

Lancaster Board of Trustees Agendas 2022

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**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda - Zoom
Thursday, January 13, 2022
4:00PM**

This meeting will be held on Zoom. Call (929) 205-6099. Meeting ID: 613 774 4639. Passcode: 052769

- 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 9, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. December Report
 - B. CDs: #045 matures 1/24/22; #041 matures 1/28/22
 - C. Petty Cash Increase - \$150
 - D. Anniversary Accounting – Receipts and Expenses
 - E. 2022 Budget - VOTE
- VIII. Old Business
 - A. Building Maintenance Update – Staff Room Renovations
 - B. 200th Anniversary Evaluation
 - C. Election of Officers
 - President – S. Jacobs
 - Vice President – K. Graber
 - Secretary – B. Tamol
 - Treasurer – J. Yarborough
 - D. Little Libraries Project
 - E. Volunteer Gifts – Increased Cost
- IX. New Business
 - A. Time Capsule
 - B. Contract Extension - FYI
 - C. Personnel Policies, Resolution #2022-1; Sexual Harassment changes - VOTE
 - D. Schedule of Policy Reviews for 2022
 - E. Survey Results
 - F. Annual Budget for Craft Supplies - \$2,000
 - G. Frame for Lego Wall - \$360.54
 - H. Children’s Literacy Area - \$378.28
 - I. Sunday Invoice for Friends - \$4,241.79 (for 15 Sundays in 2021)
- X. Adjournment

Next Meeting: THURSDAY, FEBRUARY 10, 2022 – 4:00PM

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda - Zoom
Thursday, February 10, 2022
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 13, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. January Report
 - B. CDs: #045 matured 1/24/22; #041 matured 1/28/22
 - C. Payroll Report
 - D. Return-to-System Report
 - E. Projected Program Budget for 2022
 - F. ACT Dues - \$20
- VIII. Old Business
 - A. Building Maintenance Update – Staff Room Renovations
 - B. Little Libraries Project
 - C. Time Capsule Project
 - D. Director’s Performance Evaluation
 - E. LEGO Frame – Cost Increase
- IX. New Business
 - A. Senator Gallivan Meeting; Assemblywoman Wallace Meeting
 - B. Telecommuting Policy (Personnel)
 - C. Promotional Brochure
 - D. Meeting with Mayor Ruda
 - E. Air Purifiers - \$1,000
 - F. PVT Invoice - \$2,594.41
 - G. Literacy Kit – Numbers - \$154.63
 - H. StoryWalk Books - \$17.44
 - I. Collection Development - \$5,000
 - J. Magnets - \$190
 - K. Pens - \$346.95
 - L. Seed Library - \$47.98
 - M. Scavenger Hunt – 4 gift cards to Early Bird Bakery - \$40
- X. Adjournment

Next Meeting: THURSDAY, MARCH 10, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 10, 2022
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 10, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. February Report
 - B. CDs: #2404-matures 3/22/22; #042 matures 4/6/22
(Consider cashing in one or both for remodel.)
 - C. Return-to-System - VOTE
 - D. Town Budget
 - E. Monica Wallace Grant received - VOTE
 - F. Annual Sales Tax Payment – VOTE
- VIII. Old Business
 - A. Building Maintenance Update – Staff Room Renovations
 - B. Little Libraries Project
 - C. Time Capsule Project
 - D. Gallivan/Wallace Meetings
 - E. Mask Update – Optional for staff, patrons, including children
- IX. New Business
 - A. Annual Report 2021
 - B. Volunteer Gifts - \$50.39
 - C. Tote Bags - \$37.15
 - D. Stampers - \$97.35
 - E. Yard Games - \$167.05
- X. Adjournment

Next Meeting: THURSDAY, APRIL 14, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, April 14, 2022
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 10, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. February Report
 - B. CDs: #042 matured 4/6/22
 - C. Replenish Petty Cash
 - D. Craft Budget Update
- VIII. Old Business
 - A. Building Maintenance Update – Staff Room Renovations
 - B. Little Free Libraries Project
 - C. Time Capsule Project Update
 - D. Book Sale Report
- IX. New Business
 - A. ACT Meeting Presentation – May 7, 2022
 - B. Fine Elimination Policy
 - C. Staffing Updates: PT Page – Lisa Friol; Sr. Page – Paula Nelson
 - D. 2021 State Report: Resolution 2022-1 – VOTE
 - E. New System Liaison – Michael Amadeo
 - F. Summer Reading Program, “Oceans of Possibilities” - \$650
Summer Kick-Off Party – Thursday, June 30 at 11AM
 - G. Photo Printer and Paper - \$172.94
 - H. Battle of the Books – Buzzers \$128.85
 - I. Phone Battery Replacement - \$7.90
 - J. Contact Paper for Seed Library - \$16.99
- X. Adjournment

Next Meeting: THURSDAY, MAY 12, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, May 12, 2022
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 14, 2022

V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

A. April Report

B. CDs: #046 matures 5/24/22; #2355 matures 5/29/22

C. Quarterly Program Projection

VIII. Old Business

A. Building Maintenance Update – Staff Room Renovations

B. Little Free Libraries Project

C. ACT Meeting Report

D. Elevator - Change Orders

IX. New Business

A. Purchase of water container, storage cubicles - \$356

B. Demco: book repair, spine label, book jacket covers, name badges - \$174.97

C. Summer Reading Program prizes - \$493.76

D. Two croquet sets - \$99.98

X. Adjournment

Next Meeting: THURSDAY, JUNE 9, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, June 9, 2022
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 12, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. May Report
 - B. CDs: #046, #2355; #040 matures 6/28/22
 - C. System Paid Analysis
 - D. Amended System Budget
 - E. Replenish Petty Cash
 - F. Town Budget
- VIII. Old Business
 - Building Maintenance Update – Staff Room Renovations
- IX. New Business
 - A. Procurement Policy Review
 - B. Juneteenth Holiday – June 20
 - C. Mileage Reimbursement
 - D. Event Tablecloth - \$178.19
 - E. American Flag - \$20.58
 - F. 2 Laptop Stands - \$37.98
 - G. 5 Fishing Pole Bags- \$109.95
- X. Adjournment

Next Meeting: THURSDAY, JULY 14, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 14, 2022
4:00PM**

- I. Roll Call – Guest: Michael Amodeo, Esq., System Liaison to LPL
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of June 9, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. June Report
 - B. CDs: #178 Matures August 3, 2022
 - C. Craft Budget Update
- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - B. Little Free Libraries
- IX. New Business
 - A. Scheduling Director John Spears’ Visit
 - B. 2022 Contract Approval – VOTE
 - C. Budget for Battle of the Books Party - \$150
 - D. Literacy Kits (Handwriting, Phonics) - \$422.80
 - E. USPS Stamps - \$58.00
 - F. Bicycle Pump - \$658.99
 - G. DVD Repair Kit - \$49.99
 - H. Seed Envelopes - \$41.97
 - I. Private Materials Invoice - \$879.15
 - J. Facilities Improvement Initiative - \$2,385.54 (25% of total expenditure)
- X. Adjournment

Next Meeting: THURSDAY, AUGUST 11, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, August 11, 2022
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 14, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. July Report
 - B. CDs: #178 Update
 - C. Program Projections
- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - B. Little Free Libraries
- IX. New Business
 - A. Policy Review: Petty Cash
 - B. Purchase Headphones - \$120.00
 - C. Purchase materials for Butterfly and Gardening Kits - \$116.84
 - D. Purchase Door Counter
- X. Adjournment

Next Meeting: THURSDAY, SEPTEMBER 8, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, September 8, 2022
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 11, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. August Report
 - B. CD #1283 matures 9/30/22; #7632 matures 10/9/22
 - C. Town Quarterly Budget
 - D. Mileage Reimbursements
 - E. Bequest from estate of Beverly Panten
- VIII. Old Business
 - Building Maintenance Update
 - 1. Staff Room Renovation; report from Ed Schiller
 - 2. Elevator
 - 3. Air conditioning/furnace – Community Room
- IX. New Business
 - A. Display Case - \$127.85
 - B. Pumpkin Decorating Prizes – \$132.25
 - C. Halloween Party Materials - \$301.32
 - D. Door Counter - \$167.94
- X. Adjournment

Next Meeting: THURSDAY, OCTOBER 13, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, October 13, 2022
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 8, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. September Report
 - B. CDs #1283, #7632
 - C. Petty Cash Replenishment - \$150
 - D. System Paid Budget Analysis
 - E. Renewal of Amazon Prime Membership - \$139
 - F. Craft Budget – Quarterly Update
- VIII. Old Business
 - Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - 3. Air conditioning/furnace – Community Room
 - 4. Parking Lot and Sidewalk
- IX. New Business
 - A. ACT – Donation to Grand Island Library in memory of Richard Earne
 - B. Claim Audit Policy
 - C. Trustee Education Policy
 - D. Webinar on Parliamentary Procedure
 - E. Narcan Use
 - F. 2023 Calendar – Holiday Schedule
 - G. Sustainable Libraries Initiative \$350 for certification
 - H. Wire easels - \$704.07 for 14 12-packs
 - I. Volunteer Holiday Gifts - \$83.89
 - J. Amazon order (dot stickers, magnets, calendar, light filters) - \$68.96
 - K. Private Library Materials Invoice - \$2,489.38
- X. Adjournment

Next Meeting: THURSDAY, NOVEMBER 10, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, November 10, 2022
4:15PM**

- 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 13, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. October Report
 - B. Audit Report
 - C. Program Projection Quarterly Report
 - D. Mileage Reimbursement
- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - 3. Air conditioning/furnace – Community Room
 - 4. Parking Lot Sealing
 - B. Webinar on Parliamentary Procedure
- IX. New Business
 - A. Holiday Party for staff, volunteers and Friends
 - B. Nomination of Officers for 2023
 - C. New Meeting Time – VOTE
 - D. Rules of Conduct Policy
 - E. Advocacy Meetings: Gallivan and Wallace
 - F. Winter Raffle Prizes - \$245.81
 - G. Winter Reading Log Prizes - \$451.80
 - H. 2023 Program Budget Request - \$8,000
- X. Adjournment

Next Meeting: THURSDAY, DECEMBER 8, 2022 – 4:15PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, December 8, 2022
4:15PM**

- 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 10, 2022
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. November Report
 - B. Audit Report
 - C. CD#045, matures 1/24/23
 - D. Town Budget – Quarterly Report
 - E. Holiday Party Budget

- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - 3. Community Room Furnace
 - 4. Staff Room Heater
 - 5. Roof Leaks
 - 6. Gutter Icers
 - B. Nominations for Officers -2023 – VOTE
 - C. Rules of Conduct Policy – VOTE
 - D. Advocacy Meetings
 - 1) Assemblywoman Wallace – Friday, Dec. 2
 - 2) Senator Gallivan – Friday, Dec. 9

- IX. New Business
 - A. Sustainable Libraries Initiative Policy Review
 - B. 2023 Craft Budget Request - \$2,500
 - C. 2023 Policy Review Schedule
 - D. Beverly Panton Bequest Suggestions – Music Purchases - \$3,000
 - E. Break Room Table and 4 Chairs - \$645.90
 - F. Book Labels - \$204.82
 - G. Taproot - \$60.00
 - H. Seed Library Hubs - \$29.98
 - I. CD Case - \$3,299

- X. Adjournment

Next Meeting: THURSDAY, JANUARY 12, 2023 – 4:15PM