

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, January 17, 2019**

- I. Roll Call – G. Howell, S. Jacobs, J. Yarborough, K. Wind, B. Tamol, K. Stock(Library Director), D. Stempniak (Friends Group), Al Martin
- II. Call to Order – G. Howell called the meeting to order at 2:55 p.m.
- III. Approval of and/or amendments to the agenda – New items to New Business, K. Contract Extension, L. 2019 Wish List, M. Media Notification of 2019 meeting schedule. Correction of next meeting date to 2/21/2019. MSP Jacobs, Wind. Vote: Unanimous.
- IV. Approval of December 2018 meeting minutes – Approved as submitted MSP Yarborough, Jacobs. Vote: Unanimous
- V. Report of the Director – Kara had copies of the news article in The Sun, promoting Library Programs. The Town has contracted with a new elevator company, Schindler Elevator Co. Online registration for most programs now available.
- VI. Financial Statements – Tabled financial statement pending corrections until February meeting. MSP Jacobs, Yarborough. Vote: Unanimous. Motion to renew CD 041 with the Bank of Akron for a period of 36 months at best available interest rate. MSP Howell, Yarborough. Vote: Unanimous
- VII. Public Comment – Donna informed us that the Friends are working with the Women’s Civic Club on sharing the responsibilities of the Book Sale. They are also planning the 2nd Annual Chicken BBQ the weekend of the Lancaster Garden Walk. Date to be announced.
- VIII. Old Business –
 - A. Long Range Plan – No new information.
 - B. Petty Cash Policy – Amended #4 to read, “The account shall be replenished with Board approval from the Library Board’s Private Funds checking account”. Approved as amended MSP Yarborough, Jacobs. Vote: Unanimous
 - C. Claims Audit Policy – Draft of Policy and Monthly Audit Form to be submitted for approval at the next Board Meeting.
 - D. Central Board Liaison Katie Burd – Of the dates offered, the Thursday, February 7, 2019 at 5:00 p.m. was chosen
- IX. New Business –
 - A, B and C – Policies to be reviewed and voted on at next meeting.

- D.-Programming – Motion to add four (4) additional yoga classes a month effective February 1st, at a cost of \$1000.00 (coverage for 5 months). MSP Yarborough, Jacobs. Vote: Unanimous.
- E. ACT Meeting March 2,2019 at the Central Library
 - F. Trustee Disclosure Statements – Each Trustee received, must fill out and return to Kara.
 - G. Meetings with State Representatives – Scheduled on January 24,2019 at 4:00 p.m. with Sen. Gallivan at West Seneca Library, and February 8,2019 at 12:00 (noon) with Assemblywoman Monica Wallace at Reinstein Library.
 - H. Motion to allow Kara to spend up to \$100.00 on chalkboard paint. MSP Tamol, Yarborough. Vote: Unanimous
 - I. As per Ken Stone the Lancaster Library is responsible for sales tax on recurring book sales and headphone sales.
 - J. Personnel Change – Page Marge Vasper resigned effective 1/18/2019, her position was offered and accepted by Lynn Hoy who will start on2/01/2019. Motion to approve Kara’s recommendation to hire Lynn Hoy. MSP Howell, Jacobs Vote: Unanimous
 - K. Contract Extension – Extended pending the Budget passing.
 - L. Wish List – Kara will research and provide pertinent information on stool/benches, DVD extension and shelf, Mural for Children’s room, and computer carols.
 - M. Media Notification – Schedules for 2019 will be sent to the pertinent media outlets.
- X. Adjournment – Meeting adjourned at 4:35 p.m. MSP Howell, Wind. Vote: Unanimous.

Respectfully Submitted,
Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, February 21, 2019
3:00 p.m.**

- I. Roll Call – B. Tamol, G. Howell, S. Jacobs, J. Yarborough, M. Walters (Town Board Liaison), D. Stempniak (Friends Liaison), K. Stock (Library Director)
- II. Meeting called to order at 2:58 p.m.
- III. Agenda amended and approved MSP Jacobs, Yarborough. Vote: unanimous
- IV. Meeting Minutes from January 17, 2019 approved. MSP Jacobs, Yarborough. Vote: unanimous.
- V. Director’s Report – Kara met with Sen. Gallivan and Assemblywoman Wallace to discuss Library advocacy.
- VI. Financial Statements – Reviewed and approved. MSP Howell, Tamol. Vote: unanimous
- VII. Public Comment – Friends are planning a Chicken BBQ on the Sunday of the Lancaster Garden Walk. Fifty memorial books purchased in memory of A. D’Amore. The Friends will meet with the Women’s Civic Group March 5th about Book Sale.
- VIII. Old Business –
 - A. Long Term Plan
 - B. Claims Audit Policy Reviewed and approved. MSP Tamol, Jacobs. Vote: unanimous.
 - C. New Construction Policy - Reviewed and approved. MSP Yarborough, Howell. Vote: unanimous.
 - D. Sexual Harassment Policy – Reviewed and approved. MSP Yarborough, Tamol. Vote: unanimous.
 - E. EEO and Anti – Harassment Policy – Reviewed and approved. MSP Yarborough, Jacobs. Vote: unanimous.
 - F. Meeting with Katie Burd – Very positive feedback.
 - G. ACT Meeting – The next ACT meeting is March 2, 2019.
- IX. New Business –

- A. Wish List – The Board requested additional information from Kara before approval of expenditures.
- B. Petty Cash – Approval of adding \$100.00 to petty cash fund. MSP Jacobs, Yarborough. Vote: unanimous.
- C. Program Projections – Kara supplied a list of upcoming programming and costs. No action from the Board was needed.
- D. Return to System – Reviewed and approved. MSP Tamol, Yarborough. Vote: unanimous
- E. Payment for Memorial Books – Reviewed and approved. MSP Tamol, Howell. Vote: unanimous.
- F. ACT Dues – Submitted and approved for payment. MSP Jacobs, Howell. Vote: unanimous.
- G. Reimbursement to Director for ACT Dues approved. MSP Jacobs, Yarborough. Vote: unanimous.
- H. November Elections – Mary Terranova has declined to run again. Ken Graber is seeking to run on the Democratic Line, Krysten Wind will run on the Republican Line.
- X. Gallivan Grant –Kara will look into purchases to be made with Sen. Gallivan’s Grant of \$5000.00.
- XI. Adjournment – Meeting adjourned at 4:04 p.m. MSP Jacobs, Yarborough. Vote: unanimous.

Respectfully Submitted by,
Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, March 21, 2019
3:00PM**

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

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

III. The agenda was approved as amended. Items added to new business are donation to Barker Library, change of time for our meetings, Lancaster Youth Foundation Trivia Night. MSP Yarborough, Howell

IV. Minutes of the February 21 meeting were approved as presented.
MSP Yarborough, Jacobs

V. Report of the Director: Kara reported that the many children's programs were probably responsible for high circulation (+2.3%) for February. These popular programs were String Art, Lunar New Year, Bird Feeders, and school break programs (Magic/Balloon Workshop, Planetarium, Charlie the Inventor). Patron count was also up 3.3%; the second yoga class brought in new people. The Joy of Trains program, sponsored by the Elks grant, will take place this Saturday. The selection of books purchased in memory of Tony D'Amore is on exhibit in the foyer.

VI. Financial Statement: The monthly financial statement was approved. MSP Jacobs, Yarborough

VII. Public Comment/Friends' Report: Donna reported that the book sale co-sponsored by the Friends and the Women's Civic Club will take place April 4-7. The Chicken Barbecue is scheduled for July 21. A mailing went out last week to the membership including publicity for these two events.

VIII. Old Business

A. Long-range Plan: We will review next month.

B. Wish List Items were discussed. It was determined that the following items should be purchased: For Library of Things – Corn hole boards, Can Jam, Giant Jenga; Library furnishings – Dry Erase Table, and chairs, stools, carrels, table and lamp for foyer, popcorn machine; Games – Mahjong, Checkers. Motion was made to expend up to \$8,000 for these items. MSP Howell, Yarborough

C. Motion was made to approve sales tax payment of \$341.14. MSP Howell, Yarborough

D. 2019 Book Sale will be held April 4-7.

E. ACT Meeting of March 2 was reviewed. The first session addressed the new standards for NYS libraries. Discussion focused on the requirement for boards to create annual budgets for use of "private" or donated funds and the requirement for trustees to complete three hours of professional development annually. Gary attended a second session regarding the contract signed annually by boards of trustees, and Kara and Sue heard the session on a "Library of Things."

IX. New Business

A. A motion was made to expend \$45 for gifts for our library volunteers. MSP Howell, Yarborough

B. A motion was made to approve the completed state report. MSP Yarborough, Howell

C. A new New York State Public Health Law banning smoking on library grounds will be effective June 1. The law prohibits smoking within 100 feet of any point of an outdoor area of a public or association library, excluding any residential property that falls within 100 feet of library entrances, exits, or outdoor areas. Kara will arrange for signage for public information.

D. A motion was made to approve mileage payments totaling \$72.32 for J. Strell, M. Carr and K. Stock. MSP Yarborough, Jacobs

E. Kara proposed that the library host a summer event for patrons on Wednesday, August 21 in the parking lot. Tentative plans would include a bounce house, bike rodeo, chalk fest, crafts. Refreshments would include snacks, water and popcorn. We will continue discussions at our next meeting.

F. A motion was made to donate \$500 to the Barker Public Library, whose building and collections were recently lost in a fire. MSP Jacobs, Yarborough

G. A motion was made to change the starting time of our meetings from 3:00 to 4:00PM to accommodate a trustee's work schedule.

H. Our board was asked to field a team for the Lancaster Youth Foundation's Trivia Night. Unfortunately, no one was available for this year.

X. The meeting was adjourned at 4:30PM. MSP Yarborough, Jacobs

Respectfully Submitted

Suzanne Jacobs for Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, April 18, 2019
4:00 p.m.**

- I. Roll Call – G.Howell, S. Jacobs, J.Yarborough, B.Tamol, D. Stempniak(Friends Liaison), K. Stock (Library Director)
- II. Meeting called to order at 4:12 p.m.
- III. Agenda – approved as amended MSP- S. Jacobs, J. Yarborough. Vote: unanimous
- IV. Review and approval of the April meeting minutes. MSP – J.Yarborough, B. Tamol. Vote: unanimous
- V. Report of the Director – Programming is on a roll! Visits and Circulation are both up.
- VI. Financial Statements –
 - A. Monthly Financial Report – Approved. MSP – S. Jacobs. J. Yarborough. Vote: unanimous
- VII. Public Comments – Annual Book Sale went very well, with a \$4200 profit. The Civic Club Bake sale made \$578.
- VIII. Old Business –
 - A. Long Range Plan –

Addition of 7th goal – The Trustees will take action to implement the new Minimum Public Library Standards by;

 1. A review and revision of written by – laws.
 2. Creation of a review schedule, insuring all policies are reviewed every 5 years.
 3. Insure that all required information is posted online.
 4. Creating a budget for Donated Funds.
 - B. Wish List – Popcorn machine, games, end table and lamp received. Ordered table and chairs for Children’s Section, computer carols and stool benches. Motion made to allow K. Stock to spend up to \$450 for the purchase of bowtie seating. MSP – G.Howell, S. Jacobs. Vote: unanimous
 - C. Book Sale – Successful! 150 boxes of books left (200 less than last year}
 - D. ACT Meeting – May 4, 2019 at the East Aurora Library
 - E. Received a thank you letter from the Barker Library.
- IX. New Business –
 - A. Motion to accept the Annual Report MSP – J. Yarborough, G. Howell Vote: unanimous

- B. Policy Review Schedule – Target Review Date will be every 5 years. Will review current policies in an effort to bring up to date. Display Case Policy will be reviewed at May meeting.
- C. Procurement Policy - reviewed and tabled until May meeting.
- D. Expenditure of Gallivan Grant – Motion to allow K. Stock to spend \$5000 to fulfill approved list, MSP – J.Yarborough, G. Howell. Vote: unanimous
- E. Summer Event - Wednesday 8/10/2019 at 1 p.m. Motion allowing K. Stock to spend up to \$1000 towards “Kick off Summer” Event. MSP – B. Tamol, S,Jacobs. Vote: unanimous
- F. Motion allowing K. Stock to purchase headphones in the amount of \$96. MSP – G. Howell, B. Tamol Vote: unanimous
- G. Motion granting K. Stock \$100 to replenish petty cash. MSP – S. Jacobs, J. Yarborough. Vote: unanimous
- H. Motion approving the reimbursement for bags purchased (Book Sale) to D. Stempniak in the amount of \$60. MSP – S. Jacobs, G. Howell. Vote: unanimous
- I. Received a formal letter of resignation from Mrs. Mary Terranova. Plans to celebrate her tenure on the Board are TBD.
- J. Motion to appoint Ken Graber to complete M. Terranova’s term through 12/31/2019. MSP – S. Jacobs, J. Yarborough. Vote; unanimous
- X. Meeting adjourned at 5:20 p.m. MSP B. Tamol, S. Jacobs. Vote: unanimous

Respectfully Submitted by,
Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, May 16, 2019**

- I. Roll Call – G. Howell, B. Tamol, J. Yarborough, S. Jacobs, D. Stempniak (Friends liaison), K. Stock (Library Director), and M. Walters (Town liaison).
- II. Call to Order – Meeting called to order at 4:12 p.m.
- III. Agenda was approved as amended. MSP- S. Jacobs, J. Yarborough. Vote – unanimous.
- IV. April meeting minutes approved as submitted. MSP – S. Jacobs, B.Tamol. Vote – unanimous.
- V. Kara reported that the drawing for the Harry Potter contest will be held 5/31/2019. The library has been receiving great coverage in the local papers. Provided April statistics for programming, circulation, etc.
- VI. Financial Report was approved. MSP- B.Tamol, J. Yarborough. Vote – unanimous.
 - A. Motion to open a new CD in the amount of \$20,000 dollars for 36 months from the Bank of Akron. MSP – G.Howell, B.Tamol. Vote – unanimous
- VII. Friends of the Library are looking into using email for communications. R. Butler – Smith along with several boy scouts from Troop #468 and Troop #618 attended this meeting as part of the requirements toward earning the Communications Badge.
- VIII. Old Business –
 - A. ACT Meeting – Discussions included the use of Narcan and AED equipment in libraries, not at this time. Active shooter drills and procedures, Lancaster Police Dept. will come in and assess the plan and determine a safe area.
 - B. Procurement Policy – Reviewed and approved. MSP – S. Jacobs, G. Howell. Vote – unanimous
 - C. Summer Event will be held July 10, 2019 from 1 -3 p.m. Nick Randall has been booked for a sing - a -long.
 - D. Retirement Party at Orazio’s for Mary Terranova to be determined. Looking towards end of August.
 - E. Card to be sent to Al Martin.
 - F. Long Range Plan – Reviewed and approved as amended. MSP – G. Howell, J. Yarborough. Vote – unanimous
- IX. New Business –
 - A. Copy of Display Case Policy was provided for review. Vote to be taken next meeting.
 - B. Copy of the updated Policy Review Schedule was provided to trustees.
 - C. A motion allowing Kara to purchase popcorn and bags in an amount not to exceed \$450 was made. MSP – B. Tamol, J. Yarborough. Vote – unanimous
 - D. Approval of the Invoice for Memorial Books in the amount of \$24.15. MSP – G,Howell, S. Jacobs. Vote – unanimous.
 - E. Invitations received for Civic Club Luncheon.
 - F. Copies of Program Projections through August 2019 were provided to the trustees. Great job Kara and Meagan!
 - G. Community Room updates added to Wish List.

- H. 4th of July Parade – Application for parade participation due 6/21/2019.
- I. Motion to purchase get well flowers for Trustee K. Wind in an amount not to exceed \$75.MSP – B. Tamol, G. Howell. Vote – unanimous.
- J. Future Lancaster Public Library Board of Trustees Meetings will be held the 2nd Thursday of each month at 4 p.m. MSP – S. Jacobs, J. Yarborough. Vote -unanimous.
- X. Meeting adjourned at 5:32 p.m. MSP – G. Howell, B.Tamol. Vote – unanimous.

Respectfully submitted,
Barbara Tamol, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, June 13 2019
4:00PM

I. Roll Call: Ken Graber, Gary Howell, Sue Jacobs, Kristyn Wind, Kara Stock (Director), Donna Stempniak (Friends Liaison), Al Martin (Trustee Emeritus)
Absent: Barbara Tamol, Jan Yarborough

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

III. Approval of and/or changes to the Agenda: Agenda was approved as presented. MSP Jacobs, Howell, 4-0.

IV. Review and Approval of the May Meeting Minutes: Minutes approved as presented. MSP Jacobs, Howell, 3-0, one abstention.

V. Report of the Director: Kara made note of the new blue signage around the library, as well as the quotes on the wall and Welcome sign in the downstairs entry. These were produced by the graphics department at Central. The Elks donated \$2,259 for summer programming. Yard games have been circulating. Kara has been asked to be on the board of the Trinity Food Pantry. The summer flyer has been distributed to schools. The Lancaster Sun published a very nice article and photos on the library; the Lancaster Bee also published an article on MakerSpace. Circulation was up 2.8% over last year; visits were up .7%; and computer and WiFi use also showed an increase.

VI. Financial Statement:

A. Monthly Financial Report: Gary conducted the review for Barb; everything was in order. The financial report was approved. MSP Howell, Wind, 4-0.

B. Disposition of New CD: Sue deposited \$20,000 in a CD for 36 months at 3.2%.

VII. Public Comment/Friends' Report:

A. Al commented positively about the high statistics in Kara's report.

B. Donna reminded everyone of the Chicken BBQ on July 22 sponsored by the Friends' Group. Gary and Mary Ann Floss filmed a promotion for it for Facebook.

VIII. Old Business

A. Approval of Rules of Conduct: The revised Rules of Conduct Policy (including the new no-smoking policy) was approved. MSP Jacobs, Wind, 4-0.

B. Summer Event: A celebration of summer will take place in the parking lot on Wednesday, July 10 from 1-3PM. In addition to singer, Nick Randall, there will be a bounce house, chalk fest, and popcorn.

C. Approval of Display Case Policy: The Policy was approved as amended; the final sentence, "Neither the LPL nor the LPL's Board of Trustees accepts responsibility for loss or damage to any exhibit/display," is an addition. MSP Jacobs, Wind, 4-0.

D. Fourth of July Parade: A motion was made to expend up to \$200 on candy for the parade. MSP Howell Jacobs, 4-0. Kara will complete application. Gary will check with Bill Litz about availability of a truck. Children will be invited to march.

E. Women's Civic Club luncheon: a check for \$4,300 was presented to the library; the club has donated \$163,000 over the years. Kara received an award from the club, as well as the centerpiece from the luncheon.

IX. New Business

A. Wish List Items: A motion was made to expend up to \$2,000 for a children's book chest and children's seating. MSP Wind, Graber, 4-0.

B. Active Shooter Information: Lt Cronin of the Lancaster Police Department came to assess the floor plan of the library. His advice, in the event that an active shooter is in the library, included pulling the fire alarm; pre-locking doors; providing a new lock and shade for the community room.

C. Mileage Payments: Payments to Meagan Carr, Josh Strell and Kara Stock were approved. MSP Wind, Graber, 4-0.

X. Adjournment: A motion to adjourn at 5:10 was made. MSP Howell, Wind, 4-0.

Respectfully Submitted
Sue Jacobs for Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, July 11, 2019**

- I. Roll Call – J.Yarborough, S. Jacobs, G. Howell, B. Tamol, K. Wind ,K.Grabber, K. Stock (Library Director), D. Stempniak (Friends Liaison), A. Martin
- II. Call to Order – Meeting called to order at 4:04 p.m.
- III. Agenda accepted and approved.MSP J. Yarborough, S. Jacobs. Vote – unanimous
- IV. June meeting minutes accepted and approved.MSP J. Yarborough, K. Grabber. Vote – unanimous
- V. Director’s Report – K.Stock informed the Board that the yard games are a hit! Motion was made allowing Kara \$300.00 towards the purchase of additional outdoor games. MSP B.Tamol, K. Wind. Vote – unanimous. Kara also informed us that the Town is addressing the problems with the elevator.
- VI. Financial Reports – Financial Report accepted and approved. MSP – S. Jacobs, J. Yarborough. Vote – unanimous. Motion was made allowing S. Jacobs to rollover CD 178 at best current rate.MSP- G. Howell, B. Tamol. Vote – unanimous.
- VII. Public Comment – A. Martin commented on the increase of e- circulation. He also questioned the amount of monies the Board has in reserves (CDs).
- VIII. Old Business –
 - A. Wish List Items – Kara will bring additional information to August Meeting.
 - B. Kick off to Summer Event – 160 people were in attendance.
 - C. Thanks to all who participated in the 4th of July Parade representing the Lancaster Library.
- IX. New Business –
 - A. 2019 Contract - Motion to accept the 2019 Contract was made.MSP G, Howell, S, Jacobs. Ayes 6, Nays 0.
 - B. The Emergency Procedure Policy will be amended and voted on at August meeting.
 - C. \$10,000 Grant was given to Lancaster Public Library by Assemblywoman M. Wallace.
 - D. AMVETS Commander Jim Green will be presenting the Library with a new American Flag on Friday, July 19th at 9:30 a.m.
 - E. A motion was made to expend \$1200 towards continuing two Thursday night yoga sessions this fall.MSP B. Tamol, S. Jacobs. Vote – unanimous.
- X. Adjournment – Meeting adjourned at 5:32 p.m. MSP S. Jacobs, J Yarborough. Vote – unanimous

Respectfully Submitted,
Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
August 8, 2019**

I. Roll Call- J. Yarborough, K. Wind, K. Graber, K. Stock (Library Director)

II. Call to Order- Meeting called to order at 4:10pm.

III. Added to agenda J- Battle of the Books Party. Agenda with changes accepted and approved. MSP K. Graber, J. Yarborough. Vote- unanimous

IV. July meeting minutes accepted and approved. MSP K. Graber, J. Yarborough. Vote unanimous.

V. Director's Report- K. Stock informed the Board that the Battle of the books winners were featured in the Bee Newspaper and the Buffalo News. The grant awarded for the restroom renovations will also be featured in the Bee Newspaper. Additionally, our craft program and painting class were mentioned in the Bee Newspaper.

VI. Financial Reports- Financial Report accepted and approved. MSP J. Yarborough, K. Graber.

Vote- unanimous. CD 178 rolled over to 12 months at 2.08%

VII. No public present.

VIII. Old Business

A. Approved Emergency Procedures Policy. MSP J. Yarborough, K. Graber. Vote unanimous

B. Tabled until next month

IX. New Business

A. Petty cash will be replenished in the amount of \$150. MSP K. Graber, K. Wind.

Vote- unanimous

B. Tabled until next month

C. Tabled until next month

D. A motion was made to spend up to \$3,700 to purchase 2 graphic novel shelving units for the library. MSP J. Yarborough, K. Wind. Vote- unanimous

E. A motion was made to spend up to \$20 to purchase 5 window keys. MSP K. Graber, K. Wind. Vote- unanimous

F. A motion was made to spend up to \$50 to purchase two “No Smoking” signs.

MSP

K. Graber, J. Yarborough. Vote- unanimous

G. A motion was made to purchase book labels for the amount of \$77.43. MSP J.

Yarborough, K. Graber. Vote- unanimous

H. A motion was made to approve up to \$400 to purchase wire book racks. MSP

J.

Yarborough, K. Wind. Vote- unanimous

I. Tabled until next meeting

J. A motion was made to purchase \$250 worth of Amazon gift cards for the 10 members of the Battle of the Books team, along with up to \$75 to purchase cake, pizza, and pop for a celebration party. MSP K. Wind, J. Yarborough

X. Adjournment- Meeting was adjourned at 4:57pm. MSP K. Wind, J. Yarborough. Vote unanimous

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, September 12, 2019

- I. Roll Call – B. Tamol, S. Jacobs, K. Wind, J. Yarborough, K. Graber, K. Stock (Library Director), D. Stempniak (Friends Liaison), M. Walters (Town Board Liaison)
- II. Call to Order – Meeting called to order at 4:05 p.m.
- III. Approval of agenda as amended. MSP Tamol, Jacobs. Vote – unanimous
- IV. Acceptance and Approval of August Minutes. MSP Graber, Tamol. Vote – unanimous.
- V. Report of the Director – The BIG News is that the Lancaster Public Library won the Battle of the Books! The bike raffle was a huge success. The summer reading program had 308 participants. September and October are Library Card sign up months.
- VI. Financial Statements – Motion made to allow S. Jacobs to rollover CD 1283 at best available rate. MSP Tamol, Wind. Vote unanimous. Financial Report approved, MSP Jacobs, Graber. Vote – unanimous
- VII. Public Comments – D. Stempniak reported that the Friends made a profit of \$844 from the Chicken BBQ. They are looking into other suppliers for the next Chicken BBQ. The friends are also looking into options for canvas tote purchases to replace the current ones on sale at the Library. They will also be sending out canvassing letters to local businesses for donations to continue Sunday hours.
- VIII. Old Business –
 - A. Bulletin Board Policy - After review, it was decided to adopt the B&ECPL policy. MSP Graber, Jacobs. Vote – unanimous
 - B. Wallace Grant – Kara and Meghan have come up with suggestions for the monies that include Interactive Children’s Areas.
 - C. Fall Programming – Includes 12 different programs from 9/16/19 thru 12/16/19.
 - D. Program Budget Request – K. Stock requested \$5000 for programming for the period of January 2020 – August 2020. Motion to grant the request was made. MSP Tamol, Wind. Vote – unanimous.
 - E. Restroom Grant – Lancaster Town Engineer Ed Schiller will be in charge of this project and K. Stock will invite him to the next Board meeting.
- IX. New Business –
 - A. Personnel Change – Motion to accept K. Stock’s recommendation of Yuri Calo as a page was approved. MSP Jacob, Graber. Vote – unanimous.
 - B. Mileage Reimbursements – Reimbursement of \$50.30 total to Josh and Kara. MSP Tamol, Jacobs. Vote – unanimous
 - C. Purchase of 100 postage stamps at \$55.00 approved. MSP Wind, Jacobs. Vote – unanimous
 - D. Memorial Books – Reimbursement in the amount of \$32.50 approved. MSP Tamol, Jacobs. Vote – unanimous
 - E. Photocopier – K. Stock will get details and present them next month.

- F. Town Budget – K. Stock requested \$26,000 be budgeted for the Library in the Lancaster Town Budget.
- G. November Meeting – November meeting changed to Wednesday, November 13, 2019 at 4:00 p.m. MSP Tamol, Jacobs. Vote – unanimous.
- H. Mary Terranova’s Party on hold.
- I. Bequests – The Lancaster Public Library has received a bequest from the estate of Josephine Blanchett in the amount of \$17,500.
- J. Motion to reimburse K. Stock \$48.00 from petty cash for the purchase of tee shirts for the Battle of the Books Team. MSP Graber, Tamol. Vote – unanimous
- X. Adjournment – Meeting adjourned at 5:18 p.m.

Respectfully Submitted by,
Barbara Tamol
Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
October 10, 2019**

- I. Roll Call – K. Graber, S. Jacobs, J. Yarborough, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison), Ed Schiller
- II. Call to Order – The meeting was called to order at 4:05 p.m.
- III. Agenda – The agenda was amended so that Ed Schiller could go first, the amended agenda was approved. MSP – B. Tamol, J. Yarborough. Vote – unanimous
- IV. September Minutes – Reviewed and approved. MSP – S. Jacobs, J. Yarborough. Vote - unanimous
- V. Report of the Director – Kara reported a total 142 new library cards were issued in September. The Library has joined into a partnership with LHS involving a work study program with students. The Fall Festival was a hit with 300 people in attendance.
- VI. Financial Statements – Reviewed and Accepted. MSP – S.Jacobs, J. Yarborough. Vote – unanimous.
- VII. Public Comment – Donation received from the Lions Club will be used to purchase large print books. The Friends Group will be working with the Women’s Civic Club on future book sales. Debbie Howell is looking into tote bags. The Friends are looking into doing a Delta Sonic Gift Card Fundraiser for Christmas. Letters to businesses seeking donations for Sunday funding will be worked on.
- VIII. Old Business –
 - A. Restroom Grant – Will go out for bids in November, awarded in December, construction to start in January or beginning of February. Estimated 30 day completion schedule.
 - B. Monica Wallace Grant – Funding to be released between January and June.
 - C. Photocopier - Motion allowing K. Stock to purchase a new photocopier in the amount of \$1,710. MSP J.Yarborough, K.Graber. Vote – unanimous
 - D. Mary Terranova’s Party – Sue will contact Board members with date and time.
- IX. New Business –
 - A. Replenish Petty Cash - \$150 put into petty cash. MSP – K. Graber, J. Yarborough. Vote – unanimous
 - B. Purchase Name Tags – Allow K. Stock up to \$175 for purchase of name tags. MSP – J. Yarborough, B. Tamol. Vote – unanimous
 - C. Purchase of Wastebaskets and 3 ring binders - \$88.05 approved. MSP S. Jacobs, K. Graber. Addition of Prime membership to be added to order. MSP – S. Jacobs, J. Yarborough. Both votes – unanimous
 - D. Bike Rack – Approval of \$294.98 to purchase bike rack. MSP – J. Yarborough, S. Jacobs. Vote – unanimous
 - E. Purchase of firewood – Approval of up to \$150 for firewood. MSP – B.Tamol, J.Yarborough. Vote – unanimous
 - F. Community Room Updates – K. Stock will bring ideas and suggestions to next meeting.
 - G. ACT Meeting – October 19, 2019

- H. Holiday Party – The holiday party will be held 12/12/19. Approval of \$250 for catering order from Frank’s. MSP S. Jacobs, B.Tamol. Vote – unanimous
- I. Elevator – Schindler will be in to repair the elevator when they receive the parts.
- X. Adjournment - The meeting was adjourned at 5:50 p.m.

Respectfully Submitted by,
Barbara Tamol
Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
November 13, 2019**

- I. Roll Call – B. Tamol, S. Jacobs, J. Yarborough, K. Graber, K. Wind, K. Stock (Library Director), D. Stempniak (Friends Liaison), M. Walter (Lancaster Town Board Liaison)
- II. Call to Order – Meeting called to order at 4:06 p.m.
- III. Agenda – Approved as amended. MSP S. Jacobs, K. Graber. Vote – unanimous
- IV. November Meeting Minutes – Reviewed and approved. MSP B. Tamol, K. Graber. Vote – unanimous
- V. Report of the Director – Kara informed the board that 88 new library cards were issued in October. On October 24th Meghan went to the St. James Academy Head Start Program. On December 14, 2019 Jennifer Renieris will be visiting the library to share her book, A Buck and A Puck.
- VI. Financial Reports – Reviewed and Approved. MSP K. Graber, K. Wind. Vote – unanimous. Claims auditor, B. Tamol reported that all October records were in order.
- VII. Public Comment – D. Stempniak reported that the Friends will be sending out mailings for Sunday donations. Delta Sonic gift cards will be out for Christmas.
- VIII. Old Business
 - A, Restroom Grant – Will meet next week, November 18, 2019 with Ed Schiller.
 - B. Elevator – Schindler has repaired the elevator
 - C. ACT Meeting – Jeanine Doyle spoke about accessibility of Library Services Policy. The board will review and adopt a policy at next meeting.
 - D. Community Room Updates – Phase 1 – Curtains to replace louvered doors. Motion to spend up to \$400 to purchase curtains, rods and hardware. MSP S. Jacobs, K. Wind. Vote – unanimous
 - E. Motion to expend the balance of funds from grant monies for approved purchases. MSP S. Jacobs, K. Graber. Vote – unanimous.
 - F. Holiday Party – December 12, 2019. 12:30 – 2:30.
- IX. New Business
 - A. Review and reaffirmed Public Relations Policy. MSP B. Tamol, S. Jacobs. Vote – unanimous
 - B. Volunteer Gifts – Approved expenditure of \$61.83 for totes. MSP K. Graber, B. Tamol. Vote – unanimous
 - C. Media Shelving – Motion made to spend up to \$6200 for shelving and shipping. MSP S. Jacobs, J. Yarborough. Vote – unanimous
 - D. Snow Tube Raffle – Motion to purchase snow tubes for \$55.00. MSP B. Tamol, S. Jacobs. Vote – unanimous

- E. Winter Reading Prizes – Motion to purchase prizes for \$185.95. MSP B. Tamol, S. Jacobs. Vote – unanimous
- F. 2020 Calendar – Approval of 2020 Calendar. MSP B. Tamol, K. Wind. Vote – unanimous
- G. Candidate Nominations for 2020 offices – Tabled until next meeting.
- H. Reimbursement to S. Jacobs for Mary Terranova’s Retirement Party. MSP K. Wind, B. Tamol. Vote – unanimous
- I. Private Materials – Reimbursement of \$30.76. MSP S. Jacobs, K. Wind. Vote - unanimous
- J. Adjournment – Meeting adjourned 5:35 p. m. MSP B. Tamol, J. Yarborough. Vote unanimous

Respectfully Submitted,

Barbara Tamol

Secretary

**Lancaster Pubic Library
Board of Trustees
Meeting Minutes
December 12, 2019**

- I. Roll Call – J. Yarborough, S. Jacobs, G. Howell, K. Graber, K. Wind, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison), M. Walter (Town Board liaison)
- II. Call to Order – The meeting was called to order at 4:04 PM
- III. Agenda – Approved as amended. MSP B. Tamol, J. Yarborough. Vote – unanimous
- IV. November Meeting Minutes – Approved as corrected. MSP S. Jacobs, K. Wind. Vote – unanimous
- V. Director’s Report – K. Stock reported that the Lancaster Library is receiving great coverage from the two (2) local papers. New Day after Thanksgiving Program was attended by 25 patrons. Library tours continue with three (3) this past month. Meagan is continuing the outreach program with a trip to Children’s Castle.
- VI. Financial Report – LPL auditor B. Tamol reported that all accounts balance and all documentation was available. Financial report approved. MSP J. Yarborough, S. Jacobs. Vote – unanimous
- VII. Public Comment – D. Stempniak reported that although the Friends did not have a meeting, they did send out 200 mailings for Sunday hour donations. Delta Sonic Gift Card fundraiser almost sold out. M. Walter informed the board that the town will be contracting with a to-be-determined elevator company and no longer with Schindler Elevator Co.
- VIII. Old Business –
 - a. Restroom Grant – Work will start after the bid process is complete. The board inquired about smoke detectors
 - b. 2020 Lancaster Public Library Board of Trustees Slate of Officers
President – S. Jacobs
Vice President – K. Graber
Secretary – B. Tamol
Treasurer – J. Yarborough
Approval of 2020 Slate of Officers, MSP – K. Wind, G. Howell. Vote – unanimous
- IX. New Business –
 - a. Update Meeting Room Application – Approval of new application, MSP B. Tamol, K. Graber. Vote – unanimous
 - b. Reaffirm Accessibility of Library Services Policy – Adding Lancaster Public Library to header. Reaffirmation, MSP J. Yarborough. K. Wind. Vote – unanimous
 - c. Reaffirm Personnel Policies – Reaffirmation MSP K. Graber, S Jacobs. Vote – unanimous
 - d. Replenish Petty Cash – Motion to replenish petty cash with \$200 which also covers deficit. MSP K. Graber, J. Yarborough. Vote – unanimous
 - e. Reimbursement of mileage – MSP J. Yarborough, K. Wind. Vote – unanimous

- f. Program Projections – K. Stock shared a schedule of programs already booked for 2020.
 - g. Items for Sensory Playtime Program – \$400 approved to purchase items. MSP – J. Yarborough, G. Howell. Vote – unanimous
 - h. Approval of \$100 gift card for Lettie’s retirement gift. MSP G. Howell, B. Tamol. Vote – unanimous
- X. Adjournment – Meeting adjourned at 4:48 PM. MSP G. Howell, B. Tamol. Vote – unanimous

Respectfully Submitted,

Barbara Tamol

Secretary