

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, January 28, 2016
3:00 PM

I. Roll Call: Introduction of Matt Walter Town Council Library

Liaison - Suzanne Jacobs, Mary Terranova, Barbara Tamol, Gary Howell, Jan Yarborough, Kristyn Wind, James Stelzle (Library Director), Matt Walter (Town Board Liaison), Robert Harris (Town Engineer), and resident Frank Maddock. Town Councilman and Library Liaison Matt Walter was introduced to board members.

II. Call to Order: President Jacobs called the meeting to order at 3:00 PM.

III. Approval of and/or changes to the Agenda: The following agenda items were added to the Agenda. New Business: G. Change Monthly Meeting Times to 3:00 PM., H. Purchase Headphones, I. IPad Cards and Cloud Storage) MSP Yarborough, Tamol

IV. Review and approval of the December 17th Meeting Minutes: The minutes were accepted as presented. MSP: Tamol, Yarborough

V. Report of the Director: Annual circulation was down 4.9%. Annual circulation was down throughout the library system. Annual computer usage was up. Programming was way up, with 16,024 people participating in programs. The Director presented a list of 30 improvements that were made to the library in 2015 showing the library is in better shape than it was in previous years. The library received a check from the MacDavid bequest between \$7,800.00 and \$7,900.00.

VI. Financial Statements: The financial statements were accepted as presented. MSP: Howell, Terranova

VII. Public Comment/Friends Report. Jan Yarborough and Gary Howell reported on the March 19th, 2016 Friends Fundraiser. Gary Howell reported that the Junior Friends first video "What's up at the Lancaster Library" is posted on the library's Facebook pages.

VIII. Old Business:

A. *Building Maintenance Report:* The roof still leaks, but not as bad as in past years.

B. *Construction Grant Update:* Town Engineer, Robert Harris presented the preliminary library parking lot blueprints. The new plan includes a total of 35 parking spaces, an in and out road, a drainage filtration area, and lighting. The future process requires putting out a bid for grading and paving, having NYSEG move the telephone pole to the south of the entrance driveway, and getting the work done. The lot may be partially completed before the telephone pole is removed, reducing parking spaces by one or two spaces.

There will be parking disruptions during the construction process. The lot might be finished by the end of June or midsummer. The Library Board agreed the preliminary plan was acceptable. Mr. Harris will return with a final plan for the Board to officially approve at the next meeting.

C. *Personnel:* Board members were introduced to the new caretaker, Joshua Strell.

D. *By-Law Revision to Include Treasurer's Duties-VOTE:* A motion was made to accept the new By-Law revisions as presented at the December meeting and reviewed during

the January meeting. MSP: Terranova, Tamol - Vote: Unanimous.

E. *Resolution 2015-48: Unanticipated Expenditure Assistance - Info only*: The Board of Trustees of the Buffalo & Erie County Public Library voted to pay the accrued retirement benefits for the prior Lancaster Public Library caretaker during their December 17th, 2015 meeting.

IX. New Business

A. *2016 Slate of Officers - Vote*: A motion was made to approve the following board members to fill offices for 2016 - President - Suzanne Jacobs, Vice-President - Kristyn Wind, Secretary - Jan Yarborough, and Treasurer - Gary Howell. MSP: Howell, Tamol - Vote: Unanimous

B. *Conflict of Interest Signatures*: All board members signed the library's conflict of Interest forms as required.

C. *Director's Evaluation*: Barbara Tamol and Jan Yarborough volunteered to conduct the annual Director's Evaluation.

D. *2016 Budget and Contract Extension*: Board members were given copies of the 2016 Contract Extension and the 2016 Budget Schedules. No action was required.

E. *2016 ACT Dues - Vote*: A motion was made to pay \$20.00 to ACT to cover dues for 2016. MSP: Howell, Tamol - Vote: Unanimous.

F. *Dinner of Donna Stempniak*: A dinner will be held to show appreciation to former Town Liaison Donna Stempniak for her years of support for the library. The dinner will be held at 6:00 PM on March 22nd, 2016 at Mangia restaurant in Orchard Park. Board members will fund the dinner.

G. *Change Monthly Meeting Times to 3:00 PM*. A motion was made to change monthly meeting times to 3:00 PM year round.

MSP Tamol, Yarborough - Vote - Unanimous

H. *Purchase Headphones*: A motion was made to purchase computer headphones for \$96.00. MSP Jacobs, Wind -
Vote: Unanimous

I. *IPad Cards and Cloud Storage*. A request was made to allow the library to buy 2 gift cards and cloud storage for the IPad. The gift cards will be used to purchase new music for programming. The cloud storage would be used to backup items. It was determined that since the gift cards will be used to purchase items for programming that the items be bought using the existing programming budget. The board asked the library and board members Wind and Howell to investigate whether it was necessary to purchase cloud storage for back-up and whether there were other alternatives.

X. Adjournment: The meeting was adjourned at 5:03 PM. MSP Howell, Yarborough.

Respectfully Submitted,

Gary S. Howell, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, February 18, 2016
3:00PM**

I. Roll Call: Suzanne Jacobs, Gary Howell, Barbara Tamol, Jan Yarborough, Kristyn Wind, James Stelzle (Library Director), Matt Walter (Town Board Liaison), Robert Harris (Town Engineer), and Al Martin (Trustee Emeritus).

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

III. Approval of and/or changes to the Agenda: Additions – New Business: G. Summer Program Incentives, H. Reporting Reference Questions, I. Digital Recorder.

IV. Review and Approval of the January 28, 2016 Meeting Minutes: The minutes were approved as presented. MSP Tamol, Wind

V. Report of the Director: January was a very busy month. WI-FI usage was down partially due to a patron who used two computers everyday for eight hours a day but has now stopped using library computers. Weather was also a factor.

VI. Financial Statements: The M&T bank beginning balance from the January financial report does not match the December ending balance. There is a difference of \$3,077.76. The library uses cash basis accounting. Receipts are recorded when money comes in and expenses are recorded when they are paid. However, the New York State Report requires that certain payments be reported on the accrual basis, i.e. in the period the expense is incurred. The \$3,077.76 is a Return-To-System expense incurred in 2015 that has yet to be approved by the board and paid to the system. The State report requires that it be reported as a 2015 expense. Due to a missing formula, there was an error in December's CD balance column. The missing formula was put in place. A motion was made to accept the financial statement as amended. MSP Tamol, Jacobs - Vote: Unanimous

VII. Public Comments/Friends' Report: The Friends continue to prepare for the Fourth Annual Fundraiser to be held March 19, 2016. There is a need for more carrels to provide privacy for patrons while they are using computers. Friends may be asked to purchase the carrels. There are now two WI-FI systems available. The encrypted system provides better security. A new telephone system will be researched. Gallivan grant funds may be applied to its purchase. \$300 has been collected in memorial donations for Norma Patterson.

VIII. Old Business:

A. Building Maintenance Report: The handicapped parking signs were knocked down during the tree removal next door. They were repaired and then knocked down once again by the snowplows. The signs are expected to be repaired soon. It was 48 degrees in the library on the Sunday preceding Presidents' Day. The temperature, which is controlled by the town, was erroneously lowered when the temperature was set for the Monday holiday when the library would be closed. The heat was turned up later in the day.

B. Parking Lot Update: Town Engineer, Robert Harris presented updates to the library parking lot blueprints. The guide rail will be extended to the length of the parking lot. Drainage will run into a rain garden, not into the creek. NYSEG has been contacted to move the telephone pole. There will be 34 parking spaces once the new lot is completed. The plan will be presented to the Town Board at their next meeting. A motion was made to accept and endorse the site plan that was presented. MSP: Howell, Yarborough – Vote: Unanimous

C. Director's Evaluation: Tabled until the March meeting.

D. iPad Card: Two cards were purchased. They will be used to purchase new music for programming.

IX. New Business:

A. Report of ACT Meeting: Suzanne Jacobs and Jan Yarborough attended the February 6th ACT meeting which included three informative sessions: the STEM (Science, Technology,

Engineering, Mathematics) Education Center, System Services that are provided to the contract libraries, and Marketing and Advocacy plans for 2016.

B. Suggested Purchase of MakerSpace Materials: Educational, hands-on robotic toys will be used in our future programming. The Junior Friends' will be asked to create a program during which they will supervise and instruct younger children on the use of these new toys. The toys include materials such as robotic spheres controlled by cellular phones and iPads, modular synthesizers, and robotic circuitry. The library currently owns 5-6 augmented reality books which could be added to this program. Fisher-Price makes a Coding Caterpillar which would be appropriate for toddlers. Gallivan technology funds may be used to purchase these toys. A motion was made to spend up to \$1000 for MakerSpace technology. MSP Jacobs, Tamol. - Vote: Unanimous

C. 2015 Return-to-System Report: Two bills for return-to-system payments were presented. Separate motions were made to pay them. A motion was made to pay invoice #15098 to the B&ECPL in the amount of \$3077.76 for return-to-system payment. MSP Howell, Wind - Vote: Unanimous. Another motion was made to pay invoice #15112 the remainder of the shortfall in the amount of \$16248.00. MSP Tamol, Yarborough - Vote: Unanimous

D. April - Volunteer Appreciation Gifts: All volunteers will be given memo pads and pens as a token of our appreciation. A motion was made to spend \$43.80 for these gifts. MSP Jacobs, Yarborough - Vote: Unanimous

E. Yoga Classes: Adult yoga classes offered by the library in January and February were very popular and completely filled. The yoga instructor offered to continue the classes for free and ask the patrons for donations instead of charging the library for her services. It was decided that the library will continue to pay for future yoga classes in March, May, and June. Jim will ask the instructor if she is available during these months.

F. NYS Construction Grant: Five-year Plan: There are two years left in the five-year plan. The state has asked that we look at our needs. While we've accomplished most of our projects, the

roof continues to leak and needs repair. The bathrooms should be updated. Sue Jacobs will ask Mark about addressing other needs at the library.

G. Summer Program Incentives: It was decided that we will spend the same amount as last year on stickers, bags, and other summer program incentives. A motion was made to spend \$450.00 to purchase these supplies from Upstart and Oriental Trading. MSP Yarborough, Tamol Vote: Unanimous

H. Reporting Reference Questions: Prior to January 2016, all questions asked by patrons to library staff, excluding directions, were considered reference questions. Beginning January 1, 2016 there is a new way to gather statistics for reference materials. Questions are now classified into four different categories: Directional, Equipment, Policy, and Reference. Jim inquired if the Board would prefer to receive, on a monthly basis, the total number of questions asked or the number of questions asked in each category. It was decided that Jim would report the total number of questions asked on a monthly basis and the number of questions asked in each category on an annual basis.

I. Digital Recorder: A digital recorder was purchased to record Library Board meetings. A motion was made to reimburse Jan Yarborough \$43.49 for this purchase. MSP Jacobs, Tamol – Vote: Unanimous

X. Adjournment: The meeting was adjourned at 5:12 PM. MSP Tamol, Wind Vote: Unanimous

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, March 17, 2016
3:00PM**

I. Roll Call: Suzanne Jacobs, Gary Howell, Barbara Tamol, Mary Terranova, Jan Yarborough, James Stelzle (Library Director), Matt Walter (Town Board Liaison), and Al Martin (Trustee Emeritus).

II. Call to Order: President Jacobs called the meeting to order at 3:12 PM.

III. Approval of and/or changes to the Agenda: Additions – VI. Financial Statement, D. Allocation of Funds; IX. New Business, I. Staff Development Day. MSP Tamol, Howell – Vote: Unanimous

IV. Review and Approval of the February 18, 2016 Meeting Minutes: The minutes were approved with an amendment to IX. F. NYS Construction Grant: Five-year Plan - Jim Stelzle will ask Mark about addressing other needs at the library. MSP Tamol, Howell – Vote: Unanimous

V. Report of the Director: February was a very good month. Circulation and computer usage were both up approximately 15%. WIFI was up almost 100% due to the installation of a new router in the Community Room and the addition of a secure network for encrypted WIFI. Programs are doing very well, on par with last year. Jim received a letter from a Village of Depew trustee questioning the possibility of a library in Depew. Jim together with Mary Jean Jakubowski and Glen Luba, library director in Cheektowaga, will meet with the trustee to discuss possible additional library services for Depew residents. \$500 was received from Central toward programming materials.

VI. Financial Statement: A motion was made to accept the February financial statement. MSP Yarborough, Howell –Vote: Unanimous

- A. Payroll Report – Report is accurate.
 - B. Comptroller’s Report – Discussion ensued and a motion was made to accept the Comptroller’s report. MSP Tamol, Jacobs – Vote: Unanimous
 - C. Investment of Funds – A motion was made to purchase an 18-month CD at Bank of Akron for \$10,000. MSP Yarborough, Jacobs – Vote: Unanimous
 - D. Allocation of Funds - We will begin to target money for anticipated expenses. We will also consider establishing a foundation for the library, which would keep and grow library money for future needs and which would allow us to be able to apply for grants.
- VII. Public Comment/Friends Report: The Fourth Annual Fundraiser will be held March 19th at the Elks from 6-9PM. Members of the Junior Friends will assist.

VIII. Old Business

- A. Building Maintenance Report – Salem Roofing has made partial repairs. More work needs to be done to stop leaks.
- B. Parking Lot Update – A contractor will be chosen when bids come back at the end of the month. The project will take approximately 3-4 weeks to complete. It will possibly start in June or July.
- C. Director’s Evaluation – Once again Jim was rated “Excellent” in all areas and was commended for his outstanding job performance.
- D. Yoga Classes - Adult Yoga classes will be offered weekly in May and June.
- E. MakerSpace Materials/Programs – Materials are beginning to arrive. Members of the Junior Friends are excited and willing to instruct younger children on the use of these new toys. Tentatively, they will offer this program on Wednesdays in July and August.
- F. NYS Construction Grant – NYS has requested a list of our construction needs. Jim has compiled a list estimated at \$60,000.

IX. New Business

- A. ACT Meeting Reminder: April 9 @ Clarence – The meeting will be held from 10:00-12:00.

B. State Report – The report was discussed, and a motion was made to accept the State Report as presented. MSP Howell, Yarborough – Vote: Unanimous

C. NYS Sales Tax Due – A motion was made to pay the \$50.87 which is due. MSP Howell, Terranova – Vote: Unanimous

D. Book Sale/Baked Good Sale – 4/14-4/17 – The Friends of the Library will work the Thursday and Sunday of the Book Sale. Friends and Trustees are asked to contribute baked goods for the Baked Good Sale on Friday and Saturday.

E. Sen. Gallivan’s \$1,500 technology grant: Sue will send a thank you letter to Sen. Gallivan telling him that the funds will be put towards the MakerSpace materials.

F. Clark Street Library DVD: The History Museum had a 16mm film with sound of the Clark Street Library from the late 1940’s or early 1950’s. Terry Wolfe had the film transferred to a DVD at a cost of approximately \$200. Jim suggested that we split the cost and have a copy made for the library. A motion was made to cover the cost of copy. MSP Tamol, Howell – Vote: Unanimous

G. Donna’s Dinner – 3/22/16 @ 6PM: We will honor Donna Stempniak, recently retired Town Board Liaison, at a dinner at Mangia’s in Orchard Park.

H. Lancaster Schools Art Exhibits/Display Panels: There is a need for display panels which will be used for various exhibits at the library and for additional bookcases which will be used for children’s book series. A motion was made to purchase two bookcases with casters and a 5-panel display unit for \$1350 plus shipping. MSP Yarborough, Tamol – Vote: Unanimous

I. Staff Development Day, May 11, 2016: Jim is working on the logistics to have as many staff members as possible attend. The library will be open 5-9PM.

X. Adjournment: The meeting was adjourned at 5:07 PM. MSP Tamol, Yarborough - Vote: Unanimous

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, April 21, 2016
3:00PM**

I. Roll Call: Suzanne Jacobs, Barbara Tamol, Jan Yarborough, Kristin Wind, James Stelzle (Library Director), Matt Walter (Town Board Liaison)

II. Call to Order: President Jacobs called the meeting to order at 3:10 PM.

III. Approval of and/or changes to the Agenda: Additions: IX. New Business: D. Digital recorder. MSP Tamol, Wind – Vote: Unanimous

IV. Review and Approval of the March 17, 2016 Meeting Minutes: The minutes were approved as presented. MSP Tamol, Jacobs – Vote: Unanimous

V. Report of the Director: March was a very good month. Circulation was up slightly. Programming and Sundays are both doing very well. WIFI usage was up over 200%. Consideration will be given to move the router closer to the window to increase WIFI usage from the parking lot especially once the new parking lot is completed. Adult Yoga continues to be an extremely popular program with a long waiting list. Rather than allow participants who are already in the Yoga class to automatically continue in upcoming Yoga programs, priority will be given to those on the waiting list in order to allow new people to experience our programming. Jim will speak to the Yoga instructor about the possibility of adding additional Yoga classes in the fall. A Seed Exchange and a Tool Sharing Program were discussed. There is a need for Lego donations.

VI. Financial Statement: A motion was made to allow CD 046 to roll over for an additional 24 months. MSP Yarborough, Tamol – Vote: Unanimous. Another motion was made to add \$150 to petty cash. MSP Tamol, Yarborough – Vote: Unanimous

- A. Allocation of funds – Jim will begin working on a Wish List.
- B. Establishment of Foundation – Tabled until next month.

VII. Public Comment/Friends' Report: Members of the Friends' Group helped staff the Book Sale on Thursday, Apr. 14 and Sunday, Apr. 17. The 4th Annual Fundraiser, which was held on March 19, raised \$3741.86. The Friends' Group will have a representative at future Board meetings,

VIII. Old Business

- A. Building Maintenance Report – Salem Roofing has stopped the leaks that were going into the office. There continues to be a water problem downstairs. Spring planting and landscaping will begin soon. Our new custodian is proving to be a valuable asset to the library.
- B. Parking Lot Update – Contracts have been signed and a date will be set soon. The electric company has been responsive to moving the pole. The town will do the striping. A library sign from 1975 will be refinished and used in the new parking lot. Discussion will begin at our next meeting about a Ribbon-Cutting/Celebration of the new lot.
- C. Book Sale Update – We had twice the number of books this year as last year but expect profits to be down slightly.
- D. Clark Street DVD – Terry Wolfe will take our request to share the expense and receive a copy of the DVD to the Board.
- E. Display Panels – Final cost is \$1620 including shipping.

IX. New Business

- A. ACT Meeting Report – Sue has the minutes of the Apr. 9 meeting and will obtain the hand-outs. Part of the meeting was devoted to input into the 5 Year Plan.
- B. State Report – It was turned in and accepted.
- C. STEM Kit Programs – These are provided by Central and will be borrowed and used for programming in conjunction with our MakerSpace materials. They are

appropriate for ages 8-12. Some of these items will be demonstrated at next month's meeting.

D. Digital recorder – A motion was made to reimburse Jan for \$32.62. MSP Tamol, Wind – Vote; Unanimous

X. Adjournment: The meeting was adjourned at 4:18 PM. MSP Yarborough, Tamol – Vote: Unanimous

Respectfully Submitted

Jan Yarborough, Secretary

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

I. Roll Call: Suzanne Jacobs, Barbara Tamol, Mary Terranova, Jan Yarborough, Kristin Wind, Gary Howell, James Stelzle (Library Director), Matt Walter (Town Board Liaison), and Al Martin (Trustee Emeritus).

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

III. Approval of and/or changes to the Agenda: The agenda was accepted as presented. MSP Tamol, Yarborough – Vote: Unanimous

IV. Review and Approval of the April 21, 2016 Meeting Minutes: The minutes were approved as presented. MSP Tamol, Jacobs – Vote: Unanimous

V. Report of the Director: Circulation and computer sessions are on par. WIFI usage continues to be high. There were fewer programs in April due to the Book Sale. Terry Wolfe told Jim that the Lancaster Women's Civic Club made approximately \$3800 on the Book Sale and will donate approximately \$4100 to the library. Terry also said that the Civic Club's Board decided that they are no longer able to do the Book Sale as they had in the past. In the future they will have 3-4 people to help but are unable to do set up. Sue contacted Mark Skowron at Lancaster High School. He was happy to hear from us and will contact service-oriented clubs and advisors to do a possible co-sponsorship with the Civic Club for future Book Sales. Students would do the book sorting and set up while the Civic Club would continue to handle the money. Sue will contact the Civic Club to discuss this once she hears back from Mark. The library needs a new leaf blower and weed wacker. Matt will check with the town about providing these items.

VI. Financial Statement: A motion was made to accept the April financial report. MSP Yarborough, Howell – Vote: Unanimous.

A. Allocation of funds – Jim and the staff continue to compile a Wish List. It will also include future replacement of certain items currently owned by the library.

B. Establishment of Foundation – We need to know our expenses before we establish a foundation. This includes all future expenses such as furniture, computers, etc. We also need to determine ownership of all items and determine who is responsible for future replacement. Sue will speak to Mary Jean Jakubowski and Ken Stone about establishing a foundation. Jim will determine which other libraries already have foundations.

C. Program Expenditures Update - Jim presented program projections through August 2016 and explained expenses and current balances.

VII. Public Comment/Friends' Report – Concerns about the change of the location of the router to permit WIFI usage in the parking lot were discussed. The Friends' Group is considering hosting a Meat Raffle for their next Annual Fundraiser. They may cancel the July and August meetings.

VIII. Old Business

A. Building Maintenance Report – We continue to look for the source of the roof leaks. Salem Roofing will be called back.

B. Parking Lot Update – Matt reported that we are waiting to hear a date for work to begin, possibly at the end of May. Work will take several weeks to complete.

IX. New Business

A. Parking Lot Celebration – The Board together with the Friends' Group will work on planning the celebration which may not take place until September.

B. Book Sale Co-Sponsorship – See Report of the Director.

C. Lancaster Summer Events – At our next meeting we will create a schedule for volunteers to man a table in front of the library for all 3 summer events (Fourth of July, Taste of Lancaster, and Arts in the Village). A motion was made to spend \$150 for candy for the Fourth of July Parade. MSP Yarborough, Howell – Vote: Unanimous.

D. Women's Civic Club Luncheon – June 8 – Members of the Board will be presented with the check from the Book Sale.

E. Summer Flyer – The flyer lists all summer programs.

F. Wood for Fireplace – A motion was made to spend up to \$150 for a cord of wood. MSP Jacobs, Tamol – Vote: Unanimous.

X. Adjournment: The meeting was adjourned at 4:10 PM. MSP Howell, Jacobs – Vote: Unanimous

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, June 16, 2016
3:00PM**

I. Roll Call: Suzanne Jacobs, Jan Yarborough, Kristin Wind, Gary Howell, James Stelzle (Library Director), Donna Stempniak (Friends of the Library 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: The agenda was accepted as presented. MSP Howell, Yarborough – Vote: Unanimous

IV. Review and Approval of the May 19, 2016 Meeting Minutes: The minutes were approved as presented. MSP Howell, Jacobs – Vote: Unanimous

V. Report of the Director:

- May was a good month. Circulation was up 10%, computer sessions up 13%, WIFI usage up 300+%, increase in programs. Attendance was down slightly because fewer people than last year attended our Book Sale. Sundays are on par.
- An email was received stating that as a result of a series of litigations Library debt will no longer be grounds for credit reporting.
- We currently will not be applying for a NYS Construction Grant.
- One of our pages is leaving. The vacancy will be posted and interviews for a replacement will follow.
- The display board and display racks arrived. The rack arrived in damaged condition. The manufacturer will be contacted.
- The probationary period is ending for our new caretaker. He is doing an excellent job and will be recommended for permanent employment.
- A purse was stolen from the back of a chair upon which a patron was sitting. The patron noticed it missing shortly after it was stolen and the police were called. Security

tapes were reviewed. The theft is being handled by the police. A discussion followed about possibly posting signs in the library reminding patrons not to leave belongings unattended. Central will be contacted about their policy concerning banning problem individuals.

- Maker Space materials were demonstrated. These are exciting, educational hands-on activities and will be introduced to children during the summer science programs.

VI. Financial Statement: A motion was made to accept the May financial report. MSP Yarborough, Howell- Vote: Unanimous.

VII. Public Comment/Friends' Report – A meat raffle is being researched for the annual fundraiser. The Friends will be assuming a greater role in assisting the Lancaster Womens' Civic Club for the annual Book Sale. The Friends have discontinued the basket raffles since the money raised was often less than the value of the basket. Volunteers were enlisted for the Library table on the Fourth of July and for the Arts in the Village. A list of volunteers for the Parking Lot Celebration was compiled.

VIII. Old Business

A. Building Maintenance Report – A load of mulch arrived and is being spread throughout the beds. We are still waiting for a new leaf blower and weed wacker from the town.

B. Parking Lot Update – Paving has begun. Work continues.

C. Parking Lot Celebration – Volunteers from the Board and the Friends' Group will meet on July 14 at 10AM to begin planning the celebration. Date to be determined.

D. Book Sale Co-sponsorship – Members of "Students for a Better World" from Lancaster High School under the leadership of John Efthemis will provide much of the leg work needed at the annual Book Sale. They will help with the book sorting and set-up prior to the sale and continue with the work after the sale.

E. Summer Events Sign-up - See Friends' Report

F. Women's Civic Club Donation - \$4000 was presented to the Library.

IX. New Business

A. Review: Rules of Conduct – A minor addition was made: #15. No unauthorized requests for money including but not limited to panhandling or begging.

B. Annual Report Draft – A motion was made to adopt the draft with minor changes.
MSP Yarborough, Howell – Vote: Unanimous

X. Adjournment: The meeting was adjourned at 4:50 PM. MSP Howell, Wind – Vote: Unanimous

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, July 21, 2016
3:00pm**

I. Roll Call: Suzanne Jacobs, Jan Yarborough, Kristyn Wind, Gary Howell, Mary Terranova, James Stelzle (Library Director), Donna Stempniak (Friends of the Library Liason)

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

III. Aprobal of and/or changes to the Agenda: The agenda was accepted as presented. MSPYarborough, Wind- Vote: Unanimous

IV. Review and Approval of the June 16, 2016 Meeting Minutes: The minutes were approved as presented. MSP Howell, Jacobs- Vote: Unanimous

V. Report of the Director:

- It has been a busy summer.
- Computer usage is up 5%, WIFI is up 14%, program attendees is up 34% circulation is down 8%.
- Note to remind patrons that books can be returned at other libraries
- Two pages left, are currently interviewing replacements. Another page will be increasing her hours to help cover the duties.

VI. Financial Statement: A motion was made to accept the June financial report. MSP Yarborough, Terranova- Vote: Unanimous. Motion to have Treasurer Howell convert CD to the one with the best interest and length. MSP Jacobs, Wind- Vote: Unanimous

- A. Payroll cuts- short \$600 in 2017
- B. The wish list is a work in Progress

VII. Public Comment/Friends' Report- Sue Jacobs reporting a possible meat raffle as future Friend's fundraiser; will discuss further in the fall.

VIII. Old Business

- A. The security issue has been resolved
- B. No update on the parking lot
- C. Parking lot celebration is a work in progress. We are checking on having a steel band and food trucks.

IX. New Business

- A. Interested in purchasing additional makers space items such as new programs for the Osmo, 3D books, cublets, an ipad, and a sphero. Gwen is putting together a list of the cost of each item. Will purchase the items using the Gallivan Grant.

X. Adjournment: The meeting was adjourned. MSP Howell, Wind- Vote: Unanimous

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

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

II. Call to Order: President Jacobs called the meeting to order at 3:00 PM.

III. Approval of and/or changes to the Agenda: Addition – IX. New Business: C. Town Budget. A motion to approve the agenda as amended was made. MSP Howell, Yarborough – Vote: Unanimous

IV. Review and Approval of the July 18, 2016 Meeting Minutes: The minutes were approved as presented. MSP Tamol, Howell – Vote: Unanimous

V. Report of the Director: July was a busy month. Attendance was over 11,000. The Thursday Family Program is especially well attended. The carpet will be shampooed this weekend before we begin opening once again on Sundays. There is an issue with high humidity in the library which, over time, will curl paper in books. High humidity also makes it feel cold when the AC is running. Jim has brought this to the attention of the town and has begun keeping a chart tracking the humidity levels.

VI. Financial Statement: A motion was made to accept the July financial report. MSP Tamol, Howell – Vote: Unanimous.

A. CD #178 was renewed for 36 months at .9% interest.

B. Wish List Discussion: Jim provided a Wish List for 2016-2021.

- There is an immediate need for a new blower and weed wacker which will be purchased using money from the town budget.
- Funds for additional payroll are a priority.

- \$3500 for programming will be requested from the Friends.
- This year's Gallivan grant will be used to purchase an automated phone system. The board will add additional funds if necessary.
- 2 router boosters were discussed.
- Updates for technology may be paid for by Central.
- Replacement accordion doors should come out of town budget.

VII. Public Comment/Friends' Report – There was no Friends' meeting in July.

VIII. Old Business

A. Security Issue has been resolved.

B. Parking Lot Update – A neighbor's tree fell across the creek and onto the parking lot. It was removed and work continued. The side guard rail should be completed by tomorrow. Asphalt should be completed before our celebration on Sept. 18. There will be one light pole. A conduit was run under the asphalt up to the front of the parking lot by the street. It will provide an additional electrical outlet. Possible landscaping ideas were discussed.

C. Parking Lot Celebration – Frank Gourmet Hot Dogs and Green Acres food trucks will be at the celebration. Carnival Kids Steel Orchestra will perform. Invitations will be sent to Friends on the membership list and to dignitaries. Publicity will be done closer to the date. Junior Friends will do the flyers. There will be a Bounce House and children's activities. Al and Mary will cut the ribbon. The next meeting will be Aug. 25 at 6:30PM.

D. Personnel – New Hires - Two new pages have been hired. They are working and being trained.

E. MakerSpace Materials Update – A variety of materials were described and discussed. A motion was made to allocate \$1000 to purchase these items. MSP Yarborough, Howell
– Vote: Unanimous.

IX. New Business

A. Accident Report - A patron was injured while exiting the elevator.

B. Program Funding - See Wish List Discussion

C. Town Budget - It is due next Friday. The current budget is \$26,888. Jim will request the same amount for next year.

X. Adjournment: The meeting was adjourned at 4:45PM. MSP Howell, Tamol – Vote: Unanimous

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, September 15, 2016
3:00PM**

I. Roll Call: Gary Howell, Mary Terranova, Jan Yarborough, Kristin Wind, James Stelzle (Library Director), Donna Stempniak (Friends of the Library Liaison), and Matt Walter (Town Board Liaison).

II. Call to Order: Gary Howell called the meeting to order at 3:00 PM.

III. Approval of and/or changes to the Agenda: Additions – IX. New Business: E. Shaffer Painting, F. Lancaster Memories Book. A motion was made to approve the agenda as amended. MSP Yarborough, Terranova – Vote: Unanimous

IV. Review and Approval of the August 18, 2016 Meeting Minutes: The minutes were approved as presented. MSP Terranova, Yarborough – Vote: Unanimous

V. Report of the Director: This was a very busy summer with program attendance at 12,000 so far this year. A lot of work on the new parking lot has been accomplished including installation of a new guard rail and light post, striping, hydro-seeding, and removal of poison oak. Work is nearing completion. Creek bed clean-up is planned for next spring. A reporter from The Buffalo News called about the Parking Lot Celebration which will be held Sunday, September 18. It may be covered in this Sunday's paper. A motion was made to accept the Director's Report. MSP Howell, Yarborough – Vote: Unanimous

VI. Financial Statement:

- Gary conducted an audit for July and August and found everything in order. A motion was made to accept the August financial report. MSP Yarborough, Terranova Vote: Unanimous.

- Update on New Telephone System – We have not received the Gallivan Grant funds as yet. In the meantime, we obtained cost estimates for a new system. Comptel appears to have the most reasonable price.

VII. Public Comment/Friends' Report – A Friends' meeting was held on September 8. A Meat Raffle will be held as this year's Annual Fundraiser. A date is yet to be set. Painting with a Twist will be held to raise additional funds. The Friends agreed to split the cost of the Parking Lot Celebration with the Board. The Junior Friends' plan for Tech Sunday Maker Space programs was presented. A discussion was held concerning the monies received in memory of Norma Patterson and the purchase and possible location of a bench in Norma's honor.

VIII. Old Business

A. Town Budget – A motion was made to accept the steady state budget of \$26,000 for 2017. MSP Howell, Yarborough – Vote: Unanimous

B. Parking Lot Update – See Director's Report

C. Parking Lot Celebration – All plans have been finalized for this Sunday's Celebration. It will be held from 1:00-3:00PM, ribbon cutting by Al Martin and Mary Terranova at 1:30.

D. Program Funding for 2016-17 – The Friends' contributed \$3500 for the program funding. The Board will cover any additional costs.

IX. New Business

A. Personnel: Need for New Part-Time Librarian – The vacancy has been posted.

B. Sunday Tech MakerSpace Program – A detailed plan was presented for this program which is led by the Junior Friends' Group.

C. ACT Meeting: October 15 at Lancaster Library. A motion was made to allocate \$100 for refreshments. MSP Yarborough, Wind – Vote: Unanimous. The December 10 meeting is Trustee Training. All trustees are encouraged to attend.

D. B&ECPL Gala – It will be held on December 2 at the downtown Central Library. Proceeds to benefit all 37 libraries' children's programming.. Tickets are \$180.

E. Shaffer Painting – Lancaster Library owns a painting by James T. Shaffer. An interested buyer would like to purchase it. No decision was made.

F. Lancaster Memories Book – A motion was made to allocate up to \$86 to purchase two copies of this book, one for circulation, one for our history case. MSP Howell, Wind –
Vote: Unanimous.

X. Adjournment: The meeting was adjourned at 4:05PM. MSP Howell, Terranova – Vote:
Unanimous

Respectfully Submitted
Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, October 20, 2016
3:00PM**

I. Roll Call: Gary Howell, Sue Jacobs, Jan Yarborough, Barb Tamol, Kristin Wind, James Stelzle (Library Director), Donna Stempniak (Friends of the Library Liaison), and Matt Walter (Town Board Liaison).

II. Call to Order: Sue Jacobs called the meeting to order at 3:00 PM.

III. Approval of and/or changes to the Agenda: Additions – IX. New Business: D. Nominating Committee A motion was made to approve the agenda as amended. MSP Tamol, Howell – Vote: Unanimous

IV. Review and Approval of the September 15, 2016 Meeting Minutes: The minutes were approved as presented. MSP Howell, Wind– Vote: Unanimous

V. Report of the Director: Circulation was down slightly while everything else was up. Programs are doing well. A wonderful Parking Lot Celebration was held on Sunday, September 18. There is a recurring security issue. A person convicted of theft in the library agreed not to return for one year. However this person is returning most weekends. The Board will send a registered letter to the thief requesting that he abide by the agreement. Copies of the letter will be sent to the Lancaster Police and to Security at the Central Library. Additional theft by others has been videotaped by our security cameras. A discussion was held on possible steps the library could take to reduce theft as well as how to proceed once a thief has been identified on camera. Additional cameras may be installed. Jim will ask other libraries how they are handling theft at his next Directors' Meeting. The Friends have purchased a new iPad and are lending it to the library for use at the MakerSpace Programs. A motion was made not to sell the Shaffer painting. MSP Howell, Wind – Vote: Unanimous. A policy will be made in the future regarding gifts given to the library.

VI. Financial Statement:

Gary conducted an audit for September and found everything in order. A motion was made to accept the September financial report. MSP Tamol, Yarborough - Vote: Unanimous.

A. Telephone System – We are still waiting for the Gallivan funds which will be used to purchase a new telephone system.

B. Petty Cash Account Increase - A motion was made to replenish the Petty Cash account by \$130. MSP Howell, Tamol – Vote: Unanimous

VII. Public Comment/Friends' Report – The Annual Fundraiser will be a Meat Raffle to be held on Oct. 6, 2017 at the Eagles. Painting with a Twist, another fundraiser, has been scheduled for January 2017. Yoga may not be offered during April because of the Book Sale or during the summer months. The Town approved the Library's budget for next year.

VIII. Old Business

A. Parking Lot Update – Matt contacted the Town requesting 4 one-way arrows which will be installed at the entrance and exit of the new parking lot. They will be delivered soon. No overnight parking is allowed. The Village is upgrading street lights which should make the parking lot brighter at night.

B. Foyer Track Lighting – Ballasts are out above the shelving. The Town electrician will return on Monday with new extension sleeves which may remedy the problem of a dark foyer making the track lighting unnecessary.

C. Personnel Update – The process continues to hire a new part-time librarian.

IX. New Business

A. WNY Library Resources Council: Ask the Lawyer Service – This is a new service pertaining to legal issues which may confront libraries.

B. County Legislature Library Budget Hearing – Nov. 1 at 1:45PM. All are encouraged to attend and lend their support.

C. ACT Meeting: Strategic Planning – A presentation entitled "Strategic Planning Process" was given by Gerry Murak. He shared many excellent ideas which we hope to incorporate when we begin our next long range planning.

D. Nominating Committee - Volunteers agreed to meet after this meeting to create a slate of officers for 2017.

X. Adjournment: The meeting was adjourned at 4:28PM. MSP Howell, Tamol. Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

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

I. Roll Call:, Gary Howell, Sue Jacobs, Jan Yarborough, Mary Terranova, Kristin Wind, James Stelzle (Library Director), Donna Stempniak (Friends of the Library Liaison), Al Martin (Trustee Emeritus), and Matt Walter (Town Board Liaison).

II. Call to Order: Sue Jacobs called the meeting to order at 3:07 PM.

III. Approval of and/or changes to the Agenda: Additions – IX. New Business: C. Claims Audit Policy, D. Sign Up Genius, E. Demco Labels. A motion was made to approve the agenda as amended. MSP Yarborough, Howell – Vote: Unanimous

IV. Review and Approval of the October 20, 2016 Meeting Minutes: The minutes were approved as presented. MSP Howell, Terranova– Vote: Unanimous

V. Report of the Director: Last month only two contracting libraries had a plus circulation, Audubon and Lancaster. This month everyone is down. The only library with a plus circulation is Corrections. Through October we are down only .2%. We are surpassing many other libraries including many hubs and, with our new parking lot, circulation may continue to increase. Program attendance is up. We will be introducing two new events: A Community Book Swap for toddlers through high school age students will be held in April. We are partnering with the Girl Scouts for this event. We will also host a Wellness Fair in January. Patrons will have the opportunity to try, free of charge, Reiki, Chair Yoga, Massage, etc. offered by Lancaster providers. The Construction Grant was also discussed. Jim will talk to the town about specifics. A magic show was held on Halloween. Sundays are picking up. “Movin and Grovin” is getting so large that we may have to split it into two classes in January or limit the size if the class.

VI. Financial Statement: After review, a motion was made to accept the October financial report. MSP Howell, Yarborough - Vote: Unanimous.

VII. Public Comment/Friends' Report – Ideas were shared for the upcoming Meat Raffle. Painting with a Twist will be held on January 8 from 2-4PM to benefit the Friends. Al has received many positive comments about our new parking lot. He also mentioned a book swap cabinet in front of a local home.

VIII. Old Business

A. Building Maintenance - The roof continues to leak. Water is traveling down to the basement. Jim has repeatedly contacted the town about the problem. Josh contacted a roofer who evaluated the situation and has submitted a bid to repair the roof. Jim will email Matt a list of problems that need fixing. Over a year ago the electrician suggested installing sleeves to lower the recessed lighting. Ballasts have been replaced. New bulbs have increased the light in the halls. The electrician needs to return to complete the work. Matt has contacted the town requesting four one-way arrows for the parking lot.

B. Banning Issue – A certified letter was sent to the thief who was banned from the library. He was not home when the post office attempted to deliver the letter. A note was left telling him that the letter would be waiting for him at the post office. As yet he has not picked it up. Should he return to the library, he will be given a copy of the letter.

C. Gallivan Grant – The grant for \$4000 has been received allowing us to move forward with the purchase of a new phone system. A motion was made to allocate up to \$6500 for this purchase. MSP Jacobs, Yarborough. Vote – Unanimous

D. New Part-time Librarian – Genevieve Maynard has been hired.

E. Nomination of Officers for 2017 – A motion was made to accept the slate of new officers:

President – Gary Howell

Vice President – Kristyn Wind

Secretary – Jan Yarborough

Treasurer – Sue Jacobs

MSP Terranova, Wind. Vote - Unanimous

IX. New Business

A. Open/Close Dates for 2017 – the library will be closed on Jan. 1, 2, and Dec. 24, 25.

B. Christmas Party – The party will be held on Thurs. Dec. 15 at noon. Board members, the Friends' Board, Al, Matt, and volunteers will be invited. Franks will cater. A motion was made to authorize up to \$200 for the party. MSP Jacobs, Howell. Vote – Unanimous.

C. Claims Audit Policy – Members were given copies and asked to read it prior to next month's meeting.

D. Sign Up Genius – Kristyn demonstrated this website and suggested that the library consider implementing this as a way for patrons to enroll in programs. It may be tried on a limited basis. Patrons may be surveyed to determine if they would prefer to sign up electronically or in person at the library.

E. Demco Labels – A motion was made to spend \$50.90 for these labels. MSP Yarborough, Wind. Vote – Unanimous.

X. Adjournment: The meeting was adjourned at 4:37PM. MSP Howell, Wind. Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary