

**Lancaster Public Library
Board of Trustees
Meeting Minutes
January 9, 2020**

- I. Roll Call- J. Yarborough, S. Jacobs, G. Howell, K. Graber, K. Wind, K. Stock, (Library Director), A. Martin
- II. Call to Order- The meeting was called to order at 4:02pm
- III. Agenda- approved. MSP G. Howell, K. Graber. Vote- unanimous
- IV. December Meeting Minutes- Approved. MSP K. Wind, J. Yarborough. Vote- unanimous
- V. Director's Report- 60 people attended the "Noon" Years Eve family party. Author Jennifer Renieris visited with Sabretooth and read her new book. Upcoming outreach at Como Park Elementary's Science Night, Megan will be bringing some makerspace items.
- VI. Financial Report
- a) Financial report approved. MSP J. Yarborough, G. Howell/ Vote- unanimous
 - b) Moved to roll CD #045 over at the best available interest rate at the Bank of Akron. MSP K. Graber, G. Howell
- VII. Public Comment- A. Martin discussed the possibility of installing an emergency generator for power outages
- VIII. Old Business, Restroom Project- Waiting on the bids to be rewarded
- IX. New Business
- a) Conflict of Interest forms were signed
 - b) Conflict of Interest Policy Review is tabled until next month
 - c) By-laws Review is tabled until next month
 - d) Personnel- A new Library Assistant has been hired. They will begin the first week of February
 - e) Next Act Meeting is January 11
 - f) Board Secretary will notify the papers of our monthly meeting day/time
- X. Adjournment- Meeting adjourned at 4:56pm. MSP J. Yarborough, K. Wind. Vote unanimous
- Respectfully Submitted,
Kristyn Wind

**Lancaster Public Library
Board of Trustees
Meeting Minutes
February 13, 2020**

I. Roll Call- J. Yarborough, S. Jacobs, G. Howell, K. Graber, K. Wind, K. Stock (Library Director), A. Martin, R. Leary, D. Stempniak

II. Call to Order- The meeting was called to order at 4:10pm

III. Agenda- approved with changes. MSP J. Yarborough, G. Howell. Vote- unanimous

IV. January Meeting Minutes- Approved. MSP J. Yarborough, K. Wind. Vote- unanimous

V. Director's Report- There has been an increase in library card holders. Our new Sensory Playtime Program premiered. It was featured in the Lancaster Sun. Our Comic Book Club and Music with Mar program was also featured in the Lancaster Sun. A recruiter for Census jobs will be hosting at the library.

VI. Financial Report

a) Financial Report approved. MSP K. Graber, J. Yarborough

b) CD #045 was renewed at a rate of 1.24% for a 12 month period

c) "System Paid" Report- there is enough money in the budget to fund Sundays this year.

d) "Return to System" Report- tabled until the report is received

e) Act Fees- G. Howell moved we pay the \$20.00 fee for the year. MSP G. Howell, S. Jacobs. Vote- unanimous

VII. Public Comment- D. Stempniak, President of Friends of the Library- The Friends annual book sale will be held April 2nd-4th. The annual Chicken BBQ will be held July 19th. They are organizing a vendor/craft show fundraiser at the Elks lodge in October. Friends of the Library meetings will now be held at 2:00pm on the second Thursday of each month.

VIII. Old Business

a) Restroom Project- The resolution passed, and the contract was awarded. We are waiting to schedule a pre-construction meeting, then construction should be able to begin right after.

- b) By-Laws Review- Changes made will be approved at the next meeting.
- c) Personnel- New Library Assistant position, John Benzee. MSP K. Wind, J. Yarborough.
Vote- unanimous
- d) ACT Meeting Report- Four attended the virtual meeting. There was a presentation of minimum standards and how to run an effective board meeting. The next ACT meeting is March 14, 9:00am- 12:00pm at Central Library.
- e) Directors Evaluation- completed, the Director received a glowing report.

IX. New Business

- a) Review of Long-Range Strategic Plan- This is the last year of the current plan, we will be working on the next long-term plan to begin in 2021. We are happy with the accomplishments made towards the current plan.
- b) Staff Development Day- Organized by Central Library for May 20th, 2020. We will be open 5pm-9pm that day to allow as many staff members to attend the staff development as possible. Motion to close on May 20th, 2020 from 10am-5pm. MSP G. Howell, S. Jacobs. Vote- unanimous
- c) Trustee Education- requirement will become effective next year
- d) Director's meeting with Monica Wallace- Discussed the proposed library and library construction aid cuts; asked for her support. Stressed the library's role in the census (ie: computer usage for residents to complete the census)
- e) Invoice for Memorial Books- Moved to spend \$447.79 to purchase memorial books. MSP S. Jacobs, J. Yarborough. Vote- unanimous
- f) Generator Information- waiting on estimate
- g) Wish List: Community Room- Moved to spend up to \$700 for a Lego wall for the community room. MSP S. Jacobs, K. Graber. Vote- unanimous.
- h) Convert board paperwork into electronic documents- looking into this possibility.
- i) Senator Gallivan Meeting- will take place March 5th at the Elma Library at 1:30pm.

X. Adjournment

**Lancaster Public Library
Board of Trustees
Meeting Minutes
March 31, 2020**

Teleconference held 3/31/2020 due to Covid 19 shelter in place order.

- I. Roll Call – B. Tamol, S. Jacobs, J. Yarborough, K. Graber, G. Howell, K. Wind and K. Stock (Director)
- II. Call to Order – 4:10 pm
- III. Agenda – Approved as amended. MSP – J. Yarborough, K. Wind. Vote – unanimous
- IV. Approval of March 12, 2020 minutes tabled until next meeting.
- V. Report of the Director – K. Stock has completed the State Report approval to submit, MSP – S. Jacobs, J. Yarborough. Vote – unanimous
- VI. New Business
 - A. BECPL Resolution 2020.1 – Covid 19 MSP – K. Graber, J. Yarborough. Vote – unanimous
 - B. Fence – Approval to use portion of Library’s Town Budget Line to finance Vinyl fencing for parking lot. MSP – B. Tamol, K. Wind. Vote – unanimous
 - C. Ratification – The Lancaster Board of Trustees empower K. Stock to expend up to \$1000 for continuing Lancaster Library operations. MSP – K. Graber, B. Tamol. Vote – unanimous
 - D. April Meeting – Postponed until further notice.
- VII. Adjournment – MSP - J. Yarborough, K. Graber. Vote – unanimous

**Lancaster Public Library
Board of Trustees
Meeting Minutes
May 28, 2020**

Note: Remote Meeting via Zoom

Meeting ID# 912 1608 4117

- I. Roll Call – B. Tamol, S. Jacobs, J. Yarborough, K. Wind, G. Howell, K. Graber, K. Stock (Library Director), D. Stempniak (Friends Liaison), B. Leary (Town Liaison)
- II. Call to Order – Meeting called to order at 4:04 p.m.
- III. Agenda – The agenda was approved as proposed. MSP J. Yarborough, K. Graber.
Vote – unanimous
- IV. Approval of March Minutes tabled until next meeting.
- V. Report of the Director tabled until next month.
- VI. New Business –
 - A. Handling of Materials during Covid-19
 1. All returned materials will be placed in quarantine for 72 hours, staff dealing with these items will follow PPE guidelines.
 - B. Employee Screening – Employees will self – screen, by taking their temperature and completing the Pre – entry questionnaire prior to starting their workday. Questionnaires will be turned into the Library Director and forwarded to Human Resources at Central on a weekly basis.
 - C. Safety Plan per NY Forward – The Lancaster Public Library Board approved the implementation of the Covid-19 Reopening Safety Plan. MSP G. Howell, J. Yarborough
Vote – unanimous
 - D. Lancaster Re- Opening Plan – With the Phase 2 of re-opening WNY the Lancaster Public Library will re-open in limited capacity on Monday, June 8, 2020. The limitations will include circulation and computer use only, 50% maximum occupancy, and limited hours. The proposed hours will be: Monday and Friday 1 -5, Tuesday and Thursday 3 - 7, and Wednesday 9:30 -1:30. At this time walk -up and curbside services will not be offered. The re- opening plan was approved by the Lancaster Public Library Board, MSP B. Tamol, K. Graber. Vote - unanimous.
- VII. Adjournment – Meeting adjourned at 4:50 p.m. MSP – K. Graber, J. Yarborough.
Vote -
Unanimous.

Respectfully submitted by,
Barbara Tamol
Board Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
June 11, 2020

Note: Remote Meeting via Zoom
Meeting ID# 989 1887 7155

- I. Roll Call – G. Howell, K. Graber, S. Jacobs, J. Yarborough, K. Wind, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends Liaison)
- II. Call to Order – Meeting called to order at 11:01 a.m.
- III. Agenda – The agenda was approved as amended. MSP J. Yarborough, K. Wind. Vote – unanimous
- IV. Meeting minutes – Approval of March 12, 2020 minutes MSP G. Howell, J. Yarborough. Vote unanimous. Approval of March 31, 2020 minutes MSP K. Graber, J. Yarborough. Vote – unanimous. Approval of May 28, 2020 minutes MSP K. Wind, G. Howell. Vote – unanimous
- V. Report of the Director – The Lancaster Public Library closed as of March 17, 2020. Video programming with Meghan and Genevieve started shortly after and has been very well received. Full time staff and one part time staff started prepping for re-opening on May 27th. The library re-opened with new protocols in place on June 8th.
- VI. Public Comment – D. Stempniak informed the Board that the Friends group will not be meeting until September but, will be mailing out letters with information and membership renewals in the coming weeks.
- VII. Financial Reports – Approval of the March 2020 Financial report MSP B. Tamol, J. Yarborough. Vote – unanimous, Approval of the April Financial report MSP B. Tamol, K. Wind. Vote – unanimous. Approval of the May 2020 Financial report MSP G. Howell, J. Yarborough. Vote – unanimous.
On July 18, 2020 Bank of Akron becomes Bank on Buffalo.
The Board authorizes treasurer, J. Yarborough to roll over CD #040 for a 12 month term. MSP S. Jacobs, K. Graber. Vote – unanimous.
Town Maintenance Budget – The budget allows for installation of a fence in the parking lot area.
G. Howell suggested that a new CD in the amount of \$20,000 be purchased. As per J. Yarborough’s discussion with Bank of Akron we will wait to see if when it becomes Bank on Buffalo they are offering any better rates.
- VIII. Old Business –
 - A. Re-opening Update – The concern about overcrowding has not been an issue. Patrons are coming in steadily but not crowding the library per the new guidelines.

- B. Investment Policy – The investment policy was approved as presented, MSP G. Howell, J. Yarborough. Vote – unanimous. Investment policy procedure to be discussed at next meeting.
 - C. Restroom Update – Tile and materials on order, construction will begin when materials are received. Construction will take 3-4 weeks.
 - D. Monica Wallace Grant – K. Stock asked to proceed with orders approved at March 12, 2020 meeting. Board acknowledged and okayed.
- IX. New Business –
- A. 2019 Annual Report to the Community – Approval of the report MSP J. Yarborough, K. Wind. Vote – unanimous
 - B. K. Stock supplied the Board with an updated Policy Review Schedule.
 - C. Procurement Policy – the Board gave the annual approval. MSP B. Tamol, K. Graber. Vote – unanimous
 - D. Summer Reading Program – “Imagine Your Story”. The LPL will offer on-line forms to be filled out and to be entered into the drawing. Meghan will be offering a weekly virtual scavenger hunt with weekly drawings for a \$10 Frosty’s gift card. Motion made to purchase 8 gift cards at a cost of \$80. MSP B. Tamol, K. Graber. Vote – unanimous
 - E. Summer Programming – Several virtual programs will be offered through Zoom.
 - F. Updated Projected Program Budget – Removal of programs cancelled during closure, addition of virtual summer programs.
 - G. Lobby Ceiling – Motion made that The LPL Board of Trustees approve the expenditure of up to \$10,000 on a new lobby ceiling. MSP S. Jacobs, G. Howell. Vote – unanimous
- X. Adjournment – Motion to adjourn at 12:05 p.m. MSP G. Howell, K. Graber. Vote – unanimous.

Respectfully submitted by,
Barbara Tamol
Board Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
July 9, 2020**

Note: Remote Meeting via Zoom

Meeting ID# 944 4083 6037

- I. Roll Call – S. Jacobs, J. Yarborough, G. Howell, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends Liaison), B. Leary (Town Board Liaison)
- II. Call to Order – Meeting called to order at 4:03. MSP Tamol, Yarborough. Vote – unanimous
- III. Approval of Agenda as amended. MSP Yarborough, Howell. Vote - unanimous
- IV. Approval of June 11, 2020 meeting minutes. MSP Howell, Yarborough. Vote – unanimous
- V. Report of the Director – K. Stock informed the board that patronage started out slowly but has become steady, with computer usage in high demand. Virtual programming is continuing and doing well.
- VI. Public Comment – D. Stempniak informed the board that the Friends have sent out membership drive and renewal letters. Monies have been collected for Sunday hours.
- VII. Financial Reports – The June financial reports were approved, MSP Jacobs, Yarborough. Vote – unanimous.
 - A. CD#40 has been renewed at .30% interest for 12 months.
 - B. CD#043 and CD# 178 – Motion made to renew both CDs at Akron Bank for 12 months at .038%. MSP Jacobs, Howell. Vote – unanimous
- VIII. Old Business –
 - A. Reopening Update – Proposal for the expanding of hours. Proposal #1, part 1 would open the library 6 hours per day, Monday through Friday. Part #2 – would open the library four hours on Saturdays beginning August 1st. Proposal #2 is to open the library 6 days a week for a total of 32 hours. Proposal #3 would have the library open Tuesday through Saturday for a total of 30 hours. The need to bring in a part time clerk to accommodate part 2 of proposal #1 and proposal #2 creates payroll problems. After much discussion the board voted to accept Proposal #1, part 1 only, effective July 13, 2020. MSP Jacobs, Yarborough. Vote – unanimous
 - B. Investment Policy Procedures – Approved as amended. MSP Yarborough, Howell. Vote – unanimous
 - C. Restroom Construction Update – B. Leary met with Ed Schiller and made two (2) change orders for the ceiling and flooring. Projected finish date 09/02/2020.
 - D. Parking Lot Fence – the Town of Lancaster has put this project on hold for the time being.
 - E. Monica Wallace Grant – Motion was made to allow K. Stock \$4700 to purchase requested items. MSP Howell, Tamol. Vote – unanimous
 - F. Zoom budget – Will remain the same.
- IX. New Business –
 - A. 2020 Contract – Accepted and approved. MSP Tamol, Yarborough. Vote 4 ayes, 0 nays
 - B. System Paid Budget Analysis was provided to the Board.

- C. DEMCO Invoices – Motion to expend #1288.92 for items received. MSP Tamol, Yarborough. Vote – unanimous. Motion to expend \$16.45 for book labels, MSP Jacobs, Howell. Vote – unanimous
- D. Bert’s Bike Gift Certificates – Motion to expend \$300 for gift certificates, MSP Yarborough, Tamol. Vote – unanimous
- E. Policy Review Schedule Change – The Board received an updated schedule.
- F. FOIL Policy Review – The Board will review and vote at August meeting.
- X. Adjournment – Meeting adjourned at 5:02 pm. MSP Howell, Yarborough

Respectfully submitted by,
Barbara Tamol
Board Secretary

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

I. Roll Call: Ken Graber, Gary Howell, Sue Jacobs, Kristyn Wind, Kara Stock (Library Director), Donna Stempniak (Friends of the Library Liaison), and Robert Leary (Town Board Liaison).
Absent: Barbara Tamol, Jan Yarborough

II. Call to Order: Sue Jacobs called the meeting to order at 4:06PM.

III. Approval of and/or changes to the Agenda: Kara Stock added item under New Business – Jamax Repair. Motion to accept amended agenda: MSP Howell, Graber; unanimous

IV. Review and Approval of the July 9, 2020 Meeting Minutes: MSP Howell, Graber; unanimous.

V. Report of the Director: 34 new library cards were issued in July. Focus has been on serving patrons. Days have been busier; circulation is increasing. The economy has people borrowing instead of buying. Summer reading program has lots of participation. Meghan continues online story time; two performers appeared online.

VI. Financial Statement: The July financial report was approved. MSP Wind, Howell, unanimous. CDs # 043 and 178 were renewed.

VII. Public Comment/Friends' Report: Donna Stempniak reported that the Friends Group has over \$23,600 for Sundays. However, because of staffing and opening on Saturdays, we are not ready to extend open hours to Sunday. It would be more costly, too, because of cleaning requirements.

VIII. Old Business

A. Re-opening Update: Even as library usage increases, we are still operating with only three staff members and our custodian. These individuals are stretched, and no one is able to take vacation time....or get sick!

B. Restroom Construction Update: Foyer floor, ceiling and lighting are finished; first restroom is about 90% complete. Work will soon begin on the second. It is all very attractive.

C. FOIL Policy: A motion was made to adopt the newly developed FOIL Policy. MSP Howell, Wind; unanimous.

IX. New Business

A. 2021 Budget Scenarios: Kara presented the three budget scenarios that she was asked by Central to develop. She compared our 2020 adopted budget; the 2021 base budget; the 2021 budget with a 5% reduction; the 2021 budget with a 10% reduction; and the 2021 budget with a 25% reduction. Each reduced budget would result in graduated reductions in staffing, the last being the most drastic. Little is known about what the 2021 budget will actually be. The county will have its

budget prepared by October 15, and if there is no assistance to municipalities from the federal government, the consequences to libraries will be severe.

B. Board Contribution to 2021 Staffing: There was general agreement that the Board could provide financial assistance, if necessary, in 2021. The question arose about whether assistance will be necessary this fall, as our library hours increase. It was recommended that the director proceed with increased hours and staffing and see if this is approved by Central.

C. Expanded Open Hours: Kara presented proposals for additional open hours. As of August 17, we would increase to 32.5 hours, and that would require the addition of one part-time clerk for ten hours per week.

D. Fall Open Hours/Staffing: On September 8 the hours would increase to 40 per week and would require the addition of one part time clerk for 12 hours per week and two part-time senior pages for 6.5 hours each per week. A motion was made to approve the two proposals. MSP Graber, Wind; unanimous.

E. Transcripts: NYS Open Meeting Law requires both audio and verbatim transcripts of our virtual meetings appear on our website. IT recommends Amazon Web Service to provide the transcripts. A motion was made to expend \$7.49 per month for this service. MSP Howell, Graber; unanimous.

F. Gift Policy: Please review for a vote next meeting.

G. Zoom Yoga: Peggy Basin has offered to do Zoom yoga sessions. Zoom can accommodate 100 people. Peggy will conduct the classes from the library using our Zoom account. A motion was made to expend \$200 for four classes in the fall. MSP Wind, Howell.

H. Jamex Repair: The coin attachment to the copy machine needs repair. A motion was made to expend up to \$330 for this purpose. MSP Howell, Graber; unanimous.

X. Adjournment: A motion was made to adjourn the meeting at 4:50PM. MSP Howell, Graber; unanimous.

Respectfully submitted,
Sue Jacobs for Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
September 10, 2020**

Zoom Meeting

Meeting ID# 613 774 4639

- I. Roll Call – G. Howell, K. Graber, S. Jacobs, J. Yarborough, K. Wind, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison)
- II. Meeting called to Order at 4:04 p.m.
- III. Agenda approved as submitted. MSP – K. Graber, G. Howell. Vote – unanimous
- IV. After being reviewed the minutes from the August 13, 2020 meeting were approved. MSP – B. Tamol, J. Yarborough. Vote – unanimous
- V. Director’s Report – The summer reading program was a success with 508 submissions. The two winners received their prizes. The Fall Focus is supporting school and families during this difficult time. Fall yoga (via zoom) has been canceled.
- VI. Public Comment - The Friends had their first meeting since March and discussed the book sale and the amount of time needed to prep for it. They are looking at still having the chicken BBQ and the Craft and Vendor Show when it is acceptable. Thanks to their mailing they have received \$800.
- VII. Financial Report –
 - A. August Report approved. MSP – G. Howell, J. Yarborough. Vote – unanimous
 - B. Motion to roll over CD #1283 for 12 months at .28 interest rate. MSP K. Graber, B. Tamol. Vote – unanimous.
 - C. Town Budget – As per the town request K. Stock has requested \$23,400 for the Library’s expenditures. This is a 10% decrease from the previous year.
- VIII. Old Business –
 - A. Re-opening update – With the addition on 8/17/2020 of 2.5 hours per week, one PT Clerk was brought back at reduced weekly hours. On 9/08/2020 when the library increased hours to 55 per week an additional 4 PT employees were added, again at reduced hours.
 - B. Restroom Construction – One restroom is completed with the second rest room to be completed soon.
 - C. Gift Policy Review – The Gift Policy was reaffirmed. MSP J. Yarborough, G. Howell. Vote – unanimous
 - D. Wallace Grant Orders – Motion to allow K. Stock to expend \$4990.84 for purchases with monies from the grant. MSP - S. Jacobs, K. Wind. Vote – unanimous
- IX. New Business –
 - A. Board Budget for Donated Funds – S. Jacobs will provide more information at the next meeting.
 - B. Lost and Found Policy – The Board was provided with a copy of the policy and will review it and vote on it at the next meeting.
 - C. Personnel Changes – Sr. page – Joann has retired. John Benzee has finished and passed his probationary period and is now permanent. Congratulations John!

- D. Elks Beacon Grant – Camille Lewandowski procured and presented the Lancaster Library with the \$3400 grant towards Children’s Programming.
- E. Online Fall Reading Contest Prizes – Motion that K. Stock be allotted \$221.41 for prizes.
MSP – K. Graber, J Yarborough. Vote – unanimous
- X. Adjournment – Meeting adjourned at 4:48 p.m. MSP – K. Graber, J. Yarborough. Vote – unanimous.

Respectfully submitted,
Barbara Tamol
Secretary

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

I. Roll Call: Ken Graber, Gary Howell, Sue Jacobs, Kristyn Wind, Jan Yarborough, Kara Stock (Library Director), Donna Stempniak (Friends of the Library Liaison)
Absent: Barbara Tamol, Robert Leary (Town Liaison)

II. Call to Order: Sue Jacobs called the meeting to order at 4:02PM.

III. Approval of and/or changes to the Agenda: Kara added Private Purchases under New Business; Gary added New CD under Financial Report and Central's Five-Year Plan under New Business. Amended agenda approved. MSP Yarborough, Graber; unanimous

IV. Review and Approval of the September 10, 2020 Meeting Minutes: MSP Howell, Wind, unanimous.

V. Report of the Director: Hours were increased in September from 32 to 55 and moved from five to six days a week. Five staff members are working, some with reduced hours. New library card sign-ups totaled 21 (children). In September, Meg held "Talk like a Pirate" Day, and 15 children picked up crafts to do with her online. Fall programming includes online reading log; story walk; pumpkin scavenger hunt; virtual story time; and a take-home craft by the Lancaster Youth Bureau. The staff viewed a webinar on patrons and masks. One problem is requests for extensive help with computers, so pointer sticks were purchased. Another concern is the potential for staff to test positive for COVID. Kara is going to bring in other part-time staff to prepare for that situation. A recent *Lancaster Sun* article featured the library's focus on remote learning in the schools and the library's ability to help. Stats are going in the right direction: circulation and Wi-Fi numbers are up, and there were 18,000 views on virtual programming.

VI. Financial Statement:

- A. The September financial report was approved. MSP Graber, Yarborough, unanimous.
- B. CD #1283 was renewed at .28% for one year.
- C. Town Budget for 2020-21 saw an initial cut of 10%, but that cut increased. Our budget has gone from \$26,000 to \$9,800.
- D. The petty cash account was replenished with \$150.00. MSP Howell, Graber, unanimous.
- E. Gary suggested that we establish a new \$20,000 CD at Bank on Buffalo for 12 months at .28%. MSP Howell, Graber, unanimous

VII. Public Comment/Friends' Report: Donna Stempniak reported that the Friends Group did not meet this month, as there is no business to conduct.

VIII. Old Business

- A. Extended Hours Update: Saturdays and evenings have been quiet, but are getting busier.
- B. Restroom Update and Photo Tour: Photos were included in the packet; the project was completed very satisfactorily. Kara has to submit the final report.

- C. Lost and Found Policy: The policy was approved. MSP Jacobs, Yarborough, unanimous.
- D. Air Filtration. The Town said it would not support an upgrade. Josh said we use good filters from the county. Sue suggested opening windows occasionally and briefly to bring in fresh air.

IX. New Business

- A. Board Budget for Donated Funds: the board is asked to look over figures submitted by Sue and Gary. We will discuss at the next meeting.
- B. Ethics Policy: This is a new policy submitted by the Central Library. We will hold a vote on it in November.
- C. Amazon Prime Account: Kara recommends the annual renewal of this at \$119. MSP Jacobs, Wind, unanimous.
- D. Checks for Bank on Buffalo account: We are on our last book of checks. Kara will check with the bank to see if we can get new checks free.
- E. Laminating sheets: They can be purchased for \$32.49 per pack. Move to purchase two for \$65. MSP Yarborough, Graber, unanimous.
- F. Book Club Request: a book club that previously met in the library has requested to resume doing so. After discussion it was determined that this would not be a good idea at this time. There is no place for their numbers to meet and maintain social distance. Additionally, if one group is allowed to meet, others will also want to. We need to wait until the ban on on-site programming is lifted.
- G. Memorials for Mary Terranova: \$900 has come in so far. Mary's daughter called to request that the money be used for books/subjects her parents favored: children books, gardening, sewing, and sailing. Kara will contact the family again.
- H. Private Purchases: Memorial materials purchased through Central to be paid by local funds total \$89.38. MSP Howell, Yarborough, unanimous.
- I. Central Five-Year Plan: Gary has volunteered to represent and advocate for contract trustees on this committee. The plan needs to be completed by October 1, 2021. Gary noted that our by-laws and long-range plan should be on our website, as ours are.

- X. Adjournment: The meeting was adjourned in memory of Mary Terranova. MSP Jacobs, Yarborough.

Respectfully submitted,
Sue Jacobs for Barbara Tamol, Secretary

Lancaster Public Library
Board of Trustees
Virtual Meeting Minutes
Thursday, November 12, 2020
4:00 PM

Meeting via Zoom

Meeting ID: 613 774 4639

- I. Roll Call – S. Jacobs, G. Howell, J. Yarborough, K. Wind, K. Graber, B. Tamol, K. Stock (Library Director), D Stempniak (Friends liaison), B. Leary (Town liaison)
- II. Meeting called to order – 4:03 p.m.
- III. Meeting agenda approved as amended. MSP Yarborough, Howell. Vote – unanimous
- IV. October meeting minutes approved. MSP Tamol, Yarborough. Vote – unanimous
- V. Director’s Report - Kara informed the Board that 73 children received their 1st library cards in September and October. 125 kits for crafternoons were distributed in October along with 115 Craft and carry kits. The elevator was repaired after being down for several days.
- VI. Public Comment – Donna informed the Board that the Friends meeting had been cancelled, all fundraisers are on hold for the time being.
- VII. Financial Report
 - A. October Financial Report approved. MSP Graber, Yarborough. Vote – unanimous
 - B. Town Budget for 2021 allocates \$9,840 for Library Maintenance
 - C. System Paid Budget Analysis – As of 9/30/2020 \$56,000 was saved in PT wages
- VIII. Old Business –
 - A. Local Funds Budget – To meet the minimum standards, the budget should be put in place and posted online as of January 2021.
 - B. Ethics Policy – The Board will review the amended policy and vote on it in December.
 - C. Book Club Request Update – At this time social distancing does not allow group meetings.
 - D. Mary Terranova Bequests – 20 donations in the amount of \$1665 will be used to purchase Children’s Books. Kara and Meghan will work with Mary’s daughter Anne to make this happen. \$1635 in bequests honoring Dominic Terranova will be used to purchase large print books.
 - E. Bank on Buffalo Checks – Motion to spend \$15 on checks from Walmart. MSP Howell, Yarborough. Vote – unanimous
 - F. Restroom Construction Grant Update – Submission of final report.
- IX. New Business –
 - A. Legislator Frank Todaro Letter was approved and sent.
 - B. Micro Cluster Plan
 1. Yellow – Status quo
 2. Orange – Curbside pickup only, building closed.
 3. Red - Closed except for essential staff, drop box open, fees waived. MSP – Yarborough, Jacobs. Vote – unanimous
 - C. Sunday Hours – Not at the present time.

- D. 2021 Open/Close Dates- The Library will be closed December 24th, 25th, 31st and January 1st for the Holidays. MSP Jacobs, Howell. Vote – unanimous
- E. COVID Safety Plan Modification – Staff may do online screening from home. MSP Tamol, Yarborough. Vote- unanimous
- F. Whistleblower Policy – After reviewing, the Board will vote next month.
- G. Wet/Dry Vac for Josh – Allotment of \$200 for the purchase of wet/dry vac and additional filters. MSP Graber, Yarborough. Vote – unanimous
- H. Allotment of \$55 from M&T account for the purchase of stamps. MSP Graber, Jacobs. Vote – unanimous
- I. Trustee Survey – E-mailed to trustees.
- J. Contract on Website – Kara will check with Central.
- K. General Election – Tamol and Jacobs will send letters asking for endorsement to both parties in December.
- L. Gift Cards for Christmas - \$500 in gift cards to be purchased by K. Wind. MSP Tamol, Yarborough. Vote – unanimous
- X. Adjournment at 5:34 p.m. MSP Howell, Graber. Vote - unanimous

Lancaster Public Library
Board of Trustees
Virtual Meeting Minutes
Thursday, December 10, 2020
4:00 PM

Meeting via Zoom

Meeting ID: 613 774 4639

- I. Roll Call – B.Tamol, S. Jacobs, G. Howell, K. Graber, J. Yarborough, K. Stock (Library Director), D. Stempniak (Friends liaison). Absent – K. Wind
- II. Meeting called to Order at 4:06 p.m.
- III. Agenda approved. MSP – Howell, Yarborough. Vote – unanimous
- IV. November Meeting minutes approved. MSP – Yarborough, Jacobs. Vote – unanimous
- V. Director’s Report – As of November 20, 2020 Lancaster is in the ‘Orange “zone and the Library is open for walk-up or curbside only. The Library is offering themed book bundles for children along with craft kits at curbside pickup.
- VI. Public Comment – Donna informed us that the Friends cancelled their meeting this month.
- VII. Financial Reports –
 - A. November Report – Approved. MSP – Tamol, Howell
 - B. CD045 due 1/24/2021.The Board will make a decision at next month’s meeting.
- VIII. Old Business
 - A. Hours Modification – Reduced Hours due to curbside only.
 - B. Local Funds Budget 20-21. Finalized budget approved. MSP – Graber, Yarborough. Vote - unanimous
 - C. Ethics Policy was approved as modified. MSP – Yarborough, Graber. Vote – unanimous
 - D. Whistleblower Policy approved. MSP Howell, Tamol. Vote – unanimous
- IX. New Business -
 - A. Elections (General and Board) – Sue and Barb will send out letters seeking local endorsements this month. The Board will keep the current roster of officers for the next year.
 - B. The by-laws have been amended to include the addition of a Governance Committee. MSP – Yarborough, Graber. Vote – unanimous
 - C. Resolution to approve updated personnel policies. Updates: 1. State Emergency Quarantine Policy and 2. Protective measures to reduce the risk of exposure to COVID - 19. MSP – Tamol, Yarborough. Vote - Unanimous
 - D. Salary Savings/2020 Sundays – Due to reduced PT hours a savings at pay week 22 is \$60,821 + reimbursement for the 11 Sundays we were open from the Friends.
 - E. Kara will take Meghan’s and one public computer down to IT at Central to update and re- image for remote work use. The Board approved a sum of no more than \$1000 to cover the difference in cost of two (2) new laptops (the remaining monies from the Friends). MSP – Jacobs, Yarborough. Vote – unanimous
 - F. Motion made to spend \$194.40 for the purchase of furnace filters. MSP – Graber, Howell. Vote – unanimous

X. Meeting adjourned at 4:58 p.m.

Respectfully submitted,
Barbara Tamol
Secretary