

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 Microcluster 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. 200<sup>th</sup> 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