Lancaster Public Library  
Board of Directors Meeting Agenda  
3:00 PM  
January 19, 2017

I. Roll Call  
II. Approval of, or changes to the agenda  
III. Review of the December 2016 Meeting Minutes  
IV. Report of the Director  
V. Financial Statements  
  A. Monthly Financial Report  
  B. Disposition of CD #041  
  C. Contract Extension  
  D. 2017 Budget  
VI. Public Comment  
VII. Old Business  
  A. Building Maintenance  
  B. Invitation to Monica Wallace  
  C. Claims Audit Policy  
VIII. New Business  
  A. Annual Financial Reports  
  B. 2017 Board Meeting schedule for Town Board and Library Website  
    a. Meeting Times  
  C. 2016 Programming Budget Shortfall  
  D. Report on the Town Board Meeting  
  E. Act Meeting – Saturday, February 11, 2017, Downtown Library, 8:30 AM  
IX. Adjournment
Lancaster Public Library
Board of Directors Meeting Agenda
3:00 PM
February 16, 2017

I. Roll Call
II. Approval of, or changes to the agenda
III. Review of the January Meeting Minutes
IV. Report of the Director
V. Financial Statements
   A. Monthly Financial Report
   B. Disposition of CD#041
VI. Public Comment
VII. Old Business
   A. Building Maintenance
   B. Claims Audit Policy
   C. New Phone System
VIII. New Business
   A. Director’s Evaluation
   B. Program Funding
   C. New York State Discarded Book Sales Tax
   D. Act Dues
   E. Advocacy Ideas
      a. Recognition of State Senator Patrick Gallivan
      b. Free Children’s book giveaway (Thursday July 6th)
      c. S.P.C.A
   F. Retroactive Approval of
      a. File Folders
      b. Display case lock
      G. Library Door Sign
      H. Report on ACT meeting
      I. Trivia Team
IX. Adjournment
Next Meeting – Thursday, March 16, 2017 – 3:00 PM
Lancaster Public Library
Board of Directors Meeting Agenda
3:00 PM
March 16, 2017

I. Roll Call
II. Call to Order
III. Approval of/or changes to the March agenda
IV. Review of the February Meeting Minutes
V. Report of the Director
VI. Financial Statements
   A. Monthly Financial Report
VI. Public Comment
VII. Old Business
   A. Building Maintenance
   B. Claims Audit Policy
   C. Strategic Plan - Survey Preparation
   D. Outreach and Advocacy Plan
      1. Schools
      2. Pat Gallivan Presentation
      3. April Children’s Book Giveaway
   E. New York State Discarded Book Sales Tax
   F. Trivia Team
VIII. New Business
   A. Meeting Room Policy
   B. April – Volunteer Appreciation Month
   C. Equipment Purchase through Central
   D. Hearts for the Homeless Donated Clothing Bin
   E. 2017 Elections
   F. Annual Book Sale Volunteers
   G. April ACT Meeting
   H. Personnel Action
IX. Adjournment
Next Meeting – Thursday, April 18, 2017 – 3:00 PM
I. Roll Call
II. Call to Order
III. Approval of/or changes to the March agenda
IV. Review of the February Meeting Minutes
V. Report of the Director
VI. Financial Statements
   A. Monthly Financial Report
VI. Public Comment
VII. Old Business
   a. Strategic Planning Survey
VIII. New Business
   A. Color Coding Labels for DVD's
   B. State Report
   C. State Comptrollers Report
   D. New York State Minimum Standard Survey
   E. Personnel Actions
IX. Adjournment
Next Meeting – Thursday, May 18, 2017 – 3:00 PM
Lancaster Public Library  
Board of Directors Meeting Agenda  
3:00 PM  
May 18, 2017

I. Roll Call  
II. Call to Order  
III. Approval of/or changes to the May agenda  
IV. Review of the April Meeting Minutes  
V. Report of the Director  
VI. Financial Statement  
   A. Monthly Financial Report  
   B. CD 040 Matures June 28, 2017  
VII. Public Comment  
VIII. Old Business  
   A. Building Maintenance  
   B. Strategic Plan  
   C. Outdoor Benches  
   D. Parking Lot Grant Status  
   E. Book Sale  
IX. New Business  
   A. Anti-Harassment Policy  
   B. Civic Club Luncheon  
   C. Village Events  
      a. 4th of July Parade  
      b. Arts in the Village  
   D. June Meeting Chair  
   E. Personnel Matters  
X. Adjournment  

June Board Meeting: June 15, 2017 at 3:00 PM
Lancaster Public Library
Board of Trustees Meeting Agenda
Thursday, July 20, 2017
3:00 PM

I. Roll Call
II. Call to Order
III. Approval of and/or changes to the agenda.
IV. Review and approval of the June 15th meeting minutes
V. Report of the Director
VI. Financial Statements.
   a. Monthly Financial Reports
   b. Rollover of CD 040
   c. Rollover of CD 043
VII. Public Comment
VIII. Old Business
   a. Building Maintenance
   b. Outdoor Benches
   c. Annual Report Revisions
IX. New Business
   a. Friends Maker Space – 2 new Ipads
   b. SWOT (Strengths, Weaknesses, Opportunities, and Threats)
   c. Women’s Civic Club Book Sale Proceeds $4,800.00
   d. Meeting Room Use Policy
   e. Parking Lot Reimbursement $4,350.00
   f. Depew Founder’s Day - July 27th
   g. MacDavid Fund Bequest - $300.00
   h. New Senior Page
X Adjournment
Next Meeting – August 17, 2017
Lancaster Public Library
Board of Trustees Meeting Agenda
Thursday, August 17, 2017
3:00 PM

I. Roll Call
II. Call to Order
III. Approval of and/or changes to the agenda.
IV. Review and approval of the July 20, 2017 meeting minutes
V. Report of the Director
VI. Financial Statements.
   a. Monthly Financial Statements
   b. Rollover of CD 043
VII. Public Comment
VIII. Old Business
   a. Building Maintenance
      1) Gardens
      2) Benches
      3) Bathrooms
   b. S.W.O.T.
   c. Meeting Room Use Policy
   d. Report on Depew Founder’s Day & Taste of Lancaster/Arts in the Village
   e. Meat Raffle Update
IX. New Business
   a. Program Budget - Friends Donation $3,500.00
   b. Town Budget
X. Adjournment

Next Meeting – August 17, 2017
I. Roll Call
II. Call to Order
III. Approval of and/or changes to the agenda.
IV. Review and approval of the July 20, 2017 meeting minutes
   a) No official minutes due to a lack of a quorum
V. Report of the Director
VI. Financial Statements.
    a. Monthly Financial Statements
    b. Rollover of CD 083
VII. Public Comment
VIII. Old Business
    a. Building Maintenance
        1) Bathrooms
        2) No Parking sign
    b. S.W.O.T.
    c. Meeting Room Use Policy
IX. New Business
    a. Meeting Room Policy
    b. Library Staff Phone Extension List
    c. Long-Range Plan
X. Executive Session – Personnel Issues
XI. Adjournment
Next Meeting – October 19, 2017
Lancaster Public Library
Board of Trustees Meeting Agenda
Thursday, October 19, 2017
3:00 PM

I. Roll Call
II. Call to Order
III. Approval of and/or changes to the agenda.
IV. Review and approval of the July 20, 2017 meeting minutes
V. Report of the Director
VI. Financial Statements.
   a. Monthly Financial Statements
   b. Disposition of CD 028
VII. Public Comment
VIII. Old Business
   a. Building Maintenance
   b. Long-Range Plan
   c. Retirement Activities - December 11, 2017 at 6:00 PM
IX. New Business
   a. Affirmation of new Internet Safety and Acceptable use Policy
   b. Volunteer Christmas Items
   c. ACT Meeting – November 4, 2017, Hamburg Public Library, 102 Buffalo Street, 9:30 AM
X. Adjournment
Next Meeting – November 16, 2017
Lancaster Public Library
Board of Trustees Meeting Agenda
Thursday, November 16, 2017
3:00 PM

I. Roll Call
II. Call to Order
III. Approval of and/or changes to the agenda.
IV. Review and approval of the October 2017 meeting minutes
V. Report of the Director
VI. Financial Statements.
   a. Monthly Financial Statements
   b. Disposition of CD 083
VII. Public Comment
VIII. Old Business
   a) November ACT meeting
   b) Long-Range Plan
   c) Retirement Activities
IX. New Business
   a) Extend Friday Library Hours (Discussion)
   b) Director Selection
   c) Plastic Toilet Paper Dispenser Keys
   d) 2018 Board Officer Selection
X. Adjournment

Next Meeting – October 19, 2017
Lancaster Public Library
Board of Trustees Meeting Agenda
Thursday, December 21, 2017
3:00 PM

I. Roll Call
II. Call to Order & Introduction of New Library Director Kara Stock
III. Approval of and/or changes to the agenda
IV. Review and approval of the November 2017 meeting minutes
V. Report of the Director
VI. Financial Statements
   A. Monthly Financial Statements
VII. Public Comment
VIII. Old Business
   a) Extend Friday Library Hours
   b) Long-Range Plan
   c) 2018 Vote for Board Officers
      President – Gary Howell
      Vice President – Kristyn Wind
      Treasurer – Susan Jacobs
      Secretary – Jan Yarborough
IX. New Business
   a) Next ACT meeting – January 20, 2018, 9:30 AM to 12:00 Noon, location to be announced
   b) 2018 Annual ACT workshop – March 10, 2018, 8:30 AM to 1:00 PM, at the Central Library
   c) Part-time Librarians, Children’s Librarian, and Pages
   d) Friends and Junior Friends
XI. Adjournment

Next Meeting: January 18, 2018
Happy Holidays