

Lancaster Board of Trustees Agendas 2024

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**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, January 11, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of December 14, 2023
- V. Report of the Director

VI. Public Comment

- VII. Monthly Financial Report
 - A. December Financial Report
 - B. Audit Report
 - C. 2024 Board Budget
 - D. M&T Bank CD
 - E. 2023 Craft Budget Report

VIII. Old Business

- A. Vote to Approve the Slate of Officers
- B. Vote to Approve Emergency Procedures Policy
- C. 2023 Trustee Training

IX. New Business

- A. Building Maintenance
 - a. Bathroom Heaters not working.
- B. Board Member Conflict of Interest forms
- C. Members elected in the 2023 local election to sign oath of office
- D. Approve Contract Extension
- E. 2024 Policy Review Schedule
- F. Private Materials Budget Request
- G. Mileage Payments - \$81.70
- H. Historic Materials Cabinet Supplies - \$418.84
- I. Eclipse Events \$1,312.74
- J. Grouchy Ladybug Kit - \$122.87
- K. Demco- Miscellaneous Supplies - \$731.47

X. Adjournment

Next Meeting - Thursday, February 8, 2024 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, February 8, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of January 11, 2024
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - F. January Financial Report
 - G. Audit Report
 - H. 2024 Board Budget
 - I. Evans Bank CD
 - J. Programming Budget

- VIII. Old Business
 - A. Approve Contract Extension
 - B. Building Maintenance - Bathroom Heaters

- IX. New Business
 - L. Petty Cash Policy
 - M. Patron Suspension Policy
 - N. Spring Teen Book Boxes \$250.00
 - O. New Kits Shelving \$508.90
 - P. ACT Meeting, Saturday, March 9, 2024
 - Q. New Town Board Liaison - Melissa Studley

- X. Adjournment

Next Meeting - March 14, 2024 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 14, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of January & February 2024
- V. Report of the Director

VI. Public Comment

- VII. Monthly Financial Report
 - A. February Financial Report
 - B. Audit Report
 - C. Town Budget Report
 - D. 2023 System Paid Budget Analysis

- VIII. Old Business
 - A. ACT Meeting Saturday, March 9, 2024
 - B. Building Maintenance
 - a. Bathroom Heaters
 - C. Approve Payment of Fees for ACT Meeting \$60.00
 - D. Staff Room Renovations
 - E. Director's Evaluation

- IX. New Business
 - A. Procurement Policy
 - B. 2023 Annual Report to the Community
 - C. Return to System Payment \$3,581.17
 - D. Annual Sales Tax \$297.00
 - E. Volunteer Gifts, Tote Bags \$77.89
 - F. Sign Language Kit \$257.42
 - G. New Staff Desk Floor Mats \$270.95
 - H. Pruners \$59.52
 - I. Lancaster Youth Bureau Trivia Contest, April 18, 2024

X. Adjournment

Next Meeting - April 11, 2024 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, April 11, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of January 11, 2024 and March 14, 2024
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - K. March Financial Report
 - L. Audit Report
 - M. 2024 Craft Budget Report

- VIII. Old Business
 - A. Bathroom Heaters
 - B. Staff Room Renovations

- IX. New Business
 - A. Resolution to approve the 2023 State Report
 - B. FOIL Policy - review
 - C. Mileage Payments
 - D. Summer Reading Request Part One - \$951.49
 - E. Tiny Art Show Prize - \$39.99
 - F. Floor Mats - \$249.80

- X. Adjournment

Next Meeting - Thursday, May 10, 2024 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, May 9, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of April 11, 2024
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - N. April Financial Report
 - O. Audit Report
 - P. 2024 Programming Budget Report

- VIII. Old Business
 - C. Restroom Heaters
 - D. Staff Room Renovations

- IX. New Business
 - G. Gift Policy - review
 - H. Summer Reading Request Part 2 - \$867.84
 - I. Demco Request - \$150.80
 - J. Battery Boxes - \$135.27
 - K. ACT Meeting - May 4, 2024

- X. Adjournment

Next Meeting - Thursday, June 13, 2024 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, June 13, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of May 9, 2024
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- Q. May Financial Report
- R. Audit Report
- S. Report on new CD
- T. Town Budget Report

VIII. Old Business

- E. Restroom Heaters
- F. Staff Room Renovations

IX. New Business

- L. Lost & Found Policy
- M. Replenish Petty Cash
- N. Summer Reading Log Request \$1,073.62
- O. Tonie Kit Request \$188.05
- P. Amazon - Board Games \$591.01
- Q. Demco - 2 Cart and Assorted Supplies \$1,306.61

X. Adjournment

Next Meeting - Thursday, July 11, 2024 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 11, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of June 13, 2024
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - U. June Financial Report
 - V. Audit Report
 - W. Craft Budget Report

- VIII. Old Business
 - G. Restroom Heaters
 - H. Staff Room Renovations

- IX. New Business
 - R. 2024 B&ECPL Contract Approval
 - S. Battle of the Books Party Budget Request
 - T. Mileage Payments
 - U. Yard Games - replacements
 - V. New Senior Page - name tag order

- X. Adjournment

Next Meeting - Thursday, August 8, 2024 at 4:00 PM

The Thursday, August 8th Board Meeting was cancelled.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, September 12, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of July 11, 2024
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- X. July Financial Report
- Y. August Financial Report
- Z. Town Budget Quarterly Report
- AA. Program Budget Quarterly Report

VIII. Old Business

- F. Staff Room Renovation
 - 1. Ratify Award for Renovation
 - 2. Change Order - Hand Dryer

IX. New Business

- A. Facility Use Policy
- B. Ethics Policy - Review
- C. Summer Party Costume
- D. Mileage Reimbursements \$33.76
- E. Teen Book Boxes \$250.00
- F. Pumpkin Contest Prizes \$167.76
- G. Scanner \$519.99
- H. Portable PA System \$142.89
- I. Children's Furniture \$5,115.04

X. Adjournment

Next Meeting - October 10, 2024 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, October 10, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of September 12, 2024
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. September Financial Report
 - B. Audit Report
 - C. Craft Budget Quarterly Report
 - D. Town Budget

- VIII. Old Business
 - A. Staff Room Renovation and Tour

- IX. New Business
 - A. Whistleblower Policy
 - B. ACT Meeting, Saturday October 19, 2024
 - C. Renew Amazon Prime
 - D. Volunteer Christmas Gifts \$132.87
 - E. Office Depot, Miscellaneous office supplies \$153.75
 - F. Lancaster Chamber of Commerce membership \$100.00
 - G. Replenish Petty Cash
 - H. SLI Annual Fee
 - I. LED Lighting Grant

- X. Adjournment

Next Meeting - November 14, 2024, 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, November 14, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of October 10, 2024
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. October Financial Report
 - B. Audit Report
 - C. Program Budget Quarterly Report
 - D. System Paid Budget Analysis

- VIII. Old Business
 - A. Staff Room Renovation
 - B. ACT Meeting 10/19/24
 - C. PA Speaker - \$59.99
 - D. Lighting Grant

- IX. New Business
 - A. Investment Policy - annual review
 - B. Long Range Plan
 - C. 2025 Closed Dates
 - D. 2025 Slate of Officers - discussion
 - E. Senator Gallivan Meeting 11/13/24
 - F. Holiday Party
 - G. 2025 Program Budget Request - \$15,000
 - H. Puzzle Competition Request - \$152.86
 - I. Winter Raffle Request - \$600
 - J. Winter Reading Log Request - \$368.80
 - K. Lamps with chargers - \$ 119.96
 - L. Postal Stamps - \$73.00
 - M. Wall Decals - \$168.00
 - N. Demco Request - \$218.07
 - O. Approve New Hire
 - P. Name Tags - \$ 217.59

- X. Adjournment

Next Meeting - Thursday, December 12, 2024 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, December 12, 2024
4:00 PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of October 10, 2024 and November 14, 2024
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. November Financial Report
 - B. Audit Report
 - C. M&T CD
 - D. Town Budget Report

- VIII. Old Business
 - A. Staff Room Renovation
 - B. Lighting Grant
 - C. Long Range Plan
 - D. 2025 Slate of Officers - nominations

- IX. New Business
 - A. 2025 Board Budget
 - B. 2025 Craft Budget Request
 - C. Mileage Payments
 - D. 2024 Trustee Education
 - E. Empire Pass Renewal - \$72
 - F. 2025 Adult Reading Challenge
 - G. 2025 Teen Reading Challenge
 - H. Furniture Requests for Staff Room - \$379.97

- X. Adjournment

Next Meeting – Thursday, January 9, 2025 at 4:00 PM