

# Lancaster Board of Trustees Agendas 2023

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**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, January 12, 2023  
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 December 8, 2022
- V. Report of the Director
  
- VI. Public Comment
  
- VII. Monthly Financial Report
  - A. December Report
  - B. Audit Report
  - C. CD#045, matures 1/24/23
  - D. Mileage Reimbursement
  - E. 2023 Board Budget
  - F. Craft Budget Report – Oct.-Dec. 2022
  
- VIII. Old Business
  - A. Building Maintenance Update
    - 1. Staff Room Renovation
    - 2. Elevator
    - 3. Community Room Furnace
    - 4. Staff Room Heater Replacement
  - B. Nominations for Officers -2023 – VOTE
  - C. Sustainable Libraries Policy Review - VOTE
  
- IX. New Business
  - A. Annual Disclosure Statements
  - B. ACT Meeting: 1/23/23
  - C. Trustee Training
  - D. Contract Extension – Information Only
  - E. Display Case Policy Review
  - F. B&ECPL Sunday Payment: \$9,599.97
  - G. Collection Development: Vox Books, Adult Large Print - \$5,000
  - H. Wish List Items:
    - 1. Empire Pass - \$80
    - 2. Citizen Science Kits - \$1,001.88
    - 3. Storytime Instruments: \$819.17
    - 4. Battery Recycling - \$65.00
    - 5. Garden Tools - \$520.84
    - 6. Snowblower - \$1,769.00
  
- X. Adjournment

**Next Meeting: Thursday, February 9, 2023 – 4:15PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, February 9, 2023  
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 January 12, 2023
- V. Report of the Director
  
- VI. Public Comment
  
- VII. Monthly Financial Report
  - A. January Report
  - B. Audit Report
  - C. Disposition and Replacement of the old CD#045
  - D. Replenish Petty Cash
  - E. Program Projections
  
- VIII. Old Business
  - A. Building Maintenance Updates
    - i. Staff Room Improvements and Renovation
    - ii. Elevator
    - iii. Furnace Repair Status
  - B. Review of ACT Meeting January 23, 2023
  - C. ACT - Special Delegate
  - D. Director Evaluation
  - E. Contract Extension
  - F. Garden Tools
  
- IX. New Business
  - A. Trivia Contest
  - B. Policy Review - Procurement Policy
  - C. Act Dues
  - D. Return to System Payment
  - E. Private library Material Invoice - \$1,322.43
  - F. Sidewalk Sign - \$298.30
  - G. March Scavenger Hunt Prizes - \$124.97
  - H. Summer Reading Program Request - \$549.76
  - I. Seed Library - \$31.95
  
- X. Adjournment

Next Meeting: Thursday, March 9, 2023

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, March 16, 2023  
4:15 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 February 9, 2023
- V. Report of the Director
  
- VI. Public Comment
  
- VII. Monthly Financial Report
  - A. February Report
  - B. Audit Report
  - C. Town Budget
  
- VIII. Old Business
  - A. Building Maintenance Updates
    - 1. Staff Room
    - 2. Elevator
  - B. Return to System Payment - \$4,562.56
  - C. Summer Reading Program - \$15.00 increase in cost of costume
  
- IX. New Business
  - A. Bulletin Board Policy
  - B. NYS Sales Tax Payment - \$265.09
  - C. Re-order Checks - \$18.25
  - D. Volunteer Gifts - \$50.87
  - E. New Printer for Director's Office - \$663.00
  - F. Plantstand for family garden - \$29.99
  
- X. Adjournment

Next Meeting, April 13, 2023, at 4:15 PM

**Lancaster Public Library**  
**Board of Trustees**  
**Proposed Meeting Agenda**  
**Thursday, April 13, 2023**  
**4:15 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 March 9, 2023

V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

D. March Report

E. Audit Report

F. Craft Budget

G. Elks Grant Audit

VIII. Old Business

D. Building Maintenance Updates

E. Plant Stand – Approve \$3.00 increase.

IX. New Business

G. NYS Report for 2022

H. Annual Report to the Community

I. Programming Budget

J. Summer Programing Request

K. Comic Festival Request

L. Purchase two Card Tables

X. Adjournment

Next Meeting, May 11, 2023, at 4:15 PM

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, May 11, 2023  
4:15 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 April 13, 2023
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- H. April Report
- I. Audit Report
- J. CD 46 Matures 5/24/2023
- K. CD 2355 Matures 5/29/2023

VIII. Old Business

- F. Building Maintenance Updates
  - 3. Staff Room

IX. New Business

- M. ACT Meeting, Saturday, May 20
- N. Site Management Plan
- O. Policy Review – Public Relations Policy
- P. Patron Survey for Summer 2023
- Q. Outdoor Recycle Bins \$2,471.64
- R. Outdoor Benches \$1,779.73
- S. New book truck and 10 panel displays \$1,084.41
- T. Rugs (2) for children’s play area \$1,074.06

X. Adjournment

Next Meeting, June 8, 2023, at 4:15 PM

**Lancaster Public Library**  
**Board of Trustees**  
**Proposed Meeting Agenda**  
**Thursday, June 8, 2023**  
**4:15 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 May 11, 2023

V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

A. May Financial Report

B. Audit Report

C. Petty Cash

D. Town Budget Report

E. Credit Card Request

F. Disposition of CD 46 and CD 2355 and CD offer from Bank on Buffalo

VIII. Old Business

A. ACT Meeting Report

IX. New Business

A. Mileage Reimbursements

B. Youth Bureau Crafts

C. Frosty's Coupon Donation and Giveaway

D. Compost Management Equipment

E. Garden Materials

F. Reusable Vinyl Tablecloths

G. Steam Materials

X. Adjournment

Next Meeting, July 13, 2023, 4:15 PM

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, July 13, 2023  
4:15 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the June 8, 2023 meeting minutes
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Reports

- A. June Financial Report
- B. Disposition of CDs 046 and 2355
- C. Disposition of CDs 043 and 178
- D. System Paid Budget Analysis E. Craft Budget

VIII. Old Business

- A. Credit Card Policy
- B. Elevator Rug \$47.35
- C. Parking Lot Update

IX. New Business

- A. Contract Approval
- B. Battle of the Books Party Expense \$150.00
- C. Rest Room Keys \$79.76
- D. Private Library Materials Invoice \$4,061.11
- E. Accessibility Kits \$3,543.47
- F. Mission Ignite Tech 360
- G. Digital Literacy (Play Down Your Fines Program)

- XI. Adjournment Next Meeting, August 10,
- XII. 2023, at 4:15 PM



**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, August 10, 2023  
4:15 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the July 13 meeting minutes
- V. Report of the Director
  
- VI. Public Comment
  
- VII. Monthly Financial Reports
  - A. June Financial Report
    - a. Transfer of CDs to Bank on Buffalo at 4%
  - B. Audit Report
  - C. Programming Budget – Quarterly update
  
- VIII. Old Business
  - A. Credit Card Interest Rates
  
- IX. New Business
  - A. Building Maintenance Updates
    - 1. Lighting
    - 2. Panic Button
    - 3. Cintas
  - B. By-Laws & Conflict of Interest Policy (review)
  - C. Waiver Form for Accessibility Kits
  - D. Survey Results
  - E. Mileage Payments - \$22.38
  - F. Filters for Air Purifiers
  - G. Additional Card Table for Mahjong Club - \$47.38
  
- X. Adjournment Next Meeting, September 14, 2023, at 4:15 PM

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, September 14, 2023  
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 August 10, 2023
- V. Report of the Director

VI. Public Comment

- VII. Monthly Financial Report
  - A. August Financial Report
  - B. Audit Report
  - C. Town Budget Report
  - D. Credit Card

- VIII. Old Business
  - A. Building Maintenance
    - 1. Panic Buttons
    - 2. Parking Lot Entrance
  - B. By-laws and Conflict of Interest Policy - review

- IX. New Business
  - A. James Stelzle
  - B. Prizes for Pumpkin Contest - \$100
  - C. Halloween Party Request - \$362.81
  - D. Teen Book Boxes Request - \$300
  - E. Battery Box - \$71.95
  - F. 2024 Calendar - \$16.25

X. Adjournment

Next Meeting, October 12, 2023, 4:00 PM

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, October 12, 2023  
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 September meeting minutes
- V. Report of the Director
  
- VI. Public Comment
  
- VII. Monthly Financial Reports
  - A. September Financial Report
  - B. Audit Report
  - C. Petty Cash
  - D. Craft Budget Report
  
- VIII. Old Business
  - A. Building Maintenance
    - 1. Panic Buttons
    - 2. Parking Lot Repair
  - B. Book Donations
  
- IX. New Business
  - A. Investment Policy Review
  - B. Renew Amazon Prime
  - C. Purchase CD Player \$29.95
  - D. Purchase Citizen Science Kits \$139.88
  - E. Celebrate One Year Sustainable Library \$100.00
  - F. Purchase Holiday Volunteer Gifts \$133.63
  - G. Purchase Book Drop Bin
  - H. Purchase two economy folding tables
  - I. Purchase Hand Truck \$159.99
  
- X. Adjournment

Next Meeting, November 9, 2023 at 4:00 PM

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, November 9, 2023  
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 October 12, 2023
- V. Report of the Director
  
- VI. Public Comment
  
- VII. Monthly Financial Report
  - A. October Financial Report
  - B. Audit Report
  - C. Programming Budget Report
  
- VIII. Old Business
  - A. Investment Policy (review)
  
- IX.]New Business
  - A. ACT Meeting, Saturday, 11/18/23, 9:00 AM to 11:30 AM, Frank E. Merriweather, Jr. Branch Library, 1324 Jefferson Ave., Buffalo, 14208
  - B. 2023 Slate of Officers (discussion)
  - C. DEI (Diversity, Equity, and Inclusion) Policy (new)
  - D. Holiday Party
  - E. Mileage Payments
  - F. Refrigerator for Breakroom - \$815.98
  - G. Paint for Breakroom - \$98.98
  - H. PVT Library Materials Invoice - \$622.89
  - I. Demco Order - \$401.64
  - J. Winter Raffle Prizes
  - K. Winter Reading Log Prizes
  - L. 2024 Program Budget Request
  - M. 2024 Craft Budget Request
  
- IX. Adjournment

Next Meeting, December 14, 2023, 4:00 PM

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, December 14, 2023  
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 October 12, 2023 and November 9, 2023
- V. Report of the Director
  
- VI. Public Comment
  
- VII. Monthly Financial Report
  - A. November Financial Report
  - B. Audit Report
  - C. Replenish Petty Cash
  - D. Town Budget Report
  - E. 2024 Board Budget
  
- VIII. Old Business
  - A. DEI Policy
  - B. Slate of Officers – nominations
  - C. Advocacy Meetings
  - D. ACT Meeting
  
- IX. New Business
  - A. 2023 Trustee Training
  - B. Emergency Plan (review)
  - C. 2024 Adult Reading Challenge
  - D. Empire Pass - \$70
  - E. LEGO Boards - \$26.99
  - F. AED Wall Mount Cabinet - \$134.69
  - G. Seed Envelopes - \$69.95
  - H. Firewood - \$200
  - I. Leaf Blower - \$549.99
  - J. Vacuum - \$319.00
  - K. Snow Pusher – \$66.25
  
- X. Adjournment

Next Meeting, January 11, 2024, 4:00 PM