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
   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 Programming Projections
C. Approve Purchase of 100 Postal Stamps
Adjournment
Next 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