

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, January 14, 2021  
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 December 10, 2020
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. December Report
  - B. CD 045 due January 24, 2021
  - C. Town of Lancaster Quarterly Library Budget Report
- VIII. Old Business
  - A. Affirm email vote of 12-17-20: “Motion to approve the updated re-opening plan as well as the re-opening date of January 4, 2021” (Jacobs, Yarborough) Vote 5-1 (Howell dissented).
  - B. Affirm email vote of 12-21-20: “Motion to delay re-opening until Tuesday, January 5 in order to make a decision based o the latest COVID-19 test data.” (Jacobs, Wind)
  - C. Amend previous motion to read, “Move to delay re-opening until Tuesday, January 5 if the COVID-19 rate in zip code 14086 is fewer than 70 people per hundred thousand.” (Howell, Jacobs) Vote 5-0 (Tamol absent).
  - D. Entire updated Microcluster Plan – VOTE
  - E. General Election Update
  - F. Trustee Election - VOTE
  - G. Invoice for 2020 Sundays
- IX. New Business
  - A. Conflict of Interest Form – sign and mail in
  - B. Updated Policy Review Schedule for 2021
  - C. Open Meeting Policy (NYS) – Vote in February
  - D. Debit Card Policy – Vote in February
  - E. Contract Extension – information only
  - F. Meetings with State Representatives 1/29, 2/11
  - G. Director’s Performance Evaluation
  - H. 200<sup>th</sup> Anniversary of Lancaster Public Library
  - I. Long-Range Plan
- X. Adjournment

**Next Meeting: Thursday, February 11, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, February 11, 2021  
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 January 14, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. January Report
  - B. CD 045 due January 24, 2021
  - C. Sunday Payment from Friends
  - D. System-Paid Analysis
- VIII. Old Business
  - A. Conflict of Interest Forms
  - B. General Election Update
  - C. Open Meeting Policy – VOTE
  - D. Debit Card Policy – VOTE (Discuss Procedures)
  - E. Assemblywoman Wallace Meeting of 1/29; Sen. Gallivan Meeting of 2/11
  - F. Director’s Performance Evaluation
  - G. Furnace Filter Update
  - H. 200<sup>th</sup> Anniversary Ideas and Budget
- IX. New Business
  - A. Wallace Grant - Final Order
  - B. Private Funds Invoice – Terranova Materials
  - C. ACT Dues - \$20
  - D. Spine Labels
  - E. Spring Reading Contest Prizes
  - F. Tripod for Online Productions
  - G. Learning Interest Kits (Gardening, Hiking, Birding)
  - H. Return-to -System Invoice
- X. Adjournment

**Next Meeting: Thursday, March 11, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, March 11, 2021  
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 February 11, 2021

V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- A. January Report
- B. CD 1598 due March 22, 2021
- C. CD 042 due April 6, 2021

VIII. Old Business

- A. General Election Update
- B. Director's Performance Evaluation
- C. 200<sup>th</sup> Anniversary Update
- D. Building Maintenance Update
- D. New Fencing Update
- E. Return to System Invoice
- F. Public Health Emergency Plan - VOTE

IX. New Business

- A. Sales Tax Payment Due
- B. Review of Mission Statement
- C. First Aid Kit
- D. STEM Kit Supplies
- E. Kids' Disposable Masks
- F. Elks Donation of \$100 for Crafts
- G. Program Budget - Elks

X. Adjournment

**Next Meeting: Thursday, April 8, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, April 8, 2021  
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 March 11, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. March Report
  - B. CD 046 – Due May 24, 2021
  - C. Petty Cash Replenishment
- VIII. Old Business
  - A. Building Maintenance Update
  - B. 200<sup>th</sup> Anniversary Update
  - C. Public Health Emergency Operation Plan – Resolution 2021-2 - VOTE
- IX. New Business
  - A. In-person Programming
  - B. State Report – PDF in Packet - VOTE
  - C. Summer Programming Plans
  - D. Summer Programming Prizes
- X. Adjournment

**Next Meeting: Thursday, May 13, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, May 13, 2021  
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 April 8, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. April Report
  - B. CD 046 – Due May 24, 2021- add \$10,000?
  - C. CD 040 - Due June 28, 2021 – add \$10,000?
  - D. System Paid Financial Report
  - E. Quarterly Town Budget: Jan.-March
  - F. Matching Funds for Furniture Grant - 25%
- VIII. Old Business
  - A. Building Maintenance Update
  - B. 200<sup>th</sup> Anniversary Update
  - C. In-person Programming
- IX. New Business
  - A. Annual Report 2020
  - B. Memory Kit Request
  - C. Invoice – Materials from Private Funds
  - D. Mask Order
  - E. Fit Bit Order
  - F. Collection Needs:
    - 1. Children’s Books - \$3,500
    - 2. Adult Books - \$2,500
  - G. Toner for Fax Machine Order
  - H. Yard Games Order
  - I. ACT Meeting Review
  - J. Parking Lot Issue
  - K. Mary Jean Jakubowski Retirement
- X. Adjournment

**Next Meeting: Thursday, June 10, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, June 10, 2021  
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 May 13, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. May Report
  - B. CD 040 - Due June 28, 2021 – add \$10,000
  - C. Resolution: Contribute 25% to Program Equipment and Facility Improvement Initiative (\$2,384.54) - VOTE
- VIII. Old Business
  - A. Building Maintenance Update
  - B. 200th Anniversary Update
  - C. ACT Meeting Review
  - D. Construction Grant Update
- IX. New Business
  - A. Mask Requirement Discussion
  - B. Procurement Policy – Annual Review
  - C. Yard Games Purchase (Bocce, Lawn Darts)
  - D. Additional Learning Kits (Bird Watching, Hiking, Adult Coloring)
  - E. Wireless Speaker Purchase
  - F. Ellison Die Cut Purchase
  - G. Counterfeit Detection Pen Purchase
  - H. Monica Wallace Assembly Funds - Discussion
- X. Adjournment

**Next Meeting: Thursday, July 8, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, July 8, 2021  
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 10, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. June Report
  - B. CD 178 - Due August 3, 2021 – add \$10,000?
  - C. Petty Cash Replenishment
- VIII. Old Business
  - A. Building Maintenance Update
  - B. 200<sup>th</sup> Anniversary Update
  - C. Monica Wallace Grant - Elevator
- IX. New Business
  - A. Monica Wallace Visit
  - B. 2021 Contract Approval- VOTE
  - C. Spine Label Purchase
  - D. Battle of Books August Party Budget
  - E. Fall Book Sale
- X. Adjournment

**Next Meeting: Thursday, August 12, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, August 12, 2021  
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 10 and July 8, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. July Report
  - B. Town Budget
- VIII. Old Business
  - A. Building Maintenance Update
  - B. 200<sup>th</sup> Anniversary Update
  - C. Monica Wallace Grant – Elevator
  - D. Fall Book Sale
  - E. NYS Construction Grant - Final
- IX. New Business
  - A. Meeting Room Policy Update
  - B. Elks National Foundation Grant (\$3,500)
  - C. Eaton Computer Chair quote
  - D. Private Materials Invoice (\$842.56)
  - E. Fall Raffle Prizes (\$412.76)\
  - F. Kits for Kids (\$1,315.38)
  - G. Fall Scavenger Hunt (\$60)
  - H. Staffing Approval – Librarian Michael Green
- X. Adjournment

**Next Meeting: Thursday, September 9, 2021 – 4:00PM**



**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, September, 9 2021  
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 8 and August 12, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. August Report
  - B. CDs 1283 and 7632
- VIII. Old Business
  - A. Building Maintenance Update – Air Handler
  - B. 200<sup>th</sup> Anniversary Update
  - C. Monica Wallace Grant – Elevator
  - D. Fall Raffle Prizes
- IX. New Business
  - A. November Meeting Date
  - B. Collection Development
  - C. Disposable Masks
  - D. Vacuum Cleaner
  - E. Arty-Time Funding
  - F. Aprons (<https://www.promoplace.com/thispromoworks/stores/library/aprons.htm>)
  - G. Pumpkin Decorating Contest
  - H. Demco Order
- X. Adjournment

**Next Meeting: Thursday, October 14, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, October 14, 2021  
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 8, August 12, and September 9
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. September Report
  - B. CD 028
  - C. Petty Cash
  - D. 2022 Board Budget
- VIII. Old Business
  - A. Building Maintenance Update
  - B. 200<sup>th</sup> Anniversary Update
  - C. ACT Meeting Report
  - D. Parking Lot Issue
- IX. New Business
  - A. Amazon Prime Membership Renewal
  - B. Dots for Picture Books
  - C. Ledger
  - D. 2022 Wall Calendar
  - E. Books for Meagan
  - F. Kindle Purchase (3)
  - G. Long-range Plan
  - H. Book Sale Revenue
- X. Adjournment

**Next Meeting: Wednesday, November 10, 2021 – 4:00 PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Wednesday, November 10, 2021  
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 8, August 12, and October 14
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. October Report
  - B. Town Budget
  - C. 2022 Board Budget
- VIII. Old Business
  - A. Building Maintenance Update
  - B. 200<sup>th</sup> Anniversary Update
  - C. Parking Lot Issue
  - D. Book Sale Revenue
  - E. Long-Range Plan
    - 1. Evaluate current goals/objectives
    - 2. Draft patron survey(s)
    - 3. Librarian's wish list
- IX. New Business
  - A. 2022 Holiday Close Dates
  - B. Firewood
  - C. Craft Request – Elks
  - D. Quote for Acrylic Frames/Easels
  - E. Story Walk Books
  - F. Staff Room Renovation
- X. Adjournment

**Next Meeting: THURSDAY, DECEMBER 9, 2021 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, December 9, 2021  
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 meeting minutes of July 8 and November 10, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. November Report
  - B. CDs mature 1/24/22 and 1/28/22
  - C. System Paid Budget Analysis as of 9/30/21
- VIII. Old Business
  - A. Building Maintenance Update
  - B. 200<sup>th</sup> Anniversary Update
  - C. Long-Range Plan - VOTE
  - D. Slate of Officers:
    - President – S. Jacobs
    - Vice President – K. Graber
    - Secretary – B. Tamol
    - Treasurer – J. Yarborough
  - E. Staff Room Renovation Ideas
- IX. New Business
  - A. 2022 Program Budget - \$5,000 Request
  - B. READ Posters
  - C. Winter Reading Log Prizes
  - D. STEM Explorers Program Materials
  - E. Aprons
  - F. Volunteer Gifts
- X. Adjournment

**Next Meeting: THURSDAY, JANUARY 13, 2022 – 4:00PM**

Documents link: <https://www.buffalolib.org/sites/default/files/users/lnc/files/Board documents 12.9.21.pdf>