

Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
May 13, 2021

I. Roll Call: Suzanne Jacobs, Gary Howell, Kristyn Wind, Kara Stock (Library Director), Donna Stempniak (Friend's Liaison).

11. Call to Order: President Suzanne Jacobs called the meeting to order at 4:05 PM.

III. Approval of and/or changes to the Agenda: A decision to discuss the 1<sup>st</sup> Amendment Auditor was added under New Business, Item L. Motion to accept as amended, Kristyn Wind, second Suzanne Jacobs. Vote Unanimous.

IV. Review and approval of the meeting minutes of April 8, 2021: Under the Financial report Jan Yarborough was asked if there would be a better interest rate if the board added \$10,000 to CD 046 and CD 040. The minutes were accepted as amended. Motion Gary Howell, Second Kristyn Wind.

V. Report of the Director: April was love your Library Month. Programs included virtual Crafternoons, Yoga for children, Ms. Meg's Storytime, and Craft and Carry. The library distributed 80 children's garden kits. John Benzee created 5 new kits to be circulated. The library participated in the Community Development Corp. Of Lancaster Easter egg scavenger hunt. Two part-time employees will be brought back to work, one at the end of May and one sometime in July. A musician participating in Music in the Village will perform in front of the library on June 5th.

The library is waiting for a new window to replace the broken window in the office. The air handler was fixed, the fire extinguishers were inspected, and the security system server was replaced.

VI. Public Comment: Sunday, May 25<sup>th</sup>, the Friends of the Lancaster Library will hold their chicken barbeque. Volunteers will arrive at 10:30 to set up tents and tables. Volunteers from the Friends will participate in planting the Children's Garden.

VII. Monthly Financial Report:

A: The monthly Financial report was approved as presented. Motion: Gary Howell, Second: Kristyn Wind, Vote: unanimous.

B and C: A motion to add \$10,000.00 to CD's 046 and 040 when they mature was made by Kristyn Wind and seconded by Suzanne Jacobs. Vote: Unanimous.

D. The system paid Financial report was reviewed.

E. The quarterly town budget was presented and reviewed.

F. Matching Funds for Furniture Grant; The central library will cover 25% of new furniture costs. Items discussed include computer chairs, folding tables, and book trucks.

VIII. Old Business:

A Building Maintenance Update: See Report of the Director.

B. 200<sup>th</sup> Anniversary Update: The East Street Big Band was hired to play at the event.

C. In-Person Programming: In-person Lego programs will begin on Saturdays. Story Time for pre-schoolers will begin in June. Small, socially distanced groups will attend the programs.

#### IX. New Business

A. Annual Report 2020: The 2020 Annual Report was reviewed. Vote to approve: Gary Howell, Second: Kristyn Wind, Vote: Unanimous

B. Memory Kit Request: A motion to spend \$364.00 on Memory Kits was approved. Moved: Suzanne Jacobs, Second: Kristyn Wind, Vote: Unanimous

C. Invoice - Materials for Private Funds: A motion to spend \$1,343.28 from memorial donations was approved. Moved: Suzanne Jacobs, Second: Gary Howell, Vote Unanimous.

D. Mask Order: A Motion to spend \$14.99 on adult masks and \$11.99 on children's masks was approved. Moved: Kristyn Wind, Second: Suzanne Jacobs, Vote: Unanimous.

E. Fit Bit Order: A motion to spend \$194.60 on two Fit Bits was approved. Moved: Suzanne Jacobs, Second: Gary Howell, Vote: Unanimous.

#### F. Collection Needs

1. Children's books - \$3,500.00. 50 Vox books, and Readers. A motion to spend \$3,500.00 was approved. Moved: Kristyn Wind, Second: Gary Howell, Vote: Unanimous.

2. Adult Books - \$2,500.00. Travel, Health, Exam, and Fiction books. A motion to spend \$2,500.00 was approved. Moved: Kristyn Wind, Second: Gary Howell, Vote: Unanimous

G. Toner for Fax Machine: A motion to spend \$34.99 on Fax machine toner was approved. Moved: Suzanne Jacobs, Second: Kristy Wind. Vote: Unanimous.

H. Yard Games Order: A motion to spend \$89.91 on yard games was approved. Moved: Suzanne Jacobs, Second: Kristyn Wind, Vote Unanimous.

I. ACT Meeting Review: No one present attended to ACT meeting.

J. Parking Lot Issue: A local business is parking in out lot. A car was hit. The town put up signs stating the lot was for library patrons. It hasn't stopped the business from parking in the lot.

K. Mary Jean Jakubowski Retirement: ACT is putting together a presentation to honor Mary Jean Jakubowski on her retirement. They are asking for photographs of Mary Jean, the library, the board members, the staff, and children's activities. Gary Howell will take the photos and provide prints.

L. First Amendment Auditor: A First Amendment auditor is traveling to public buildings and video taping. A discussion was held on how to handle him if he comes to the Lancaster Public Library.

X. Adjournment: A motion was made to Adjourn at 5:30 PM. Moved: Gary Howell, Second: Kristyn Wind, Vote: unanimous

Next Meeting: Thursday, June 10, 2021 - 4:00 PM

Respectfully submitted by Gary Howell

