

Lancaster Public Library
Board of Trustees
Virtual Meeting Minutes
Thursday, August 13, 2020
4:00PM

I. Roll Call: Ken Graber, Gary Howell, Sue Jacobs, Kristyn Wind, Kara Stock (Library Director), Donna Stempniak (Friends of the Library Liaison), and Robert Leary (Town Board Liaison).

Absent: Barbara Tamol, Jan Yarborough

II. Call to Order: Sue Jacobs called the meeting to order at 4:06PM.

III. Approval of and/or changes to the Agenda: Kara Stock added item under New Business – Jamax Repair. Motion to accept amended agenda: MSP Howell, Graber; unanimous

IV. Review and Approval of the July 9, 2020 Meeting Minutes: MSP Howell, Graber; unanimous.

V. Report of the Director: 34 new library cards were issued in July. Focus has been on serving patrons. Days have been busier; circulation is increasing. The economy has people borrowing instead of buying. Summer reading program has lots of participation. Meghan continues online story time; two performers appeared online.

VI. Financial Statement: The July financial report was approved. MSP Wind, Howell, unanimous. CDs # 043 and 178 were renewed.

VII. Public Comment/Friends' Report: Donna Stempniak reported that the Friends Group has over \$23,600 for Sundays. However, because of staffing and opening on Saturdays, we are not ready to extend open hours to Sunday. It would be more costly, too, because of cleaning requirements.

VIII. Old Business

A. Re-opening Update: Even as library usage increases, we are still operating with only three staff members and our custodian. These individuals are stretched, and no one is able to take vacation time....or get sick!

B. Restroom Construction Update: Foyer floor, ceiling and lighting are finished; first restroom is about 90% complete. Work will soon begin on the second. It is all very attractive.

C. FOIL Policy: A motion was made to adopt the newly developed FOIL Policy. MSP Howell, Wind; unanimous.

IX. New Business

- A. 2021 Budget Scenarios: Kara presented the three budget scenarios that she was asked by Central to develop. She compared our 2020 adopted budget; the 2021 base budget; the 2021 budget with a 5% reduction; the 2021 budget with a 10% reduction; and the 2021 budget with a 25% reduction. Each reduced budget would result in graduated reductions in staffing, the last being the most drastic. Little is known about what the 2021 budget will actually be. The county will have its budget prepared by October 15, and if there is no assistance to municipalities from the federal government, the consequences to libraries will be severe.
- B. Board Contribution to 2021 Staffing: There was general agreement that the Board could provide financial assistance, if necessary, in 2021. The question arose about whether assistance will be necessary this fall, as our library hours increase. It was recommended that the director proceed with increased hours and staffing and see if this is approved by Central.
- C. Expanded Open Hours: Kara presented proposals for additional open hours. As of August 17, we would increase to 32.5 hours, and that would require the addition of one part-time clerk for ten hours per week.
- D. Fall Open Hours/Staffing: On September 8 the hours would increase to 40 per week and would require the addition of one part time clerk for 12 hours per week and two part-time senior pages for 6.5 hours each per week. A motion was made to approve the two proposals. MSP Graber, Wind; unanimous.
- E. Transcripts: NYS Open Meeting Law requires both audio and verbatim transcripts of our virtual meetings appear on our website. IT recommends Amazon Web Service to provide the transcripts. A motion was made to expend \$7.49 per month for this service. MSP Howell, Graber; unanimous.
- F. Gift Policy: Please review for a vote next meeting.
- G. Zoom Yoga: Peggy Basin has offered to do Zoom yoga sessions. Zoom can accommodate 100 people. Peggy will conduct the classes from the library using our Zoom account. A motion was made to expend \$200 for four classes in the fall. MSP Wind, Howell.
- H. Jamax Repair: The coin attachment to the copy machine needs repair. A motion was made to expend up to \$330 for this purpose. MSP Howell, Graber; unanimous.
- X. Adjournment: A motion was made to adjourn the meeting at 4:50PM. MSP Howell, Graber; unanimous.

Respectfully submitted,
Sue Jacobs for Barbara Tamol, Secretary