

**Lancaster Public Library
Board of Trustees
Meeting Minutes
January 14, 2021**

Meeting via Zoom

ID# 613 774 4639

- I. Roll Call – B. Tamol, J. Yarborough, S. Jacobs, K. Graber, K. Wind, G. Howell, K. Stock (Library Director), D. Stempniak (Friends Liaison), B. Leary (Town Liaison)
- II. Meeting called to Order at 4:06 p.m.
- III. The agenda was approved with the addition of item J under New Business.MSP – Graber, Yarborough. Vote – unanimous
- IV. The December meeting minutes were reviewed and approved. MSP – Howell, Yarborough. Vote – unanimous
- V. Report of the Director – Kara reported that December services included curbside pickup, printing and photo copying. 120 craft kits for Crafternoons with Miss Meghan were distributed along with 97 craft and carry kits and 48 New Years Party kits. A virtual art show featuring local artists was also a big hit. Collection maintenance has included Genre sections, a revamped Non – fiction section, John is working on the music CD collection and the large print section has been expanded. Josh is painting the community room. Kara, Meghan and John have set a goal for 2021 to develop kits by subject matter. STEM – Meghan, Memory Kits – Kara and miscellaneous – John. Kara also included highlights from 2020 in the Trustee’s packages.
- VI. Donna attended the Friends Meeting today and informed us that they approved \$1700 for the purchase of laptops for staff, also monies to pay for 2020 Sunday hours. The Friends are looking to have a Chicken BBQ as a fundraiser and Donna will bring the board more details as things progress.
- VII. Financial Reports
 - A. The December financial report was approved.MSP – Tamol, Wind. Vote – unanimous.
 - B. CD045 – Motion to roll over CD045 for 12 months at .028 % interest.MSP – Jacobs, Tamol. Vote – unanimous
 - C. Town of Lancaster Quarterly Library Budget Report. The December expense ledger was presented and closes out 2020. The library budget allocation for 2021 is \$9800.
- VIII. Old Business –
 - A. Affirmation of e-mail vote of 12/17/2020. “Motion to approve the updated re-opening plan as well as the re-opening date of January 4,2021” . MSP – Jacobs, Yarborough. Vote 5-1 (Howell dissented). Affirmation motion MSP- Yarborough, Tamol. Vote 5-1 (Howell dissented)
 - B. Affirmation of e-mail vote of 12/21/2020. “Motion to delay re-opening until Tuesday, January 5,2020 in order to make a decision based on the latest COVID -19 test data” .MSP – Jacobs, Wind. Affirmation motion MSP – Graber, Jacob. Vote – unanimous
 - 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”.

- MSP – Howell, Jacobs. Vote 5-0 (Tamol absent). Amendment motion MSP – Graber, Yarborough. Vote – unanimous
- D. Motion to approve the updated Micro-cluster Plan. MSP – Yarborough, Howell. Vote – unanimous.
 - E. Both Sue Jacobs and Barb Tamol have sent out letters to the Republican and Democratic Committee Chairpersons seeking their endorsements in the November 2021 election. Sue Jacobs received a phone call from Greg Sojka saying he would take care of it. As of today Barb Tamol has not heard back from either party.
 - F. Trustee Election – President – Sue Jacobs, Vice President – K. Graber, Secretary – Barbara Tamol, Treasurer – Jan Yarborough. Motion made to accept the slate of officers. MSP- Graber, Tamol. Vote – unanimous
 - G. Upon receipt of \$3127.36 from the Friends for 2020 Sunday hours, a motion was made that the Board submit payment of \$3127.36 to Central.MSP – Yarborough, Wind. Vote – unanimous.
- IX. New Business –
- A. Each trustee should sign and mail in the Conflict of Interest Form.
 - B. Trustees received a copy of the updated Policy Review Schedule for 2021.
 - C. The Open Meeting Policy (NYS) will be reviewed for approval in February.
 - D. The Debit Card Policy will be reviewed for approval in February.
 - E. Notice of the Contract extension was provided to board members.
 - F. Meetings with State Representatives, Monica Wallace at 10 a.m. 1/29/2021 via zoom and Patrick Gallivan at 10 a.m. 2/11/2021 via zoom.
 - G. Director’s Performance Report – Committee of Tamol, Howell and Yarborough with K. Stock will complete the report.
 - H. 200th Anniversary of the LPL – Looking for ideas to celebrate this occasion with and without restrictions. Bring ideas to next meeting.
 - I. Long Range Plan – The current long range plan includes the remainder of 2021. The board will start on preparation of a new long rang plan before the end of 2021.
 - J. Public Health Emergency Plan will be reviewed and voted on via e-mail. K. Stock will then submit the plan to Union Presidents for approval.
- X. The meeting was adjourned at 5:02 p.m. MSP – Tamol, Wind. Vote – unanimous

Respectfully submitted by,
Barbara Tamol
Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
February 11, 2021**

Meeting via Zoom

Meeting ID: 316 774 4639

- I. Roll Call – B. Tamol, S. Jacobs, G. Howell, J. Yarborough, K. Graber, K. Wind, K. Stock (Library Director), D. Stempniak (Friends Liaison), B. Leary (Town Liaison)
- II. Meeting called to Order at 4:03 p.m.
- III. Agenda approved as submitted, MSP – Howell, Yarborough. Vote – unanimous
- IV. January meeting minutes approved as submitted, MSP – Graber, Wind. Vote – unanimous
- V. Report of the Director – Kara informed the Board that as of 1/26/21, the library has reopened with curbside pickup still an option. As of 2/08/21 the library is open and meeting the State minimum of 55 hours. Virtual programming and crafts are still a big hit! A total of 214 craft kits have been distributed in the month of January.
- VI. Public Comment – B. Leary has offered to put in a resolution with the Town Board for new fencing. D. Stempniak brought news from the Friends about membership renewals being mailed in March. The Friends are also hoping to have Chicken BBQ fundraisers on Sundays in May, July18, and September.
- VII. Financial Reports –
 - A. January Report – Approved as submitted, MSP – Yarborough, Wind. Vote – unanimous
 - B. CD 045 – Has been rolled over at Bank on Buffalo
 - C. Update on Sunday Payment from Friends – 2020 payment sent to Central.
 - D. System Paid Analysis Report was provided to all Trustees.
- VIII. Old Business –
 - A. Reminder to turn in Conflict of Interest paperwork to Kara.
 - B. General Election Update – B. Leary has put forth B. Tamol and S. Jacobs for endorsement by the Lancaster Republican Party.
 - C. Open Meeting Policy – Adopted as submitted on 2/11/2021. MSP – Tamol, Howell. Vote – unanimous
 - D. Debit Card Policy – Adopted with the following amendment, under F the procedure is described as follows,
 1. Funding approval from Board,
 2. Debit listed as such on monthly financial report,
 3. Debits are subject to monthly audits. MSP – Howell, Yarborough. Vote – unanimous
 - E. Wallace meeting on 1/29 and Gallivan meeting 2/11 – Both seemed supportive and understanding about the needs of the library.
 - F. Director’s Performance Evaluation – The Committee met and completed the form, will meet with Kara next week to finalize. Approval tabled until March meeting.

- G. Furnace Filter Update – Expenditure in the amount of \$78.79 was approved. MSP – Howell, Tamol. Vote – unanimous. Further purchases may be eligible to come out of the Library line in the Town Budget. B. Leary let Kara know whom to speak to.
- H. 200th Anniversary Budget and Ideas –
 - 1. 200,000 books read by patrons to celebrate 200 years, prizes to be awarded.
 - 2. Banner on front of Library
 - 3. Update Library History Booklet
 - 4. Ask patrons to submit favorite library memories and/or photographs
 - 5. B. Leary offered to donate \$200 for “search for \$1 “in the Library.
- IX. New Business
 - A. Motion to expend the remainder of the Monica Wallace Grant in the amount of \$783.97 plus shipping for purchase of items for the Children’s area. MSP - Yarborough, Graber. Vote – unanimous
 - B. Motion to expend \$1,205.55 from private funds to purchase Large Print material (in remembrance of Dominic Terranova) and Children’s materials (in remembrance of Mary Terranova) approved. MSP – Yarborough, Tamol. Vote – unanimous
 - C. Motion to expend \$20 for payment of 20 -21 ACT dues approved. MSP – Jacobs, Graber. Vote – unanimous
 - D. Motion to expend \$225.50 for Spine Labels approved. MSP – Wind, Tamol. Vote – unanimous
 - E. Motion to expend \$226.26 for purchase of Spring Reading Prizes approved. MSP – Yarborough, Graber. Vote – unanimous
 - F. Motion to expend \$31.99 for a tripod approved. MSP – Howell, Tamol. Vote – unanimous
 - G. Motion to expend \$164.31 for Family Learning Interest Kits approved. MSP – Graber, Yarborough. Vote – unanimous
 - H. Return to System Invoice has not been received and was tabled until the March meeting.
- X. Motion to adjourn meeting at 5:16 p.m. approved. MSP – Howell, Graber. Vote – unanimous.

Respectfully submitted,
 Barbara Tamol
 Board of Trustees Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
March 11, 2021**

Meeting via Zoom

Meeting ID# 613 774 4639

- I. Roll Call - S. Jacobs, G. Howell, J. Yarborough, K. Graber, K. Wind, B. Tamol, D. Stempniak (Friends liaison), B. Leary (Town liaison), K. Stock (Library Director)
- II. Call to Order - Meeting called to Order at 4:06 p.m.
- III. Agenda approved as amended. MSP - Yarborough, Howell. Vote - unanimous
- IV. Reviewed and approved February meeting minutes. MSP - Graber, Howell. Vote unanimous
- V. Report of the Director - Kara informed the board that evening hours were reinstated as of February 8th, 2021. Lancaster Public Library is now meeting the State minimum hours of operation at 55 hours per week. The part time librarian, Genevieve is back on a limited basis as of March 10, 2021. The library will be included in the Lancaster Village Easter Scavenger Hunt on April 3, 2021.
- VI. Public Comment - Donna informed us that the Friends annual meeting will be on April 8, 2021. They will be having three (3) chicken BBQ's as fundraisers on 5/23/2021, 7/18/2021 and 9/19/2021. They will be drive thru only, first come, first served, at a cost of \$12.00 per dinner. A Children's Garden is in the works for the Garden Walk. A discussion of possibly selling masks with the library name on them as a fundraiser.
- VII. Financial Reports -
 - A. January Financial Report approved. MSP - Yarborough, Tamol. Vote - unanimous
 - B. CD 1598 and CD 042 - Motion to allow J. Yarborough to renew these CD's for 12 months. MSP - Graber, Wind. Vote - unanimous
- VIII. Old Business -
 - A. General Election Update - Both Sue and Barb have received the endorsements of both the Democratic and Republican Parties.
 - B. Director's Evaluation - THANK YOU Kara!
 - C. 200th Anniversary Update - There will be a committee meeting on March 25, 2021 at 6:30 p.m. Motion to expend \$3,000 for activities and events celebrating the 200th anniversary. MSP - Tamol, Yarborough. Vote - unanimous.
 - D. Building maintenance update - B. Leary let us know that the outside lights have been fixed, the sidewalks will be repaired and the roof will be looked at next week.
 - E. New Fencing update - B. Leary informed the board that the fence in question does not belong to the Town, the owner has been cited and is responsible for repairs.
 - F. Approval of payment to Central for the Return to System Invoice in the amount of \$8,039.91. MSP - Howell, Tamol. Vote - unanimous
 - G. The Public Health Emergency Plan was approved. MSP - Jacobs, Yarborough. Vote - unanimous.
 - H. Central Library 5 year plan and survey - The five year plan is near completion. Trustees will be receiving a survey to participate in.
- IX. New Business -
 - A. Approval of Sales Tax payment in the amount of \$82.13. MSP - Howell, Graber. Vote - unanimous
 - B. The Lancaster Public Library Mission Statement was amended. It now reads, "To provide an opportunity to access information for learning, recreation, personal

- Growth, and more to residents of the Town of Lancaster and Erie County.” MSP - Tamol, Yarborough. Vote - unanimous.
- C. Approval to purchase a first aid kit for \$18.99. MSP - Howell, Jacobs. Vote - Unanimous.
- D. Approval to purchase STEM kit supplies in the amount of \$134.44. MSP - Jacobs, Wind. Vote - unanimous
- E. Approval to spend \$11.99 on the purchase of children’s masks. MSP - Yarborough, Wind. Vote - unanimous
- F. \$100 donation from Elks for craft materials. \$96.08 in purchases approved. MSP- Tamol, Jacobs. Vote - unanimous
- G. Approval of the expenditure of \$3400 from the Elks towards programming. MSP - Jacobs, Howell. Vote - unanimous
- X. Adjournment - Meeting adjourned at 4:54 p.m. MSP - Graber, Howell. Vote - unanimous.

Respectfully submitted,
Barbara Tamol
Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
April 8, 2021**

Meeting via Zoom:
ID# 613 774 4639

- I. Roll Call - B. Tamol, S. Jacobs, G. Howell, J. Yarborough, K. Wind, K. Graber, K. Stock (Library Director), D. Stempniak (Friends liaison), B. Leary (Town liaison)
- II. The meeting was called to order at 4:03 p.m.
- III. The agenda was reviewed and approved. MSP - Graber, Yarborough. Vote - unanimous
- IV. The March meeting minutes were reviewed and approved. MSP - Yarborough, Wind. Vote - unanimous
- V. Report of the Director - The Library participated in the village Easter Scavenger Hunt with 300 children participating at set intervals. Meghan has set up a “story walk” in the library based on “The Very Hungry Caterpillar” participants follow directions to get “food” to feed their caterpillar. March saw 24 children and 23 adults receive new cards.
- VI. Public Comment - Donna informed the board that the Friends will host the first chicken BBQ on May 23, 2021. There will be 200 dinners at \$12.00 each, drive thru only, until they are gone. Kits for the Children’s Garden are available at the Library. Seed kits include one for the child to keep and one to be put in the Children’s garden. Membership letters have gone out.
- VII. Monthly Financial Report-
 - A. March report reviewed and approved. MSP- Graber, Yarborough. Vote - unanimous.
 - B. CD 046 due 5/24/21 - Jan will look into getting info on any actions the board may be able to make to increase the return.
 - C. Motion to replenish petty cash with \$150. MSP - Tamol, Howell. Vote - unanimous
- VIII. Old Business -
 - A. Building Maintenance update - Light bulbs replaced in front of building. Fence owners have replaced the fencing, the highway department has checked the parking lot and will repair, and the Town has been out to check the gutters.
 - B. 200th Anniversary Update - As per committee meeting on 3/25/21, The \$200 donation from B. Leary will be used to purchase 200 - \$1.00 gift certificates from Frosty’s, each week of summer 20 certificates will be hidden in the stacks for patrons to find, Thank you Bob! Reading logs are available now for different age groups, 20 books read equals a raffle ticket for a Kindle. Next committee meeting is 5/06/21 at 6:30 p.m.
 - C. The board approved the Public Health Emergency Operation Plan Resolution. MSP - Jacobs, Howell. Vote unanimous.
- IX. New Business -
 - A. In person programming may start as early as the end of May or beginning of June. Area will be designated in the Children’s non- fiction section. Lego Club and Storytime will be offered with a

maximum of five children with one caretaker each allowed. To maintain social distancing Josh will make hula hoops to designate each area. Additional staff will be needed to discourage patrons not to congregate during programs. Approval of the expenditure of \$22.95 for polyethylene pipe (for hula hoops), MSP - Graber, Yarborough. Vote - unanimous

B. State Report reviewed and approved. MSP - Tamol, Howell. . Vote - Ayes -6, Nays - 0

C. Summer Programming Plans - Children's reading log, 10 books equals one prize, prizes will be on display for the patron to choose from. Bingo Board for adults with a chance to win a Fitbit. Summer reading raffles will also include the chance to earn raffle tickets (age groups up to 12 years old 1 raffle ticket for every 5 books read, 13 -17 years old 1 raffle ticket for every 3 books read) for themed prizes. The themes are Camping Fun, Make a Splash, Game On and On the Move.

D. The board approved the expenditure of \$602.73 for Summer Programming Prizes. MSP - Jacobs, Yarborough. Vote - unanimous

X. Adjournment - The meeting was adjourned at 4:47 p.m. MSP - Graber, Jacobs. Vote - Unanimous.

Respectfully submitted,

Barbara Tamol

Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
May 13, 2021**

Meeting via Zoom:

I. Roll Call: Suzanne Jacobs, Gary Howell, Kristyn Wind, Kara Stock (Library Director), Donna Stempniak (Friend's Liaison).

II. Call to Order: President Suzanne Jacobs called the meeting to order at 4:05 PM.

III. Approval of and/or changes to the Agenda: A decision to discuss the 1st Amendment Auditor was added under New Business, Item L. Motion to accept as amended, Kristyn Wind, second Suzanne Jacobs. Vote Unanimous.

IV. Review and approval of the meeting minutes of April 8, 2021: Under the Financial report Jan Yarborough was asked if there would be a better interest rate if the board added \$10,000 to CD 046 and CD 040. The minutes were accepted as amended. Motion Gary Howell, Second Kristyn Wind.

V. Report of the Director: April was Love Your Library Month. Programs included virtual Crafternoons, Yoga for children, Ms. Meg's Storytime, and Craft and Carry. The library distributed 80 children's garden kits. John created 5 new kits to be circulated. The library participated in the Community Development Corp. Of Lancaster Easter egg scavenger hunt. Two part-time employees will be brought back to work, one at the end of May and one sometime in July. A musician participating in Music in the Village will perform in front of the library on June 5th.

The library is waiting for a new window to replace the broken window in the office. The air handler was fixed, the fire extinguishers were inspected, and the security system server was replaced.

VI. Public Comment: Sunday, May 25th, the Friends of the Lancaster Library will hold their chicken barbeque. Volunteers will arrive at 10:30 to set up tents and tables. Volunteers from the Friends will participate in planting the Children's Garden.

VII. Monthly Financial Report:

A: The monthly financial report was approved as presented. Motion: Gary Howell, Second: Kristyn Wind, Vote: unanimous.

B and C: A motion to add \$10,000.00 to CD's 046 and 040 when they mature was made by Kristyn Wind and seconded by Suzanne Jacobs. Vote: Unanimous.

D. The system paid financial report was reviewed.

E. The quarterly town budget was presented and reviewed.

F. Matching Funds for Furniture Grant: The Central library will cover 25% of new furniture costs. Items discussed include computer chairs, folding tables, and book trucks.

VIII. Old Business:

- A Building Maintenance Update: See Report of the Director.
- B. 200th Anniversary Update: The East Street Big Band was hired to play at the event.
- C. In-Person Programming: In-person Lego programs will begin on Saturdays. Story Time for preschoolers will begin in June. Small, socially distanced groups will attend the programs.

IX. New Business

- A. Annual Report 2020: The 2020 Annual Report was reviewed. Vote to approve: Gary Howell, Second: Kristyn Wind, Vote: Unanimous
- B. Memory Kit Request: A motion to spend \$364.00 on Memory Kits was approved. Moved: Suzanne Jacobs, Second: Kristyn Wind, Vote: Unanimous
- C. Invoice - Materials for Private Funds: A motion to spend \$1,343.28 from memorial donations was approved. Moved: Suzanne Jacobs, Second: Gary Howell, Vote Unanimous.
- D. Mask Order: A Motion to spend \$14.99 on adult masks and \$11.99 on children's masks was approved. Moved: Kristyn Wind, Second: Suzanne Jacobs, Vote: Unanimous.
- E. Fit Bit Order: A motion to spend \$194.60 on two Fitbits was approved. Moved: Suzanne Jacobs, Second: Gary Howell, Vote: Unanimous.
- F. Collection Needs
 - 1. Children's books - \$3,500.00. 50 Vox books, and Readers. A motion to spend \$3,500.00 was approved. Moved: Kristyn Wind, Second: Gary Howell, Vote: Unanimous.
 - 2. Adult Books - \$2,500.00. Travel, Health, Exam, and Fiction books. A motion to spend \$2,500.00 was approved. Moved: Kristyn Wind, Second: Gary Howell, Vote: Unanimous
- G. Toner for Fax Machine: A motion to spend \$34.99 on Fax machine toner was approved. Moved: Suzanne Jacobs, Second: Kristy Wind. Vote: Unanimous.
- H. Yard Games Order: A motion to spend \$89.91 on yard games was approved. Moved: Suzanne Jacobs, Second: Kristyn Wind, Vote Unanimous.
- I. ACT Meeting Review: No one present attended to ACT meeting.
- J. Parking Lot Issue: A local business is parking in out lot. A car was hit. The town put up signs stating the lot was for library patrons. It hasn't stopped the business from parking in the lot.
- K. Mary Jean Jakubowski Retirement: ACT is putting together a presentation to honor Mary Jean Jakubowski on her retirement. They are asking for photographs of Mary Jean, the library, the board members, the staff, and children's activities. Gary Howell will take the photos and provide prints.

L. First Amendment Auditor: A First Amendment auditor is traveling to public buildings and videotaping. A discussion was held on how to handle him if he comes to the Lancaster Public Library.

X. Adjournment: A motion was made to Adjourn at 5:30 PM. Moved: Gary Howell, Second: Kristyn Wind, Vote: unanimous

Next Meeting: Thursday, June 10, 2021 - 4:00 PM

Respectfully submitted by Gary Howell

**Lancaster Public Library
Board of Trustees
Meeting Minutes
June 10, 2021**

I. Roll Call – B. Tamol, S. Jacobs, K. Wind, J. Yarborough, K. Graber, K. Stock (Library Director), B. Leary (Town liaison), A. Martin

II. The meeting was called to Order at 4:04 p.m.

III. Approval of Agenda - MSP Tamol, Graber. Vote - unanimous

IV. Approval of May 13, 2021 meeting minutes - MSP Graber, Wind. Vote - unanimous

V. Report of the Director - Kara informed the board that in person programming has resumed. Spring reading contest has ended with 837 submissions and 19 winners. 63 crafternoon kits were distributed. Meghan is doing a video for the schools about programming offered during the summer.

VI. Public Comment - The Friends Chicken BBQ fundraiser made \$1482. The next BBQ will be July 18.

VII. Monthly Financial Reports -

A. May report approved. MSP Yarborough, Wind. Vote - unanimous

B. CD040 increased by \$10,000 as per the vote in May.

C. Resolution to contribute 25% to the Program Equipment and Facility Improvement Initiative in the amount of \$2,385.54. MSP Yarborough, Graber. Vote Ayes -5, Nays -0

VIII. Old Business

A. Building Maintenance Update - none

B. 200th Anniversary Update - Gala/dinner in September, band has been confirmed. Ken is looking into a liquor license and Sue is checking on servers.

C. ACT Meeting Review - Survey, Staffing and Safety

D. Construction Grant Update - Final report has been submitted and approved.

IX. New Business -

A. Mask Requirement - Decision was tabled until Central has been contacted.

B. Procurement Policy - Annual Review. Reviewed, approved. MSP Yarborough, Tamol. Vote - unanimous

C. Motion to expend \$62.66 for the purchase of Bocce and Lawn Dart games. MSP Jacobs, Yarborough. Vote - unanimous

D. Motion to expend \$120.34 for the purchase of additional Learning Kits. MSP - Yarborough, Graber. Vote - unanimous

E. Motion to expend \$39.99 for the purchase of a wireless speaker. MSP - Graber, Wind. Vote - unanimous

F. Motion to expend \$1,330.30 for the purchase of an Ellison Die Cut. MSP - Yarborough, Tamol. Vote - unanimous

G. Motion to expend \$9.88 for the purchase of a Counterfeit Detection Pen. MSP - Tamol, Jacobs. Vote - unanimous

H. Monica Wallace Assembly Funds - \$20,000. Possible use, to update the elevator making it ADA compliant. More information to follow.

X. The meeting was adjourned at 4:50 p.m. MSP - Graber, Jacobs. Vote - unanimous

Respectfully submitted by,

Barbara Tamol - *Board Secretary*

**Lancaster Public Library
Board of Trustees
Meeting Minutes
July 8, 2021**

- I. Roll Call - S. Jacobs, G. Howell, K. Graber, J. Yarborough, D. Stempniak (Friends liaison), K. Stock (Library Director), and K. Wind
- II. The meeting was called to order at 4:06PM.
- III. The agenda was approved. Vote - unanimous.
- IV. Review of meeting minutes from June 10, 2021. Tabled until the August meeting.
- V. Report of the Director – The library is getting busier and part-time staff hours are being increased. Assemblymember Monica Wallace visited the library on June 29th to announce her summer reading challenge. Meagan Carr created a video about our summer programs for the Lancaster Central School District. We debuted our new Memory Kits, geared for caregivers.
- VI. Public Comment - D. Stempniak informed the board that the Friends’ Chicken BBQ will be held July 18. They will co-sponsor a fall book sale with the Women’s Civic Club.
- VII. Financial
 - A. Monthly Report - June was approved. Vote - unanimous.
 - B. CD 178 – increased by \$10,000. Vote - unanimous.
 - C. Petty Cash Replenishment – add \$150. Vote - unanimous.
- VIII. Old Business
 - A. Building Maintenance Update – Kara reported that the town will be getting us a new air handler; replacement will cost \$13,000. The work will take 8 days and the building will not have air conditioning during that time. We are trying to schedule the work for mid-September.
 - B. 200th Anniversary update – An article about our new learning kits was in the Lancaster Bee. Frosty’s coupons are being hidden in the library each day. The committee is working on getting quotes for the catering for December 11th.
 - C. Monica Wallace Grant – elevator. We are waiting to hear if the town will supplement the funds for this project.
- IX. New Business
 - A. Monica Wallace Visit – see Director Report above.
 - B. 2021 B&ECPL Contract Approval – approved. Vote - unanimous.
 - C. Spine Label Purchase – \$128 approved. Vote - unanimous.
 - D. Battle of Books August Party Budget – \$200 approved to purchase food and a gift card for the volunteer coach. Vote - unanimous.
 - E. Fall Book Sale – The mini book sale will take place on October 16th and 17th. The Lancaster Women’s Civic Club will also hold a bake sale on October 16th.
- X. The meeting was adjourned at 5:00 p.m. Vote - Unanimous.

Respectfully submitted by,
Kristyn Wind for Barbara Tamol

**Lancaster Public Library
Board of Trustees
Meeting Minutes
August 12, 2021**

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

II. Call to Order- The meeting was called to order at 4:06pm

III. Agenda- approved, MSP K. Graber, J. Yarborough

IV. Minutes from June 10, 2021 approved with changes. MSP J. Yarborough, K.Wind unanimous. Minutes from July 8, 2021 tabled.

V. Director's Report- 94 new library cards have been issued. Both of our Battle of the Books teams won! We will be doing outreach at the Como Park Fall Fest on October 2nd. New read aloud book boxes for kids. Started new secure, mobile printing.

VI. Financial Report

- a) Financial Report approved. MSP K. Graber, J. Yarborough, unanimous
- 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- N/A

VIII. Old Business

- a) Building Maintenance Update- #13,236 air fan filter repair to begin on September 13th. The work will take approximately 1-1 ½ weeks.
- b) 200 Anniversary Update- the planning is going well
- c) Monica Wallace Grant- Elevator- we are waiting to hear.
- d) Fall Book Sale- October 16-17, 10-4 on Saturday and 12-4 on Sunday
- e) NYS Construction Grant- Final-

IX. New Business

- a) Meeting Room Policy Update- MSP J. Yarborough, K. Graber- unanimous

b) Elks National Foundation Grant (\$3,500) - For children's programming, must be spent by March 1st. Can be used for "Take and Make" kits. Approved up to \$1,500 in advance of grant money to begin purchases. MSP S. Jacobs, G. Howard, unanimous.

c) Eaton Computer Chair quote- \$250 more than previously approved to pay for delivery and assembly. MSP K. Graber, S. Jacobs, unanimous

d) Private Materials Invoice (\$842.56) - Mary and Domenic Terranova memorial books. MSP J. Yarborough, K. Graber, unanimous.

e) Fall Raffle Prizes (\$412.76) - approve up to \$500 for fall raffle prizes. MSP J. Yarborough, K. Wind, unanimous.

f) Kits for Kids (\$1,315.38) - Kids literacy kits to check out and do at home. Exact amount approved. MSP K. Graber, K. Wind, unanimous.

g) Fall Scavenger Hunt (\$60) - Prizes: \$10 gift cards to Bloomsbury Toys, 1 prize per week for 6 weeks. MSP J. Yarborough, S. Jacobs, unanimous.

h) Staffing Approval- Librarian Michael Green- Was our Battle of the Books coach 2 years ago. Starting after Labor Day, part-time position. MSP. J. Yarborough, K. Wind, unanimous.

i) Zoom subscription- \$14.99 per month. MSP K. Graber, J. Yarborough, unanimous

X. Adjournment- 5:30 pm, MSP K. Wind, K. Graber, unanimous

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday September 9, 2021**

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 4:08 PM.

III. Approval of and/or changes to the Agenda: The agenda was approved as presented. MSP Wind, Graber unanimous

IV. Review and Approval of the July and August Meeting Minutes: Tabled

V. Report of the Director: On October 2, Kara will be attending Como Park Fall Fest. We are receiving more online registrations for events. Central's Summer Reading program winner was from Lancaster. Legislator Todaro send certificates to our Battle of the Books winners. Monica Wallace presented a proclamation to the winning team. There were 1,241 entries in the summer reading raffle; BINGO had 39 entries; 135 "Color by Number reading logs were submitted. Three Fairy Tale Crafternoon kits were taken out, 38 STEM kits; 13 story time sessions were held. Meagan attended Petapalooza.

VI. Financial Statement:

A. The August financial report was approved. MSP Howell, Yarborough unanimous.

B. CD #1283 and #7632: Motion to leave amounts the same. MSP Jacobs, Graber

VII. Public Comment/Friends' Report: Donna Stempniak reported that there will be a chicken barbecue on September 19; the last one netted \$1,500+. The Friends will continue the children's garden in 2022. The mini-book sale will be held October 16 and 17; there will also be a bake sale.

VIII. Old Business

A. Building Maintenance: work on the air handler will start September 13.

B. 200th Anniversary Update: On Saturday, Oct. 9 there will be Hull House activities for children; plans continue for the gala on Dec. 11.

C. Monica Wallace grant for elevator; a letter has been received granting \$20,000 toward the \$44,000 elevator quote.

D. Fall Raffle Prizes: Motion was made to expend \$288.67 on prizes. MSP Howell, Wind

IX. New Business

A. November Meeting Date: Will change to Wednesday, November 10 at 4 PM.

B. Collection Development: Kara requested \$2,000 to update adult fiction, exam books, and non-fiction health and travel. MSP Howell, Graber

C. Disposable Masks: Motion to expend \$72.00 on adult masks. MSP Yarborough, Wind

D. Vacuum Cleaner. Motion to expend \$294.95 on a new vacuum cleaner. MSP Wind, Graber

E. Art-y Time Funding: Motion to expend \$165 for art class in November. MSP Jacobs, Yarborough

F. Aprons: Motion to expend \$114.00 on aprons. MSP Graber Yarborough

G. Pumpkin Decorating Contest: Motion to expend \$78.33 on prizes. MSP Howell, Graber

H. Demco Order: Motion to expend \$120.95 on book labels and nametag. MSP Yarborough, Wind

I. ACT Meeting: the first meeting of the year will be held virtually on October 2, 2021.

X. Adjournment: The meeting was adjourned at 5:10PM.

Respectfully submitted,

Sue Jacobs for Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
October 14, 2021**

I. Roll Call - S. Jacobs, J. Yarborough, K. Graber, G. Howell, B. Tamol, K. Stock (Library Director), B. Leary (Town Board Liaison), K. Wind (via phone), Jim Sinner (Lancaster Bee)

II. The meeting was called to Order at 4:05 p.m.

III. The agenda was amended and then approved.MSP - J. Yarborough, K. Graber. Vote unanimous.

IV. The September 9, 2021 meeting minutes were reviewed and approved. MSP - K. Graber, J. Yarborough. Vote - unanimous. The July 8th and August 12th minutes were tabled for approval until next month.

V. Report of the Director -

K. Stock informed the Board that the display panels celebrating the 200th anniversary are up. "Halloween Play" story walk has been set up. Kara attended the Como Park Fall Fest and had over 600 people stop by the library booth. The new book carts, computer chairs, and the tables were received and in use. Michael Green the new PT Librarian has started, he will be starting a teen book club. Meaghan has put together Literacy Kits available in several categories for circulation. Local author Bonnie Parsons will be discussing her memoir at the library on October 20, 2021. The apple scavenger hunt and the Fall Reading Raffle are in full swing.

VI. Public Comment - The Friends report a profit of approximately \$1000 from the most recent Chicken BBQ.

VII. Financial -

A. September Report - Reviewed and approved. MSP - G. Howell, K. Graber. Vote - unanimous

B. CD 028 - Motion to roll over for 12 months at current rate.MSP - B. Tamol, J. Yarborough. Vote - unanimous

C. Motion to deposit \$100 into the petty cash account. MSP - S. Jacobs, J. Yarborough. Vote - unanimous.

D. 2022 Board Budget - Committee of G. Howell, S. Jacobs and J. Yarborough will present a suggested budget at the next Board meeting

E. Blanchett Bequest in the amount of \$10,680.50. Options for the best use of these monies will be looked into and a decision will be made next month.

VIII. Old Business -

A. Building Maintenance Update- The air handler has been repaired. Resolution concerning the elevator by the Town has been reached. Roof repairs will be put out to bid.

B. 200th Anniversary Update - Gala, December 11, 2021 at 7p.m. until 10 p.m. Looking into entertainment for the evening.

C. ACT Meeting Report - The meeting included discussions on innovative ideas used during COVID -19, K. Stone spoke on Construction grants. The implementation of a Friend's Council (Each Friends Group would be represented).

D. Parking Lot Issue - Local Business Owner is using the Library Parking Lot for himself, employees and others. The parking lot is posted for library patrons only. Bob Leary will look into ticketing and or towing options with the Police Chief.

IX. New Business -

A. Motion to spend \$119 for Amazon Prime Renewal. MSP - G. Howell, B. Tamol Vote - unanimous

B. Motion to spend \$35.08 for Picture Book dots. MSP - J. Yarborough, S. Jacobs Vote - unanimous

C. Motion to spend \$7.30 for purchase of ledger. MSP - B. Tamol, G. Howell Vote - unanimous

D. Motion to spend \$11.19 for 2022 Wall Calendar. MSP - J. Yarborough, K. Graber. Vote - unanimous

E. Motion to spend \$13.98 for the purchase of books for Meghan's November Storywalk®. MSP - G. Howell, K. Graber. Vote - unanimous.

F. Motion to spend \$639.92 for the purchase of three (3) Kindle tablets to give as prizes for the Fall Reading Raffle. MSP - J. Yarborough, K. Graber. Vote - unanimous

G. Motion to spend \$36 for the Liquor License (for the Gala). MSP - G. Howell, B. Tamol. Vote – unanimous

H. Motion to spend \$3,940.16 for Library materials. MSP- J. Yarborough, K. Graber. Vote - unanimous.

I. Motion to spend \$341.60 (from Elks donation) for the purchase of crafts for the Children's Party on December 4, 2021. MSP - S. Jacobs, G. Howell. Vote - unanimous.

J. Book Sale Revenue - S. Jacobs will talk to the Civic Club about turning the monies from the book sale over to the Friends Group.

K. Long Range Plan - Ideas for and /or about the long range plan will be discussed at the next meeting.

X. Adjournment - The meeting was adjourned at 5:06 p.m. MSP - J. Yarborough, K. Graber. Vote - unanimous.

Respectfully submitted by,

Barbara Tamol
Board Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
November 10, 2021**

- X. Roll Call - S. Jacobs, G. Howell, K. Graber, J. Yarborough, B. Tamol, D. Stempniak (Friends liaison), B. Leary (Town liaison), K. Stock (Library Director), and K. Wind (via phone)
- XI. The meeting was called to order at 4:01 p.m.
- XII. The agenda was approved as amended. MSP - J. Yarborough, G. Howell. Vote - unanimous.
- XIII. Review of meeting minutes from August 12, 2021, approved, MSP - B. Tamol, K. Graber. Vote - unanimous. Review and amended October 14, 2021 meeting minutes to include guest Jim Sinner (Lancaster Bee) in attendance. MSP - G. Howell, J. Yarborough. Vote - unanimous.
- XIV. Report of the Director - October included a successful book sale, craft kits, the Halloween Spooktacular attended by more than 150 patrons, and local author, Bonnie Parsons. New cards were obtained by 48 children and 25 adults. Sunday hours have started. New Open Meeting Laws; As of November 18th all meeting documentation must be available at least 24 hours prior to the meeting. Proposed meeting minutes must be posted within 2 weeks of the meeting. Zoom meetings must be recorded.
- XV. Public Comment - D. Stempniak informed the board that the Friends will be having two (2) mini book sales instead of the usual one (1). The book sales will be in April and October and will be two (2) days only. Chicken BBQ's are scheduled for May 22, 2022 and July 17, 2022. The Friends annual meeting (election of officers) will be held January 15, 2022 at 2p.m.
- XVI. Financial
 - A. Monthly Report - October was approved. MSP - K. Graber, J. Yarborough. Vote - unanimous.
 - B. Draft of the proposed 2022 Board Budget was presented.
- VIII. Old Business -
 - A. Building Maintenance Update - Heat shields on exterior have been installed. Schindler will be able to start work on the elevator soon.
 - B. 200th Anniversary update - Calls to elected officials for proclamations.
Motion to increase the gala budget from \$3000 to \$6000 was approved.
MSP - K. Graber, J. Yarborough. Vote - unanimous.
 - C. The parking lot issue has been addressed by the Town.
 - D. Money from the book sale was turned over to the Friends.
 - E. Long Range Plan-
 - 1. Evaluation of current goals and a draft of future goals will be considered in the revised version of long range goals.

2. A revised draft of the patron survey will be e-mailed to the board for approval. It will be available on Facebook, the Library website and on paper.
3. Librarians wish list - Some ideas are promotional magnets and/or pens, more literacy kits, Little Free Library sites containing donated books, a seed library in conjunction with gardening programming, paint interior walls, new murals and/or decals for Children's section, VHS conversion station.

IX. New Business -

- A. 2022 Holiday Close Dates - Follow schedule set by Central Library with Exceptions of 12/24/2022 and 12/31/2022 when the Lancaster Public Library will be open 10 am - 3pm. MSP - K. Graber, J. Yarborough. Vote - unanimous.
- B. Approval for the purchase of one (1) cord of firewood. MSP - K. Graber, J. Yarborough. Vote - unanimous
- C. Motion to spend \$245.01 from the Elks donation for craft supplies. MSP - K. Graber, G. Howell. Vote - unanimous.
- D. Motion to purchase 44 acrylic easels at a cost of \$322.88, MSP -S. Jacobs, G. Howell. Vote - unanimous.
- E. Motion to spend \$11.98 on two (2) books for the Storywalk®. MSP - J. Yarborough, K. Graber. Vote - unanimous.
- F. Staff room renovation - Update the electrical appliances, flooring, etc. A more detailed plan will be presented at a future date.
- G. 2022 Slate of Officers - Current slate is eligible and agreeable to remaining in office. Vote will be at the next meeting.

X. The meeting was adjourned at 5:20 p.m. MSP- G. Howell, K. Graber. Vote -

Unanimous.

Respectfully submitted by,

Barbara J Tamol

Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
December 9, 2021**

I. Roll Call - B. Tamol, S. Jacobs, J. Yarborough, K. Wind, K. Graber, G. Howell, K. Stock (library director), D. Stempniak (Friends liaison), B. Leary (Town liaison) and A. Martin (Trustee Emeritus)

II. The meeting was called to order at 4:08 p.m.

III. The meeting agenda was approved as amended. MSP- Howell, Graber. Vote - Unanimous.

IV. Approval of meeting minutes for November 10, 2021. MSP - Graber, Wind. Vote- unanimous.
Approval of meeting minutes for July 2021. MSP - Yarborough, Graber. Vote - Unanimous.

V. Kara informed the board that over 200 guests attended the Children's Party celebrating the 200th Anniversary on December 4, 2021. There were 124 submissions of reading logs entered to win in the three age groups, children, teens and adults, winners to be announced at the Gala on Saturday.

VI. D. Stempniak informed the board that the Friends annual meeting will be held on January 13, 2022 at 2:00 p.m.

VII. Financial Reports -

A. The November financial report was approved. MSP - Howell, Yarborough. Vote -unanimous.

VIII. Old Business

A. B. Leary informed the board that circuitry and electrical on the elevator is scheduled to be addressed.

B. The 200th Anniversary Gala is all set to go! Saturday, December 11, 2021.

C. The Long Range Plan was approved. MSP - Graber, Tamol. Vote - unanimous.

D. The slate of officers that will be put forth in January is:

President - Sue Jacobs

Vice President - Ken Graber

Secretary - Barbara Tamol

Treasurer - Jan Yarborough

E. Staff Room Reno Ideas - K. Stock will talk to Michelle (town) to ask what needs to be done to proceed with the renovation. Staff ideas include storage, lighting, new furniture and appliances.

IX. New Business

A. Motion to allot \$5000 towards the 2022 Program Budget approved. MSP - Tamol, Jacobs. Vote - unanimous

B. Motion to spend \$239.76 on READ Posters approved. MSP- Jacobs, Wind. Vote -unanimous

C. Motion to spend \$362.95 to purchase prizes for the Winter Reading Logs approved. MSP - Jacobs, Yarborough. Vote - unanimous.

D. Motion to spend \$316.16 for STEM Explorers Program materials approved. MSP -

Howell, Graber. Vote - unanimous.

E. Motion to spend \$177.86 to purchase aprons approved. MSP - Graber, Yarborough. Vote - unanimous

F. Motion to spend \$66.00 for Volunteer gifts approved. MSP Yarborough, Wind. Vote- unanimous

G. Little Libraries - The library board will work with the Lancaster Rotary Club to set up and stock the little library sites.

X. The meeting was adjourned at 5:05 p.m. MSP Graber, Yarborough. Vote - unanimous.

Respectfully submitted by,
Barbara Tamol
Secretary