

Lancaster Public Library

Board of Trustees

Meeting Minutes

June 11,2020

Note: Remote Meeting via Zoom

Meeting ID# 989 1887 7155

- I. Roll Call – G. Howell, K. Graber, S. Jacobs, J. Yarborough, K. Wind, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends Liaison)
- II. Call to Order – Meeting called to order at 11:01 a.m.
- III. Agenda – The agenda was approved as amended. MSP J. Yarborough, K. Wind. Vote – unanimous
- IV. Meeting minutes – Approval of March 12,2020 minutes MSP G. Howell, J. Yarborough. Vote unanimous. Approval of March 31,2020 minutes MSP K. Graber, J. Yarborough. Vote – unanimous. Approval of May 28,2020 minutes MSP K. Wind, G. Howell. Vote – unanimous
- V. Report of the Director – The Lancaster Public Library closed as of March 17,2020. Video programming with Meghan and Genevieve started shortly after and has been very well received. Full time staff and one part time staff started prepping for re-opening on May 27th.The library re-opened with new protocols in place on June 8th.
- VI. Public Comment – D. Stempniak informed the Board that the Friends group will not be meeting until September but, will be mailing out letters with information and membership renewals in the coming weeks.
- VII. Financial Reports – Approval of the March 2020 Financial report MSP B. Tamol, J. Yarborough. Vote – unanimous, Approval of the April Financial report MSP B. Tamol, K. Wind. Vote – unanimous. Approval of the May 2020 Financial report MSP G. Howell, J. Yarborough. Vote – unanimous.
On July 18,2020 Bank of Akron becomes Bank on Buffalo.
The Board authorizes treasurer, J. Yarborough to roll over CD #040 for a 12 month term.MSP S. Jacobs, K. Graber. Vote – unanimous.
Town Maintenance Budget – The budget allows for installation of a fence in the parking lot area.
G. Howell suggested that a new CD in the amount of \$20,000 be purchased. As per J. Yarborough's discussion with Bank of Akron we will wait to see if when it becomes Bank on Buffalo they are offering any better rates.
- VIII. Old Business –
 - A. Re-opening Update – The concern about overcrowding has not been an issue. Patrons are coming in steadily but not crowding the library per the new guidelines.

- B. Investment Policy – The investment policy was approved as presented, MSP G. Howell, J. Yarborough. Vote – unanimous. Investment policy procedure to be discussed at next meeting.
 - C. Restroom Update – Tile and materials on order, construction will begin when materials are received. Construction will take 3-4 weeks.
 - D. Monica Wallace Grant – K. Stock asked to proceed with orders approved at March 12,2020 meeting. Board acknowledged and okayed.
- IX. New Business –
- A. 2019 Annual Report to the Community – Approval of the report MSP J. Yarborough, K. Wind. Vote – unanimous
 - B. K. Stock supplied the Board with an updated Policy Review Schedule.
 - C. Procurement Policy – the Board gave the annual approval. MSP B. Tamol, K. Graber. Vote – unanimous
 - D. Summer Reading Program – “Imagine Your Story”. The LPL will offer on-line forms to be filled out and to be entered into the drawing. Meghan will be offering a weekly virtual scavenger hunt with weekly drawings for a \$10 Frosty’s gift card. Motion made to purchase 8 gift cards at a cost of \$80. MSP B. Tamol, K. Graber. Vote – unanimous
 - E. Summer Programming – Several virtual programs will be offered through Zoom.
 - F. Updated Projected Program Budget – Removal of programs cancelled during closure, addition of virtual summer programs.
 - G. Lobby Ceiling – Motion made that The LPL Board of Trustees approve the expenditure of up to \$10,000 on a new lobby ceiling. MSP S. Jacobs, G. Howell. Vote – unanimous
- X. Adjournment – Motion to adjourn at 12:05 p.m. MSP G. Howell, K. Graber. Vote – unanimous.

Respectfully submitted by,

Barbara Tamol

Board Secretary