

Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, October 13, 2022

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, K. Graber, G. Howell, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison).
- II. The meeting was called to order at 4:04 p.m.
- III. The agenda was approved as submitted. MSP - Howell, Yarborough. Vote - unanimous
- IV. The September meeting minutes were reviewed and approved. MSP - Tamol, Graber. Vote - unanimous
- V. Kara informed the board that outreach to the community involved a booth visited by 216 residents at the Como Park Fall Fest booth. A new bicycle pump has been installed in the parking lot. Eighty five (85) new library cards were distributed.
- VI. The Book Fair sponsored by the Ladies Civic Club is this upcoming weekend.
- VII. Monthly Financial Reports
  - A. The September report was reviewed and approved. MSP - Graber, Yarborough. Vote - unanimous.
  - B. CD's #1283 and #7632 have been renewed for 18 months @ 2.05%
  - C. Petty Cash was replenished in the amount of \$200. MSP - Graber, Yarborough. Vote - unanimous
  - D. The board was given a copy of the System Paid Analysis Quarterly Report.
  - E. The board approved the expenditure of \$139 for the renewal of Amazon Prime Membership. MSP - Yarborough, Howell. Vote - unanimous
  - F. The board was provided with a copy of the Quarterly Craft Budget.
- VIII. Old Business
  - A. The staff room renovation has gone out for bid.
  - B. Waiting for the elevator controller parts. Work to be completed upon receiving the Parts.
  - C. Waiting for parts for ac/furnace. Work to be completed upon receiving the parts.
  - D. The sidewalk is completed, parking lot to be completed upon receiving permit.
- IX. New Business
  - A. Motion to donate \$250 in memory of Richard Earne to the Grand Island Library. MSP - Jacobs, Graber
  - B. The Claim Audit Policy was amended and adopted. MSP - Yarborough, Wind. Vote - unanimous
  - C. Trustee Education Policy - Starting 01/01/2023 each trustee will be required to Have 2 hours of continued learning annually.
  - D. Webinar on Parliamentary Procedure is on 10/27/2022.
  - E. Motion to participate in the Erie County NARCAN program, parts 1 and 2. Part 1 is wall units containing free narcan (supplied by Erie County), Part 2 is to train staff how to administer narcan. MSP - Graber, Yarborough. Vote - unanimous

- F. A copy of the 2023 Holiday schedule was submitted to the board for approval.  
MSP - Howell, Yarborough. Vote - unanimous
- G. The board approved \$350 for certification by the Sustainable Libraries Initiative.  
MSP - Yarborough, Jacobs. Vote - unanimous
- H. The board approved the expenditure of \$704.07 for 14 (12 packs) of wire easels.  
MSP - Wind, Graber. Vote - unanimous
- I. Approval of \$83.89 for 6 Volunteer holiday gifts. MSP - Howell, Graber  
Vote - unanimous.
- J. Approval of expenditure of \$68.96 for misc. Amazon order. MSP - Jacobs,  
Tamol. Vote - unanimous
- K. Approval of the expenditure of \$2,489.38 to pay the Private Library Materials  
Invoice. MSP - Howell, Graber. Vote - unanimous
- X. The meeting was adjourned at 5:02 p.m. MSP - Yarborough, Howell. Vote unanimous

Respectfully submitted by,  
Barbara J. Tamol  
Secretary