

**Lancaster Public Library
Board of Directors Meeting
January 15, 2018
3:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or amendment to the agenda
- IV. Approval of the December 21st, 2017 meeting minutes
- V. Report of the Director
- VI. Financial Statements
 - A. Monthly Financial Statements
 - B. Fund Balance and Wish List
 - C. Macdavid Bequest
- VII. Public Comment
- VIII. Old Business
 - A. Long Range Plan
 - B. Next ACT Meeting – January 20th, 9:30 AM until Noon, Tonawanda Public Library
 - C. 2018 Annual ACT meeting, March 10th, 8:30 AM until 1:00 PM, B&ECPL Central Location.
- VI. New Business
 - A. Financial Disclosure Forms
 - B. Contract Extension
 - C. Central Library Personnel Changes – Judy Fachko, Human Relations & Jeannine Doyle, Corporate Operations Officer.
 - D. Purchase of one cord of wood
 - E. Retiree Payout
 - F. Adult Yoga Correspondence & approval of Adult Yoga Class
 - G. Approval of Children’s Yoga Class
 - H. Meetings with local politicians
 - I. Programming Ideas
 - J. Rules of Conduct re: vaping
 - K. Support for Maintenance hours
 - L. STEAM program equipment
- Adjournment
- Next Meeting: February 15, 2018

**Lancaster Public Library
Board of Directors Meeting
February 15, 2018
3:00 PM**

I. Roll Call

II. Call to Order

III. Approval of and/or amendment to the agenda

IV. Approval of the January 18, 2018 meeting minutes

V. Report of the Director

VI. Financial Statements

A. Monthly Financial Statements

B. Purchase of Certificate of Deposit

VII. Public Comment

VIII. Old Business

A. Long Range Plan

B. Approval of the Rules of Conduct

C. Review of the January ACT Meeting

VI. New Business

A. Adjust hours of operation

B. Funding Extra Maintenance Hours

C. Hiring of Part-time Librarian and Promotion of Page to Senior Page

D. Vote to close on Staff Development Day

E. Approve Return to System Payment

F. Director's Evaluation – Form and Scheduling

G. Grant Timeline for Bathroom Upgrade

H. Warranty on Telephone System

Adjournment

Next Meeting: March 15, 2018, 3:00 PM

STEAM Equipment Demonstration

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 15, 2018
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 February 15, 2018 meeting minutes
- V. Report of the Director
- VI. Financial Statements
 - A. Monthly Financial Report
 - B. CD Rates
- VII. Public/Friends Comment
- VIII. Old Business
 - A. Long-range Plan – Community Awareness
 - B. Grant Timeline for Restroom Upgrade
 - C. Trivia Night Reminder
- IX. New Business
 - A. Review of ACT Meeting
 - B. 2017 State Report
 - C. New York State Discarded Book Sales Tax
 - D. April – Volunteer Appreciation Month
 - E. Program Projections
 - F. Mileage
 - G. Book Sale
 - H. Page position
 - I. Lancaster Bee advertisement
- X. Adjournment

Next Meeting: Thursday, April 19, 2018 – 3:00PM

**Lancaster Public Library
Board of Directors Meeting
April 19, 2018
3:00 PM**

- I. Roll Call
 - II. Call to Order
 - III. Approval of and/or amendment to the agenda
 - IV. Approval of the March 2018 meeting minutes
 - V. Report of the Director
 - VI. Financial Statements
 - A. Monthly Financial Statements
 - B. Rollover of CD 42
 - VII. Public Comment
 - VIII. Old Business
 - A. Building Maintenance - Bathrooms
 - B. Long Range Plan
 - C. Wish List
 - D. Bike Raffle
 - VI. New Business
 - A. Meeting Time Change for May and June
 - B. New Hires
 - C. Yoga Outside
 - D. Fourth of July Expenditures
 - E. Book Sale and invitations to the Lancaster Women's Civic Club Annual Meeting
 - F. Approve State Report
 - G. Procurement Policy Review
 - H. Program Projections
 - I. Invitation to State Senator Patrick Gallivan
 - J. Capital Asset Report
 - K. ACT Meeting May Fifth at the Collins Library
- Adjournment
- Next Meeting: March 15, 2018, 3:00 PM
- STEAM Equipment Demonstration

**Lancaster Public Library
Board of Directors Meeting
May 17, 2018
5:00 PM**

- I. Roll Call
 - II. Call to Order
 - III. Approval of and/or amendment to the agenda
 - IV. Approval of the January 18, 2018 meeting minutes
 - V. Report of the Director
 - VI. Financial Statements
 - A. Monthly Financial Statements
 - VII. Public Comment
 - VIII. Old Business
 - A. Building Maintenance
 - B. Community Outreach
 - C. Wish List – Chairs/Computer Carrols
 - D. Gift Certificates for Bikes
 - E. Fourth of July Parade
 - F. Procurement Policy Review
 - G. Reminder – June 21st 2018 Meeting Cancelled
 - H. Women’s Civic Club Luncheon – June 13th, 2018
 - I. Name Tags
 - XI. New Business
 - A. Annual Community Report
 - B. Lawn Mower Tune Up - \$60.00
 - C. Memorial Books \$152.10
 - D. Receipt Printer for Staff Computer - \$198.00
 - E. Outdoor Yoga Program in July
 - F. Page Position
 - X. Adjournment
- Next Meeting: July 19th, 2018 – 3:00 PM

**Lancaster Public Library
Board of Directors Meeting
July 19, 2013
5:00 PM**

I. Roll Call

II. Call to Order

III. Approval of and/or amendment to the agenda

IV. Approval of the March 17, 2018 meeting minutes

V. Report of the Director

VI. Financial Statements

A. Monthly Financial Statements

VII. Public Comment

VIII. Old Business

A. Building Maintenance

B. Community Outreach

C. Wish List (Front Lobby Furniture, Power Strips, and Portable Laptop Chargers)

D. 4th of July Parade

E. Women's Club Luncheon

F. Name Tags

XI. New Business

A. Approve 2018 Contract with the B&ECPL

B. System Paid Expenses

C. New Gallivan Grant (\$5,000.00)

D. Approve Circulation Policy

E. Approve Mileage Payments

F. Chicken Barbeque – Invite Elected Officials?

G. Set Asset Base Amount (\$5,000.00 and up Recommended)

H. Battle of the Books (Gift Cards and Pizza Party)

I. Diane Terranova Donation

X. Adjournment

Next Meeting: August 16, 2018 – 3:00 PM

**Lancaster Public Library
Board of Directors Meeting
August 16, 2018
4:00 PM**

I. Roll Call

II. Call to Order

III. Approval of and/or amendments to the Agenda

IV. Approval of the July meeting minutes

V. Report of the Director

VI. Financial Statements

A. Monthly Financial Statements

VII. Public comment

VIII. Old Business

A. Building Maintenance – Approve Bathroom Grant Application

B. Wish List – Lobby Furniture, Book Drop, Children’s Rug

C. Battle of the Books

XI. New Business

A. Donation of Dogwood Trees

B. Fall Programing Projections

C. Approve Purchase of 100 Postal Stamps

Adjournment

Next Meeting: September 20, 2018 – 3:00 PM

**Lancaster Public Library
Board of Directors Meeting
September 20, 2018
3:00 PM**

- I. Roll Call
 - II. Call to Order
 - III. Approval of and/or amendments to the Agenda
 - IV. Approval of the August 16, 2018 meeting minutes
 - V. Report of the Director
 - VI. Financial Statements
 - A. Monthly Financial Statements
 - B. Disposition of CD 1283
 - C. Disposition of CE 028
 - VII. Public comment
 - VIII. Old Business
 - A. Building Maintenance
 - A. Bathroom Grant
 - B. Trees
 - C. Chimney Cleaning
 - D. Lobby Furniture
 - B. Programing
 - C. Town Budget
 - D. 2019 Book Sale
 - E. ACT Meeting, September 29, 2018, Collins Library, 9:00 AM
 - XI. New Business
 - A. Director Evaluation
 - B. New Trustee Handbooks
 - C. Continuing Education
- Adjournment - Next Meeting: October 18, 2018

**Lancaster Public Library
Board of Directors Meeting
October 18, 2018
3:00 PM**

- I. Roll Call
 - II. Call to Order
 - III. Approval of and/or amendments to the Agenda
 - IV. Approval of the September 20, 2018 meeting minutes
 - V. Report of the Director
 - VI. Financial Statements
 - A. Monthly Financial Statements
 - B. Disposition of CD 1283
 - C. Rollover of CD 028
 - VII. Public comment
 - VIII. Old Business
 - A. Status of Bathroom Renovations
 - B. Donated Trees
 - C. Chimney Cleaning
 - D. ACT Meeting of September 29, 2018
 - E. Community Outreach
 - F. Director Evaluation
 - G. Progress on request for a Library Assistant
 - XI. New Business
 - A. Book Sale Money to Friends
 - B. Program Projections
 - C. Revise Rules of Conduct
 - D. Mileage Payment from M&T Bank Account
 - E. Volunteer Christmas Gifts
 - F. Space Planning
 - G. Purchase of Book Displays
- Adjournment - Next Meeting: November 15, 2018

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday November 15, 2018
3:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the October 18 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Monthly Financial Report
 - B. CD 028 Renewed
- VII. Public/Friends Comment
- VIII. Old Business
 - A. Long-range Plan – Community Awareness
 - B. Proposed Library Assistant Position
- IX. New Business
 - A. 2019 Closed Days
 - B. Book Labels
 - C. Christmas Party
 - D. Slate of Officers
 - E. Board appointment of library personnel
 - F. ACT Meeting – Nov. 17, 2018
- X. Adjournment

Next Meeting: Thursday, December 20, 2018 – 3:00PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
December 20, 2018
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 November 15, 2018 Meeting
 - V. Report of the Director
 - VI. Financial Statements
 - A. Monthly Financial Report

 - VII. Public Comment
 - VIII. Old Business
 - A. Long-Range Plan
 - B. Election of Officers
 - a. President – Gary Howell
 - b. Vice-President – Jan Yarborough
 - c. Secretary – Barbara Tamol
 - d. Treasurer – Sue Jacobs

 - IX. New Business
 - A. Review of Petty Cash Policy
 - B. Reaffirmation of Construction Policy
 - C. Programming Projections
 - D. Purchase Laminating Sheets – Amazon (2 packs of 100. \$46.80 total)
 - E. Purchase two dozen unfinished birdhouses for February programming (\$32.78 total)
 - F. Reimbursement for Mileage.

 - X. Adjournment
- Next Meeting: January 17, 2019 at 3:00 PM