

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, January 19, 2017  
3:00PM**

I. Roll Call: Gary Howell, Sue Jacobs, Jan Yarborough, Mary Terranova, 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: Gary Howell called the meeting to order at 3:05 PM.

III. Approval of and/or changes to the Agenda: Additions – VIII: New Business F. Advocacy, G. NYS Financial Report extension, H. Trivia Team, I. Director Review Team. MSP Jacobs, Yarborough – Vote: Unanimous

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

V. Report of the Director: We are staying on par. Our circulation is down the least of all libraries in the system, -1.44%. Total attendance for programs is over 16,000. \$7,835 was received from the McDavid fund. Lines are being installed for the new phone system. Library directors have been invited to meet with NYS Senator Patrick Gallivan and with NYS Assembly member Monica Wallace.

VI. Financial Statement:

A. A motion was made to accept the December financial report. MSP Yarborough, Tamol- Vote: Unanimous.

B. Disposition of CD#041 – Sue will roll over the CD at the Bank of Akron for the term that offers the best rate.

C. Contract Extension – Board members received a copy of the 2016 Contract Extension and 2017 Budget Schedules from Central.

D. 2017 Budget – The budget has been adjusted to what we were actually spending, maintaining the status quo.

VII. Public Comment/Friends' Report: The Friends continued planning the Meat Raffle fundraiser. A stone bench in memory of Norma Patterson was ordered from Wagner Monuments. Mary Ann Floss is the new president of the Friends. Jr. Friends will design the posters and signs for the Meat Raffle. 30 participants attended Painting with a Twist, a library fundraiser.

VIII. Old Business:

A. Building Maintenance - We are on a waiting list at the Highway Department to receive signs for the new parking lot. The roof has been repaired and no longer leaks. A hydraulic patch for cracks in the concrete has been requested. A blower for the fireplace is being considered as a back-up system when the heat fails.

B. Invitation to Monica Wallace – An invitation has been sent to Monica Wallace inviting her to join the Board at one of our monthly meetings.

C. Claims Audit Policy – Copies of Orchard Park's Claims Audit Policy along with a handout explaining the role of the public library treasurer were distributed and are to be read in preparation for next month's meeting.

IX. New Business:

A. Annual Financial Reports - All Board members are required to complete a Financial Disclosure Form for the Town Clerk and a Disclosure Statement for the Library.

B. 2017 Board Meeting Schedule – A notice will be sent to the Central Library, Buffalo News, and The Bee informing them that Board meetings are held on the third Thursday of every month at 3:00PM.

C. 2016 Programming Budget Shortfall – Tabled until next month. Jim provided a list of program projections for September 2016 - August 2017.

D. Report on the Town Board Meeting – Sue and Gary attended the January 17<sup>th</sup> Lancaster Town Board meeting. They were warmly received and expressed our

gratitude for the new parking lot.

E. ACT Meeting – Saturday, February 11, 2017, Downtown Library, 8:30 AM

– The agenda will include using surveys to collect data for strategic planning.

All Board members are encouraged to attend.

F. Advocacy – Ideas for marketing the library to the public were discussed.

They included a reception honoring Senator Gallivan for his generosity to the library, a special day during which free books would be given to children, and library resources information sessions for teachers.

G. NYS Financial Report extension – Jim will file for an extension since necessary information will not be received from Central until February.

H. Trivia Team – A trivia contest benefitting the Lancaster Youth Foundation will be held in April. A team from the library will participate.

I. Director Review Team - Gary, Kristin and Jan will complete the annual review.

X. Adjournment: The meeting was adjourned at 4:15PM. MSP Jacobs, Yarborough.

Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, February 16, 2017  
3:00PM**

I. Roll Call: Sue Jacobs, Jan Yarborough, Mary Terranova, James Stelzle (Library Director), Donna Stempniak (Friends of the Library Liaison), and Al Martin (Trustee Emeritus).

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

III. Approval of and/or changes to the Agenda: Additions – VIII: Old Business – D. Strategic Plan, E. Outreach Plan from Kristin MSP Yarborough, Jacobs – Vote: Unanimous

IV. Review and Approval of the January 2017 Meeting Minutes: The minutes were approved as presented. MSP Jacobs, Terranova – Vote: Unanimous

V. Report of the Director: Circulation is even with last year. Sunday circulation is up. 48 programs were offered in January and were attended by almost 1,000 patrons. We will look at policy pertaining to use of the meeting room, especially as it concerns political groups, at our next meeting. Sunday staffing is becoming an issue.

VI. Financial Statement:

A. Monthly Financial Report - A motion was made to accept the January financial report. MSP Yarborough, Terranova - Vote: Unanimous.

B. Disposition of CD#041 – The CD was renewed at the Bank of Akron for 36 months at an interest rate of 1.35, maturing in 1/20.

VII. Public Comment/Friends' Report: The Friends will have a team participating in the trivia contest benefitting the Lancaster Youth Foundation. Junior Friends elected new officers. They continue to monitor younger children who are using MakerSpace materials. The Friends have a new corresponding secretary, Camille Lewandowski. The stone bench

in memory of Norma Patterson will be installed in early spring, weather permitting. The annual Book Sale will be held April 20-23. During our meeting we welcomed newly-elected NYS Assemblyperson Monica Wallace to our library. Assemblyperson Wallace said she was pleasantly surprised by the collegiality in Albany and also by the amount of intense work. She offered her help to the library and referred to the upcoming Library Advocacy Day saying that she had prioritized libraries in her budget requests. The Assemblyperson sees the role of the library as 1. Education – an extension of the school district and 2. A community center for the town. In reference to taxes, she stressed the importance of collegial conversations with fellow citizens to educate others about the value of various services which are available to them.

#### VIII. Old Business:

- A. Building Maintenance - One way signs have been installed in the new parking lot. Jim discussed the future need for expanding DVD shelving.
- B. Claims Audit Policy – Tabled until next month.
- C. New Phone System – The system has been installed and is saving the staff time.
- D. Strategic Plan – Sue explained parts of strategic planning which we will be doing in the very near future. A team volunteered to meet next week to begin work.
- E. Outreach Plan from Kristin – Tabled until next month.

#### IX. New Business:

- A. Director's Evaluation – Gary and Jan completed the annual review. Once again, Jim received an excellent rating in all areas and was praised for his outstanding work. The library has recently begun offering used magazines and books for sale in a highly visible area near the entrance and is bringing in additional revenue from these sales.
- B. Program Funding - Three additional yoga classes have been added to our programming schedule. A motion was made to allocate \$1000 for additional programming. MSP Yarborough, Jacobs – Vote: Unanimous
- C. New York State Discarded Book Sales Tax – Tabled until next month.

D. ACT dues – A motion was made to allocate \$20 for ACT dues. MSP Jacobs, Yarborough – Vote: Unanimous

E. Advocacy Ideas – Tabled until next month.

F. Retroactive Approval of file folders and display case lock – A motion was made for retroactive funding for \$57.90 to purchase these items. MSP Jacobs, Yarborough – Vote: Unanimous

G. Library Door Sign – A motion was made to allocate \$38.99 for a new door sign. MSP Yarborough, Terranova – Vote: Unanimous

H Report on ACT meeting – Sue, Gary and Jan attended the Feb. 11 meeting. Sue reported that topics included using surveys to collect data for strategic planning; personnel policies and trustee responsibilities; and a description of many of the services provided to libraries and available to patrons.

I. Trivia Team – A team from the library will participate in a trivia contest benefitting the Lancaster Youth Foundation.

X. Adjournment: The meeting was adjourned at 4:50PM. MSP Jacobs, Yarborough. Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, April 20, 2017  
3:00PM**

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

II. Call to Order: Gary Howell called the meeting to order at 3:07 PM.

III. Approval of and/or changes to the Agenda: Additions – VIII: New Business – E. Benches, F. Personnel Actions. MSP Yarborough, Jacobs – Vote: Unanimous

IV. Review and Approval of the March 2017 Meeting Minutes: The minutes were approved as presented. MSP Yarborough, Terranova – Vote: Unanimous

V. Report of the Director: Circulation and computer usage is the same. Programs and Sundays are doing well. A \$1000 donation was made to the Friends Group. It was specifically designated to be used for technology in the office. Two computers will be purchased with these funds. We are getting ready for the annual Book Sale which will take place this weekend, April 20-23. Patrons will soon be able to enjoy two picnic tables which will be provided by the town.

VI. Financial Statement:

A. Monthly Financial Report - We returned to the system the money which was taken in through the cash register for 2016 minus bills paid. Monthly statement approved. MSP Jacobs, Yarborough - Vote: Unanimous.

VII. Public Comment/Friends' Report: The Friends had a team that participated in the trivia contest benefitting the Lancaster Youth Foundation. Gary and Jan received endorsements

from both the Democratic and Republican parties to be on the November ballot for Library Board of Trustee positions. Planning for the upcoming Meat Raffle continues.

#### VIII. Old Business:

A. Strategic Planning Survey – A survey of patrons was recently conducted at the library. Survey results from 232 respondents showed that most patrons use the library for books/magazines/newspapers and media DVDs/CDs. All services provided by the library were ranked Excellent/Satisfactory. Most patrons hear about library services and programs when they visit the library or online and they felt we should advertise our services/programs through our website or with flyers. Most respondents were 50+ years of age. The survey also asked for ideas to improve experiences at the library. The vast majority of the responses were extremely positive. This survey is one piece of the planning. In the future we will look at internal and external factors that influence what we do. We will also conduct non-patron surveys.

#### IX. New Business:

- A. Color Coding Labels for DVD's – MSP Howell, Yarborough to expend up to \$125 for these labels.
- B. State Report – Following discussion, a motion was made to approve - MSP Howell, Yarborough
- C. State Comptrollers Report - A motion was made to approve – MSP Tamol, Jacobs
- D. New York State Minimum Standard Survey - Survey was completed by the board members present. Results were approved. MSP Howell, Tamol. Jim will submit it to Mary Jean Jakubowski
- E. Benches - MSP Howell, Yarborough to expend up to \$2,100 to purchase one 8-foot and one 5-foot bench.
- F. Personnel Actions - Discussion was tabled pending the meeting on Tuesday with Mary Jean Jakubowski. Gary will attend with Jim.



X. Adjournment: The meeting was adjourned at 5:30 PM. MSP Vote: Tamol, Howell Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, May 18, 2017  
3:00PM**

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

II. Call to Order: Gary Howell called the meeting to order at 3:04 PM.

III. Approval of and/or changes to the Agenda: Additions – VIII: Old Business - F. Mural. IX. New Business – E. Long Range Plans, F. Personnel Matters. MSP Yarborough, Jacobs – Vote: Unanimous

IV. Review and Approval of the April 2017 Meeting Minutes: The minutes were approved as presented. MSP Tamol, Howell – Vote: Unanimous

V. Report of the Director: The April book sale brought in approximately 250 more people than last year. Due to the book sale, fewer programs were offered. A donation of \$75 was received, specifying \$25 for book purchase and \$50 for the Friends Group. MSP Howell, Jacobs to deposit the check and remit \$50 to the Friends Group. The Erie County Summer Youth Work Program will provide a worker for the library for 20 hours per week for six weeks. Jim is waiting for a date when the foundation will be laid for the bench in memory of Norma Patterson. All elevator repairs have been completed. New fire extinguishers have been installed.

VI. Financial Statement:

A. Monthly Financial Report – MSP Yarborough, Tamol to accept the April Financial Report.

B. CD 040 – Sue will check interest rates at the Bank of Akron.

VII. Public Comment/Friends' Report - \$1000 was donated by the Friends Group to purchase MakerSpace equipment for the Junior Friends. \$200 was given to the Lancaster Youth Bureau for craft kits to be used at the library. A mural was chosen for the library foyer. Much progress is being made in the planning for the October Meat Sale. A table of eight may be reserved for \$35. A ticket will include beer, wine, pop, and a chance at the door prize. Information for the flyer was discussed. Tickets will be available beginning on August 1. Many workers will be needed. Junior Friends will be asked to help with packing the meat.

#### VIII. Old Business:

A. Building Maintenance – Roof leaks have been repaired. The town will provide soil for landscaping. Excessive humidity in the library is an issue that is being monitored.

B. Strategic Plan – We examined the positives and negatives of internal and external factors that affect us. We will do a SWOT analysis at our next meeting.

C. Outdoor Benches – Jim is addressing an issue concerning using our credit card for payment of the new benches. We are waiting for the second picnic bench to be delivered by the town.

D. Parking Lot Grant Status – All the final papers for the project have been submitted.

E. Book Sale - Approximately \$4300 in profits is anticipated.

F. Mural – The friends group selected a mural for the front foyer from the artist's three concepts. The artist will begin work the week of June 26.

#### IX. New Business:

A. Anti-Harassment Policy – A motion was made to adopt the policy. MSP Yarborough, Tamol. – Vote: Unanimous

B. Civic Club Luncheon – Jim and Jan will attend.

C. Village Events – We will man a table in front of the library during both the 4th of July Parade and the Arts in the Village. Meat Sale tickets will be sold during the Arts

in the Village. We will participate in the 4th of July Parade. MSP Jacobs, Tamol to expend up to \$175 for candy for the parade.

D. June Meeting Chair – Sue will chair the June meeting.

E. Long Range Plans – We are now doing strategic planning for 2018-2021.

F. Personnel Matters – MSP Howell, Wind to go into Executive Session at 4:32PM.

MSP Tamol, Jacobs to go out of Executive Session at 4:58PM.

X. Adjournment: The meeting was adjourned at 5:00 PM. MSP Vote: Tamol, Wind –Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, June 15, 2017  
3:00PM**

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

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

III. Approval of and/or changes to the Agenda: Additions – VIII: Old Business – H. Outreach to Schools. IX. New Business – D. Wall Hanging. MSP Yarborough, Wind – Vote: Unanimous  
IV. Review and Approval of the May 2017 Meeting Minutes: The minutes were approved as presented. MSP Jacobs, Wind – Vote: Unanimous

V. Report of the Director: Circulation and programs are on par with last year. Computer sessions are down. Attendance, Sunday circulation, and patron count are all up from last year. The Friends donated \$1000 for MakerSpace materials. We continue to wait for the installation of the Norma Patterson memorial bench. We are in the process of hiring a new senior page.

VI. Financial Statement:

- A. Monthly Financial Report – MSP Yarborough, Wind to accept the May Financial Report.
- B. CD #040 – Due June 28, 2017; Sue will renew for 36 months
- C. System Paid Statement - We are going to be in fine shape this year.

VII. Public Comment/Friends' Report - Because there was not a quorum, the Friends Group was unable to conduct a meeting and held a discussion instead. Beginning on June 23, the Junior Friends will meet once a month on Fridays at 1:00, MakerSpace will follow at 2:00.

350 tickets will be sold for the Oct. 6 Meat Raffle. A sign advertising the Meat Raffle will be placed in the Girl Scouts Garden. The 4th of July table in front of the library will be manned from 12-4PM.

#### VIII. Old Business:

- A. Building Maintenance – Excessive humidity in the library has at times reached 100% and will eventually damage materials. It is causing problems with the copying machine. Jim is in discussion with the town to remedy the situation.
- B. Strategic Plan – SWOT Analysis – Tabled until next month.
- C. Outdoor Benches – One bench has been installed in front of the library. A second bench will be installed next week. We are waiting for the delivery of a second picnic table from the town.
- D. Parking Lot Grant Status – All paper work has been submitted. A final check is needed from the state.
- E. Civic Club Luncheon – A check for \$4800 was presented to the library from the Lancaster Womens Civic Club.
- F. Village Events: July 4 – The library will participate in the town parade. A table in front of the library will be manned from 12-4PM. We will be giving free books to children and coupons for an additional free children's book to be redeemed at the library during the month of July. August 12 – Arts in the Village – We will man a table at the event and will be selling tickets for the October Meat Raffle.
- G. Meeting Room Use - Tabled until July meeting.
- H. Outreach to Schools – Kristin will create a plan to inform teachers about resources available at the library including MakerSpace.

#### IX. New Business:

- A. Annual Report – Jim presented the Annual Report and several suggestions were made to refine the layout.
- B. Sale of Donated Books – Several donated books were identified as collectables and were sold to a book appraiser for \$275.

C. Restroom Grant – Our bathrooms are over 40 years old and do not meet ADA guidelines. We will be applying for a Building Grant from NYS to make our bathrooms ADA compliant. This is a 50% matching grant with the town committing to the cost of the project minus the amount of the grant funds received. Sue Barnes explained the time lines, the process and the steps that need to be taken to meet the approximate September 1 deadline. This includes the need to obtain at least one quote from a contractor using next year’s prevailing wage. Resolutions will also need to be signed by the library and the town agreeing to the terms of the project. We will request Bob Harris or the town engineer to provide the ADA specifications which will be given to the contractor. Matt will meet with the town to begin the process. He will do a walk-through with Bob Harris and Matt Fischione and contact a contractor before our next meeting. Sue Barnes will provide additional information as it becomes available.

Kristin suggested that we also apply for a grant from the Junior League of Buffalo which could be used toward a variety of other library projects/programs.

D. Wall Hanging – MSP Yarborough, Wind to purchase the wall hanging in the staircase from the Lancaster Historical Society for \$40.

.X. Adjournment: The meeting was adjourned at 5:00 PM. MSP Vote: Yarborough, Wind –  
Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, July 20, 2017  
3:00PM**

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

II. Call to Order: Gary Howell called the meeting to order at 3:07 PM.

III. Approval of and/or changes to the Agenda: Additions – VIII: Old Business – D. Bathroom Grant IX. New Business - I. Contract Renewal, J. Headphones, K. Arts in The Village. MSP Tamol, Wind – Vote: Unanimous

IV. Review and Approval of the June 2017 Meeting Minutes: The minutes were approved as presented. MSP Jacobs, Wind – Vote: Unanimous

V. Report of the Director: Circulation and programs are down slightly. No classes came in in June. The Central Library is currently accepting bids on new copiers. Depending upon the price, this is something we may consider. We have upgraded to Windows 10 and may need to purchase a Blu-Ray player. The Friends Group would like a permanent place to display their collection of miniature historic buildings in Lancaster. Enclosing the shelves in glass near the rear entrance is one option. Another is to use the display case in the front foyer. The staff has completed Kantana training. The Norma Patterson memorial bench has been delivered.

VI. Financial Statement:

A. Monthly Financial Report – MSP Yarborough, Tamol to accept the June Financial Report.

B. Rollover of CD 040 – It has been rolled over for 36 months at a rate of 1.45%.



C. Rollover of CD 043 – It will be rolled over for 36 months at Sue’s discretion. MSP Tamol, Yarborough

VII. Public Comment – Because there was not a quorum, the Friends’ Group was unable to conduct a meeting. The upcoming Meat Raffle was discussed. The flyer is ready. Gary is creating a Facebook ad and getting supplies for the sign. Lancaster is holding a new event, “Thursdays in the Village”, every Thursday from 5:30-8:00PM. It stretches the downtown area from Frosty’s to From the Attic. It involves local merchants and includes music, food trucks, and outdoor displays. Gary and Jan will man a table at the Depew Founders’ Day on July 27th which will include free books for children.

VIII. Old Business:

A. Building Maintenance – Humidity sensors have been installed in the duct work. When the humidity gets too high, levers for outside air will be shut. This may be a solution or a bandaid for our humidity problem. Either way, the sensors will provide important information. The second bench and second picnic table have been installed. The library together with the town will be redoing the landscaping in front of the library.

B. Outdoor Benches – Have been installed.

C. Annual Report Revisions – Jim has made all of the suggested changes.

D. Bathroom Grant – Matt together with Bob Harris and Matt Fischione are doing the preliminary work and are requesting a bid from a contractor. Pictures have been taken and they are moving ahead. If necessary, the board will hold an electronic vote to approve the grant for the restroom update. MSP Jacobs, Yarborough

IX. New Business:

A. Friends Maker Space – 2 new iPads have been purchased with funds received from a private donation.

B. Strategic Plan – SWOT Analysis – We brainstormed the strengths of, weaknesses of, opportunities for, and threats to the library. This was the last step in data collection for our long-range planning.

C. Women's Civic Club Book Sale Proceeds \$4,800 – The \$4,300 profit together with an additional \$500 was donated to the library.

D. Meeting Room Use Policy – The Board discussed and rewrote the policy making changes and additions wherever appropriate.

E. Parking Lot Reimbursement \$4,350.

G. MacDavid Fund Bequest - \$300

H. New Senior Page – Eric Stiller has been hired to fill the position.

I. Contract Renewal - Accept the contract renewal as presented. MSP Tamol, Jacobs.

J. Headphones – MSP Yarborough, Tamol to spend up to \$110 for 96 headphones.

K. Arts in The Village – The library will have a table at the Aug. 12th event.

X. Adjournment: The meeting was adjourned at 5:20 PM. MSP Vote: Tamol, Yarborough, –  
Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, September 21, 2017  
3:00PM**

I. Roll Call - Sue Jacobs, Gary Howell, Jan Yarborough, Kristyn Wind, Barb Tamol, James Stelzle (Library Director), and Al Martin (Trustee Emeritus).

II. Call to Order - Gary Howell called the meeting to order at 3:12 PM.

III. Approval of and/or changes to the Agenda – VIII: Old Business – B. S.W.O.T.- deleted IX. New Business – C Long-Range Plan – tabled until October meeting MSP Yarborough, Tamol – Vote: Unanimous

IV. Review and Approval of the August 17, 2017 Meeting Minutes - No official minutes due to a lack of a quorum.

V. Report of the Director - We had a good summer. Circulation is up. Programs are on par for the year. Patty George, who presents the parents' programs for Childhood Literacy, is taking the year off. Jim will try to find a replacement. The Interlibrary Loan System is now entirely online, eliminating paper work. We have been weeding our collection and color-coding DVD's.

VI. Financial Statement

A. Monthly Financial Report – MSP Yarborough, Tamol to accept the August Financial Report. Vote: Unanimous

B. Rollover of CD 1238 – Sue will roll it over at the Bank of Akron for 12 months. MSP Tamol, Yarborough Vote: Unanimous

VII. Public Comment – The Girl Scouts would like to create a Book Garden at the Library. We will honor Norma Patterson on October 19 at 2:00PM.

## VIII. Old Business

### A. Building Maintenance

1) Bathrooms – Unfortunately, the grant for the restroom renovation has been delayed. We will apply again next year.

2) No Parking Sign - We need a sign citing code/ordinance against non-patron parking. We'd also like a sign on Broadway directing patrons to the parking lot and another directing patrons in the back parking lot to the library entrance.

B. Meeting Room Use Policy - Accept and adopt revised Meeting Room Use Policy.

MSP Tamol, Wind Vote: Unanimous

## IX. New Business

A. Meeting Room Policy – Delete old Meeting Room Policy and Meeting Room Rules of Use from the Policy Handbook. MSP Jacobs, Tamol Vote: Unanimous

B. Library Staff Phone Extension List - Distributed to all Board members.

X. Executive Session – Motion to go into executive session at 4:15. MSP Howell, Yarborough Vote: Unanimous

X. Adjournment: The meeting was adjourned at 5:10 PM. MSP Vote: Tamol, Jacobs Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, October 19, 2017  
3:00PM**

I. Roll Call - Sue Jacobs, Gary Howell, Jan Yarborough, Kristyn Wind, Barb Tamol, James Stelzle (Library Director), and Al Martin (Trustee Emeritus).

II. Call to Order - Gary Howell called the meeting to order at 3:15 PM.

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

IV. Review and Approval of the September 21, 2017 Meeting Minutes – X. Motion to end executive session at 5:10 PM. MSP Jacobs, Wind Vote: Unanimous. Minutes approved as amended. MSP Jacobs, Howell Vote: Unanimous.

V. Report of the Director – Circulation is up. Computer usage is down possibly due to patrons using their own equipment. Our program attendance for Jan.-Sept. is higher than all city branches combined. Beth Farrar will provide six literacy workshops. This winter's Equipment and Furniture Replacement Request will include eight carpets with rubber backs and a snow blower. Our 2018 calendar is as follows: Closed Dec. 24 & 25, Dec. 31 open 10-5, closed Jan.1. Accept as presented. Yarborough, Tamol Vote: Unanimous. Motion to add \$50 to petty cash to purchase stamps. MSP Yarborough, Jacobs Vote: Unanimous.

VI. Financial Statement

A. Monthly Financial Report – MSP Yarborough, Howell to accept the September Financial Report. Vote: Unanimous

B. Disposition of CD 028– Sue will roll it over at the Bank of Akron for 12 months. MSP Yarborough, Jacobs Vote: Unanimous

VII. Public Comment – Norma Patterson was honored at a reception earlier today. A bench in her honor stands at the front entrance to the library. Jim spoke of Norma’s dedication and many contributions to the library. A Proclamation from the Town was presented to Norma’s family. The Meat Raffle earned approximately \$850. The Eagles donated an additional \$1000.

#### VIII. Old Business

A. Building Maintenance – The town removed ivy on one side of the building. The heat tape needs repair.

B. Long-Range Plans – Our goal is to have a 3 year plan in place by January. It will provide direction for the director and will include board expectations, goals and objectives. We will be using the information garnered throughout this year to help formulate this plan.

C. Retirement Activities – A party will be held on Dec. 11 in honor of Jim and Gwen, both of whom are retiring in December.

#### IX. New Business

A. Affirmation of new Internet Safety and Acceptable Use Policy – members will review the policy and vote at the next meeting,

B. Volunteer Christmas Items – A motion was made to approve \$100 for these items. MSP Yarborough, Howell Vote: Unanimous.

C. ACT Meeting – November 4, 2017 at the Hamburg Public Library, 102 Buffalo St. at 9:30 AM

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

Respectfully Submitted

Jan Yarborough, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, November 16, 2017  
3:00PM**

I. Roll Call - Sue Jacobs, Gary Howell, Jan Yarborough, Kristyn Wind, James Stelzle (Library Director), Al Martin (Trustee Emeritus) and Matt Walter (Town Board Liaison)

II. Call to Order - Gary Howell called the meeting to order at 3:02 PM.

III. Approval of and/or changes to the Agenda – Add IX. E) Return to System; move VIII. C) Retirement Activities to IX. F). MSP Jacobs, Yarborough Vote: Unanimous.

IV. Review and Approval of the October 19, 2017 Meeting Minutes – Minutes approved as presented. MSP Jacobs, Terranova Vote: Unanimous.

V. Report of the Director – October was a busy month with many programs. The Library I position was posted today. Program offerings may slow down for 1-2 months until this position is filled and the new person begins. Programs provided by outsiders will continue. Gutters were cleaned which alleviated the problem with water in the basement. Humidity in the library is much better. A portion of the donations made to the library in memory of Dominic Terranova will be used to purchase children's books.

VI. Financial Statement

A. Monthly Financial Report – MSP Yarborough, Jacobs to accept the October Financial Report. Vote: Unanimous

B. Disposition of CD 1283 – Sue rolled it over at the Bank of Akron for 12 months.

VII. Public Comment – In the future, we may have a new Town Board Liaison.

## VIII. Old Business

A. November ACT meeting – Gary, Sue and Jan attended the meeting which was held at the Hamburg Library. Libraries shared their ideas for fund raising and for increasing their visibility in the community.

B. Long-Range Plans – Four goals were discussed. We will wait for input from our new director before finalizing our long-range plans.

## IX. New Business

A. Extend Friday Library Hours – We discussed changing the time of opening the library on Fridays from 10:00AM to 9:30 AM. We will wait for input from the new director before making a decision.

B. Director Selection – The Board will hire Kara Stock as the new director of the Lancaster Public Library. MSP Howell, Jacobs Vote: Unanimous.

C. Plastic Toilet Paper Dispenser Keys - MSP Howell, Yarborough to allow purchase not to exceed \$12.00.

D. 2018 Board Officer Selection – Officers will retain their current office for an additional year.

E. Return to System – Jim presented the “System Paid” Budget Analysis and reported that we are in good shape.

F. Retirement Activites - A party will be held on Dec. 11 in honor of Jim and Gwen, both of whom are retiring in December. Staff, volunteers, board members and directors of the Friends Group are invited. Orazio’s will cater the event. MSP Jacobs, Yarborough to expend funds not to exceed \$1000 for the party.

X. Adjournment: The meeting was adjourned at 4:55 PM. MSP Vote: Howell, Wind Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary



**Lancaster Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
**Thursday, December 21, 2017**  
**3:00PM**

I. Roll Call - Sue Jacobs, Gary Howell, Jan Yarborough, Barb Tamol, Mary Terranova, Kristyn Wind, Donna Stempniak (Friends of the Library Liaison), Kara Stock (New Library Director) and James Stelzle (Current Library Director)

II. Call to Order - Gary Howell called the meeting to order at 3:07 PM.

III. Approval of and/or changes to the Agenda – Add IX. E) Pay for donated book. MSP Tamol, Jacobs Vote: Unanimous

IV. Review and Approval of the November 16, 2017 Meeting Minutes – Minutes approved as presented. MSP Jacobs, Howell Vote: Unanimous.

V. Report of the Director – The library was up in circulation in November. Computer use is consistently down throughout the system. Sundays are doing well. Programs led by Gwen are winding down. DVD's and CD's are offered for sale on a cart located by the door. They have been discounted again and are selling well. This was Jim's last meeting with the board before he retires on Dec. 22. He shared the first letter to him from the board dated Dec. 2007 and was pleased that he met all of his goals as director. His accomplishments included an increase in our account from \$28,000 to \$157,000 with money spent in between. Programs went up 1000% and we installed a new parking lot and security system.

VI. Financial Statement

A. Monthly Financial Report – MSP Yarborough, Tamol to accept the November Financial Report. Vote: Unanimous

VII. Public Comment – Discussion of a disagreement concerning Maker Space due to lack of communication. In the future, all Maker Space presentations held outside of the library will be conducted by library staff. We will hold a Krolik's Chicken BBQ on Sunday of the Lancaster Garden Walk. Dawn will help promote the event.

VIII. Old Business

A. Extend Friday Library Hours – We will revisit the idea after several months.

B. Long-Range Plans – Kara shared some of her goals as our new director. They included familiarization with the staff and the jobs of each staff member, increasing STEAM programming, and increasing Maker Space. We added a Goal #5 to our plans – using Kara's expertise in technology for new ideas and Goal #6 – planning for our 200<sup>th</sup>

Anniversary in 2021. Next month we will add the “hows” to achieving our goals with emphasis on increasing patronage.

C. 2018 Vote for Board Officers – The current officers will retain their positions for an additional year. MSP Yarborough, Tamol Vote: Unanimous

IX. New Business

A. Next ACT meeting – Will be held on Jan. 20, 2018, 9:30AM to Noon, location to be determined.

B. 2018 Annual ACT Workshop - Will be held on Mar. 10, 2018, 8:30AM to 1:00PM at the Central Library.

C. Part-time Librarians, Children’s Librarian, and Pages – Meagan Carr has been hired as the new

Children’s Librarian. Corally Wolters has been hired as a new Page. The part-time librarians’ positions have been posted. Applications are due tomorrow.

D. Friends and Junior Friends – The staff will be responsible for outreach programs, possibly with volunteers. We will create guidelines and procedures for outside programs.

E. Payment for donated book – Motion to pay Central \$12.59 for a memorial book. MSP Tamol, Jacobs Vote: Unanimous

X. Adjournment: The meeting was adjourned at 4:43 PM. MSP Vote: Howell, Wind Vote: Unanimous.

Respectfully Submitted  
Jan Yarborough, Secretary