000 to add page hours last year. We're open 60 hours and are funded for 40 hours of page service. We do not have to repay the system as much as expected, so we can combine those funds with the MacDavid bequest to increase page hours. MSP Jacobs, Tamol for the board to fund additional hours for pages and senior pages beginning March 1, not to exceed \$12,000. MSP Jacobs, Tamol to expend the additional pay-back from the system in the amount of \$7,413.85 before expending funds from the MacDavid bequest for the additional page hours that were approved.

E. 2015 Budget Explanations from Ken Stone (at the ACT meeting): Sue reported that much of the 1.2% charge back for reductions from personnel services (\$3,475) will be offset by an unused charge for janitorial services (\$2,537). In addition, funds have now been included in the budget for specialized titles/individual orders.

F. Gallivan Grant: Funds have been received; Jim has received a bill for four laptops and mice; not billed yet for MS Office 2013 and Computrance.

G. Maintenance: See Director's Report .

IX. New Business A. Return to System Payment: MSP Tamol, Yarborough to pay \$2268.36 to Central for fourth quarter shortfall. MSP Tamol, Yarborough to pay \$15265.63 for 2014 Return-to-System.

B. Sales Tax: MSP Jacobs, Yarborough to pay \$47.79 for NYS Sales Tax.

C. Civic Club Book Sale: April 16-19, 2015. We will offer to bake. We need paper grocery bags.

D. Post card purchase: MSP Jacobs, Tamol to purchase post cards for meeting notification in the amount of \$18.48. E. Phone system: Discussion took place regarding upgrading the phone system so that patrons can get automated information to questions commonly asked (hours, directions, etc.), and staff time can be saved. Amherst is in the process of getting a new system. We're sharing their research. It would be a one-time purchase, not a monthly fee. Jim will provide further information at the next meeting.

X. The meeting was adjourned at 2:25PM; MSP Tamol, Yarborough

The next meeting will be held on Thursday, March 19, 2015 at 3:00PM.

Respectfully submitted,

Suzanne Jacobs, Secretary

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

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

II. Call to Order: President Jacobs called the meeting to order at 3:18 PM.

III. Approval of and/or changes to the agenda: The following items were added to section IX. New Business. D. The purchase of headphones - E. Celebration - F. System Trustee Liaison. MSP Yarborough, Tamol

IV. Review and approval of the February 19, 2015 meeting minutes: The minutes were accepted as presented. MSP Tamol, Jacobs

V. Report of the Director: January was a slow month mostly due to extreme weather. The town is in the process of repairs to the furnace. There is a delay due to the need to order a shaft. The old wallpaper in the front entrance was stripped away and new wallpaper was pasted up. The hallway ceiling and non-papered walls were freshly painted.

VI. Financial Statements:

A. CD#042 matures April 6, 2015: A motion was made to allow the treasurer to use her judgment to get the best deal, either rolling over or renewing CD042 at the highest rate possible. MSP Howell, Yarborough

B. Investment of Funds: Based on financial uncertainties, investment of funds was moved forward until May.

VIII. Old Business:

A. Automated Telephone System Bids: Two bids were received, one

from Comptel and one from Mac Source. The expense may be covered by future grants. The item was tabled until the perimeters of a possible 2016 grant from New York State Senator Patrick Gallivan are known.

B. Building Maintenance Update: The town may replace the library's furnace. The electric meter on the house slated for demolition to increase the size of the parking lot was removed. A request was sent to the town to repaint the downstairs hallway. It was suggested that private funds be used to paint that hallway if the town doesn't. The roof still leaks in certain spots. The leaks are now worse due to thawing ice.

C. Long-Range Plan Vote: A motion was made to accept the new Long-Range Plan. MSP Yarborough, Wind

D. National Historic Register: As of February 17, 2015, the Lancaster Public Library building is listed on the National Register of Historic Places.

E. New Laptops: The laptops purchase with money from New York State Senator Patrick Gallivan's grant arrived and are in use.

F. Fundraiser: The Friend's library fundraiser is set for March 21, 2015. The Friend's, library board, and staff are working hard to make it a success.

G. Book Sale: Details of the April book sale are being worked out. Letters to second-hand book dealers were sent out.

H. Construction Grant Update: No new information is available.

IX. New Business:

A. Materials for Summer Programs vote: A motion was made to allow the library staff to spend up to \$500.00 on materials needed for the summer programs. MSP Jacobs, Howell

B. State Report: Moved to April

C. Track Lighting for Foyer: The library Director was asked to discuss the matter with the town.

D. Headphones: A motion was made to allow the library Director to purchase two cases of earphones from the Dollar Tree store, not to exceed \$120.00. MSP Howell, Yarborough

E. Celebration: On September 6th, the Lancaster Public Library's charter with New York State will be 100 years old. The Library Building is now 40 years old. The Library Board is planning a celebration. President Jacobs suggested asking Trustee Emeritus Al Martin, former Trustee Betty Wechter, and current Trustee Mary Terranova to put together an historic presentation.

F. System Trustee Liaison: The B&ECPL board decided to assign their board members to be liaisons to contract libraries.

Adjournment: The meeting was adjourned at 4:30 PM. MSP Howell, Tamol

Respectfully Submitted:

Gary S. Howell, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, April 16, 2015
3:00 PM.

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

II. Call to Order: President Jacobs called the meeting to order at 3:07 pm.

III. Approval of and/or changes to the agenda: Additions - VI. Financial Statements, D. Checking Account - MSP Yarborough, Howell

IV. Review and approval of the March 19 Meeting Minutes:

Accepted as presented. MSP Tamol, Yarborough

V. Report of the Director: March patron count was up and circulation was down. Director Stelzle is on a committee studying statistics to determine who is coming to the libraries, why, and how they are using it. The Friend's of the Lancaster Library received a \$400.00 donation from the sale of deceased Friend's President Sheila Gibbs's books. The Board will send a thank you letter to her daughter. Suggestions were taken for memorial purchases to be made from donations made in Ms. Gibbs name. The funds are in the hands of the Friends group. They are seeking input.

VI. Financial Statements:

A. *CD 042:* CD 042 was reinvested in a 36 month CD with an interest rate of 0.80 percent.

B. *Volunteer Appreciation Gifts - VOTE:* The Board approved the purchase of Volunteer Appreciation gifts.

Yarborough, Tamol - Vote Unanimous

C. *Investment of Funds*: Investment of Funds was delayed until the transfer of checking account monies from Evans Bank to the Bank of Akron is finalized.

D. *Checking Account*: The board moved to have the treasurer withdraw \$40,000.00 from the Evans Bank checking account and transfer the funds to a checking account with the Bank of Akron, and designate the treasurer and library director as signatories to that account. MSP: Jacobs, Yarborough - Vote: Unanimous

VII. Public Comment: None

VIII. Old Business:

A. *Building Maintenance Report*: The town was contacted regarding the installation of tract lighting in the lobby. The electrician has yet to visit the library. The town informed the library that sealing roof leaks is on the schedule of jobs to be done. An energy savings audit of library lighting was conducted. Repairs to the broken shaft in the furnace were not completed.

B. *Construction Grant Report*: The town will supply matching funds towards the completion of the new parking lot.

C. *State Report - VOTE*: A motion was made to approve the 2014 New York State Report: MSP Jacobs, Tamol - Vote: 5 yeas 0 nays

D. *Tract Lighting*: See VIII. Old Business, A. Building Maintenance Report

E. *Book Sale*: The Library is ready for the book sale.

F. *Celebration*: The library's charter with New York State was formalized 100 years ago this coming September. The Library building was opened 40 years ago. To honor these events, the library will hold a celebration in September. The board discussed various celebration options. A committee will be set up to organize the event.

IX. New Business

A. *Act Meeting Report:* The annual ACT (Association of Contract Libraries) was held at the Central Library. The library gave a presentation on old science equipment and a presentation on the contents of the library website. The next ACT meeting is scheduled on May 2, 2015 at the Hamburg library.

X. Adjournment: The meeting was adjourned at 4:38 pm. MSP Howell, Unanimous second.

Respectfully Submitted

Gary S. Howell, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday May 21, 2015
3:00 PM

I. Roll Call: Suzanne Jacobs, Mary Terranova, Gary Howell, Jan Yarborough, Kristyn Wind, and James Stelzle

II. Call to Order: President Jacobs called the meeting to order at 3:08 PM.

III. Approval of and/or changes to the agenda: Item added - VI. Financial Statements, D. Financial Shortfall. Motion to approve the amended agenda.

MSP: Yarborough, Howell

IV. Review and approval of the April 16th meeting minutes: The minutes were approved as presented. MSP Wind, Yarborough

V. Report of the Director: Circulation was down because school vacations were cut short due to extra snow days. The system had a surplus in 2014. The library may apply for some of the money to fund matching grants. System wide changes were made to the rules of conduct. If children are in the library during school hours and they are in the library to access GPO (Government Printing Office) documents, they must be allowed to stay in the library. The Director made copies of the 2014 New York State Comptrollers Report available in hard copy or via email.

VI. Financial Statements:

A. *Checking Account Transfer:* No action was taken.

B. *CD#040 - Matures June 28, 2015:* Moved to June Meeting.

C. *Investment of Funds:* No action was taken.

D. *Financial Shortfall:* Lancaster's 2015 library budget, prepared by the central library, has a built-in shortfall of \$4,500.00 and a shortfall based on monies the Lancaster board approved to spend on wages. The first quarterly payment amounted

to \$1,137.45. The built-in shortfall is the difference between the County Executive's proposed budget and the final budget passed by the legislature. The Director was informed that Lancaster could pay down the shortfall using fine proceeds before the use of private funds is necessary. A motion was made to send the Central Library a check for \$1,137.45 to cover the shortfall. MSP Jacobs, Yarborough - Vote Unanimous

VII. Public Comment - None

VIII. Old Business

- A. *Building Maintenance Report*: The furnace is still not working. Various other maintenance items that are the town's responsibility were not taken care of. The town contacted the director today and said the repairs were on the schedule.
- B. *Construction Grant Report*: No new information is available.
- C. *Tract Lighting*: No new information is available.
- D. *Book Sale*: The Lancaster Women's Civics Club is rounding up the proceeds of the books sale to \$4,000.00.
- E. *Celebration - Set Meeting Date*: A committee meeting for the 100th anniversary of the State Charter and 40th anniversary of the library building is set for Tuesday, June 2nd, 2015 at 3:00 PM.
- F. *System Liaison*: The board learned that our liaison from the Central Board will be new board member Katie Burd.
- G. *State Report Approval*: The 2014 State Report was approved by the State of New York.

IX. New Business

- A. *Service Improvement Request for 2016 - Due May 22nd, 2015*: The Director prepared three service improvement request proposals including: Central Library funding for Sunday hours, A restoration of senior page hours, and an increase in part-time page hours. A motion was made to approve the three service improvement requests. MSP Yarborough, Terranova

B. *Audit of the Cheektowaga Library*: An audit of the Cheektowaga Library revealed the necessity for libraries to have:

1. A Procurement Policy
2. An Investment Policy

Board members were given copies of model policies, were asked to read them, and ask question at the next meeting.

C. *Annual Report Draft*: A copy of the 2015 annual report to library patrons was prepared by the director and presented to the board. The board complimented the director on the presentation. A motion was made to approve the report. MSP: Wind, Jacobs

D. *Senator Gallivan Visit*: Sue Jacobs will write a letter to New York State Senator Patrick Gallivan thanking him for his support and ask him to visit the library.

E. *Summer Programs*: Board members were given a schedule of this year's summer programs.

F. *ACT Meeting*: An ACT (Association of Contract Libraries) meeting was held at the Hamburg Library. The topic of discussion was State Reports. Attendees were given a tour of the new addition to the library.

X. *Adjournment*: Motion to Adjourn. MSP Howell, Jacobs
Respectfully Submitted

Gary S. Howell, Secretary

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

I. Roll Call: Suzanne Jacobs, Mary Terranova, Barbara Tamol, Gary Howell, Jan Yarborough, Kristyn Wind, James Stelzle (Library Director), and Donna Stempniak (Lancaster Town Board liaison)

II. Call to Order: President Jacobs called the meeting to order at 3:04 PM.

III. Approval of and/or changes to the agenda: The agenda was accepted as presented. MSP Tamol, Howell

IV. Review and approval of the May 21, 2015 meeting minutes: The minutes were approved as presented. MSP Yarborough, Tamol

V. Report of the Director: Circulation numbers and all other categories were down in May. The children's section is being weeded. There is a surplus of children's books. The Director asked for suggestions of organizations to donate the books to. Suzanne Jacobs suggested Project Flight.

VI. Financial Statements:

A. *Checking Account Transfer:* On Wednesday May 10th, \$40,000.00 was transferred from the Evans Bank checking account to the Bank of Akron checking account. The bank issued debit cards, in the name of James Stelzle and Barbara Tamol. The debit cards will be kept in the office safe. There will be a fee for ordering checks. The remaining funds will stay in the Evans Bank account until all transactions clear. A Motion was made to allow Library Director James Stelzle to use the debit card for library purchases up to \$250.00. Tamol, Howell

- Vote: Unanimous

B. *CD#040 - Matures June 28, 2015:* A motion was made to rollover

CD#040 at 0.80 percent, or the best terms available. MSP:
Yarborough, Tamol - Vote: Unanimous

C. *Investment of Funds*: A motion was made to convert \$10,000.00 from the Bank of Akron checking account into a CD with the Bank of Akron for the best terms available. MSP: Howell, Jacobs -
Vote Unanimous

D. *2014 Sunday Expenditures*: Director Stelzle presented estimated costs for keeping the library open for 36 Sundays in 2015. The Board will ask the Friends of the Lancaster Public Library to donate an estimated amount between \$11,433.00 and \$13,303.00 in early 2016 to cover the 2015 expenses.

VII. Public Comment: None

VIII. Old Business:

A. *Building Maintenance Report*: The town removed the bushes between the future parking lot expansion and the current library parking lot. Library Caretaker John Stachitus will start painting the back entry hallway.

B. *Construction Grant Report*: No new information available.

C. *Track Lighting*: No new information available.

D. *Celebration Events*: The Junior Friends and Battle of the Books team will march in the 4th of July parade. Friends of the Lancaster Library and Board members will hand out library information in front of the library on the 4th of July.

Trustee Emeritus Al Martin is putting together an eight-page booklet and a photo display of the library's history.

The adult event will be held on Saturday October 17th in the library.

There will be food, music, libations, and valet parking.

A children's event will be held on September 19th from Noon to three, on School Street, between Broadway and Scott Street, pending Village Board approval.

A motion was made to allow Librarian Gwen Cassidy to spend up to

\$200.00 on parade expenses.

E. *Review of Procurement Policy*: The policy will be edited to include the proper names. It will be reviewed during the July meeting, and put up for approval during the August meeting.

F. *Review of the Investment Policy*: The policy will be edited to include the proper names. It will be reviewed during the July meeting, and put up for approval during the August meeting.

G. *Senator Gallivan Visit*: Senator Gallivan will visit the library after the extended State Senate session, during a computer class.

H. *Angela Wozniak Visit*: Legislator Angela Wozniak will read during the Library's Story Time on June 26th.

I. 2015 Donated Book Sale Proceeds: The Lancaster Women's Civic Club rounded up the proceeds of the sale to \$4,100.00

IX. New Business: None

X. Adjournment: The meeting adjourned at 4:50 PM. MSP Tamol, Howell

Next meeting: Thursday, July 16, 2015 at 1:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, July 16, 2015
3:00 PM**

I. Roll Call: Suzanne Jacobs, Gary Howell, Kristyn Wind, Jim Stelzle (Library Director), and Al Martin (Trustee Emeritus)

II. Call to Order: President Jacobs called the meeting to order at 1:29 PM

III. Approval of and/or changes to the agenda: The agenda was accepted as presented. MSP Howell, Jacobs

IV. Review and approval of the May 21, 2015 meeting minutes: The minutes were accepted as presented. MSP Jacobs, Wind

V. Report of the Director: Programs are up and are very popular. County Legislator Ted Morton substituted for State Legislator Angela Wozniak during the library's story time on June 26th.

VI. Financial Statements:

A. *Update - CD #040* - CD #040 was rolled over for 24 months at .50 percent.

B. *Update: New \$10,000.00 CD at the Bank of Akron:* No Report

C. *Sunday Expenditure: Report from Friends' Meeting:* The Friends' group agreed to pay 2015 Sunday expenditures in 2016 when the 2015 total expenditures are determined.

VII. Public Comment: None

VIII. Old Business:

A. *Building Maintenance Report:* The gas line to the furnace is hooked up. The town did not include replacement of the plastic globes in their bid to replace library lighting. Mark Lubera was called during the meeting and asked to delay the installation until the fixtures with globes are located and priced. The Library Board will cover the difference in cost if necessary.

B. *Construction Grant Report*: The construction grant was approved. The money isn't in yet.

C. *Tract Lighting*: No report.

D. *Celebration Events*:

1. *Fourth of July Parade*: The Fourth of July Parade was a huge success.

2. *September Kids' Party*: The Village granted permission for the closure of School Street, from Broadway to Scott Street for the party.

3. *October 17 Gala*: Invitations will cost \$209.00 to be printed. Valet parking services will cost the board \$500.00

4. *Information Tables for 8/1 and 9/5*: Board and Friends' members volunteered to staff the information tables at both events.

E. *Review of Procurement Policy*: Per board policy, the new policy was reviewed and will be voted on at the next meeting.

F. *Review of Investment Policy*: Per board policy, the new policy was reviewed and will be voted on at the next meeting.

IX. New Business:

A. *Contract Renewal*: The 2015 contract with the B&ECPL was accepted as presented. MSP: Howell, Jacobs Vote: 3 yeas 0 nays

B. *Painting Back Entrance*: A motion was made to get a quote from Rick Liberatore and Choop's Painting to paint the back entrance and hallway, including trim. MSP: Howell, Jacobs.

X. Adjournment: The meeting adjourned at 2:36 PM. MSP Howell, Jacobs

Next meeting: Thursday, August 20, 2015 at 1:00 PM

Respectfully Submitted,

Gary S. Howell, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, August 20, 2015
1:00 P.M.

I. Roll Call: Suzanne Jacobs, Mary Terranova, Barbara Tamol, Gary Howell, Jan Yarborough, Kristyn Wind, Jim Stelzle (Library Director), Al Martin (Trustee Emeritus), Donna Stempniak (Town Board Liaison)

II. Call to Order: President Jacobs called the meeting to order at 1:02 P.M.

III. Approval of and/or changes to the agenda: The following items were added to the agenda - VIII. Old Business, G. Library Lighting, IX. New Business, D. Refresh Petty Cash, and Next Meeting: Thursday, September 17, 2015 - 3:00 P.M. MSP: Tamol, Yarborough

IV. Review and Approval of the July 16 Meeting Minutes: The minutes were accepted as presented. MSP: Jacobs, Yarborough

V. Report of the Director: Circulation is down across the entire library system. Due to the percentage of decrease at our library, the Director was required to file a Percent Changes Report with Central (B&ECPL). At a Director and Manager's meeting our Director learned the county's sales tax collection is down by \$8.8 million. Property tax increases are limited to 2 percent of the entire budget, per state law. The county faces a \$522,000 health insurance for retirees shortage, and a \$349,000 health insurance premium shortage. The library system's salary budget will be cut by \$440,000. One of the Senior Pages can no longer work on Sundays. The Director is working on several scenarios to fill the gap.

VI. Financial Statements:

A. *Update: New \$10,000 CD @ Bank of Akron:* The new CD at the Bank of Akron was opened for 12 months at .55%.

B. *Close-out of old checking account at Evans Bank:* The board

previously voted to close-out the M&T Bank account and transfer the money to our Bank of Akron checking account. The signatories will sign the forms at M&T. The account will be closed before the next meeting.

VII. Public Comment: None.

VIII. Old Business:

A. *Building Maintenance Report:* Mark Lubera from the town was contacted regarding the following items: Replacement of the risers on the outside stairway, heating cables on the gutters, caulking gutter seams, a non-functioning hall light socket, and HVAC repairs. The town may take over control of the libraries thermostats, adjusting them from town offices. Adjustments can be made by calling Mark Lubera's office. The HVAC system blower may run all the time to reduce torque wear on the shaft.

B. *Construction Grant Report - \$43,500:* Construction on the project must begin in 180 days. The building may be down before winter. Parking lot construction may start in the spring.

C. *Foyer Lighting:* No Report

D. *Celebration Events:*

1. *September Kid's Party:* Party planning is ongoing. Adult volunteers will be needed.

2. *October 17 Gala:* A layout plan for the library was created. An insurance rider will be needed to serve alcohol. Plans for the rider includes acquiring insurance from Lawley Associates or from the Central system. Try-it distributors was called regarding beverages. The next committee meeting will be held on August 28th.

3. *Information tables for September 9th:* Volunteers are scheduled to work at the information table during Arts

in the Village.

A motion was made to give the Committee for the Celebrations \$1,000 to cover expenses. MSP: Tamol, Yarborough - Vote: 6 yeas 0 nays

E. *Procurement Policy*: A motion was made to approve the Procurement Policy as presented. MSP: Howell, Tamol - Vote: Unanimous

F. *Investment Policy*: A motion was made to approve the Investment Policy as presented. MSP: Yarborough, Howell - Vote: Unanimous

G. *Library Lighting*: A motion was made to request Danforth retrofit existing fixtures while keeping the existing globes. MSP: Tamol, Wind Vote: Unanimous

A motion was made to purchase 10 globes from Superior lighting not to exceed \$2,000. MSP: Tamol, Jacobs - Vote: Unanimous

IX. New Business:

A. *Painting Back Entrance - Quotes*: A motion was made to accept the bid from N. Choop's Painting to paint the rear entry. MSP: Tamol, Yarborough - Vote: Unanimous

B. *2015-16 Programming Budget*: The Friends of the Lancaster Public Library will be asked to donate funds for programming. If they decide not to fund the entire \$3,000 expense, the Board will pay the balance. A motion was made to approve \$1,500 for 2015-16 programming. MSP: Yarborough, Howell - Vote: 6 yeas 0 nays

C. *NYS Technology Grant*: The library received a \$1,500.00 grant from New York State Senator Patrick Gallivan. The money is to be spent on technological items or upgrades.

D. *Refresh Petty Cash*: A motion was made to allow the Director to deposit \$150.00 into the petty cash account. MSP: Howell,

Tamol - Vote 5 yeas and 0 nays

X. Adjournment: The meeting was adjourned at 2:43 P.M. MSP:
Howell, Tamol

Next Meeting: Thursday, September 17, 2015 at 3:00 P.M.

Respectfully Submitted,

Gary S. Howell, Secretary

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

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

II. Call to Order: President Jacobs called the meeting to order at 3:05 PM.

III. Approval of and/or changes to the Agenda: An item was added to IX. New Business, D. Employee Retirement. MSP: Howell, Yarborough

IV. Review and approval of the August 20, 2015 meeting minutes:

The minutes were approved as presented. MSP: Yarborough, Jacobs

V. Report of the Director: The summer of 2015 saw more programs added and higher attendance. Circulation was up. Over 200 people are expected to attend the 100th Anniversary Children's Celebration. The ten plastic lighting globes ordered with board approval arrived. Everything is in place to complete the interior lighting project. Irene J. Colvin, author of *The Lion Pride*, will be at the library in October for a book signing.

VI. Financial Statements:

A. *System Paid Projected Shortfall:* A motion was made to reimburse the Central Library in the amount of \$1,912.60 for projected budget shortfalls. MSP: Howell, Yarborough - Vote: Unanimous

B. *Close-out of Evans Checking Account:* Per a previous board vote, the Evans Bank checking account was closed out. The funds were deposited at the Bank of Akron.

C. *Petty Cash Replenishment:* The petty cash fund was replenished in September due to the purchase of phone

batteries and the 100th Anniversary Celebration expenses.

VII. Public Comments: None

VIII. Old Business

A. Building Maintenance Report:

A) Painting Choops Painting finished painting the lower hallway in two days.

B) Construction Grant Update: The town is working to complete asbestos removal.

C) Foyer Lighting: No updates.

D) Celebration Events:

a. 100th Anniversary Children's Celebration: All plans for the September 19th 100th Celebration are in place.

b. October Gala: Invitations to the Gala were sent out.

IX. New Business:

A. Reference Materials: Circulation and use of reference materials are down due to the growth of computerized referencing. The library is running out of space for popular materials. Reference Materials will be weeded out to make space for more widely circulated materials.

B. Grant Opportunity: Community Arts and Arts Education Grants are available. Librarian Gwen Cassidy put together a proposal for Creative Living in Lancaster programs to be funded by the grants. The library will apply for the grants.

C. October 17, 2015 ACT Meeting: The next ACT will be held at the Reinstein Library, on Harlem Road, in Cheektowaga on October 17th, 2015. Refreshments will be served from 9:30 AM until 10:00 AM. The meeting will begin at 10:00 AM.

D. Employee Retirement: Options for an employee retirement were discussed.

X. Adjournment: The meeting was adjourned at 4:17 PM. MSP:
Howell, Jacobs

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

Respectfully Submitted,

Gary S. Howell, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, November 19, 2015
1:00PM**

I. Roll Call: Mary Terranova, Suzanne Jacobs, Barb Tamol, Gary Howell, Jan Yarborough, Kristyn Wind, James Stelzle (Library Director), Al Martin (Trustee Emeritus), and Donna Stempniak (Town Board Liaison)

II. Call to Order: President Jacobs called the meeting to order at 1:06 PM.

III. Approval of and/or changes to the agenda: The agenda was approved as presented. MSP Howell, Tamol

IV. Review and approval of the October 15 meeting minutes: The minutes of the October 15th meeting were approved as presented. MSP Tamol, Terranova

V. Report of the Director: Circulation was down. Programs and Wi-Fi sessions were up. The order for IRS tax forms was put in. The IRS will not send out as many different forms as in the past. The community room is open to religious groups as long as they adhere to library policy.

VI. Financial Statements:

A. *Anniversary Expenses:* A motion was made to approve the expenditure of an extra \$803.77 for the 100th Anniversary Gala. MSP Howell, Yarborough - Vote: Unanimous

B. *System Shortfall Report:* A motion was made to reimburse the B&ECPL in the amount of \$1,976.37 for budget shortfalls. MSP: Howell, Tamol - Vote: Unanimous

VII. Public Comment: Megan Colcheski, a Girl Scout, is working on her Gold Award project. She wants to write a small book on how genetically modified organisms affect humans and animals. She is

seeking support from the library. A motion was made to support Megan in her endeavor to achieve the Girl Scout Gold Award by reviewing her book for potential circulation. MSP: Tamol, Kristyn

VIII. Old Business :

A.

1. **Building Maintenance Report:** The gutter heating cables and outlets to supply electricity to the cables were installed. Due to a retirement, the town will be asked if they can help with snow removal from sidewalks until the custodial position is filled. It was suggested the library ask Plymouth Crossings if they had people who would volunteer to clear snow from sidewalks. However, insurance is a concern when using volunteers.

2. **Track Lighting:** Mark Lubera approved a request to the town that will allow their electrician to install expandable track lighting in the foyer.

B. Construction Grant Update. The town has to bill the library for the state funds received for demolishing the house and constructing a parking lot. The asbestos abatement report is finished. There is a little asbestos in the house and it has to be removed. The house should be torn down soon.

C. **Volunteer Policy:** A motion was made to approve the amended Volunteer Policy from the Central Library Board and to incorporate the policy in the Lancaster Library Policy handbook. MSP: Jacobs, Yarborough - Vote: Unanimous

IX. New Business

A. Personnel Items

1. **Retiring Part-time Librarian:** One Part-time librarian will retire at the end of December. The Director will search for a replacement.

2. Custodian - Buy-out, Posting, and Equipment: The Custodian will retire on December 19th. Buy-out costs total \$6,771.00. A preliminary letter was written to petition the Central Library to cover the costs. The letter needs to be sent to the B&ECPL Board two weeks before their next meeting. We may be without a custodian for a month.

A motion was made to make a gift to the custodian of \$250.00 from Private funds, in the Bank of Akron Checking account. MSP: Tamol, Yarborough - Vote: Unanimous

A motion was made to pay the custodian \$345.00 to purchase equipment he purchased for library use. MSP: Tamol, Jacobs - Vote: Unanimous

B. ***Cheektowaga/Lockport Audit Implications:*** Based on information from State Audits of the Cheektowaga and Lockport libraries, questions were raised concerning Lancaster Library financial practices. After consultations with the Central Library, it was determined that the Lancaster Library is in conformance with State policies.

C. ***Restroom Conversion:*** A decision was made to convert the men's and woman's restrooms into unisex restrooms. A motion was made: In order to transition to unisex bathrooms, we authorize the expenditure of \$34.72 for the necessary signage. MSP: Jacobs, Howell - Vote: Unanimous.

D. ***Additional Page Hours for 2016:*** A motion was made to spend \$14,700.00 to fund additional Page hours for 2016. MSP: Tamol, Yarborough - Vote: Unanimous

E. ***Sundays for 2016:*** 2016 Sunday hours will be contingent on Friends of the Lancaster Library funding.

F. ***2016 Holiday Calendar:*** A Motion was made to close the library

on December 24th and 25th, 2016 for the Christmas holiday and
reopen on December 26th. MSP: Jacobs, Tamol - Vote: Unanimous

G. ***Christmas Party:*** The annual Christmas party will start at
1:00 PM on December 17th. The Board's regular meeting will
commence at 3:00 PM on the same day. The Directors of the
Friend's group will be invited. A motion was made to spend
\$350.00 for food purchased from the Forestview restaurant for
the party. MSP: Jacobs, Yarborough - Vote: Unanimous

H. ***Proclamation Frames:*** Item Tabled.

X. Adjournment: The meeting was adjourned at 3:42 PM. MSP: Tamol,
Howell - Vote: Unanimous

Respectfully Submitted

Gary S. Howell, Secretary

Lancaster Public Library
Board of Trustees Meeting Minutes
Thursday, November 19, 2015
1:00PM

I. Roll Call: Mary Terranova, Suzanne Jacobs, Barb Tamol, Gary Howell, Jan Yarborough, Kristyn Wind, James Stelzle (Library Director), Al Martin (Trustee Emeritus), and Donna Stempniak (Town Board Liaison)

II. Call to Order: President Jacobs called the meeting to order at 1:06 PM.

III. Approval of and/or changes to the agenda: The agenda was approved as presented.
MSP Howell, Tamol

IV. Review and approval of the October 15 meeting minutes: The minutes of the October 15th meeting were approved as presented. MSP Tamol, Terranova

V. Report of the Director: Circulation was down. Programs and Wi-Fi sessions were up. The order for IRS tax forms was put in. The IRS will not send out as many different forms as in the past.

The community room is open to religious groups as long as they adhere to library policy.

VI. Financial Statements:

- A. Anniversary Expenses: A motion was made to approve the expenditure of an extra \$803.77 for the 100th Anniversary Gala. MSP Howell, Yarborough – Vote: Unanimous
- B. System Shortfall Report: A motion was made to reimburse the B&ECPL in the amount of \$1,976.37 for budget shortfalls. MSP: Howell, Tamol – Vote: Unanimous

VII. Public Comment: Megan Colcheski, a Girl Scout, is working on her Gold Award project. She wants to write a small book on how genetically modified organisms affect humans and animals. She is seeking support from the library. A motion was made to support Megan in her endeavor to achieve the Girl Scout Gold Award by reviewing her book for potential circulation. MSP: Tamol, Kristyn

VIII. Old Business:

A. 1. Building Maintenance Report: The gutter heating cables and outlets to supply electricity to the cables were installed. Due to a retirement, the town will be asked if they can help with snow removal from sidewalks until the custodial position is filled. It was suggested the library ask Plymouth Crossings if they had people who would volunteer to clear snow from sidewalks. However, insurance is a concern when using volunteers. 2. Track Lighting: Mark Lubera approved a request to the town that will allow their electrician to install expandable track lighting in the foyer.

B. Construction Grant Update. The town has to bill the library for the state funds received for demolishing the house and constructing a parking lot. The asbestos abatement report is finished. There is a little asbestos in the house and it has to be removed. The house should be torn down soon.

C. Volunteer Policy: A motion was made to approve the amended Volunteer Policy from the Central Library Board and to incorporate the policy in the Lancaster Library Policy handbook. MSP: Jacobs, Yarborough – Vote: Unanimous

IX. New Business

A. Personnel Items

1. Retiring Part-time Librarian: One Part-time librarian will retire at the end of December. The Director will search for a replacement.

2. Custodian – Buy-out, Posting, and Equipment: The Custodian will retire on December 19th. Buy-out costs total \$6,771.00. A preliminary letter was written to petition the Central Library to cover the costs. The letter needs to be sent to the B&ECPL Board two weeks before their next meeting. We may be without a custodian for a month. A motion was made to make a gift to the custodian of \$250.00 from Private funds, in the Bank of Akron Checking account. MSP: Tamol, Yarborough – Vote: Unanimous

A motion was made to pay the custodian \$345.00 to purchase equipment he purchased for library use. MSP: Tamol, Jacobs – Vote: Unanimous

B. Cheektowaga/Lockport Audit Implications: Based on information from State Audits of the Cheektowaga and Lockport libraries, questions were raised concerning Lancaster Library financial practices. After consultations with the Central Library, it was determined that the Lancaster Library is in conformance with State policies.

C. Restroom Conversion: A decision was made to convert the men's and woman's restrooms into unisex restrooms. A motion was made: In order to transition to unisex bathrooms, we authorize the expenditure of \$34.72 for the necessary signage. MSP: Jacobs, Howell – Vote: Unanimous.

D. Additional Page Hours for 2016: A motion was made to spend \$14,700.00 to fund additional Page hours for 2016. MSP: Tamol, Yarborough – Vote: Unanimous

E. Sundays for 2016: 2016 Sunday hours will be contingent on Friends of the Lancaster Library funding.

F. 2016 Holiday Calendar: A Motion was made to close the library on December 24th and 25th, 2016 for the Christmas holiday and reopen on December 26th. MSP: Jacobs, Tamol – Vote: Unanimous

G. Christmas Party: The annual Christmas party will start at 1:00 PM on December 17th. The Board's regular meeting will commence at 3:00 PM on the same day. The Directors of the Friend's group will be invited. A motion was made to spend \$350.00 for food purchased from the Forestview restaurant for the party. MSP: Jacobs, Yarborough – Vote: Unanimous

H. Proclamation Frames: Item Tabled.

X. Adjournment: The meeting was adjourned at 3:42 PM. MSP: Tamol, Howell – Vote: Unanimous

Respectfully Submitted

Gary S. Howell, Secretary

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

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

II. Call To Order: President Jacobs called the meeting to order at 1:09 PM.

III. Approval of and/or changes to the agenda: Additions - IX New Business, I. System Shortfalls, and J. Demo Stickers. MSP Howell, Yarborough

IV. Review and approval of the October 16, 2014 meeting minutes: Approved as submitted. MSP Jacobs, Terranova (Note: The November meeting was cancelled due to a blizzard.)

V. Report of Director - October and November: A new seven camera plus motion detector security system was installed. The staff is learning how to operate the new computer pads and television. New accessories for the devices may need to be purchased. The B&ECPL was asked to help provide a Wi-Fi router for public usage. The clerical and maintenance union will be voting on a contract. Lancaster's pages were told their hours needed to be cut back from nineteen to fourteen until the board receives its 2015 budget and determines if paying the extra hours from private funds is feasible.

VI. Financial Statements:

A. Disposition of CD 044: The CD044 was closed out and reopened at the Bank of Akron as CD 028 for 36 months at 0.9 percent interest. It matures October 27, 2017.

B. CD 041 - Matures January 28, 2015: Item moved to January meeting.

C. Investment of Funds: Item moved to January Meeting.

D. Purchases (Steam Cleaner and Easels): The items approved during the October meeting, a steam cleaner and easels were purchased for \$160.00 and \$146.85 respectively.

E. Router of Community Room: The router is for public usage and a request to Central was made.

VII. Public Comments: None. Board members who attended the Friend's meeting reported on their fundraising efforts and lack of a candidate for president.

VIII. Old Business:

A. Working Group Meeting - January 13, 2015: The November meeting was cancelled due to the blizzard and rescheduled for January 13th.

B. Request for Change of Meeting Time: A board member made a request to change board-meeting times from 1:00 PM to 3:00 PM. The request was delayed until an absent board member could be consulted.

C. Furnace/Ventilation System: The Town of Lancaster contracted an energy efficiency study. The Town passed a bond for the improvements and is scheduling them.

D. Building Security and Camera System: (See Report of the Director.

E. Friend's Display Case: The Friends group purchase a case to display privately purchased miniatures of town buildings.

F. Draft Cybertrain Schedule/need for Laptops/Gallivan Grant: New York State Senator Gallivan asked for a written plan for the use of the 2015 grant. The grant will be used to purchase four laptop computers for training programs and patron usage. The Lancaster library will then have six laptops for public use and to run training classes on the months that Central does not provide them. Board members were given a schedule prepared by the Director for the programs. The E-Reader cybertrain starts in January. A motion was made to allow the Director to purchase four laptops through state bids, using private funds if necessary, to be reimbursed by

the Gallivan grant funds, not to exceed \$4,000.00. MSP Howell, Yarborough - Vote: Unanimous

G. Sunday Memorial for Shirley Martin: Board members donated \$175.00 and voted to use private funds in the amount of \$125.00 to fund a Sunday in memory of the late Shirley Martin. A motion was made to expend \$125.00 in private funds for the memorial. MSP Jacobs, Yarborough

IX. New Business:

A. Long-range Plan 2011 - 2014 - Update: The long-range plan needs to be updated. Board members were given a copy of the existing plan, asked to read it, and bring recommendations to the next meeting.

B. 2015 Holiday Calendar - July 3rd and 4th, 2015: A motion was made to keep the library open on July 3rd and close the library on July 4th, 2015, and to close the library on December 24th, 2015, and to close the library at 5:00 PM on December 31, 2015. MSP Howell, Jacobs.

C. Employee Handbook: The new B&ECPL handbook was discussed. No action was taken.

D. Report on ACT Meeting of November 15th, 2014: The new B&ECPL handbook was discussed.

E. Holiday Party Funding Approval: A motion was made to approve \$200.00 from private funds for the 2014 staff holiday party. MSP Howell, Yarborough - Vote Unanimous.

F. Final Focus Group Report: Board members were given a report breaking down the concerns of patrons expressed in patron focus group meetings.

G. New Children's Programs: The new Bedtime Story Hour drew over 30 patrons. A new quilting group is using the library public meeting room.

H. 2015 System Budget: A motion was made to pay the B&ECPL a projected shortfall of \$3,482.73 from private funds in the Evans Bank checking account. MSP Howell, Terranova - Vote Unanimous. The amount covers part-time wages and FICA for part-time extended hours approved by the board.

I. Demco Stickers: A motion was made to allow the director to purchase stickers from Demco in the amount of \$56.44. MSP Jacobs, Wind - Vote: Unanimous

X. Other - None

XI. Adjournment: Motion to Adjourn. MSP Yarborough, Jacobs

Next Meeting: Thursday, January 15, 2015

Respectfully Submitted:

Gary S. Howell, Secretary