

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 17, 2016
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 18 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Payroll Report
 - B. Comptroller's Report
 - C. Investment of Funds
- VII. Public Comment/Friends' Report
- VIII. Old Business
 - A. Building Maintenance Report
 - B. Parking Lot Update
 - C. Director's Evaluation
 - D. Yoga Classes
 - E. MakerSpace Materials/Program
 - F. NYS Construction Grant
- IX. New Business
 - A. ACT Meeting Reminder: April 9 @ Clarence
 - B. State Report
 - C. NYS Sales Tax Due - \$50.87
 - D. Book Sale/Baked Good Sale – 4/14-17/16
 - E. Sen. Gallivan' \$15,000 technology grant
 - F. Clark Street Library DVD
 - G. Donna's Dinner – 4/22/16 @ 6PM
 - H. Lancaster Schools Art Exhibits/Display Panels
- X. Adjournment

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

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, April 21, 2016
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 17 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Allocation of Funds – Discussion
 - B. Establishment of Foundation - Discussion
- VII. Public Comment/Friends’ Report
- VIII. Old Business
 - A. Building Maintenance Report
 - B. Parking Lot Update
 - C. Book Sale Update
 - D. Clark Street DVD
 - E. Display Panels
- IX. New Business
 - A. ACT Meeting Report
 - B. State Report
 - C. STEM Kit Programs
- X. Adjournment

Next Meeting: Thursday, May 19, 2016 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, May 19, 2016
3:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the April 21 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Allocation of Funds – Wish List Discussion
 - B. Establishment of Foundation – Discussion
 - C. Program Expenditures Update
- VII. Public Comment/Friends’ Report
- VIII. Old Business
 - A. Building Maintenance Report - Roof
 - B. Parking Lot Update

- IX. New Business
 - A. Parking Lot Celebration
 - B. Book Sale Co-Sponsorship
 - C. Lancaster Summer Events
 - 1. Fourth of July – Parade at 2PM
 - 2. Taste of Lancaster – August 6, 11AM-11PM
 - 3. Arts in the Village – September 3, 10-4
 - D. Women’s Civic Club Luncheon – June 8
 - E. Summer Flyer
 - F. Wood for Fireplace
- X. Adjournment

Next Meeting: Thursday, June 16, 2016 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 21, 2016
3:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the June 18 meeting minutes

V. Report of the Director

VI. Financial Statement

A. Payroll Cuts for 2017

B. Wish List

VII. Public Comment

VIII. Old Business

A. Security Issue

B. Parking Lot Update

C. Parking Lot Celebration

IX. New Business

A. MakerSpace Materials – Gwen

B. Contract Ratification, including four policies

Next Meeting: Thursday, August 18, 2016 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, August 18, 2016
3:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the June 18 meeting minutes

V. Report of the Director

VI. Financial Statement

A. Report on CD #178

B. Wish List Discussion

VII. Public/Friends Comment

VIII. Old Business

A. Security Issue Update

B. Parking Lot Update

C. Parking Lot Celebration Update

D. Personnel – New Hires

E. MakerSpace Materials Update

IX. New Business

A. Accident Report

B. Program Funding

Next Meeting: Thursday, September 15, 2016 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, September 15, 2016
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 18 meeting minutes

V. Report of the Director

VI. Financial Statement

Wish List: Update on New Telephone System

VII. Public/Friends Comment

VIII. Old Business

A. Town Budget

B. Parking Lot Update

C. Parking Lot Celebration

D. Program Funding for 2016-17

IX. New Business

A. Personnel: Need for New Part-Time Librarian

B. Sunday Tech MakerSpace Program

C. ACT Meeting: October 15 at Lancaster Library

- Request for up to \$100 to provide refreshments

- December 10 meeting is Trustee Training; all should attend

D. B&ECPL Gala – December 2 - \$180 – benefits libraries' programming

X. Adjournment

Next Meeting: Thursday, October 20, 2016 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, October 20, 2016
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 15 meeting minutes

V. Report of the Director

VI. Financial Statement

A. Telephone System: waiting for Gallivan money

B. Petty Cash Account Increase

VII. Public/Friends Comment

VIII. Old Business

A. Parking Lot Update

B. Foyer Track Lighting

C. Personnel Update

IX. New Business

A. WNY Library Resources Council: Ask the Lawyer Service

B. County Legislature Library Budget Hearing – Nov. 1 at 1:45PM

C. ACT Meeting: Strategic Planning

X. Adjournment

Next Meeting: Thursday, November 17, 2016 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, November 17, 2016
3:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the October 20 meeting minutes

V. Report of the Director

VI. Financial Statement

VII. Public/Friends Comment

VIII. Old Business

A. Building Maintenance – foyer lighting, roof, driveway signs

B. Banning Issue

C. Gallivan Grant

D. Genevieve Maynard, New Part-time Librarian

E. Nomination of Officers for 2017

President – Gary Howell Secretary – Jan Yarborough

Vice president – Kristyn Wind Treasurer – Sue Jacobs

IX. New Business

A. Open/Close Dates for 2017

B. Christmas Party

X. Adjournment

Next Meeting: Thursday, November 15, 2016 – 3:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, December 15, 2016
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 17 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Petty Cash Increase
 - B. CD #041 – Due January 28, 2017
- VII. Public/Friends Comment
- VIII. Old Business
 - A. Building Maintenance – foyer lighting, roof, driveway signs
 - B. Claims Audit Policy
 - C. Gallivan Grant
 - D. Painting with a Twist
- IX. New Business
 - A. Donation to Carnival Kids
 - B. System Paid Analysis – 3rd Quarter
 - C. Invitation to Monica Wallace
 - D. Appearance at Town Board Meeting
 - E. ACT Update
- X. Adjournment

Next Meeting: Thursday, January 19, 2017 – 3:00PM