

Lancaster Public Library
Board of Trustees
Meeting Minutes
February 10, 2022

Meeting via Zoom

Meeting ID # 613 774 4639

- I. Roll Call - B. Tamol, S. Jacobs, J. Yarborough, K. Wind, K. Graber, K. Stock(Library Director), D. Stempniak (Friends liaison), B. Leary (Town liaison)
- II. The meeting was called to order at 4:04 p.m.
- III. The agenda was approved as amended. MSP - K. Graber, J. Yarborough. Vote - unanimous.
- IV. The January 13,2022 meeting minutes were approved. MSP - S. Jacobs, J. Yarborough. Vote - unanimous
- V. Kara informed the Board that a number of programs will be returning, i.e. The Family Literacy Program, Music with Mar and Yoga with Donna. Kara, Meghan and John are holding monthly meetings to brainstorm and address any issues.
- VI. Donna informed the Board that the Friends Group is continuing with plans for several fundraisers, including a mini book sale on April 2nd and 3rd, and Chicken BBQs on May 22nd and July 17th. Membership renewal letters will be going out at the March meeting.
- VII. Financial Reports
 - A. The January Financial Report was approved. MSP K. Graber, S. Jacobs. Vote - unanimous.
 - B. CDs #041 and #045 were combined for a total of \$28,152.07 at maturity and reinvested in a new CD. CD#2404 matures on March 22,2022 and CD #042 matures on April 6,2022.
 - C. The Board was given a copy of the Payroll Report.
 - D. Return to System invoice had not yet been received. Will be addressed at the March meeting.
 - E. The Board received a copy of the projected Programming Budget for 2022.
 - F. Approval to pay the ACT dues in the amount of \$20.00. MSP - S. Jacobs, B. Tamol. Vote - unanimous
- VIII. Old Business -
 - A. Building Maintenance Update - Michelle and Carmen from the Town will contact MGR Construction about the Staff Room Renovation.
 - B. Little Libraries Project - The Rotary Club is hoping to install 2 (two) kiosks in the Spring, the Lancaster Library would supply the books.
 - C. The Time Capsule Project has shown a great deal of interest and feedback. Will discuss more when the list of items has been decided.
 - D. The Director's Evaluation was corrected and approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous. THANK YOU KARA!
 - E. The cost increase of \$21.90 for the LEGO frame was approved. MSP -

- K. Graber, J. Yarborough. Vote - unanimous
- IX. New Business -
- A. Assemblyman Monica Wallace met with representatives from Libraries.
 - B. Telecommuting Policy (Personnel) was adopted. MSP - K. Graber B. Tamol. Vote - unanimous
 - C. Promotional Brochures to be supplied to schools.
 - D. Mayor Ruda and Kara met to talk about a collaboration between the Village and the Library. Ideas included a “Meet the Mayor” program, An area in the library for local construction projects and the Lancaster Library scavenger hunt.
 - E. Approval to spend up to \$1000 for the purchase of 3 (three) air purifiers. MSP - J.Yarborough, K. Graber. Vote - unanimous
 - F. Approval to pay the PVT invoice in the amount of \$2,594.41. MSP - S. Jacobs, J.Yarborough. Vote - unanimous
 - G. Approval to expend \$154.63 for Numbers Literacy Kits. MSP - K. Graber, S. Jacobs. Vote - unanimous
 - H. Approval of \$17.44 for the purchase of Storywalk Books. MSP - B. Tamol, S. Jacobs. Vote - unanimous
 - I. Approval for the expenditure of \$5000 for Collection Development. MSP - J. Yarborough, K. Graber. Vote - unanimous
 - J. Approval of purchase in the amount of \$201.70 for promotional magnets. MSP - B. Tamol, J. Yarborough. Vote - unanimous
 - K. Approval of purchase in the amount of \$387.90 for promotional pens. MSP - K. Graber, J. Yarborough. Vote - unanimous
 - L. Approval to fund the Seed Library at a cost of \$47.98. MSP - S. Jacobs, J. Yarborough. Vote - unanimous
 - M. Approval of the purchase of 4 (four) \$10 gift cards to Early Bird Bakery For the Leprechaun Scavenger Hunt prizes. MSP - K.Graber, S. Jacobs. Vote - unanimous
 - N. Mask mandate has been lifted in Erie County. Schools are still requiring Masks. Staff, volunteers and children attending programming will continue To wear masks.
- X. Meeting adjourned at 5:02 p.m. MSP - B. Tamol, K. Graber. Vote - unanimous

Respectfully submitted by,
Barbara Tamol
Trustee Board Secretary