

Lancaster Public Library  
Board of Trustees  
Virtual Meeting Minutes  
Thursday, October 8., 2020  
4:00PM

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 4:02PM.

III. Approval of and/or changes to the Agenda: Kara added Private Purchases under New Business; Gary added New CD under Financial Report and Central's Five-Year Plan under New Business. Amended agenda approved. MSP Yarborough, Graber; unanimous

IV. Review and Approval of the September 10, 2020 Meeting Minutes: MSP Howell, Wind, unanimous.

V. Report of the Director: Hours were increased in September from 32 to 55 and moved from five to six days a week. Five staff members are working, some with reduced hours. New library card sign-ups totaled 21 (children). In September, Meg held "Talk Like a Pirate" Day, and 15 children picked up crafts to do with her online. Fall programming includes online reading log; story walk; pumpkin scavenger hunt; virtual story time; and a take-home craft by the Lancaster Youth Bureau. The staff viewed a webinar on patrons and masks. One problem is requests for extensive help with computers, so pointer sticks were purchased. Another concern is the potential for staff to test positive for COVID. Kara is going to bring in other part-time staff to prepare for that situation. A recent Lancaster Sun article featured the library's focus on remote learning in the schools and the library's ability to help. Stats are going in the right direction: circulation and WiFi numbers are up, and there were 18,000 views on virtual programming.

VI. Financial Statement:

A. The September financial report was approved. MSP Graber, Yarborough, unanimous.

B. CD #1283 was renewed at .28% for one year.

C. Town Budget for 2020-21 saw an initial cut of 10%, but that cut increased. Our budget has gone from \$26,000 to \$9,800.

D. The petty cash account was replenished with \$150,00. MSP Howell, Graber, unanimous.

E. Gary suggested that we establish a new \$20,000 CD at Bank on Buffalo for 12 months at .28%. MSP Howell, Graber, unanimous

VII. Public Comment/Friends' Report: Donna Stempniak reported that the Friends Group did not meet this month, as there is no business to conduct.

## VIII. Old Business

- A. Extended Hours Update: Saturdays and evenings have been quiet, but are getting busier.
- B. Restroom Update and Photo Tour: Photos were included in the packet; the project was completed very satisfactorily. Kara has to submit the final report.
- C. Lost and Found Policy: The policy was approved. MSP Jacobs, Yarborough, unanimous.
- D. Air Filtration. The Town said it would not support an upgrade. Josh said we use good filters from the county. Sue suggested opening windows occasionally and briefly to bring in fresh air.

## IX. New Business

- A. Board Budget for Donated Funds: the board is asked to look over figures submitted by Sue and Gary. We will discuss at the next meeting.
- B. Ethics Policy: This is a new policy submitted by the Central Library. We will hold a vote on it in November.
- C. Amazon Prime Account: Kara recommends the annual renewal of this at \$119. MSP Jacobs, Wind, unanimous.
- D. Checks for Bank on Buffalo account: We are on our last book of checks. Kara will check with the bank to see if we can get new checks free.
- E. Laminating sheets: They can be purchased for \$32.49 per pack. Move to purchase two for \$65. MSP Yarborough, Graber, unanimous.
- F. Book Club Request: a book club that previously met in the library has requested to resume doing so. After discussion it was determined that this would not be a good idea at this time. There is no place for their numbers to meet and maintain social distance. Additionally, if one group is allowed to meet, others will also want to. We need to wait until the ban on on-site programming is lifted.
- G. Memorials for Mary Terranova: \$900 has come in so far. Mary's daughter called to request that the money be used for books/subjects her parents favored: children books, gardening, sewing, sailing. Kara will contact the family again.
- H. Private Purchases: Memorial materials purchased through Central to be paid by local funds total \$89.38. MSP Howell, Yarborough, unanimous.
- I. Central Five-Year Plan: Gary has volunteered to represent and advocate for contract trustees on this committee. The plan needs to be completed by October 1, 2021. Gary noted that our by-laws and long-range plan should be on our website, as ours are.

X. Adjournment: The meeting was adjourned in memory of Mary Terranova. MSP Jacobs, Yarborough.

Respectfully submitted,  
Sue Jacobs for Barbara Tamol, Secretary