

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, January 9, 2020
4:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the December 12, 2019 meeting minutes

V. Report of the Director

VI. Financial Statement

- A. Monthly Financial Report
- B CD #045 (Matures 1/24/2020)

VII. Public/Friends Comment

VIII. Old Business

Restroom Project

IX. New Business

- A. Conflict-of-Interest Forms
- B. Conflict-of-Interest Policy Review
- C. By-laws Review
- D. Personnel
- E. ACT Meeting January 11 @ Central Library or via Conference
- F. Official Meeting Day/Time to Newspapers

X. Adjournment

Next Meeting: Thursday, February 13, 2020 at 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, February 13, 2020
4:00PM**

- I. Roll Call; Introduction of Robert Leary, Town Council Liaison
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the January 9, 2020 meeting minutes
- V. Report of the Director

- VI. Financial Statement
 - A. Monthly Financial Report
 - B. CD #045
 - C. "System Paid" Report
 - D. "Return to System" Report
 - E. ACT Dues

- VII. Public/Friends Comment

- VIII. Old Business
 - A. Restroom Project
 - B. By-laws Review
 - C. Personnel: Approve Recommendation of Director
 - D. ACT Meeting Report
 - E. Director's Evaluation

- IX. New Business
 - A. Review of Long-Range Strategic Plan
 - B. Staff Development Day – May 20
 - C. Trustee Education
 - D. Director's Meeting with Monica Wallace
 - E. Invoice for Memorial Books
 - F. Generator Information
 - G. Wish List: Community Room

- X. Adjournment

Next Meeting: Thursday, March 12, 2020 at 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 12, 2020
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the February 13, 2020 meeting minutes
- V. Report of the Director
- VI. Financial Statement
 - A. Monthly Financial Report
 - B. "Return to System" Report
- VII. Public/Friends Comment
- VIII. Old Business
 - A. Generator Update
 - B. By-Laws Amendments – VOTE
 - C. Director's Evaluation
 - D. Wish List
 - E. Conversion to Electronic Documents: Update
 - F. Report on Meeting with Senator Gallivan
 - G. Generator
- IX. New Business
 - A. Lancaster Youth Foundation Trivia Night – March 25, 2020
 - B. Volunteer Gifts
 - C. Firewood
 - D. Sales Tax
 - E. Mileage
 - F. Monica Wallace Grant Expenditures
 - G. Spine Labels
 - H. Investment Policy
 - I. Petty Cash
 - K. Parking Lot Fence
 - L. ACT Meeting – Saturday, March 14, 2020
- X. Adjournment
 - Next Meeting: Thursday, April 9, 2020 at 4:00PM**

**Lancaster Public Library
Board of Trustees
Proposed Special Meeting Agenda
Tuesday, March 31, 2020
4:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the March 12, 2020 meeting minutes - **TABLED**

V. Report of the Director – State Report - **VOTE**

VI. New Business – **RESOLUTION 2020-1**

Due to the COVID-19 Virus, the Lancaster Public Library shall remain closed until such time as the guidance of the Governor of the State of New York supports re-opening. The Lancaster Public Library Board of Trustees shall re-convene as necessary.

X. Adjournment

Next Meeting: The Thursday, April 9, 2020 meeting at 4:00PM is postponed until further notice.

**Lancaster Public Library
Board of Trustees
Proposed Special Meeting Agenda
Thursday, May 28, 2020
4:00PM**

NOTE: REMOTE MEETING via Zoom
Phone Call-in: +1 929 205 6099
Meeting ID: 912 1608 4117
Password: 191921

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the March 12 & March 31, 2020 meeting minutes - TABLED

V. Report of the Director – TABLED

VI. Public Comment

VII. New Business

- A. Handling Materials During COVID-19
- B. Employee Screening
- C. Safety Plan per NY Forward
- D. Reopening Plan
- E. Walk-Up and Curbside Service

VIII. Adjournment

Next Meeting: Thursday, June 11th at 4:00PM.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, June 11, 2020
11:00AM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of March 12, March 31 and May 28, 2020
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. March 2020
 - B. April 2020
 - C. May 2020
 - D. Bank of Akron becomes Bank on Buffalo
 - E. CD# 040 matures 6/28/20
 - F. Town Maintenance Budget – Quarterly Report
- VIII. Old Business
 - A. Re-Opening Update
 - B. Investment Policy – VOTE
 - C. Parking Lot Fence Update
 - D. Restroom Construction Update
 - E. Monica Wallace Grant Orders
- IX. New Business
 - A. 2019 Annual Report to Community – VOTE
 - B. Updated Policy Review Schedule
 - C. Procurement Policy – Annual Approval VOTE
 - D. Summer Reading Program – “Imagine Your Story”
 - E. Summer Programming
 - F. Updated Projected Program Budget
 - G. Lobby Ceiling
- X. Adjournment

Next Meeting: Thursday, July 9 – 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 9, 2020
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of June 11, 2020
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. June 2020
 - B. CD #040
 - C. CD #043 Matures July 27, 2020
 - D. CD #178 Matures August 3 2020
- VIII. Old Business
 - A. Re-Opening Update – Proposal for Expanding Hours
 - B. Investment Policy - Procedures
 - C. Restroom Construction Update – Ceiling (Change Order)
 - D. Parking Lot Fence Update
 - E. Monica Wallace Grant Orders
- IX. New Business
 - A. 2020 Contract
 - B. System Paid Budget Analysis
 - C. Procurement Policy – Annual Approval VOTE
 - D. Demco Invoice
 - E. Bert’s Bike Purchase
 - F. Policy Review Schedule Change
 - G. FOIL Policy Review
- X. Adjournment

Next Meeting: Thursday, August 13, 2020 – 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, August 13, 2020
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of July 9, 2020
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. July Report
 - B. CD #043
 - C. CD #178
- VIII. Old Business
 - A. Re-Opening Update
 - B. Restroom Construction Update
 - C. FOIL Policy Review – VOTE
- IX. New Business
 - A. 2021 Budget Scenarios
 - B. Board Contribution to 2021 Staffing
 - C. Expand Open Hours
 - D. Fall Open Hours/Staffing
 - E. Transcripts
 - F. Gift Policy Review
 - G. Zoom Yoga
- X. Adjournment

Next Meeting: Thursday, September 10, 2020 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, September 10, 2020
4:00PM**

I. Roll Call

II. Call to Order

III. Approval of and/or changes to the agenda

IV. Review and approval of the meeting minutes of August 13, 2020

V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- A. August Report
- B. CD #1283
- C. Town Budget – Quarterly Review

VIII. Old Business

- A. Re-Opening Update
 - 1. Addition of hours as of August 17
 - 2. Addition of hours as of September 8
- B. Restroom Construction Update
- C. Gift Policy Review – VOTE
- D. Wallace Grant Orders

IX. New Business

- A. Board Budget for Donated Funds
- B. Lost and Found Policy
- C. Personnel Changes
- D. Elks Beacon Grant - \$3,400
- E. Online Fall Reading Contest Prizes

X. Adjournment

Next Meeting: Thursday, October 8, 2020 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, October 8, 2020
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of September 10, 2020
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. September Report
 - B. CD #1283
 - C. Town Budget 20-21
 - D. Petty Cash Replenishment
- VIII. Old Business
 - A. Extended Hours Update
 - B. Restroom Update and Photo Tour
 - C. Lost and Found Policy – VOTE
 - D. Air Filtration
- IX. New Business
 - A. Board Budget for Donated Funds
 - B. Ethics Policy (New)
 - C. Amazon Prime Account - \$119.00 to Renew
 - D. Checks for Bank on Buffalo Account
 - E. Laminating Sheets
 - F. Book Club Request
 - G. Memorials for Mary Terranova
- X. Adjournment in Memory of Mary Terranova

Next Meeting: Thursday, November 12, 2020 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, November 12, 2020
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of October 8, 2020
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. October Report
 - B. Town Budget 20-21
 - C. System-Paid Budget Analysis
- VIII. Old Business
 - A. Local Funds Budget 20-21
 - B. Ethics Policy – VOTE
 - C. Book Club Request Update
 - D. Mary Terranova Bequests
 - E. Bank on Buffalo Checks
 - F. Restroom Construction Grant Update
- IX. New Business
 - A. Legislator Frank Todaro Letter
 - B. Micro-Cluster Plan
 - C. Sunday Hours
 - D. 20-21 Open/Close Dates
 - E. COVID Safety Plan Modification
 - F. Whistleblower Policy (Governance Committee?)
 - G. Wet-Dry Vacuum for Josh
 - H. Stamps from M&T Account
- X. Adjournment

Next Meeting: Thursday, December 10, 2020 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, December 10, 2020
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of November 12, 2020
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. November Report
 - B. CD 045 due January 24, 2021
- VIII. Old Business
 - A. Hours Modification Update
 - B. Local Funds Budget 20-21 - VOTE
 - C. Ethics Policy – Modifications - VOTE
 - D. Whistleblower Policy - VOTE
- IX. New Business
 - A. Elections (General and Board)
 - B. Addition to By-Laws – Governance Committee
 - C. Resolution to approve updated personnel policies – VOTE
 - D. Salary Savings/2020 Sundays
 - E. Purchase of two new laptops
 - F. Purchase of furnace filters
- X. Adjournment

Next Meeting: Thursday, January 14, 2021 – 4:00PM