Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
February 13, 2020

II. Call to Order- The meeting was called to order at 4:10pm
III. Agenda- approved with changes. MSP J.Yarbourough, G. Howell. Vote- unanimous
IV. January Meeting Minutes- Approved. MSP J. Yarborough, K. Wind. Vote- unanimous
V. Director’s Report- There has been an increase in library card holders. Our new Sensory Playtime Program premiered. It was featured in the Lancaster Sun. Our Comic Book Club and Music with Mar program was also featured in the Lancaster Sun. A recruiter for Census jobs will be hosting at the library.
VI. Financial Report
   b) CD #045 was renewed at a rate of 1.24% for a 12 month period
   c) “System Paid” Report- there is enough money in the budget to fund Sundays this year.
   d) “Return to System” Report- tabled until the report is received
   e) Act Fees- G. Howell moved we pay the $20.00 fee for the year. MSP G. Howell, S. Jacobs. Vote- unanimous
VII. Public Comment- D. Stempiak, President of Friends of the Library- The Friends annual book sale will be held April 2nd-4th. The annual Chicken BBQ will be held July 19th. They are organizing a vendor/craft show fundraiser at the Elks lodge in October. Friends of the Library meetings will now be held at 2:00pm on the second Thursday of each month.
VIII. Old Business
   a) Restroom Project- The resolution passed, and the contract was awarded. We are waiting to schedule a pre-construction meeting, then construction should be able to begin right after.
   b) By-Laws Review- Changes made will be approved at the next meeting.
   c) Personnel- New Library Assistant position, John Benzee. MSP K. Wind, J. Yarborough. Vote- unanimous
   d) ACT Meeting Report- Four attended the virtual meeting. There was a presentation of minimum standards and how to run an effective board meeting. The next ACT meeting is March 14, 9:00am- 12:00pm at Central Library.
   e) Directors Evaluation- completed, the Director received a glowing report.
IX. New Business
   a) Review of Long-Range Strategic Plan- This is the last year of the current plan, we will be working on the next long-term plan to begin in 2021. We are happy with the accomplishments made towards the current plan.
   b) Staff Development Day- Organized by Central Library for May 20th, 2020. We will be open 5pm-9pm that day to allow as many staff members to attend the staff development as possible. Motion to close on May 20th, 2020 from 10am-5pm. MSP G. Howell, S. Jacobs. Vote- unanimous
   c) Trustee Education- requirement will become effective next year
   d) Director’s meeting with Monica Wallace- Discussed the proposed library and library construction aid cuts; asked for her support. Stressed the library’s role in the census (ie: computer usage for residents to complete the census)
   e) Invoice for Memorial Books- Moved to spend $447.79 to purchase memorial books. MSP S. Jacobs, J. Yarborough. Vote- unanimous
f) Generator Information- waiting on on estimate

g) Wish List: Community Room- Moved to spend up to $700 for a Lego wall for the community room. MSP S. Jacobs, K. Graber. Vote- unanimous.

h) Convert board paperwork into electronic documents- looking into this possibility.

i) Senator Gallivan Meeting- will take place March 5th at the Elma Library at 1:30pm.

X. Adjournment