

Lancaster Public Library

Board of Trustees

Meeting Minutes

September 10, 2020

Zoom Meeting

Meeting ID# 613 774 4639

- I. Roll Call – G. Howell, K. Graber, S. Jacobs, J. Yarborough, K. Wind, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison)
- II. Meeting called to Order at 4:04 p.m.
- III. Agenda approved as submitted. MSP – K. Graber, G. Howell. Vote – unanimous
- IV. After being reviewed the minutes from the August 13, 2020 meeting were approved. MSP – B. Tamol, J. Yarborough. Vote – unanimous
- V. Director's Report – The summer reading program was a success with 508 submissions. The two winners received their prizes. The Fall Focus is supporting school and families during this difficult time. Fall yoga (via zoom) has been canceled.
- VI. Public Comment - The Friends had their first meeting since March and discussed the book sale and the amount of time needed to prep for it. They are looking at still having the chicken BBQ and the Craft and Vendor Show when it is acceptable. Thanks to their mailing they have received \$800.
- VII. Financial Report –
 - A. August Report approved. MSP – G. Howell, J. Yarborough. Vote – unanimous
 - B. Motion to roll over CD #1283 for 12 months at .28 interest rate. MSP K. Graber, B. Tamol. Vote – unanimous.
 - C. Town Budget – As per the town request K. Stock has requested \$23,400 for the Library's expenditures. This is a 10% decrease from the previous year.
- VIII. Old Business –
 - A. Re-opening update – With the addition on 8/17/2020 of 2.5 hours per week, one PT Clerk was brought back at reduced weekly hours. On 9/08/2020 when the library increased hours to 55 per week an additional 4 PT employees were added, again at reduced hours.
 - B. Restroom Construction – One restroom is completed with the second rest room to be completed soon.
 - C. Gift Policy Review – The Gift Policy was reaffirmed. MSP J. Yarborough, G. Howell. Vote – unanimous
 - D. Wallace Grant Orders – Motion to allow K. Stock to expend \$4990.84 for purchases with monies from the grant. MSP - S. Jacobs, K. Wind. Vote – unanimous
- IX. New Business –
 - A. Board Budget for Donated Funds – S. Jacobs will provide more information at the next meeting.

- B. Lost and Found Policy – The Board was provided with a copy of the policy and will review it and vote on it at the next meeting.
- C. Personnel Changes – Sr. page – Joann has retired. John Benzee has finished and passed his probationary period and is now permanent. Congratulations John!
- D. Elks Beacon Grant – Camille Lewandowski procured and presented the Lancaster Library with the \$3400 grant towards Children’s Programming.
- E. Online Fall Reading Contest Prizes – Motion that K. Stock be allotted \$221.41 for prizes. MSP – K. Graber, J Yarborough. Vote – unanimous
- X. Adjournment – Meeting adjourned at 4:48 p.m. MSP – K. Graber, J. Yarborough. Vote – unanimous.

Respectfully submitted,

Barbara Tamol
Secretary