

**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 6<sup>th</sup>)
      - 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
        - 1. Pat Gallivan Presentation
        - 2. April Children's Book Giveaway
        - 3. S.P.C.A.
    - 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

**Lancaster Public Library**  
**Board of Directors Meeting Agenda**  
**3:00 PM**  
**April 20, 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. 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. 4<sup>th</sup> 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 15<sup>th</sup> 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 27<sup>th</sup>
    - 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

**Lancaster Public Library  
Board of Trustees Meeting Agenda  
Thursday, September 21, 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
    - 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
  - XI. 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*