

**Lancaster Public Library
Board of Directors Meeting
January 17, 2019
3:00 PM**

I. Roll Call

II. Call to Order

III. Approval of and/or amendments to the Agenda

IV. Approval of the December 2018 meeting minutes

V. Report of the Director

VI. Financial Statements

 A. Monthly Financial Statements

 B. Renewal of CD 041

VII. Public comment

VIII. Old Business

 A. Long-Range Plan

 B. Approve Petty Cash Policy

 C. Approve Claims Audit Policy

 D. Contact Central Board Liaison Katie Burd

XI. New Business

 A. Accept New Construction Policy – Applicable to all libraries

 B. Accept Sexual Harassment Prevention Policy – Applicable to all libraries

 C. Accept Equal Employment Opportunity and Anti-Harassment Policy –
 Applicable to all libraries

 D. Programming – New Ideas and Funding

 E. Annual ACT Meeting – March 2nd, 2019 at the Central Library

 F. Trustee Disclosure Statements

 G. Meetings with State Representatives

 H. Community Room Wall Chalk Paint

 I. Sales Tax Questions

 J. Personnel Change

Adjournment

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

**Lancaster Public Library
Board of Trustees
Meeting Agenda
February 21, 2019
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
 - B. Disposition of CD 041
 - VII. Public Comment
 - VIII. Old Business
 - A. Long-Range Plan
 - B. Approve Claims Audit Policy
 - C. Approve New Construction Policy
 - D. Approve Sexual Harassment Policy
 - E. Approve Equal Employment Opportunity and Anti-Harassment Policy
 - F. Meeting with Central Board Liaison Katie Burd
 - G. ACT Meeting at Central Library on March 2nd
 - IX. New Business
 - A. Wish List Items
 - B. Replenish Petty Cash
 - C. Program Projections
 - D. Return to System
 - E. Pay for Two Memorial Books
 - F. Pay ACT Dues for 2019
 - G. Reimburse Director for ACT Meeting
 - X. Adjournment
- Next Meeting: January 17, 2019 at 3:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
March 21, 2019
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 Meeting Minutes

V. Report of the Director

VI. Financial Statements

A. Monthly Financial Report

VII. Public Comment

VIII. Old Business

A. Long-Range Plan

B. Wish List Items

C. Approved Sales Tax Payment

D. 2019 Book Sale

E. ACT Meeting

IX. New Business

A. Volunteer Gifts

B. Approve State Report

C. New York State Public Health Law

D. Approve Mileage Payments

E. Summer Event

X. Adjournment

Next Meeting: April 18, 2019, at 3:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
April 18, 2019
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or Changes to the Agenda
- IV. Review and Approval of the March meeting minutes
- V. Report of the Director
- VI. Financial Statements
 - A. Monthly Financial Report
- VII. Public Comment
- VIII. Old Business
 - A. Long-Range Plan
 - B. Wish List
 - C. 2019 Book Sale
 - D. ACT Meeting
- IX. New Business
 - A. Annual Report
 - B. Policy Review Schedule
 - C. Procurement Policy
 - D. Expenditure of Gallivan Money
 - E. Summer Event
 - F. Purchase Headphones.
 - G. Replenish Petty Cash
 - H. Reimbursement for Book Sale expense.
- X. Adjournment

Next Meeting: May 16th, 2019 – 4:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
May 16, 2019
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or Changes to the Agenda
- IV. Review and Approval of the April Meeting Minutes
- V. Report of the Director
- VI. Financial Statements A. Monthly Financial Report
 - B. Open New CD
- VII. Public Comment
- VIII. Old Business A. ACT Meeting
 - B. Approve Procurement Policy
 - C. Summer Event
 - D. Mary Terranova Retirement
 - E. Al Martin
 - F. Approve Long-Range Plan
- IX. New Business A. Display Case Policy
 - B. Updated Policy Review Schedule
 - C. Popcorn
 - D. Invoice for Memorial Books
 - E. Summer Kickoff Event – Donated Hot Dogs
 - F. Civic Club Luncheon June 12, 2019 at 12:00 Noon
 - G. Program Projections
 - H. Wish List Updates
 - I. Fourth of July Parade
- X. Adjournment

Next Meeting: June 20, 2019 – 4:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
June 13, 2019
4:00 PM**

I. Roll Call

II. Call to Order

III. Approval of and/or Changes to the Agenda

IV. Review and Approval of the February Meeting Minutes

V. Report of the Director

VI. Financial Statements

A. Monthly Financial Report

B. Disposition of New CD

VII. Public Comment

VIII. Old Business

A. Approve Rules of Conduct

B. Summer Event

C. Approve Display Case Policy

D. Fourth of July Parade

E. Civic Club Luncheon

IX. New Business

A. Wish List Items

B. Active Shooter Information

C. Mileage Payments

X. Adjournment

Next Meeting: July 11, 2019, 4:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
July 11, 2019
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or Changes to the Agenda
- IV. Review and Approval of the June Meeting Minutes
- V. Report of the Director
- VI. Financial Statements
 - A. Monthly Financial Report
- VII. Public Comment
- VIII. Old Business
 - A. Wish List Items
 - B. Summer Event
 - C. Fourth of July Parade
- IX. New Business
 - A. Approve 2019 Contract
 - B. Review Emergency Procedures Policy
 - C. Assembly Member Wallace Grant
 - D. Flag Donation
 - E. Yoga – continue two Thursday night sessions in the fall?
- X. Adjournment

Next Meeting: August 8, 2019 – 4:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
August 8, 2019
4:00 PM**

I. Roll Call

II. Call to Order

III. Approval of and/or Changes to the Agenda

IV. Review and Approval of the July Meeting Minutes

V. Report of the Director

VI. Financial Statements

 A. Monthly Financial Report

 B. New CD

VII. Public Comment

VIII. Old Business

 A. Approve Emergency Procedures Policy

 B. Assembly Member Wallace Grant

IX. New Business

 A. Replenish Petty Cash

 B. Program Projections – Fall 2019

 C. Programming Budget Request for September 2019 -August 2020

 D. Purchase New Graphic Novel Shelving (Wish List Item)

 E. Purchase Window Keys

 F. Purchase Smoking Signage

 G. Purchase Book Labels

 H. Purchase Wire Easels for Displaying Books

 I. Review Bulletin Board Policy

X. Adjournment

Next Meeting: September 12, 2019 – 4:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
September 12, 2019
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or Changes to the Agenda
- IV. Review and Approval of the August Meeting Minutes
- V. Report of the Director
- VI. Financial Statements
 - a. Monthly Financial Report
- VII. Public Comment
- VIII. Old Business
 - a. Review Bulletin Board Policy
 - b. Assembly Member Wallace Grant
 - c. Program Projections - Fall 2019
 - d. Programming Budget Request for September 2019 - August 2020
 - e. Restroom Grant
- IX. New Business
 - a. Personnel Change
 - b. Mileage Payments
 - c. Purchase Postage Stamps
 - d. Pay for Memorial Books
 - e. Photocopier
 - f. Town Budget
 - g. Change November Meeting Date
 - h. Mary Terranova's Retirement Party
- X. Adjournment

Next Meeting: October 10, 2019 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
October 10, 2019
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or Changes to the Agenda
- IV. Review and Approval of the September Meeting Minutes
- V. Report of the Director
- VI. Financial Statements
 - a. Monthly Financial Report
- VII. Public Comment
- VIII. Old Business
 - a. Restroom Grant
 - b. Assembly Member Wallace Grant
 - c. Photocopier
 - d. Mary Terranova's Retirement Party
- IX. New Business
 - a. Replenish Petty Cash
 - b. Purchase Name Tags
 - c. Purchase Recycling Waste Baskets
 - d. Purchase 3 Ring Binders
 - e. Purchase Bike Rack
 - f. Purchase Firewood
 - g. Community Room updates
 - h. ACT Meeting October 19th
 - i. Holiday Party
- X. Adjournment

Next Meeting: November 13, 2019 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
November 13, 2019
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or Changes to the Agenda
- IV. Review and Approval of the October Meeting Minutes
- V. Report of the Director
- VI. Financial Statements
 - a. Monthly Financial Report
- VII. Public Comment
- VIII. Old Business
 - a. Restroom Grant
 - b. Elevator
 - c. ACT Meeting October 19th
 - d. Community Room updates
 - e. Senator Gallivan Grant
 - f. Holiday Party
- IX. New Business
 - a. Review Public Relations Policy
 - b. Volunteer Gifts
 - c. Media Shelving
 - d. Snow Tubes
 - e. Winter Reading Prizes
 - f. 2020 Calendar
 - g. Candidate nominations for the 2020 offices
 - h. Reimbursement for Mary Terranova's retirement party
- X. Adjournment

Next Meeting: December 12th at 4:00 PM

**Lancaster Public Library
Board of Trustees
Meeting Agenda
December 12, 2019
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or Changes to the Agenda
- IV. Review and Approval of the November Meeting Minutes
- V. Report of the Director
- VI. Financial Statements
 - A. Monthly Financial Report
- VII: Public Comment
- VII: Old Business
 - A. Restroom Grant
 - B. Candidate Nominations for 2020 Officers
- IX New Business
 - A. Update Meeting Room Policy
 - B. Reaffirm Accessibility of Library Services Policy
 - C. Reaffirm Personnel Policies
 - D. Replenish Petty Cash
 - E. Mileage Payments
 - F. Program Projections
 - G. Items for Sensory Playtime Program
- Adjournment
- Next Meeting January 9, 2020 – 4:00 PM