

# Lancaster Board of Trustees Minutes 2023

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**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
January 12, 2023**

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, G. Howell, K. Graber, B. Tamol, K. Stock ( Library Director), D. Stempniak (Friends Liaison)
- II. The meeting was called to order at 4:17 p.m.
- III. The agenda was approved as amended. MSP - G. Howell, K. Graber. Vote - unanimous
- IV. The meeting minutes from 12/08/2022 were reviewed and approved. MSP - B. Tamol. J. Yarborough. Vote - unanimous
- V. Director K. Stock reported that in December the library was approached by the LHS Work based learning students, they made bookmarks for patrons. The library also participated in collecting donations for Sleep in Heavenly Peace and Toys for Tots. Thirty one (31) patrons participated in the graham cracker house program. Twenty two (22) children attended the Happy “Noon” Year party. Highlights from 2022 were provided to the board.
- VI. Friends liaison D. Stempniak reported that the Friends are planning a Book Sale (the weekend after Easter), Chicken BBQ’s in May and July and a Jewelry and accessories sale (date TBD).
- VII. Monthly Financial Reports -
  - A. The December financial report was reviewed and approved. MSP - G. Howell, K. Graber. Vote - unanimous
  - B. Audit Report - Tabled until next meeting.
  - C. Motion to authorize, treasurer, Jan Yarborough to contact Evans Bank to find out what is needed to open a new CD and withdraw money from Bank on Buffalo to invest at Evans Bank if appropriate.MSP - S. Jacobs, K. Wind. Vote - unanimous
  - D. Mileage reimbursement for the total amount of \$50.38 approved. MSP - J. Yarborough, G. Howell Vote - unanimous
  - E. The 2023 Board Budget was reviewed, discussed and passed. MSP K. Graber, J. Yarborough. Vote - unanimous
  - F. Director K. Stock provided the board with an updated Craft Budget Report.
- VIII. Old Business -
  - A. Building Maintenance -
    - 1. Staff Room Reno - Allgiaer Construction submitted a bid of \$119,950. Board is considering other options.
    - 2. The elevator will be shut down starting January 17, 2023 for three (3) weeks while being repaired and updated.
    - 3. The Community Room furnace has been repaired.
    - 4. Staff Room heater has been replaced.
  - B. Nomination of Lancaster Library Board of Trustees Officers
    - President - Gary Howell
    - Vice President - Jan Yarborough
    - Treasurer - Kenneth Graber
    - Secretary - Kristen WindThe slate of officers was approved and voted in, effective February 1, 2023. MSP - S. Jacobs, B. Tamol. Vote - unanimous.
  - C. The Sustainable Libraries Policy was reviewed and adopted on January 12, 2023. MSP - G. Howell, K. Graber. Vote - unanimous.

IX. New Business -

A. Annual Disclosure Statements received, completed and turned in.

B. The ACT meeting is Saturday 1/21/2023 at the West Seneca Library. Registration is 8:30 - 9:00 a.m.

C. Forms for the 2 hour required Trustee Training were handed out.

D. Contract Extension information - Tabled until next meeting.

E. Display Case Policy - With the addition of "All postings must be approved by the Library Director" the policy was adopted as amended. MSP- S. Jacobs, K. Graber. Vote - unanimous

F. Motion to submit payment of \$9,599.97 to Central Library for Sunday hours. MSP - G. Howell, J. Yarborough, Vote - unanimous

G. A \$5000 expenditure to continue the Collection Development was approved. MSP - J. Yarborough, G. Howell. Vote - unanimous.

H. Wish List Items

1. \$80 expenditure for an Empire Pass was approved. MSP - J. Yarborough, B. Tamol. Vote- unanimous.

2. \$1,001.88 expenditure for Citizen Science Kits approved. MSP - S. Jacobs, J. Yarborough. Vote - unanimous

3. \$819.17 expenditure for storytime instruments approved. MSP - B. Tamol, K. Graber. Vote - unanimous

4. \$65 expenditure for a Battery Recycle Container approved, MSP - G. Howell, K. Graber. Vote - unanimous

5. Expenditure of \$520.84 for garden tools was tabled until the next meeting. Concerns were raised about safety.

6. \$1769.00 expenditure for a new snow blower was approved. MSP - S. Jacobs, K. Graber. Vote - unanimous.

I. G. Howell, K. Graber and S. Jacobs will complete the Director's Performance Evaluation.

J. The Board will accept a donation of \$402 from the Friends to cover the cost of a subscription To Book Page. MSP - J. Yarborough, B. Tamol. Vote - unanimous.

X. The meeting was adjourned at 5:58 p.m. MSP - B. Tamol, S, Jacobs. Vote – unanimous.

Respectfully submitted by,  
Barbara Tamol  
Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
February 9, 2023**

- I. Roll Call- President Gary Howell, Vice President Jan Yarborough, Treasurer Ken Graber, Secretary Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Sue Jacobs, Trustee Barb Tamol
- II. Call to Order- called to order at 4:15pm by Howell
- III. Approval of the agenda- 1st Tamol, 2nd Jacobs, unanimous
- IV. Review and approval of the January 12, 2023 minutes- 1st Wind, 2nd Tamol, unanimous
- V. Report of the Director- Upcoming events: Penn Dixie, Bubble Blast, Mobile Planetarium, Balloons, HEAP will be at the library, Comic Book Club, Tai Chi, and Snowman STEM kits. The waste audit was conducted and yielded 10.5 lbs of garbage, 2 lbs of which could have been recycled.
- VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- Book sale April 15-16, community garden seed planting on April 22nd ,jewelry sale December 8-9, chicken BBQ May 21st and July 23rd .
- VII. Monthly Financial Report
  - A. January Report approved- 1st Yarborough, 2nd Wind, unanimous
  - B. Audit Report- completed and up to date
  - C. Disposition and Replacement of CD#045- completed
  - D. Motion to replenish petty cash in the amount of \$150- 1st Jacobs, 2nd Graber, unanimous
  - E. Program Projections- continuing to plan through summer programming. Noted that costs are going up. Summer kickoff party scheduled for June 29th, 11am-1pm
  - F. System Paid Budget Analysis- was provided to the board.
- VIII. Old Business
  - A. Building Maintenance Update
    - 1. Staff Room Renovation- motion to purchase microwave cart and storage cart for up to \$400= 1st Tamol, 2nd Wind, unanimous
    - 2. Elevator- work begins February 14th. The elevator will be shut down for 2-3 weeks.
    - 3. Furnace Repair Status- completed
  - B. Review of ACT Meeting January 21, 2023- attended
  - C. ACT Special Delegate- Howell and Jacobs will represent
  - D. Director Evaluation- completed and provided to board- approved- 1st Yarborough, 2<sup>nd</sup> Wind. unanimous
  - E. Contract Extension- provided and accepted- 1st Graber, 2nd Jacobs, unanimous
  - F. Garden tools- motion to spend up to \$400 for tools for the garden borrowing library- 1st Howell, 2nd Yarborough, unanimous
- IX. New Business
  - A. Trivia Contest- the library will be hosting a team
  - B. Procurement Policy Review- updated to reflect sustainable purchasing and approved as amended- 1st Howell, 2nd Graber, unanimous
  - C. Act Dues- Motion to pay the \$20 dues- 1st Jacobs, 2nd Tamol, unanimous
  - D. Return to System Payment- tabled
  - E. Private library material invoice- motion to expend \$1,322.43- 1st Yarborough, 2nd Jacobs, unanimous
  - F. Sidewalk Sign- move to spend \$298.30- 1st Wind, 2nd Jacobs, unanimous

G. March Scavenger Hunt Prizes- motion to spend \$124.97- 1st Graber, 2nd Tamol, unanimous  
H. Summer Reading Program Request- motion to spend \$549.76- 1st Wind, 2nd Yarborough,  
unanimous

I. Seed Library- motion to spend \$31.95- 1st Yarborough, 2nd Jacobs, unanimous

X. Adjournment- 1st Graber, 2nd Jacobs, unanimous

Respectfully submitted by,  
Kristyn Wind  
Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
March 16, 2023**

- I. Roll Call- President Gary Howell, Vice President Jan Yarborough, Treasurer Ken Graber, Secretary Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Sue Jacobs
- II. Call to Order- called to order at 4:16pm by Howell
- III. Approval of the agenda as changed- 1st Jacobs, 2nd Yarborough, unanimous
- IV. Review and approval of the February 9, 2023 minutes- 1st Jacobs, 2nd Howell, unanimous
- V. Report of the Director- Outreach at the Como Park Science Fair, NYS health rep visited February 2 to help people apply for health insurance. We have a new pre-k program “Feelings Rock, a brownie troop visited, 93 winter reading logs were turned in, 4 events were held during the February school break, Zeneta & Aire’s story time visited, new cpr kits and new garden tools.
- VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- Book sale April 15-16, pollinator garden planting on April 22nd, jewelry sale December 8-9, chicken BBQ May 21st and July 23rd .
- VII. Monthly Financial Report
  - A. February Report approved- 1st Howell, 2nd Yarborough, unanimous
  - B. Audit Report- tabled
  - C. Town Budget- \$21,335.01 spent from the library building budget in 2022
- VIII. Old Business
  - A. Building Maintenance Update
    - 1. Staff Room Renovation- waiting on an assessment from potential contractor
    - 2. Elevator- completed March 8, 2023
  - B. Return to System Payment- motion to pay \$4,562.56 1st Wind 2nd Graber, unanimous
  - C. Summer Reading Program- motion to pay \$15 increase in cost of costume 1st Yarborough 2nd Wind, unanimous
- IX. New Business
  - A. Bulletin Board Policy- reaffirmed as is 1st Yarborough 2nd Howell, unanimous
  - B. NYS Sales Tax Payment- motion to expend \$265.09 1st Jacobs 2nd Howell, unanimous
  - C. Re-order checks- motion to expend \$18.25 1st Jacobs 2nd Yarborough, unanimous
  - D. Volunteer gifts- motion to expend \$50.87 1st Yarborough 2nd Wind, unanimous
  - E. New printer for director’s office- motion to expend \$663.00 1st Graber 2nd Jacobs, unanimous
  - F. Plant stand for family garden- motion to expend \$29.99 1st Wind 2nd Jacobs, unanimous
  - G. Friends reimbursement for erroneous deposit- motion to reimburse \$561.00 1<sup>st</sup> Yarborough 2nd Jacobs, unanimous
- X. Adjournment at 5:03pm - 1st Howell, 2nd Jacobs, unanimous

**Lancaster Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
**April 13, 2023**

- I. Roll Call - G. Howell, K. Graber, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends of the Library liaison).
- II. Meeting called to Order at 4:13 p.m.
- III. The meeting agenda was approved. MSP - Tamol, Graber. Vote - unanimous
- IV. The March meeting minutes were reviewed and approved. MSP - Graber, Tamol. Vote - unanimous
- V. Kara informed the Board that programming is being well attended. The Seed Library has started and 66 packets of seeds have been taken out already. The Sustainable Library Initiative has almost completed Section A and is starting Section B (outdoor spaces).
- VI. Donna informed the Board that the Book Sale details have been finalized. The Monica Wallace Grant paperwork is near completion. The 1st Chicken BBQ is scheduled for May 21,2023.
- VII. Monthly Financial Reports
  - A. The March financial report was reviewed and approved. MSP -Howell, Tamol. Vote - unanimous.
  - B. Audit Report for February and March was conducted by B. Tamol. Motion to accept MSP - Graber, Howell. Vote - unanimous
  - C. K. Stock provided the Board with Craft expenditures YTD.
  - D. K. Stock provided expenditures from the Elks Grant for the period of 09/22 - 08/23.
- VIII. Old Business -
  - A. Building Maintenance Update - Waiting on bid for staff room from the Town.
  - B. Approval of \$3.00 increase for plant stand. MSP - Howell, Graber. Vote - unanimous
- IX. New Business -
  - A. NYS 2022 Report reviewed and approved.MSP - Graber, Howell. Vote - unanimous
  - B. The Annual Report to the Community was reviewed and approved. MSP - Tamol,Howell. Vote - unanimous
  - C. An additional \$6000 was approved for the Programming Budget. MSP - Howell, Graber. Vote - unanimous
  - D. Expenditure of \$2,324.99 for summer programming was approved. MSP - Tamol, Graber. Vote - unanimous
  - E. Expenditure of \$478.70 for the Comic Festival was approved. MSP - Howell, Graber. Vote - unanimous
  - F. The purchase of two card tables for \$94.66 was approved. MSP - Howell, Tamol. Vote - unanimous
- X. The meeting was adjourned at 4:49 p.m. MSP - Howell, Graber. Vote - unanimous.

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
May 11, 2023**

- I. Roll Call- Yarborough, Graber, Stock, Tamol, Howell, Jacobs, Stempniak
- II. Called to Order at 4:13pm
- III. Approval of and/or changes to the agenda- approved as amended, 1st Tamol, 2nd Jacobs, unanimous
- IV. Review and approval of the meeting minutes of April 13, 2023- approved, 1st Yarborough, 2nd Graber, unanimous
- V. Report of the Director- Several adult programs are coming up. There was an article in the Lancaster Bee for national library week. On April 3rd we participated in a library outreach opportunity at Bloomsbury Toy Shoppe. On April 13th we hosted an eco-friendly gardening program. Two local authors visited. We hosted a teen manga class. The botanical gardens came and did a terrarium activity. We are working on the outdoor space/pollinator garden, light pollution, and storm drains for our sustainable library project.
- VI. Public Comment- Stempniak (Friends of the Library)- The Friends made \$2,900 from the book sale. We are hosting a chicken bbq on May 21st.
- VII. Monthly Financial Report
  - A. April Report- approved, 1st Tamol, 2nd Yarborough, unanimous
  - B. Audit Report- tabled, 1st Howell, 2nd Wind, unanimous
  - C. CD 46 Matures 5/24/2023- motion to authorize Ken Graber to invest the CD's based on the most practical current rates. 1st Tamol, 2nd Yarborough, unanimous
  - D. CD 2344 Matures 5/29/2023- motion to authorize Ken Graber to invest the CD's based on the most practical current rates. 1st Tamol, 2nd Yarborough, unanimous
- VIII. Old Business
  - A. Building Maintenance Updates
    - 1. Staff Room- visit from new Town Rec Crew Chief, discussed maintenance concerns. Motion to spend up to \$100 for plants for the staff room, 1st Tamol, 2nd Wind, unanimous.
- IX. New Business
  - A. ACT Meeting, Saturday, May 20- motion to pay for 3 attendees for the amount of \$45 total, 1st Tamol, 2nd Graber, unanimous. Motion to reimburse Jan Yarborough for fee already paid, 1st Tamol, 2nd Graber, unanimous.
  - B. Site Management Plan- adopted, 1st Yarborough, 2nd Wind, unanimous
  - C. Policy Review – Public Relations Policy- reaffirmed, 1st Tamol, 2nd Yarborough, unanimous
  - D. Patron Survey for Summer 2023- planned for July, 1st Graber, 2nd Jacobs, unanimous
  - E. Outdoor Recycle Bins \$2,471.64- Motion to spend the amount requested, 1st Jacobs, 2nd Wind, unanimous
  - F. Outdoor Benches \$1,779.73- Motion to spend the requested amount, 1st Yarborough, 2nd Jacobs, unanimous
  - G. New book truck and 10 panel displays \$1,084.41- Motion to spend the requested amount, 1st Yarborough, 2nd Howell, unanimous
  - H. Rugs (2) for children's play area \$1,074.06- Motion to spend the requested amount, 1st Wind, 2nd Jacobs, unanimous
  - I. Citizen Preparedness Training event- Event at the library being hosted by the state on May 27<sup>th</sup>.
- X. Adjournment- 5:24pm, 1st Yarborough, 2nd Tamol.



**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
June 8, 2023**

- I. Roll Call- Yarborough, Graber, Stock, Tamol, Howell, Jacobs, Stempniak, Wind, Stock
- II. Called to Order at 4:14pm
- III. Approval of and/or changes to the agenda- approved as amended, 1st Tamol, 2nd Yarborough, unanimous
- IV. Review and approval of the meeting minutes of April 13, 2023- approved, 1st Graber, 2nd Jacobs, unanimous
- V. Report of the Director- Third grade classes from Como Park school visited. The NYS citizen preparedness program was very popular. Our battle of the books team has begun meeting. Forty people attended comic fest on May 6th. Paws for Love visited.
- VI. Public Comment- Stempniak (Friends of the Library)- The Friends made \$1,200 from the chicken bbq. We are hosting a second chicken bbq on July 23rd .
- VII. Monthly Financial Report
  - A. May Report- approved, 1st Tamol, 2nd Yarborough, unanimous
  - B. Audit Report- completed
  - C. Petty Cash- moved to replenish for the amount of \$150, 1st Jacobs, 2nd, Graber, unanimous
  - D. Town Budget Report- reviewed
  - E. Credit Card Request- research options for next meeting
  - F. Disposition of CD 46 and CD 2355 and CD offer from Bank on Buffalo- motion to take \$100,000 from checking account to invest in CD's through Bank on Buffalo, 1st Howell, 2nd Tamol, unanimous. Motion to combine the \$100,000 and our existing Bank on Buffalo CD's and divide into 6 equal amounts to be taken out in CD's for two at 6 months, two at 9 months, and 2 at 12 months for the intended interest rate of 4.0% or more. 1st Graber, 2nd Jacobs, unanimous.
- VIII. Old Business
  - A. Building Maintenance Updates
    - 1. Staff Room- visit from new Town Rec Crew Chief, discussed maintenance concerns.
    - 2. Motion to spend up to \$100 for plants for the staff room, 1st Tamol, 2nd Wind, unanimous.
- IX. New Business
  - A. Mileage Reimbursements- motion to reimburse for \$51.90, 1st Jacobs, 2nd Graber, unanimous.
  - B. Youth Bureau Crafts- motion to spend \$322.06, 1st Tamol, 2nd Yarborough, unanimous
  - C. Frosty Coupon Donation and Giveaway- \$202 donated by Bob Leary. Motion to write check to Frosty's for \$202, 1st Yarborough, 2nd Jacobs, unanimous
  - D. Compost Management Equipment- motion to spend \$169.40, 1st Wind, 2nd Jacobs, unanimous
  - E. Reusable Vinyl Tablecloths- motion to spend \$155.94, 1st Yarborough, 2nd Wind, unanimous
  - F. Steam Materials- motion to spend \$971.05, 1st Yarborough, 2nd Jacobs, unanimous
  - G. Library Elevator Rug- waiting to hear from the town
  - H. Parking Lot- to be sealed and striped on June 15th. The parking lot will be closed but the library will be open.
- X. Adjournment- 5:35pm, 1st Yarborough, 2nd Jacobs, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
July 13, 2023**

- I. Roll Call- Graber, Stock, Tamol, Howell, Jacobs, Stempniak, Wind, Mazur
- II. Called to Order at 4:15pm
- III. Approval of and/or changes to the agenda- approved as amended, 1st Jacobs, 2nd Graber, Unanimous.
- IV. Review and approval of the meeting minutes of June 8, 2023- approved, 1st Tamol, 2nd Jacobs, Unanimous.
- V. Report of the Director- St. Mary's Kindergarten students visited the library. Our battle of the books teams are practicing, the competition is at the end of the month. 242 weekly crafts have been handed out. 70 STEM kits have been handed out. 200 people attended the summer kickoff party.
- VI. Public comment- A chicken barbecue will be held during the garden walk on July 23rd.
- VII. Monthly Financial Report
  - A. June Report- approved, 1st Wind, 2nd Jacobs, unanimous
  - B. Disposition of CDs 046 and 2355- (see line C)
  - C. Disposition of CDs 043 and 178- motion to authorize Ken Graber to consolidate all four CDs and \$100,000 from checking account to be placed in a savings account at Bank on Buffalo.
  - D. System Paid Budget Analysis- reviewed
  - E. Craft Budget- reviewed
  - F. June Audit Report- reviewed
- VIII. Old Business
  - A. Credit Card Policy- approved as amended, 1st Tamol, 2nd Graber, unanimous
  - B. Elevator Rug- motion to spend \$47.35, 1st Tamol, 2nd Howell, unanimous
  - C. Parking Lot Update- completed
  - D. Staff Room- updated councilman Mazur
- IX. New Business
  - A. Contract Approval- motion to approve, 1st Jacobs, 2nd, Graber, unanimous
  - B. Battle of the Books Party Expenses- motion to spend up to \$150.00, 1st Wind, 2nd Howell, unanimous
  - C. Rest Room Keys- motion to spend \$79.76 for new keys, 1st Tamol, 2nd Jacobs, unanimous
  - D. Private Library Materials Invoice- motion to pay \$4,061.11, 1st Jacobs, 2nd Graber, unanimous
  - E. Accessibility Kits- motion to spend \$3,543.47, 1st Wind, 2nd Tamol, unanimous
  - F. Mission Ignite Tech 360- coming to teach classes, if you complete a 6 hour training then you receive a free desktop
  - G. Play Down Your Fines Program- check out sports equipment and the Wilson Foundation will off off your fines.
- X. Adjournment- 5:19pm, 1st Tamol, 2nd Howell, unanimous

Submitted by,  
Kristyn Wind

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
August 10, 2023**

- I. Roll Call- Tamol, Stock, Graber, Mazur, Wind, Jacobs, Martin
- II. Called to Order at 4:17pm
- III. Approval of and/or changes to the agenda- approved as amended, 1st Tamol, 2nd Wind, unanimous
- IV. Review and approval of the meeting minutes of July 13, 2023- approved as amended, 1st Graber 2nd Tamol, unanimous
- V. Report of the Director- Our Battle of the Books teams placed 2nd and 5th. Ten kids attended the comic book club. 263 make and take crafts were handed out. Teen paint night had 12 attendees. 58 programs were held in July.
- VI. Public comment- 233 chicken dinners were sold at the Friends bbq.
- VII. Monthly Financial Report
  - A. July Report- approved, 1st Tamol, 2nd Wind, unanimous
    - a. Transfer of CDs to Bank on Buffalo at 4%- completed
  - B. Audit Report- completed
  - C. Programming Budget- Quarterly update- planning for fall programming
- VIII. Old Business
  - A. Credit Card Interest Rates- motion to open a credit card with Bank on Buffalo for up to a \$5,000 credit limit- 1st Tamol, 2nd Jacobs, unanimous
- IX. New Business
  - A. Building Maintenance Updates
    - 1. Lighting- need bulbs replaced
    - 2. Panic Button- \$1,508 for panic buttons- will be reviewed at Town Board meeting
    - 3. Cintas- still waiting
  - B. By-Laws & Conflict of Interest Policy review- tabled
  - C. Waiver Form for Accessibility Kits- approved, 1st Tamol, 2nd Wind, unanimous
  - D. Survey Results- 96 responses
  - E. Mileage Payments- \$22.38- approved, 1st Graber, 2nd Tamol
  - F. Filters for Air Purifiers- motion to spend \$77.18 on replacement filter- 1st Jacobs, 2nd Wind, unanimous
  - G. Additional Card Table for Mahjong Club- \$47.38- motion to purchase, 1st Wind, 2nd Tamol, unanimous
  - H. Move meeting time to 4:00pm- approved, 1st Tamol, 2nd Graber
- X. Adjournment- 5:00pm, 1st Tamol, 2nd Jacobs, unanimous.

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
September 14, 2023**

I. Roll Call- Yarborough, Tamol, Stock, Graber, Howell, Wind, Jacobs

II. Called to Order at 4:04pm

III. Approval of and/or changes to the agenda- approved as amended, (added letter G. Book donation sorting) 1st Wind, 2nd Howell, unanimous

IV. Review and approval of the meeting minutes of July 13, 2023, 1st Tamol 2nd Graber, unanimous

V. Report of the Director- 56 participants in summer bingo with two winners, 455 summer reading log participants, 1,273 in the summer reading raffle with four winners, 82 scavenger hunt participants with three winners, library participated in glow fest at Como Park and presented at the Lancaster schools staff development days.

VI. Public comment- received Monica Wallace grant to help fund Sundays

VII. Monthly Financial Report

A. August Report- approved, 1st Tamol, 2nd Howell, unanimous

B. Audit Report- tabled

C. Town Budget Report- reviewed

D. Credit Card- approved

VIII. Old Business

A. Building Maintenance

1. Panic Buttons- the town board approved the installation of panic buttons

2. Parking Lot Entrance- waiting for the town to repair wear and tear

B. By-laws and Conflict of Interest Policy review -motion to change title to "By-Laws and Conflict of Interest Policy of the Lancaster Library Board of Trustees"- approved, 1st Tamol, 2nd Graber, unanimous.

- Motion to remove letter D under the heading of "President"- approved, 1st Tamol, 2nd Yarborough, 4-1 vote

- By-Laws approved as amended, 1st Tamol 2nd Howell

IX. New Business

A. James Stelzle- motion to purchase hunting and fishing books in memory, approved 1st Tamol, 2nd Wind, unanimous

B. Prize for Pumpkin Contest- motion to spend \$100, 1st Wind, 2nd Tamol, unanimous

C. Halloween Party Request- motion to spend \$362.81, 1st Yarborough, 2nd Howell, unanimous

D. Teen Book Boxes Request- motion to spend \$300, 1st Wind, 2nd Tamol, unanimous

E. Battery Box- motion to spend \$71.95, 1st Howell, 2nd Yarborough, unanimous

F. 2024 Calendar- motion to spend \$16.25, 1st Tamol, 2nd Graber, unanimous

G. Book donation sorting- discussed volunteers

X. Adjournment- 5:08pm, 1st Tamol, 2nd Jacobs, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
October 12, 2023**

I. Roll Call- Yarborough, Stock, Graber, Howell, Wind, Stempniak

II. Called to Order at 4:00pm

III. Approval of and/or changes to the agenda- approved as amended, (added letter J. holiday close date, K.AED and L. Sustainable Libraries Annual Membership Fee) 1st Yarborough, 2nd Graber, unanimous

IV. Review and approval of the meeting minutes of September, 2023, 1st Graber 2nd Howell, unanimous

V. Report of the Director- The library hosted 192 visitors from St. Mary's preschool classrooms. 30 adults attended a genealogy event. The staff hosted a table at the village fall fest and the Erie County fall fest, with 404 participants at our table. 22 story time sessions were held this month.

VI. Public comment- several new members have joined the Friends of the Library group.

VII. Monthly Financial Report

A. September Report- approved, 1st Graber, 2nd Yarborough, unanimous

B. Audit Report- tabled

C. Petty Cash- motion to replenish \$200 to petty cash, 1st Yarborough, 2nd Wind, unanimous

D. Craft Budget Report- reviewed

VIII. Old Business

A. Building Maintenance

1. Panic Buttons- installed on September 29th

2. Parking Lot Repair- temporary fix applied, a permanent fix is being explored

B. Book Donations- resumed on September 29th

IX. New Business

A. Investment Policy Review- tabled

B. Renew Amazon Prime- approved \$139 for subscription, 1st Wind, 2nd Howell, unanimous

C. Purchase CD Player- approved \$29.95, 1st Yarborough, 2nd Wind, unanimous

D. Purchase Citizen Science Kits- approved \$139.88, 1st Yarborough, 2nd Graber, unanimous

E. Celebrate One Year Sustainable Library- approved \$100, 1st Graber, 2nd Howell, unanimous

F. Purchase Holiday Volunteer Gifts- approved \$133.63, 1st Wind, 2nd Howell, unanimous

G. Purchase Book Drop Bin

H. Purchase two economy folding tables- combined approval for letters G and H, approved for \$669.97, 1st Yarborough, 2nd Graber, unanimous

I. Purchase hand truck- approved \$159.99, 1st Wind, 2nd Yarborough, unanimous

J. Holiday close dates 2024- 2024 dates approved, 1st Wind, 2nd Howell, unanimous

K. AED- approved AED from Central Library, 1st Graber, 2nd Howell, unanimous

L. Sustainable Libraries Membership Fee- approved, 1st Yarborough, 2nd Wind, unanimous

X. Adjournment- 5:13pm, 1st Howell, 2nd Graber, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
November 9, 2023**

I. Roll Call- Yarborough, Stock, Graber, Howell, Wind, Stempniak, Tamol, Jacobs

II. Called to Order at 4:00pm

III. Approval of and/or changes to the agenda- approved as amended, (added N. Advocacy Meeting) 1st Graber, 2nd Yarborough, unanimous

IV. Review and approval of the meeting minutes of October 12, 2023- tabled

V. Report of the Director- Tech 360 class will give a free desktop computer to each participant upon completion. Review of 1st year of sustainability initiative. Aurora Middle School class visited. 120 Stem kits were handed out this month. Dance party, 50 attended. 57 entries in the no carve pumpkin decorating contest.

VI. Public comment- Jewelry sale December 8th – 10th. Basket raffle at sale and silent auction. January 18th at 7pm will be the first evening Friends of the Library meeting.

VII. Monthly Financial Report

- A. October Report- approved, 1st Graber, 2nd Yarborough, unanimous
- B. Audit Report- completed, 1st Graber, 2nd Yarborough, unanimous
- C. Programming Budget Report- reviewed
- D. System paid budget analysis- 1st Yarborough, 2nd Tamol, unanimous

VIII. Old Business

- A. Investment Policy review- reviewed, approved as amended, 1st Wind, 2nd Yarborough, Unanimous

IX. New Business

- A. ACT Meeting, Saturday 11/18/23
- B. 2023 Slate of Officers- everyone will continue in their current positions, vote to be held in January
- C. DEI policy- voting next month
- D. Holiday Party- December 14th at 12pm- motion to approve \$450, 1st Tamol, 2nd Yarborough, unanimous
- E. Mileage Payments- motions for \$47.13, 1st Jacobs, 2nd Howell
- F. Refrigerator for Break Room- approve \$815.98, 1st Yarborough, 2nd Wind, unanimous
- G. Paint for Break Room- approved \$98.98, 1st Tamol, 2nd Jacobs, unanimous
- H. PVT Library Materials Invoice- approved \$622.89, 1st Jacobs, 2nd Tamol, unanimous
- I. Demco Order- approved \$401.64, 1st Wind, 2nd Graber, unanimous
- J. Winter Raffle Prizes- approved \$600, 1st Graber, 2nd Wind, unanimous
- K. Winter Reading Log Prizes- approved for \$898.08, 1st Wind, 2nd Yarborough, unanimous
- L. 2024 Program Budget Request- approved \$15,000, 1st Tamol, 2nd Yarborough, unanimous

M. 2024 Craft Budget Request- approved \$4,000, 1st Howell, 2nd Jacobs, unanimous  
N. Advocacy Meeting- Monica Wallace on December 7th, 10am, Darwin Martin House

X. Adjournment- 5:01pm, 1st Howell, 2nd Graber, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
December 14, 2023**

- I. Roll Call- Yarborough, Stock, Graber, Wind, Stempniak, Tamol, Jacobs
- II. Called to Order at 3:58pm
- III. Approval of and/or changes to the agenda- approved as amended, 1st Tamol, 2nd Jacobs, unanimous
- IV. Review and approval of the meeting minutes of October 12, 2023 and November 9, 2023- both approved, 1st Tamol, 2nd Graber, unanimous
- V. Report of the Director- Hosted a table at the St. Mary's craft show- 92 people stopped by the table. Collected donations for Toys for Tots. Partnered with WNY foster closet to collect donations for foster children. Handed out 137 make your own lava lamp kits. Started a home-schooled Lego club. 11 teens participated in the teen book boxes.
- VI. Public comment- \$2,064 made from the jewelry sale. Extra items were donated to local nursing homes. January 18th will be an evening Friends meeting.
- VII. Monthly Financial Report
  - A. November Report- approved, 1st Tamol, 2nd Wind, unanimous
  - B. Audit Report- up to date, 1st Graber, 2nd Jacobs, unanimous
  - C. Replenish Petty Cash- \$300 replenished- 1st Graber, 2nd Tamol, unanimous
  - D. Town Budget Report- reviewed
  - E. 2024 Board Budget- tabled until January
  - F. CD report- motion to open a \$50,000 CD at M&T bank- 1st Graber, 3rd Tamol, unanimous
- VIII. Old Business
  - A. DEI Policy- approved ,1st Jacobs, 2nd Graber, unanimous
  - B. 2023 Slate of Officers- presented slate of officers nominated for next year= 1st Tamol, 2nd Graber, unanimous
  - C. Advocacy Meeting- attended Senator Gallivan meeting on 12/13/2023
  - D. ACT Meeting- Trustee Jacobs presented at the meeting
- IX. New Business
  - A. 2023 Trustee Training- reviewed
  - B. Emergency Plan (review)- tabled
  - C. 2024 Adult Reading Challenge- motion to approve \$200 for prize (gift cards to local businesses) 1st Jacobs, 2nd Graber, unanimous
  - D. Empire Pass- motion to purchase for \$70, 1st Wind, 2nd Jacobs, unanimous
  - E. Lego Boards- motion to purchase for \$26.99, 1st Tamol, 2nd Wind, unanimous
  - F. AED Wall Mount Cabinet- motion to purchase for \$134.69, 1st Tamol, 2nd Wind, unanimous
  - G. See Envelopes- motion to purchase for \$69.95, 1st Jacobs, 2nd Wind, unanimous
  - H. Firewood- motion to purchase for \$200, 1st Jacobs, 2nd Wind, unanimous
  - I. Leaf Blower- motion to purchase for \$549.99, 1st Graber, 2nd Tamol, unanimous
  - J. Vacuum- motion to purchase for \$319.00, 1st Tamol, 2nd Jacobs, unanimous
  - K. Snow Pusher- motion to purchase for \$66.25, 1st Tamol, 2nd Graber, unanimous
- X. Adjournment- 5:25pm, 1st Tamol, 2nd Jacobs, unanimous