

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, January 18, 2018
3:00PM**

I. Roll Call - Sue Jacobs, Jan Yarborough, Kristyn Wind, and Kara Stock (Library Director)

II. Call to Order – Sue Jacobs called the meeting to order at 3:48 PM.

III. Approval of and/or changes to the Agenda – Add VI. M) Act Dues MSP Yarborough, Wind. Vote: Unanimous

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

V. Report of the Director – December was a transitional month with Jim and Gwen retiring and Kara Stock (Director), Megan Carr (full-time Librarian I), and Corally Wolters (Page) beginning their new positions. Circulation, WiFi, and door count were all down primarily because no children’s programs were offered this month. Megan will begin offering these programs again on Jan. 30. She will also participate in all Maker Space Sundays and has begun booking summer programs. Kara shared a list of 2017 improvements which included a new phone system, repaired roof leaks, 3 new outdoor benches, landscaping, front foyer mural, \$5000 Gallivan Technology Grant and \$8,135 from the McDavid fund. \$1,044 was moved from the used magazine sale to petty cash.

VI. Financial Statement

A. Monthly Financial Report – MSP Yarborough, Wind to accept the December Financial Report. Vote: Unanimous

B. Fund Balance and Wish List – A high fund balance allowed for purchases from the Wish List. MSP Yarborough, Wind to allocate up to \$4000 from Gallivan funds to purchase technology items. Vote: Unanimous. MSP Yarborough, Wind to allocate up to \$1000 for the purchase of a Button Maker, Strawbees kits, and a sidewalk letterboard message sign. Vote: Unanimous.

VII. Public Comment - We will hold a Krolik’s Chicken BBQ on Sunday of the Lancaster Garden Walk.

VIII. Old Business

A. Long-Range Plans – Kara submitted the objectives for Goal #5: Technology. Objectives for Goals #1-4 were discussed and added.

B. Next ACT Meeting – will be held on January 20th at the City of North Tonawanda Public Library.

C. 2018 Annual ACT meeting will be held on March 10th at B&ECPL Central Location.

IX. New Business

A. Financial Disclosure Forms – Signed and submitted by all board members.

B. Contract Extension – Increases in wages for pages, senior pages and CMU members were discussed along with retiree pay out.

C. Central Library Personnel Changes – Judy Fachko, Human Relations and Jeannine Doyle, Chief Operations Officer.

D. Purchase One Cord of Wood – MSP Jacobs, Yarborough to pay Greenlawn Landscapes \$150 for a cord of wood. Vote: Unanimous.

E. Retiree Payout – The Board of Trustees approved a reallocation to provide up to \$30,000 in salary/wage/fringe benefit funding assistance to the Lancaster Public Library.

F. Adult Yoga – MSP Wind, Yarborough to expend \$800 for Adult Yoga classes. Vote: Unanimous.

G. Children’s Yoga – MSP Yarborough, Wind to expend \$200 for Children’s Yoga classes.

H. Meetings with Local Politicians – Senator Gallivan will meet with librarians within his district on Jan. 26th at Ecology and Environment. NYS Assemblymember Monica Wallace will meet on Feb. 16th at Villa Maria. We will invite Erie County Legislator John Brusco to our library in the near future.

I. Programming Ideas – New programs being considered included: Everyday Scientist, Take Your Child to the Library, Flix and Bricks, Read To A Dog, and Geneology. We also discussed the possibility of adding new adult programs.

J. Rules of Conduct re: vaping – The following was introduced and will be voted on next month: “The following conduct is prohibited: Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library and no closer than 10 feet to the side of any point of entry to Library property.”

K. Support for Maintenance Hours – Josh will be paid for overtime hours in lieu of comp time.

L. STEAM Program Equipment – See VI. B.

M. ACT Dues – MSP Jacobs, Yarborough to expend \$20 for ACT dues. Vote: Unanimous.

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

Respectfully Submitted
Jan Yarborough, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, February 15, 2018
3:00PM

I. Roll Call - Sue Jacobs, Gary Howell, Jan Yarborough, Kristyn Wind, Kara Stock (Library Director), Al Martin (Trustee Emeritus) and Donna Stempniak (Friends of the Library Liaison)

II. Call to Order – Gary Howell called the meeting to order at 3:00 PM.

III. Approval of and/or changes to the Agenda – Add VI. I) Civil Service Results. J) Material for Children’s Programming. K) Trivia Night. L) Programming Projections. MSP Yarborough, Jacobs. Vote: Unanimous

IV. Review and Approval of the November 16, 2017 Meeting Minutes – V. Change “slush fund” to “magazine sales”. MSP Jacobs, Howell. Vote: Unanimous.

V. Report of the Director – The Graphic Department will be updating our 15 year old signage. We will also ask for their help with promoting the library through the creation of a logo and other promotional items. They have recently provided flyer templates. Meagan has scheduled six big children’s performers for July and August. Tim Galvin has been hired as a part-time librarian to fill in for Meagan as needed. Paige has been promoted to Senior Page. Mary Ann Tarpy will be resigning. We received thank you notes from attendees of our Yoga classes. Circulation was down by 4.9% primarily because we temporarily suspended children’s story hours. On January 30 Lapsit Storytime and Toddler Storytime resumed and were very well attended. Book sales earned \$222. This month we offered 33 programs which were attended by 472 patrons. We are open 60 hours per week.

VI. Financial Statement

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

B. Purchase of Certificate of Deposit – MSP Howell, Yarborough to ask the treasurer to investigate CD rates for next month’s meeting. Vote: Unanimous.

VII. Public Comment –The Friends will hold a Krolik’s Chicken BBQ on July 22 which is the Sunday of the Lancaster Garden Walk. The dinners will cost \$11 including dessert. A bicycle will be purchased as an incentive for the Summer Reading Program. A Maker Space outreach policy was decided upon. Meetings will be suspended for June and August.

VIII. Old Business

A. Long-Range Plans – MSP Yarborough, Howell to accept as presented. Vote: Unanimous. Goal #3 pertaining to community awareness of library services will be included in our monthly agendas.

B. Approval of the Rules of Conduct – MSP Yarborough, Howell to adopt Rules of Conduct as presented. Vote: Unanimous.

C. Review of the January ACT Meeting – Sue, Jan, and Kara attended the meeting. The employee evaluation process was discussed and standardized forms and documents were presented.

IX. New Business

A. Adjust Hours of Operation - MSP Howell, Wind to open at 9:30 AM on Fridays beginning in approximately one month. Vote: In favor-3, Opposed-1

B. Funding Extra Maintenance Hours – Josh will be paid for overtime hours in lieu of comp time.

C. Hiring of Part-Time Librarian and Promotion of Page to Senior Page – See Director's Report

D. Vote to Close on Staff Development Day – MSP Jacobs, Yarborough to close the library on May 9 to allow library employees to attend staff development. Vote: Unanimous.

E. Approve Return to System Payment – MSP Howell, Jacobs to approve as presented. Vote: Unanimous.

F. Director's Evaluation – It was agreed to conduct the evaluation during the month of June using the process and forms presented at the January ACT meeting.

G. Grant Timeline for Bathroom Upgrade – Sue Barnes, Town Grant Writer, will begin the process in late May. Possible asbestos in the existing bathroom ceiling tiles was discussed.

H. Warranty on Telephone System – It was decided not to purchase the warranty.

I. Civil Service Results – Both Kara and Meagan scored 100%.

J. Material for Children's Programming – MSP Jacobs, Howell to purchase five Code-a Pillars and one Device Changing Station. Vote: Unanimous.

K. Trivia Night – The Library will send a team to the Lancaster Youth Foundation's Annual Trivia Night on March 22 at St. Mary's High School.

L. Programming Projections – MSP Yarborough, Wind to spend up to \$225 to purchase Smoothie Straws, Lego baseplates, tempera paint, and Messy Mats. Vote: Unanimous.

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

Respectfully Submitted
Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, March 15, 2018
3:00PM**

I. Roll Call - Sue Jacobs, Jan Yarborough, Mary Terranova, Kristyn Wind, Kara Stock (Library Director), Al Martin (Trustee Emeritus), Donna Stempniak (Friends of the Library Liaison), and Matt Walter (Town Board Liaison).

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

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

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

V. Report of the Director – Kara highlighted a busy programming month with new children’s programming. It will hopefully result in higher circulation. On Feb. 13, Lynn Rybak, John Brusos’s community liaison met at the library with Kara and Sue. On Feb. 14, Kara attended her first library directors’ meeting at Central.

VI. Financial Statement

A. Monthly Financial Report – MSP Yarborough, Wind to accept the February Financial Report. Vote: Unanimous.

B. Purchase of Certificate of Deposit – MSP Yarborough, Wind to invest \$12,000 in a 3 yr. CD at 1.98% at Bank of Akron. Vote: Unanimous. Also, MSP Yarborough, Jacobs to rollover CD 042 for 36 months at Bank of Akron. Vote: Unanimous.

VII. Public Comment – Annual letters were mailed to all members. Enclosed were membership renewal forms, the Chicken BBQ announcement, Annual Book Sale information, and the Annual Report. Friends of the Library will help with the Book Sale on Thursday, April 12 and Sunday, April 15. All are asked to contribute baked goods which will be sold during the Book Sale. The Friends will provide two bicycles to be used as incentives during the Summer Reading Program. A Friends’ gathering will be held on April 19 at the Hamburg library. Ken Stone will be the speaker. Bill and Mary Ann will attend.

VIII. Old Business

A. Long-Range Plans – Community Awareness – Continuous updates are provided on Facebook. Meagan will provide monthly outreach to the UPK on Central. There will also be monthly outreach at the Bookmobile every other week including crafts and flyers.

Also discussed were ways to outreach to people who do not have library cards, the use of signs at local events, and outreach to the Senior Center and Youth Bureau.

B. Grant Timeline for Restroom Upgrade – No asbestos testing has been done. Matt will speak to the Town Engineer and to Johanna about the grant to bring our restrooms up to code. Sue Barnes, Town Grant Writer, will begin the writing process in late May.

C. Trivia Night Reminder – The Library will be represented by a team at the Lancaster Youth Foundation’s Annual Trivia Night on March 22.

IX. New Business

A. Review of ACT Meeting – Kara and Jan attended the meeting at Central on March 10. It included a guided tour of the B&ECPL’s exhibit, Buffalo Never Fails: The Queen City and World War 1. Exhibit design and development at local libraries was discussed. Attendees were also given an opportunity to explore the latest technologies and various STEM activities from the Launch Pad MakerSpace.

B. 2017 State Report – The non-financial report has already been submitted. The financial report has been started and is due at the end of May.

C. New York State Discarded Book Sales Tax – MSP Yarborough, Jacobs to submit \$106.73 online, due March 20. Vote: Unanimous.

D. April – Volunteer Appreciation Month – MSP Terranova, Wind to spend \$55.81 for gifts for volunteers. Vote: Unanimous.

E. Program Projections – A \$2400 grant was received from the Elks which will be used toward programming.

F. Mileage – MSP Yarborough, Wind to spend \$72.24 for mileage for library staff. Vote: Unanimous.

G. Book Sale - The Annual Book Sale will be held Thursday, April 12 - Sunday, April 15. \$60 will be taken from petty cash for the cash drawer on Sunday.

H. Page position - Mary Ann Tarpy will be retiring. Margaret Vesper has been hired as a part-time page.

I. Lancaster Bee advertisement – Will include the Bookmobile information.

X. Adjournment: The meeting was adjourned at 4:23PM. MSP Wind, Jacobs. Vote: Unanimous.

Respectfully Submitted
Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, April 19, 2018
3:00PM**

I. Roll Call – Gary Howell, Sue Jacobs, Jan Yarborough, Mary Terranova, Kristyn Wind, Barb Tamol, Kara Stock (Library Director), Al Martin (Trustee Emeritus), and Matt Walter (Town Board Liaison).

II. Call to Order – Gary Howell called the meeting to order at 3:01 PM.

III. Approval of and/or changes to the Agenda – Add VI. New Business L. June Meeting. MSP Yarborough, Tamol. Vote: Unanimous

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

V. Report of the Director –March was a very busy month. WIFI is up 34%. Two new programs, Maker Monday and Tales for Tails: Read to Sasha the Dog were debuted. Kidding Around Yoga for children ages 3-5 was held. The Kiwanis Club of Lancaster held a bake sale in the library and donated all profits (\$20) to the Lancaster Library. Part-time Librarian Genevieve Maynard taught her first Everyday Scientist program. The financial section of the 2017 State Report was completed. Meagan is working with Battle of the Books volunteer coach Taylor Watson to organize the 2018 Lancaster team. Summer programming, with a focus on STEAM activities, is being planned.

VI. Financial Statement

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

B. Rollover of CD 42 – The CD was rolled over for three years at 1.88% at The Bank of Akron.

VII. Public Comment – None

VIII. Old Business

A. Building Maintenance – Bathrooms - Matt reported that testing for asbestos in our existing bathrooms and front foyer will begin soon. This is part of a new project to make our public bathrooms handicapped accessible.

B. Long Range Plans – As part of our ongoing commitment to community awareness, Kara will explore serving on a committee working to increase the number of library card holders. Meagan will be doing community outreach in May. Kara will bring

hands-on crafts to Firemen's Park on July 13 and August 10 when the Bookmobile will be there.

C. Wish List - MSP Jacobs, Yarborough to spend \$1,000 to purchase a RFID Pad.
Vote: Unanimous

D. Bike Raffle – Four \$150 gift certificates from Bert's Bikes will be used as incentives during the Summer Reading Program. The program begins on June 22 and continues until August 16 when the winners will be chosen. Kara will work on the publicity and signage.

IX. New Business

A. Meeting Time Change for May and June – The May meeting will be held at 5:00PM. MSP Howell, Jacobs. Vote: Unanimous. The June meeting is canceled. MSP Howell, Yarborough. Vote: Unanimous.

B. New Hires – Corally Wolters resigned on Apr. 26. Lauren Ramsey was hired as her replacement. She will work as a part-time page beginning on May 1.

C. Yoga Outside – We are exploring the possibility of offering yoga this summer in the Lancaster Band Shell.

D. Fourth of July Expenditures – MSP Yarborough, Tamol to spend up to \$200 for candy for the parade. Vote: Unanimous.

E. Book Sale and invitations to the Lancaster Women's Civic Club Annual Meeting – The book sale generated just under \$5000. This profit will be presented to the Library at the meeting to be held on June 13 at Ripa's Restaurant.

F. Approve State Report – MSP Howell, Tamol. Vote: Unanimous.

G. Procurement Policy – MSP Tamol, Yarborough to accept amended Procurement Policy as presented by Central Library. Vote: Unanimous.

H. Program Projections – Kara presented a list of summer programs which are funded by the Central program budget.

I. Invitation to State Senator Partick Gallivan – An invitation will be extended to the senator to join us at the library during a Junior Friends meeting or during the Maker Monday program when some of the materials purchased with Gallivan Grant funds will be in use.

J. Capital Asset Report – The report will be delayed until the end of this year.

K. ACT Meeting May Fifth at the Collins Library – Kara, Sue, and Jan plan on attending.

L. June Meeting – Canceled – See IX. A.

X. Adjournment: The meeting was adjourned at 4:35PM. MSP Wind, Tamol. Vote: Unanimous.

Respectfully Submitted
Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, May 17, 2018
5:00PM**

I. Roll Call – Gary Howell, Sue Jacobs, Jan Yarborough, Mary Terranova, Kristyn Wind, Barb Tamol, and Kara Stock (Library Director)

II. Call to Order – Gary Howell called the meeting to order at 5:10 PM.

III. Approval of and/or changes to the Agenda – Add VI. Financial Statements - B. CD 046 and XI. New Business - G. Summer Flyer MSP Tamol, Wind. Vote: Unanimous

IV. Review and Approval of the April 19, 2018 Meeting Minutes – Minutes approved as presented. MSP Tamol, Wind. Vote: Unanimous.

V. Report of the Director – Friday hours were extended to 9:30AM – 5:00PM beginning on April 6th. There was not a lot of programming this past month due to the Book Sale which raised \$4650. Three Lancaster Library winners were announced for the Online Winter Reading Contest. Kara was notified that the Lancaster Public Library will be receiving \$5,000 from New York State Senator Patrick M. Gallivan to spend on technology in 2018. Outdoor Yoga will be held in the Lancaster Band Shell during July. Kara joined a B&ECPL committee that will explore how to reverse the decline in library cards throughout the system. Circulation, Patron Count, and Door Counts are all up. MSP Yarborough, Howell. Vote: Unanimous.

VI. Financial Statement

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

B. Rollover of CD 046 – The CD will be rolled over for three years at The Bank of Akron. MSP Tamol, Yarborough. Vote: Unanimous.

VII. Public Comment – Tickets for the July 22nd Chicken BBQ will go on sale at the library beginning on June 1. A portion of the funds donated in memory of Tony D’Amore will be used to update our collection in the area of mental health.

VIII. Old Business

A. Building Maintenance – Asbestos testing in our existing bathrooms will begin after a resolution is passed at the May 21st Lancaster Town Board Meeting.

B. Community Outreach – Megan will hold two outreach programs at Carousel Pre-School. Central has an iPad that is able to register new library card applicants from

any location. Kara will inquire about us borrowing that iPad or the possibility of having the same capability on one of our iPads.

C. Wish List - MSP Tamol, Yarborough to spend up to \$800 to purchase 100 chairs and dollies/storage carts. Vote: Unanimous.

D. Gift Certificates for Bikes – Four \$150 gift certificates from Bert’s Bikes will be used as incentives during the Summer Reading Program.

E. Fourth of July Parade – We will have a table in front of the library on July 4th and will pass out free books to children. We will also participate in the parade.

F. Procurement Policy Review - Will be discussed at the next meeting.

G. Reminder – The June 21, 2018 meeting is cancelled.

H. Women’s Civic Club Luncheon - Will be held on June 13, 2018 at Ripa’s Restaurant.

I. Name Tags – MSP Yarborough, Wind to spend up to \$300 to purchase name tags for library staff. Vote: Unanimous.

IX. New Business

A. Annual Community Report – Approved as presented. MSP Howell, Jacobs. Vote: Unanimous.

B. Lawn Mower Tune Up – MSP Yarborough, Howell to spend \$60 for the tune up. Vote: Unanimous.

C. Memorial Books - MSP Wind, Howell to pay Central \$152 for memorial books in memory of Betty Stellrecht. Vote: Unanimous.

D. Receipt Printer for Staff Computer - Central gave us an RFID pad for the staff. A receipt printer is needed to make it completely functional. MSP Jacobs, Howell to spend \$198 for the receipt printer. Vote: Unanimous.

E. Outdoor Yoga program in July – See Director’s Report.

F. Page Position – We are currently conducting interviews for a page position.

G. Summer Flyer – Flyers describing summer programs and events at the library are being sent to all schools in Depew and Lancaster.

X. Adjournment: The meeting was adjourned at 6:30PM. MSP Yarborough, Tamol. Vote: Unanimous.

Respectfully Submitted
Jan Yarborough, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, July 19, 2018
3:00PM

I. Roll Call – Gary Howell, Sue Jacobs, Jan Yarborough, Donna Stempniak (Friends of the Library Liaison), Matt Walter (Town Board Liaison), Lynn Rybak (Community Liaison, Office of Erie County Legislator John Brusco) and Kara Stock (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 – Agenda approved as presented. MSP Yarborough, Howell. Vote: Unanimous.

IV. Review and Approval of the May 17, 2018 Meeting Minutes – Change VIII. C. \$800 to \$1834. MSP Howell, Jacobs. Vote: Unanimous.

V. Report of the Director – The Bike Raffle, which is an incentive for the Summer Reading Program, is a huge success and has brought in many new people applying for library cards. Between July 1-17 alone, 103 new library cards were issued. We have two teams competing in the Battle of the Books to be held on Aug. 4. Circulation is down system-wide while our program numbers are increasing. This reflects the way libraries are now being used. Program highlights included Star Wars Sunday, Genealogy, and STEM. Lego Club has a waiting list. Regular library cards no longer expire. Materials may be renewed 3x instead of 2x.

VI. Financial Statement

A. Monthly Financial Report – MSP Yarborough, Howell to accept the May and June Financial Reports. Vote: Unanimous.

VII. Public Comment – Lynn Rybak expressed Erie County Legislator John Brusco's willingness to provide help and guidance should the library have any concerns in the future. She also offered letters of support for grants. A fundraiser for Diane Terranova will be held on July 26 at Al-E-Oops. A portion of the profits from her fundraiser will be donated to the Friends of the Lancaster Library. A Chicken BBQ, sponsored by the Friends, will be held this Sunday, July 22.

VIII. Old Business

A. Building Maintenance – Asbestos testing was done as part of the preparation for the renovation of our bathrooms. They were found to be asbestos free. Grant writer Sue Barnes, Town Engineer Ed Schiller, Matt Walter and Kara met to discuss the progress

of the grant application for funds for the renovation, due dates, estimates, and future plans.

B. Community Outreach – Kara participated in the Bookmobile last Friday. She will also be at the Aug. 10th Bookmobile from 11:00AM-2:00PM at Firemen’s Park. We discussed the possibility of providing books to senior health care facilities in the area.

C. Wish List – Kara will research the cost of reupholstering the cushions on the furniture in the front foyer as well as the price of new furniture. MSP Jacobs, Yarborough to spend up to \$500 to purchase 6-outlet strip surge protectors and a portable laptop charger.

D. Fourth of July Parade – We had a table in front of the library on July 4th and passed out free books to children. We also participated in the parade.

E. Women’s Club Luncheon – Sue and Kara attended the Lancaster Women’s Civic Club Annual luncheon where they were presented with a \$5000 check from the proceeds of April’s Book and Bake Sale. Terry Wolfe, current chair of the Book Sale, is stepping down. A new chairperson may volunteer or the Women’s Civic Club may decide to co-chair the Book Sale with another group. A vote will be taken in September.

F. Name Tags – Name tags have been ordered but have not yet arrived.

IX. New Business

A. Approve 2018 Contract with the B&ECPL - MSP Howell, Jacobs to adopt the contract. Vote: Unanimous.

B. System Paid Expenses – We are in the black.

C. New Gallivan Grant – We will be receiving a \$5000 grant from Sen. Gallivan to be used for technology.

D. Circulation Policy – MSP Howell, Yarborough to adopt the B&ECPL policy. Vote: Unanimous.

E. Mileage Payments – MSP Jacobs, Yarborough to approve mileage claims. Vote: Unanimous.

F. Chicken BBQ – Elected officials will be informed of the event.

G. Set Base Amount – MSP Howell, Yarborough to set our Asset Valuation Amount at \$2,500. Vote: Unanimous.

H. Battle of the Books – Kara will use funds from petty cash to purchase gift cards, pizzas, and beverages for the event.

I. Diane Terranova Donation – See Public Comment.

X. Adjournment: The meeting was adjourned at 4:35 PM. MSP Howell, Jacobs. Vote: Unanimous.

Respectfully Submitted
Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, August 16, 2018
4:00PM**

I. Roll Call – Gary Howell, Jan Yarborough, Kristyn Wind, and Kara Stock (Library Director)

II. Call to Order – Gary Howell called the meeting to order at 4:05 PM.

III. Approval of and/or changes to the Agenda – Add: XI. D. ACT Meeting, E. Fall Fest, F. Elks Grant 2019, G. Town Budget. MSP Yarborough, Howell. Vote: Unanimous.

IV. Review and Approval of the July 19, 2018 Meeting Minutes – Minutes approved as presented. MSP Howell, Wind. Vote: Unanimous.

V. Report of the Director – Four winners of the Summer Reading Program were presented with \$150 gift certificates from Bert’s Bikes. Programs have been extremely popular and have been held every day except for two. There are waiting lists for everything. Meagan held a Fun with Fossils program which was featured on the cover of the August 2nd issue of The Lancaster Bee. As part of our community outreach, Kara contacted Elderwood Nursing Home in Lancaster and will be delivering magazines for the residents on a monthly basis.

VI. Financial Statement

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

VII. Public Comment – None.

VIII. Old Business

A. Building Maintenance – MSP Yarborough, Wind to approve the Bathroom Grant Agreement between the Town of Lancaster and the Town of Lancaster Public Library. Vote: Unanimous.

B. Wish List – The appointment for estimates for reupholstering our furniture was canceled and will be rescheduled. MSP Yarborough, Wind to spend up to \$600 for a Book Drop and a Children’s Rug. Vote: Unanimous.

C. Battle of the Books - Two teams from the Lancaster Library participated. They finished in fifth and nineteenth places.

.IX. New Business

A. Donation of Dogwood Trees – Two dogwood trees were donated to the library in honor of Betty and Jack Stellrecht.

B. Fall Program Projections – Eleven programs scheduled between September and December include the BPO on Oct. 30.

C. Approve Purchase of 100 Postal Stamps – MSP Howell, Wind to spend \$50 from our M&T account for the stamps. Vote: Unanimous.

D. ACT Meeting – The next ACT Meeting will be held at the Collins Library on Sept. 29th.

E. Fall Fest - Fall Fest will be held at Como Park on Oct. 13th. Kara will participate in the event together with a children's librarian from Central and will offer new library cards, a children's art activity and flyers featuring our upcoming events.

F. Elks Grant – Camille Lewandowski will apply to the National Foundation Beacon for a \$2000 grant for children's programs.

G. Town Budget – We will request \$46,000, the same amount as last year with an additional \$20,000 for the bathroom renovation.

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

Respectfully Submitted
Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, September 20, 2018
3:00PM**

I. Roll Call – Gary Howell, Sue Jacobs, Jan Yarborough, Kristyn Wind, Al Martin (Trustee Emeritus) and Kara Stock (Library Director)

II. Call to Order – Gary Howell called the meeting to order at 3:05 PM.

III. Approval of and/or changes to the Agenda – Add: XI. D. Winter Raffle MSP Yarborough, Howell. Vote: Unanimous.

IV. Review and Approval of the August 16, 2018 Meeting Minutes – Minutes approved as presented. MSP Howell, Wind. Vote: Unanimous.

V. Report of the Director – We had a very good summer! The bike raffle was very successful with 753 entries. 165 new library cards were issued in July, 128 in August. We received a \$2,000 Beacon Grant from the Elks National Foundation which will be used for children’s programming this winter. All of our many programs are well attended. Most have waiting lists. 459 programs were offered between January and the end of August with attendance at 10,932. Kara updated the Lancaster Library’s website, visited Elderwood at Lancaster to set up monthly magazine donations for residents, and submitted a 2019 Budget Request to the Town of Lancaster.

VI. Financial Statement

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

B. Disposition of CD 1283 – MSP Howell, Jacobs to allow the treasurer to purchase a new CD for the highest interest rate available for 36 months. Vote: Unanimous.

VII. Public Comment – The Chicken BBQ raised \$1,221.50. Next year we will encourage patrons to purchase pre-sale tickets. We are exploring the purchase of a tent to be used on July 4th and for future Chicken BBQ’s. Kara and representatives of the Friends met with representatives of the Lancaster Women’s Civic Club. The Friends agreed to co-chair next year’s Book Sale which will be held April 4-8, 2019. Barb Cardwell, one of the founding members of the Friends, has resigned.

VIII. Old Business

A. Building Maintenance

A. Bathroom Grant – The Town of Lancaster passed a resolution approving \$35, 571 for the bathroom renovation. Ken Stone is recommending approval of the matching amount of \$35,571 that we are requesting from the system board.

B. Trees – Two trees will be planted near the parking lot entrance in memory of Betty and Jack Stellrecht. Betty was a clerical employee at this library for many years. The dedication and planting will take place on Thursday, September 27.

C. Chimney Cleaning – MSP Jacobs, Wind to authorize up to \$300 for the fireplace chimney cleaning. Vote: Unanimous.

D. Lobby Furniture – MSP Yarborough, Jacobs to authorize \$700 for fabric and labor to reupholster 12 cushions. Vote: Unanimous.

B. Programming – \$1700 from the Elks Grant will be used for programming during the February 2019 School Break.

C. Town Budget – Kara submitted a 2019 Budget Request for \$46,000 to the Town of Lancaster.

D. 2019 Book Sale – See Public Comment

E. ACT Meeting – To be held on September 29, 2018 at the Collins Library.

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IX. New Business

A. Director Evaluation – Trustees will meet on September 24 at 3:30PM to complete the director's evaluation.

B. New Trustee Handbooks – Handbooks were distributed to all trustees.

C. Continuing Education – Kara will attend a library space planning workshop on September 28 at Audubon. Kara and Genevieve will attend the annual NYLA meeting on November 8 and 9.

D. Winter Raffle – MSP Howell, Yarborough to authorize \$100 to purchase four snow tubes to be used as incentives for the Winter Reading Program. Vote: Unanimous.

X. Adjournment: The meeting was adjourned at 4:10 PM. MSP Howell, Yarborough. Vote: Unanimous.

Respectfully Submitted
Jan Yarborough, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, October 18, 2018
3:00PM

I. Roll Call – Gary Howell, Sue Jacobs, Jan Yarborough, Barb Tamol, Donna Stempniak (Friends of the Library Liaison), Al Martin (Trustee Emeritus) and Kara Stock (Library Director)

II. Call to Order – Gary Howell called the meeting to order at 2:50PM.

III. Approval of and/or changes to the Agenda – Add: XI. H. Memorial Books MSP Jacobs, Yarborough. Vote: Unanimous.

IV. Review and Approval of the September 20, 2018 Meeting Minutes – Minutes approved as presented. MSP Tamol, Jacobs. Vote: Unanimous.

V. Report of the Director – We issued 142 library cards this month which puts us in the top four libraries issuing the most cards. Kara and Sue attended an award ceremony for library volunteer Frank Maddock. 44 adults attended an informational genealogy lecture presented by Rhonda Konig. Kara, Al and author Richard Rettew were interviewed by the Lancaster Bee for an article they published about the book he wrote and donated to WNY libraries. Meagan hosted “Talk Like A Pirate Day” with 35 children attending. She also hosted “National Comic Book Day”. Meagan and Sue attended the planting of two dogwood trees donated in memory of former library employee Betty Stellrecht. This past Saturday Kara represented the Library at Fall Fest which was held at Como Park.

VI. Financial Statement

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

B. Disposition of CD 028 – MSP Tamol, Jacobs to renew CD 028 for 36 months. Vote : Unanimous.

C. Rollover of CD 1283 – It was rolled over for one year at 1.5%.

VII. Public Comment – The Friends will co-chair the annual book sale with the Lancaster Womens’ Civic Club. Mary Ann Floss and Terry Wolfe will meet to determine a timeline in preparation for the sale. \$100 was approved for the purchase of a tent. \$900 will be spent from the funds donated in memory of Tony D’Amore to purchase mental health books. \$11,000 will be given to the library to pay for 2018 Sunday hours.

VIII. Old Business

A. Status of Bathroom Renovations – The System Board approved our request for \$35,571. Ken Stone is submitting it to the state.

B. Donated Trees – Two trees were planted on September 28 near the parking lot entrance in memory of Betty and Jack Stellrecht.

C. Chimney Cleaning – Work was completed on September 27.

D. ACT Meeting of September 29, 2018 – Sue, Jan and Kara attended the meeting which was held at the Collins Library. We carefully read our contract with Central in a more organized format. This process may result in the contract being rewritten not for content but for organization. Dawn Peters presented a draft of orientation for library directors.

E. Community Outreach – 570 people visited our table at Fall Fest.

F. Director Evaluation – Kara received a glowing evaluation for her outstanding performance.

G. Progress on request for a Library Assistant - We continue to gather information to support our request.

IX. New Business

A. Book Sale Money to Friends – We will speak to Ken Graber about how the money is to be donated.

B. Program Projections – Kara presented a list of programs from September 2018 - August 2019 including those funded by the Elks Grant which are scheduled during the Winter Break.

C. Revise Rules of Conduct – MSP Howell, Tamol to revise time frame needed to vote on revising the Rules of Conduct to allow us to vote today to add “16. Personal grooming in public spaces” to the list of prohibited behavior. Vote: Unanimous. MSP Yarborough, Tamol to approve revision. Vote: Unanimous.

D. Mileage Payment from M&T Bank Account – MSP Yarborough, Jacobs to reimburse Kara and Josh for \$54.12. Vote: Unanimous.

E. Volunteer Christmas Gifts - MSP Yarborough, Tamol to spend up to \$50 to purchase gifts for 12 volunteers. Vote: Unanimous.

F. Space Planning - Kara attended a Space Planning presentation on September 28 at Audubon. She shared many good ideas, some of which may be implemented at our library.

G. Purchase of Book Displays – MSP Yarborough, Howell to spend up to \$1600 to purchase book displays and accessory items. Vote: Unanimous.

H. Memorial Books – MSP Howell, Jacobs to pay \$45.64 to B&ECPL for memorial books. Vote: Unanimous.

X. Adjournment: The meeting was adjourned at 4:10 PM. MSP Howell, Tamol. Vote: Unanimous.

Respectfully Submitted

Jan Yarborough, Secretary

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

I. Roll Call – Sue Jacobs, Jan Yarborough, Barb Tamol, Kristyn Wind, and Kara Stock (Library Director)

II. Call to Order –Sue Jacobs called the meeting to order at 3:05PM.

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

IV. Review and Approval of the October 18, 2018 Meeting Minutes – Minutes approved as presented. MSP Tamol, Jacobs. Vote: Unanimous.

IV. Report of the Director – We had a very good month. Both Circulation and Library Visits were up in October. We came in second place out of all 38 libraries for issuing the most new library cards. Our Snow Tube Raffle, which is an incentive for the Winter Reading Program, has begun. Children 12 and under receive one ticket for every 5 books they read, teens and adults receive one ticket for every 3 books. The winners will be chosen on Dec. 19. Another Snow Tube Raffle will begin in January. Genevieve will begin the Maker Space program in January. Our first Paws for Love: Read to a Dog program was held on Oct. 4. It was conducted by a volunteer through the SPCA and will be offered once a month. Kara highlighted two new programs: ART-Y Time on Dec. 5 and DIY Body Scrub on Dec. 13.

V. Financial Statement

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

B. CD 028 Renewed – The CD was renewed for 3 years at 1.5%.

VI. Public Comment – Unavailable.

VII. Old Business

A. Long-range Plan – Community Awareness – Kara will contact the Graphic Department about creating lawn signs promoting our library.

B. Proposed Library Assistant Position – Kara compiled and presented information comparing libraries, population and staff in our on-going effort to hire a new library assistant.

IX. New Business

A. 2019 Closed Days – We will be open on Sundays January through May and September through December, excluding Easter and Memorial Day. We will be closed on Christmas Eve and Christmas Day. We will be open on New Year’s Eve 10AM-5PM. MSP Yarborough, Tamol to accept the 2019 calendar. Vote: Unanimous.

B. Book Labels – MSP Yarborough, Tamol to spend \$48 for book labels. Vote: Unanimous.

C. Christmas Party - Our annual Christmas Party will be held on Dec. 20 from 1-3PM. Staff, volunteers and the Friends’ Board will be invited. MSP Tamol, Wind to spend up to \$300 for food for the party. Vote: Unanimous. MSP Tamol, Yarborough to spend up to \$50 for a coffee maker. Vote: Unanimous.

D. Slate of Officers – We will vote on this proposed slate of officers for 2019 at the December meeting.

President – Gary Howell

Vice-President – Jan Yarborough

Secretary – Barb Tamol

Treasurer – Sue Jacobs

E. Board appointment of library personnel – Beginning immediately, the Director will be responsible for selecting new hires while the Board will have the responsibility for making the appointment. This is according to The Handbook for Library Trustees of NYS and The Library Trustees Association of NYS.

F. ACT Meeting - The next ACT meeting will be held on Nov. 17, 2018 at the West Seneca Library beginning at 9:00AM.

IX. Adjournment: The meeting was adjourned at 4:05 PM. MSP Tamol, Yarborough Vote: Unanimous.

Respectfully Submitted
Jan Yarborough, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, December 20, 2018
3:30 p.m.**

- I. Roll Call – S.Jacobs, G. Howell, K. Wind, B. Tamol, D Stempniak (Friends Group), and K. Stock (Library Director)
- II. Call to Order – G. Howell called the meeting to order at 3:50 p.m.
- III. Approval of and/or changes to the agenda – Agenda amended to table item B under New Business until January meeting, added items F - I. Motion to approve the amended agenda MSP Wind, Jacobs. Vote: Unanimous
- IV. Review and approval of the November 15, 2018 Meeting Minutes. Minutes amended to show CD 028 interest rate of 2.71%. Motion to approve the amended minutes. MSP Tamol, Wind. Vote: Unanimous.
- V. Report of the Director - Programming going strong. December Snow Tube Raffle Winners were notified on 12/19/2018. New Snow Tube raffle will start for January drawing.
- VI. Financial Statement - Approved as presented. MSP Jacobs, Wind. Vote: Unanimous
- VII. Public Comment – The Friends Group has purchased a pop-up tent for outdoor Library events. G. Howell has offered to donate weights for the structure.
- VIII. Old Business
 - A. Long Range Plan – Community Outreach. Continuing efforts to involve patrons.
 - B. Election of Officers
 1. President – Gary Howell
 2. Vice President – Jan Yarborough
 3. Secretary – Barbara Tamol
 4. Treasurer – Sue Jacobs

Motion to accept the new slate of officers MSP Tamol, Jacobs. Vote: Unanimous
- IX. New Business
 - A. Review of Petty Cash Policy – Updated and amended. G. Howell will correct and distribute the updated policy at January meeting for approval. This Policy shall go into effect on January 1, 2019.
 - B. Programming Projections – January 2019 to June 2019 programming covered with Beacon Grant (Elks). The addition of a lecture on Genealogy given by Rhonda Kaufmann in May 2019 has been added to the schedule.

- C. Purchase of Laminating Sheets – Motion to allow Kara to purchase 200 laminating sheets at a cost of \$46.80 MSP Howell, Jacobs. Vote: Unanimous
- D. Purchase of Birdhouses – Motion made to spend up to \$50.00 for birdhouses. MSP Tamol, Jacobs. Vote: Unanimous
- E. Reimbursement for Mileage – Motion made to reimburse four (4) employees for mileage in the total amount of \$44.77 MSP Tamol, Jacobs. Vote: Unanimous.
- F. Claims Audit Policy – B. Tamol will research, provide and present a suggested policy at the January 2019 meeting. B. Tamol will act as Claims auditor effective January 1, 2019.
- G. Meeting with County System Liaison – Kara will contact and set up a meeting with Katie Burd.
- H. Purchase of Winter Reading Incentives – Motion made to allow up to \$110.00 for prize incentives. MSP Tamol, Wind. Vote: Unanimous.
- I. Purchase of a Commercial Vacuum Cleaner – Motion made to purchase a Commercial Vacuum Cleaner in the amount of \$295.80. MSP Jacobs, Howell. Vote: Unanimous
- X. Adjournment – Motion to adjourn at 4;50 p.m. MSP Tamol, Howell. Vote: Unanimous

Respectfully Submitted,
Barbara Tamol, Secretary