

Lancaster Board of Trustees Minutes 2022

Contents

January 13, 2022.....	2
February 10, 2022.....	4
March 10, 2022.....	6
April 14, 2022.....	8
May 12, 2022	10
June 9, 2022	11
July 14, 2022	13
August 11, 2022	14
September 8, 2022	15
October 13, 2022	16
November 10, 2022	18
December 8, 2022.....	20

**Lancaster Public Library
Board of Trustees
Meeting Minutes
January 13, 2022**

Meeting via Zoom

ID #613 774 4639

I. Roll Call - B. Tamol, S. Jacobs, K. Graber, J. Yarborough, D. Stempniak (Friends liaison),
K. Stock (Library Director)

II. Meeting called to order at 4:03 p.m.

III. The agenda was approved as amended. MSP - K. Graber, J. Yarborough. Vote – unanimous

IV. Meeting minutes of December 9, 2021 approved. MSP - J. Yarborough, K. Graber. Vote - unanimous.

V. Kara informed the board that N95 masks were received and distributed. Seventy seven guests attended the 200th Birthday Gala. The winners of the Winter Reading Logs were announced and given their prizes. Forty two commemorative ornaments have been sold to date.

VI. Public Comment - D. Stempniak informed the board that the Friends held their annual meeting and are making plans for upcoming fundraisers.

VII. Financial Reports -

A. The December financial report was approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous

B. Motion made to allow J. Yarborough to combine CD#41 and CD#45 and if necessary round up to \$30,000 for reinvestment at best interest rate. MSP - S. Jacobs, K. Graber. Vote - unanimous

C. Motion to add \$150 to petty cash account. MSP - S. Jacobs, B. Tamol. Vote - unanimous

D. Anniversary Gala Accounting Update - The board had budgeted \$6000, total spent, \$4912.64. Revenue received \$2775.

VIII. Old Business -

A. Kara will contact Michelle at the Town to do a walk through for Staff Room Renovations.

B. The 200th Anniversary Year was a success! Thank you to Staff!

C. Slate of Officers

President - S. Jacobs

Vice - President - K. Graber

Treasurer - J Yarborough

Secretary - B. Tamol

The slate of officers was approved. MSP - B. Tamol, K. Graber. Vote - Unanimous.

D. Little Libraries Project - The board will follow up with B. Leary and the Rotary Club.

E. Volunteer Gifts - Motion approved to cover increased cost of \$12.00. MSP - B. Tamol, J. Yarborough. Vote – unanimous

IX. New Business -

- A. Ideas will be gathered from patrons and staff about items for a time capsule.
- B. Copy of the Contract Extension provided to board members.
- C. Motion to approve Resolution #2022 -1 as amended. MSP - B. Tamol, K. Graber. Vote - unanimous
- D. Copy of the Schedule of Policy Reviews for 2022 provided to the board.
- E. There were 57 participants in the Library survey.
- F. Motion approved to allot \$2000 for 2022 craft supplies. MSP - S. Jacobs, K. Graber. Vote - unanimous.
- G. Motion to expend \$360.54 for LEGO Wall frame. MSP - B. Tamol, J. Yarborough. Vote - unanimous
- H. Motion to expend \$378.28 for the Children's Literacy Area. MSP - J. Yarborough, S. Jacobs. Vote - unanimous
- I. Motion to remit payment of \$4241.79 to B&ECPL (for 15 Sundays in 2021). MSP - K. Graber, J. Yarborough. Vote - unanimous
- J. Motion approved to pay \$14.99 monthly fee for Zoom. MSP - B. Tamol, K. Graber. Vote - unanimous
- K. B. Tamol will make sure to get out Meeting Notice letters to the Buffalo News and The Lancaster Bee.
- L. Board members were reminded to please come in and sign the Conflict of Interest Forms.
- M. Director's Evaluation - Committee will meet at 3pm on February 10th.

X. Meeting adjourned at 5:04 p.m. MSP - J. Yarborough, K. Graber. Vote – unanimous

Respectfully submitted,
Barbara Tamol

**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

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

I. Roll Call - B. Tamol, S. Jacobs, J. Yarborough, K. Wind, K. Graber, G. Howell, 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 meeting agenda was approved. MSP - G. Howell, K. Graber. Vote - unanimous

IV. The February meeting minutes were reviewed and approved, MSP- K. Graber, J. Yarborough. Vote – unanimous

V. Director's Report - Kara reported that the Library was very busy during the recent Winter Break. The new LEGO wall and READ posters have been put up. PT librarian, Michael Green, organized the Local History section and Beth Farrar has started the Family Literacy Program up again. As of April, John will become the new computer coach. Kara, Meghan and John have been working on the seed library which will debut in April and on the Village wide Scavenger Hunt.

VI. Public Comment - D. Stempniak informed the Board that the Friends mini book sale will be April 2nd and 3rd with the Civic Club Bake Sale on April 2nd. Children's garden kits will start to be distributed on March 14th and need to be returned by May 21st for planting in the Children's Garden.

VII. Financial -

A. The February financial report was reviewed and approved. MSP - G. Howell, K. Graber. Vote - unanimous

B. CD#2404 and CD #042 in the total amount of \$32,736 will be cashed in and deposited in the checking account. MSP- K. Graber, J. Yarborough. Vote - unanimous. The Board will retain Ed Schiller to monitor the bidding process. MSP - J. Yarborough, B. Tamol. Vote - unanimous

C. Approval of payment in the amount of \$8451.13, Return to System, MSP - B. Tamol, G. Howell. Vote - unanimous

D. The full 2021 Town Budget Report was provided to the Board.

E. \$20,000 from the Monica Wallace Grant was received.

F. Annual Sales Tax Payment of \$246.55 was approved. MSP - B. Tamol, K. Graber. Vote – unanimous

VIII. Old Business

A. Staff Room renovation will be done all at one time. Reducing inconvenience for staff and patrons.

B. The Lancaster Rotary Club will purchase two Little Library Stands.

C. The Time capsule will be placed in a metal container inside of a wooden box. Purchase of a metal container for \$59.99 approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous

D. Both Sen Gallivan and Assemblywoman Wallace participated in Library Advocacy Day, March 2, 2022.

E. As COVID - 19 numbers continue to decline, masks are now optional for staff and patrons.

IX. New Business

A. The Annual Report was provided to the board for approval. MSP - S. Jacobs, G.Howell. Vote - unanimous

B. Approval to spend \$50.39 for Volunteer Gifts. MSP - J. Yarborough, K. Wind. Vote - unanimous

C. Approval to spend \$37.15 for tote bags to be used for Literacy Kits. MSP- K. Graber, K. Wind. Vote - unanimous

D. Approval to spend \$97.35 for Stampers. MSP - S, Jacobs, B. Tamol. Vote - unanimous

E. Approval to purchase Yard Games in the amount of \$298.40. MSP - J. Yarborough, K. Wind. Vote – unanimous

X. Meeting was adjourned at 5:25 p.m. MSP - K. Graber, G. Howell. Vote - unanimous

Respectfully submitted by,

Barbara Tamol

Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
April 14, 2022**

- I. Roll Call: S. Jacobs, J. Yarborough, G. Howell, K. Graber, K. Stock, D. Stempniak, R. Leary
- II. The meeting was called to order at 4:00 PM
- III. Agenda: A new item was added – New business, item K, Replenish Seeds. Moved by J. Yarborough, 2nd: Ken Graber, Vote: Unanimous
- IV. The March 10 meeting minutes were approved as presented. Moved by K. Graber, 2nd: Jan Yarborough, vote: unanimous
- V. Director’s Report: K. Stock reported – new system director, John Spears – The Very Hungry Caterpillar won March Madness Children’s book - – Janice Jaskowiak’s last day of work was March 30 – There were two author visits – a variety of craft kits were handed out – activities included Lego club, making Leprechaun traps, conducting Leprechaun search, and the young adult book club.
- VI. Friends of the Library Meeting: D. Stempniak report on the Friends meeting. The first mini Book Sale earned \$4,533.00. The first Chicken Barbecue will be held on Saturday, May 22nd.
- VII. Financial Reports:
 - a. The March financial report was approved as presented. Motion G. Howell, 2nd: Ken Graber, Vote: unanimous
 - b. CD 042 was cashed in, the money put in the checking account.
 - c. Replenish Petty Cash - \$150.00 Motion: J. Yarborough, 2nd: S. Jacobs, Vote: unanimous.
 - d. Craft Budget Update – A report on the craft budget update was presented
- VIII. Old Business
 - a. Staff Room Renovations – Carmen Ciccarelli presented an estimate based on the town doing the work.
 - b. Little Free Library – The price per stand is \$300.00. One stand has arrived.
 - c. Time capsule Project – A motion was made to purchase acid free paper for \$20.00. Motion: G. Howell, 2nd: J. Yarborough, Vote: unanimous
- IX. New Business
 - a. ACT Meeting presentation – K. Stock prepared the presentation.
 - b. Fine Elimination Policy – The library is eliminating fines for overdue books. Patrons will still have to pay for lost or damaged materials
 - c. Staffing Updates – PT Page – Lisa Friol; Sr. Page – Paula Nelson, were hired.
 - d. 2021 State Report – A motion was made to approve the state report. Motion: K. Graber, 2nd: Jan Yarborough, Vote: unanimous.
 - e. New System Liaison – Michael Amodeo is the Central Library Board Liaison to the Lancaster Library Board.
 - f. Summer Reading Program – The theme is Oceans of Possibilities. The kick-off party is Thursday, June 30th.
 - g. Photo Printer and Paper – A motion was made to spend \$175.00. Motion J. Yarborough, 2nd: G. Howell, Vote: Unanimous.
 - h. Battle of the Books- A motion was made to purchase practice buzzers for \$130.00. Motion: S. Jacobs, 2nd: G. Howell, Vote: Unanimous
 - i. Phone Battery Replacement – A motion was made to spend \$8.00 for a replacement battery. Motion: J. Yarborough, 2nd. S. Jacobs, Vote: Unanimous

j. Contact Paper for Seed Library – A motion was made to spend \$18.00 for contact paper. Motion: J. Yarborough, 2nd: S. Jacobs, Vote: unanimous

k. Replenish Seed Library – A motion was made to spend up to \$100.00 to replenish seeds. Motion: K. Graber, 2nd: S. Jacobs, Vote: unanimous

X. Adjournment – A motion was made by K. Graber and 2nded by J. Yarborough to adjourn the meeting at 5:36 PM.

Respectfully Submitted,
Gary Howell

**Lancaster Public Library
Board of Trustees
Meeting Minutes
May 12, 2022**

I. Roll Call: Sue Jacobs, Ken Graber, Jan Yarborough, Kristen Wind, Kara Stock (Library Director), Donna Stempniak (Friends Liaison), Robert Leary (Town Board Liaison)

II. The meeting was called to order at 4:02 PM

III. Agenda. The agenda was accepted as presented. Yarborough Moved, Howell seconded, Vote Unanimous.

IV. Minutes of the April 14th Meeting. Correction to New Business item H. the board approved \$130, item F, the board approved \$650. Approved; Graber moved, Yarborough seconded, vote Unanimous

V. Director's Report. A painting by Theresa Hinchy Grau is on display in the library. The Alden Lancaster Art Club has a display at the library. Meagan Carr and Kara Stock will do outreach at the Lancaster Spring Fest. Kara Stock spoke at the April 14 meeting of the Lancaster Women's Civics Club. In April 323 seed packets were picked up from the seed library. 18 pizza garden kits were distributed. The Girl Scouts picked up 12 Rock Garden painting kits. Circulation is higher because the Lancaster Library gets credit for auto renewal numbers.

VI. Public Comment. Donna Stempniak told the board the Children's Garden will be planted on Saturday, May 21. The 1st Friend's Chicken BBQ will be held May 22nd.

VII. Financial Report.

A. The monthly financial report was accepted as presented.

B. CD 046 and CD 2355 will be renewed at Bank on Buffalo. Moved Jacobs, Second Graber, vote Unanimous.

C. Summer Programs. A list of program projection was presented to the board.

VII. Old Business

A. Robert Leary will ask the Town Board to send out bids for the project.

B. Little Fee Libraries – The first library will be placed in Rotary Park on May 21st.

C. Act Meeting – The new Library Director was introduced. Yarborough, Jacobs, and Graber attended.

D. Elevator Change Order – There was an increase in the cost of elevator repairs. The town will cover the costs.

IX. New Business

A. A Water Cooler and a 5 gallon Jug were ordered at a cost of \$356.00. Moved Graber, seconded by Jacobs, Vote Unanimous

B. Book repair material was ordered from Demco at a cost of \$174.97. Moved Graber, seconded by Jacobs, Vote Unanimous

C. \$493.76 was approved for the Summer Reading Program. Moved Yarborough, seconded by Howell, vote Unanimous

D. Purchase of Croquet Kits was approved at a cost of \$99.93. Moved Jacobs, seconded by Howell, vote unanimous

X. The meeting was adjourned at 4:38 PM. Moved Graber, seconded Howell, vote unanimous

Respectfully Submitted
Gary S. Howell

Lancaster Public Library
Board of Trustees
Meeting Minutes
June 9, 2022

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, B. Tamol, K. Graber, K. Stock (Library Director), B. Leary (Town liaison) and A. Martin (trustee emeritus)
- II. The meeting was called to order at 4:01 p.m.
- III. The agenda was reviewed and approved. MSP - J. Yarborough, K. Graber. Vote - unanimous
- IV. The meeting minutes of May 12, 2022 were reviewed and approved. MSP - K. Graber, K. Wind. Vote - unanimous
- V. Kara informed the board that the summer flyers are out and programming is filling up fast. She will be attending the Village Businesses Meeting about Library participation in the village scavenger hunt. Following the mass shooting in Buffalo, safety procedures were reviewed and a collection was taken in support of the victims. The library has a new partnership with NYSDEC, which provided fishing gear to be lent out. Battle of the Books has 12 students participating which allows for 2 teams.
- VI. No Public Comment
- VII. Monthly Financials
 - A. The May Report was reviewed and approved. MSP - J. Yarborough, S. Jacobs. Vote - unanimous
 - B. CD #40 which matures on June 28th will be rolled over for an additional 12 months. MSP - K. Wind, K. Graber. Vote - unanimous
 - C. System Paid Analysis quarterly report was reviewed.
 - D. Amended System Budget - Fine free means less PT hours.
 - E. Petty cash was replenished with \$150. MSP S. Jacobs, J. Yarborough. Vote - unanimous
 - F. The Town Budget quarterly report was received.
- VIII. Old Business
 - A. Update on Staff Room Reno- The bids have gone out and B. Leary will keep the board updated.
- IX. New Business
 - A. The Procurement Policy was reviewed and reaffirmed. MSP - J. Yarborough, K. Graber. Vote - unanimous
 - B. Juneteenth Holiday 6/20/2022, as programming was already scheduled The Library will remain open this year. MSP - S. Jacobs, B. Tamol. Vote - unanimous
 - C. Mileage reimbursement of \$11.88 to K. Stock. MSP - B. Tamol, K. Wind. Vote - unanimous
 - D. Approval to spend \$178.19 for an event tablecloth. MSP- K. Graber, J. Yarborough. Vote - unanimous
 - E. Approval of \$20.58 expenditure for a new American flag. MSP - J. Yarborough, K. Graber. Vote - unanimous
 - F. Approval of the purchase of 2 laptop stands for the amount of \$37.98. MSP - B. Tamol, K. Graber. Vote - unanimous
 - G. Approval to purchase five (5) fishing pole bags in the amount of \$109.95 MSP - S. Jacobs, J. Yarborough. Vote - unanimous
- X. The meeting was adjourned at 4:35 p.m. MSP - J. Yarborough, K. Wind. Vote – unanimous

Respectfully submitted by,
Barbara Tamol
Board Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
July 14, 2022

- I. Roll Call – Guest: Michael Amodeo, Esq., System Liaison to LPL, K. Stock, J. Yarborough, G. Howell, K. Wind, S. Jacobs, K. Graber, R. Leary, D. Stempniak
 - II. Call to Order- The meeting was called to order at 4:02pm.
 - III. Approval of and/or changes to the agenda- Approved MSP G. Howell and K. Graber, unanimous.
 - IV. Review and approval of the meeting minutes of June 9, 2022- Minutes approved with changes (CD's were rolled over, not combined) MSP J. Yarborough and G Howell, unanimous.
 - V. Report of the Director
 - The library will be hosting a blood drive at the end of the month
 - July 29th is library night at the Bison's game
 - Many request have been received for help through the Arrive Can App
 - 140 craft kits, 39 STEM kits, and 175 story time kits were distributed last month
 - June 30th was the summer kickoff party with a turnout of approximately 200 people
 - A group visit request form has been created and is available to groups online
 - VI. Public Comment- D. Stempniak of Friends of the library reported that the chicken barbecue would take place this coming weekend, the children's garden is prepared for the garden walk, and they have received a \$4,000 grant from the Elks for programming.
 - VII. Monthly Financial Report
 - A. June Report – approved MSP J. Yarborough, G. Howell, unanimous.
 - B. CDs: #178 will be reinvested for 1 year. Approved, MSP K. Graber and G. Howell, unanimous.
 - VIII. Old Business
 - A. Building Maintenance Update
 1. Staff Room Renovation- bids opened today, 1 bid was submitted by MGR
 2. Elevator- we are waiting on parts, they are estimated to begin in 4-5 weeks
 - B. Little Free Libraries- the first library is up and running!
 - IX. New Business
 - A. Scheduling Director John Spears' Visit- there is no date set at this time
 - B. 2022 Contract Approval – approved, MSP K. Graber and J. Yarborough, unanimous
 - C. Budget for Battle of the Books Party – approved for \$150, MSP S. Jacobs and K. Wind, unanimous
 - D. Literacy Kits (Handwriting, Phonics) – approved for \$446.64, MSP J. Yarborough and G. Howell, unanimous
 - E. USPS Stamps – approved for \$60, MSP G. Howell and K. Graber, unanimous
 - F. Bicycle Pump – Approved for \$658.99, MSP J. Yarborough and S. Jacobs, unanimous
 - G. DVD Repair Kit – Approved for \$49.99, MSP G. Howell and K. Graber, unanimous
 - H. Seed Envelopes – Approved for \$41.97, MSP K. Wind and J. Yarborough, unanimous
 - I. Private Materials Invoice – Approved for \$879.15, MSP S. Jacobs and G. Howell, unanimous.
 - J. Facilities Improvement Initiative – Approved for \$2,385.54, MSP S. Jacobs and G. Howell.
 - X. Adjournment- Meeting adjourned at 4:57pm, MSP K. Graber and S. Jacobs, unanimous
- Next Meeting: THURSDAY, AUGUST 11, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Meeting Minutes
August 11, 2022**

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, K. Graber, B. Tamol, K. Stock (Library Director)
- II. The meeting was called to order at 4:04 p.m.
- III. The agenda was amended and approved. MSP - J. Yarborough, K. Graber. Vote - unanimous
- IV. The minutes from July 14, 2022 were reviewed and approved. MSP - B. Tamol, K. Graber. Vote unanimous.
- V. K. Stock reported that The Lancaster Teams for Battle of the Books placed 1st and 4th. Lancaster Library is still offering curbside pickup and computer services continue to be brisk. As of today there are 59 entrants for the scavenger hunt, 107 new library cards were given out in July and craft kits are still extremely popular.
- VI. There were no public comments.
- VII. Financial Reports -
 - A. July Report was reviewed and approved. MSP- J. Yarborough, K. Wind. Vote - unanimous.
 - B. CD#178 was rolled over.
 - C. K. Stock provided the board with the Program projections quarterly update.
- VIII. Old Business -
 - A. Building Maintenance -
 - 1. A motion to spend up to \$56,000 towards the staff room renovation was made. MSP -J. Yarborough, S. Jacobs. Vote - unanimous
 - 2. A motion to recommend that the Lancaster Town Board accept the bid from MGR for the renovations was made. MSP - S.Jacobs, J. Yarborough. Vote - unanimous.
 - 3. Work on the elevator will be starting around Labor Day.
 - 4. Issues with the air conditioning are being looked at.
 - B. Little Free Libraries seem to be doing fine.
- IX. New Business -
 - A. The petty cash policy was amended to read local funds instead of private funds and #9 was eliminated. Approved as amended, MSP - K. Graber, B. Tamol. Vote - unanimous.
 - B. \$120.00 for the purchase of headphones was approved. MSP - J. Yarborough, K. Wind. Vote - unanimous
 - C. Approval to spend \$116.84 for butterfly and gardening kits. MSP - K. Wind, S. Jacobs. Vote - unanimous
 - D. Approval of spending \$36.99 for purchase of a door counter. MSP - J. Yarborough, K. Graber. Vote - unanimous.
 - E. The library received the donation of a relic from Dr. Norbert Myslinski, pertaining to the history of the St. Augustine Church grotto.
 - X. The meeting was adjourned at 4:52 p.m. MSP- K. Graber, J. Yarborough. Vote - Unanimous.

Respectfully submitted by,
Barbara Tamol
Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
September 8, 2022**

1. Roll Call: Suzanne Jacobs, Gary Howell, Kristyn Wind, Ken Graber, Kara Stock (Library Director), Donna Stempniak (Friends President)
- II. Call to Order: The meeting was called to order at 4:04 PM
- III. Approval of and/or changes to the agenda: The agenda was accepted as presented. MSP Graber, Howell, unanimous
- IV. Review and approval of the meeting minutes of August 11, 2022: The minutes were accepted as presented. MSP, Graber, Jacobs, unanimous
- V. Report of the Director: Battle of the Books Teams came in 1st and 4th place. Summer Reading Bingo had 2 winners. 180 children submitted Summer Reading logs. Summer reading raffle ended on August 13th. The Village Scavenger Hunt was a success. Other programs included Crafternoons, Drop-in Legos, Kidding Around Yoga, Lego Club, and more.
- VI. Public Comment: Friend's President Donna Stempniak discussed the September mini book sale.
- VII. Monthly Financial Report:
 - A. The Financial Report was accepted as presented. MSP Jacobs, Howell, Unanimous
 - B. CD 1283 and #7632 will be reinvested for 12 months. MSP Howell, Graber, Unanimous
 - C. The Town quarterly budget was reviewed
 - D. Mileage Reimbursements were approved as presented. MSP Graber, Howell, Unanimous.
 - E. A Bequest from the estate of Beverly Panten in the amount of \$103,864.29 was acknowledged
- VIII. Old Business:
 - Building Maintenance Update
 1. Staff Room Renovation – The town will not accept the one submitted bid. They want the town engineer to lower costs. The proposals include not removing ceiling tiles, painting bathroom tiles, no new toilet and sink, and not redoing the pantry. Potential bidders must visit the site and provide drawings of renovations.
 2. Elevator – There is an electronic components shortage, and the contractor is waiting for Controllers.
 3. Air conditioning and furnace – The town approved a new furnace for the library and a new air conditioner of the community room.
- New Business
 - A. Display Case for Relic. A case will be purchased for \$127.85. MSP Jacobs, Graber, Unanimous
 - B. Pumpkin Decorating Prizes will be purchased for \$132.25. MSP Howell, Graber, unanimous
 - C. Halloween Party materials will be purchased for \$301.32. MSP Graber, Jacobs, unanimous
 - D. Door Counter will be purchased for \$167.94

Adjournment: Meeting was adjourned at 4:55 PM. MSP Howell, Graber, Unanimous

Respectfully submitted by,
Gary Howell

Lancaster Public Library
Board of Trustees
Meeting Minutes
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

**Lancaster Public Library
Board of Trustees
Meeting Minutes
November 10, 2022**

- I. Roll Call: President Susan Jacobs, Vice President Ken Graber, Treasurer Jan Yarborough, Trustees Gary Howell, Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Emeritus Albert Martin, Central Library Director John Spears, Central Development and Communications Clerk Melissa Burgess
- II. Call to Order: Susan Jacobs called the meeting to order at 4:11 PM.
- III. Approval of and/or Changes to the Agenda: The agenda was accepted as presented. Motion: Graber, 2nd: Jan Yarborough, Vote: Unanimous
- IV. Review and approval of the meeting minutes of October 13, 2022: Accepted as presented. Motion Howell, Wind
- V, Report of the Director: The library is short-staffed due to illnesses. Community outreach included participation in the Erie County Fall Festival, Small World Daycare, St. Mary's Elementary School. Partnership activities included Family Literacy Program, Lancaster Historical Society, Lancaster Woman's Civic Club, Math Tutoring, Paws for Love, Science Below Zero, and a Youth Bureau Craft Program. Programming included various programs for youths and adults.
- VI. Public Comment: Donna Stempniak, President of the Friends of the Lancaster Library informed the board that there will be only one book sale and one Chicken BBQ in 2023. Al Martin, Trustee Emeritus discussed the increase in circulation per patron.
- VII. Monthly Financial Report
- A. The October Report was accepted as presented. Motion Graber, 2nd Yarborough, Vote Unanimous
 - B. Audit Report – Moved to December meeting
 - C. Program Projection Quarterly Report was reviewed
 - D. Mileage Reimbursement – The reimbursements were approved as one. Motion Graber, 2nd Howell, Vote: Unanimous
- VIII. Old Business
- A. Building Maintenance Update
 - a. Staff Room Renovation: No action taken
 - b. Elevator: Repairs need a part to be completed
 - c. Air conditioning/furnace – Community Room: Both units were installed
 - d. Parking Lot Sealing- put off until spring
 - B. Webinar on Parliamentary Procedure: Gary Howell and Jan Yarborough sat in on the webinar on Roberts Rules of Order.
- IX. New Business.

- A. Holiday Party for staff, volunteers, and Friends: The holiday party will be held on December 8th, 2022 from 1:30 PM to 4:00 PM. A motion was made to spend \$350.00 by Graber, 2nd Howell. Vote: Unanimous
- B. Nomination of Officers for 2023: To be decided at the December Meeting
- C. New Meeting Time: A motion was made to start board meetings at 4:15. Motion: Howell, 2nd Wind. Vote unanimous
- D. Rules of Conduct Policy: The policy was studied and will be voted on in December
- E. Advocacy Meetings with Gallivan and Wallace: Trustees were asked to attend
- F. Winter Raffle Prizes: A motion was made to spend \$245.81 for winter raffle prizes
- G. Winter Reading Log Prizes: A motion was made to spend \$451.80 on reading log prizes. Motion Yarborough, 2nd Wind, Vote Unanimous
- H. 2023 Program Budget Request: A motion was made to approve \$8,000.00 on programming for 2023. Motion: Yarborough, 2nd Jacobs, Vote: Unanimous

X. Adjournment: A motion was made to adjourn the meeting at 5:10 PM. Motion: Howell, 2nd: Yarborough, Vote Unanimous

Respectfully submitted,
Gary S. Howell

**Lancaster Public Library
Board of Trustees
Meeting Minutes
December 8, 2022**

- I. Roll Call- President Sue Jacobs, Treasurer Jan Yarborough, Trustee Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Emeritus Albert Martin.
- II. Call to Order- called to order at 4:15pm by Jacobs
- III. Approval/changes to the agenda- Section VII F-Petty cash and section IX J- Firewood added
Accepted as amended. 1st- Yarborough, 2nd Jacobs, unanimous
- IV. Changed the name of system trustee to Carima El-Behairy. Accepted as amended, 1st Yarborough, 2nd Jacobs, unanimous
- V. Report of the Director- Received a thank you letter from the AAVW for our book donation. Outreach at the St. Mary Elementary craft show, 80 people participated at the library's table. We have received our mentor for the sustainable library initiative.
- VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- Monica Wallace grant paperwork is in progress. New fundraiser being considered, a jewelry and accessories sale.
- VII. Monthly Financial Report
- A. November Report- accepted as amended, 1st Yarborough, 2nd Wind, unanimous
 - B. Audit Report- tabled until next meeting
 - C. CD#045- tabled until next meeting
 - D. Town Budget- Quarterly report was presented
 - E. Holiday Party Budget- moved to add \$71.99 to party budget, 1st Yarborough, 2nd Jacobs
 - F. Replenish Petty Cash- moved to replenish \$150 to petty cash, 1st Jacobs, 2nd Yarborough
- VIII. Old Business
- A. Building Maintenance Update
 - 1. Staff Room Renovation- no progress
 - 2. Elevator- waiting on parts due to supply chain issue
 - 3. Community Room Furnace- fixed this past Tuesday
 - 4. Staff Room Heater- to be replaced
 - 5. Roof Leaks- due to damage from the snow storm, repairs are in progress
 - 6. Gutter De-Icers- damaged from the snow storm, repairs are in progress
 - B. Nominations for Officers for 2023- tabled
 - C. Rules of Conduct Policy- policy adopted as amended, 1st Jacobs, 2nd Wind
 - D. Advocacy Meetings
 - 1. Assemblywoman Wallace- Kara Stock and Ken Graber attended
 - 2. Senator Gallivan, Friday, December 9- Kara Stock will be attending
- IX. New Business
- A. Sustainable Libraries Initiative Policy Review- tabled

- B. 2023 Craft Budget Request- moved to spend \$2,500, 1st Wind, 2nd Jacobs
- C. 2023 Policy review schedule was presented
- D. Beverly Panton Bequest Suggestions- motion to spend up to \$3,000 on music purchases, 1st Yarborough, 2nd Jacobs
- E. Break Room Table and Chairs- motion to spend up to \$850 on this purchase, 1st Yarborough, 2nd Jacobs
- F. Book Labels- Move to spend \$204.82 on book labels, 1st Jacobs, 2nd Yarborough
- G. Taproot Subscription- moved to spend \$60.00 for subscription, 1st Wind, 2nd Yarborough
- H. Seed Library Packets- moved to spend \$29.98, 1st Wind, 2nd Jacobs
- I. CD Case- moved to spend \$32.99, 1st Yarborough, 2nd Jacobs
- J. Firewood- moved to spend up to \$200, 1st Yarborough, 2nd Jacobs

X. Adjournment at 6:01 pm, 1st Wind, 2nd Yarborough

Respectfully submitted,
Kristyn Wind