

Lancaster Board of Trustees Agendas 2025

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**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, January 9, 2025
4:00 PM**

I 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 12, 2024

V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

A. Monthly Financial Report

B. Audit Report

C. M&T Bank CD Renewal

D. Evans Bank CD

E. 2024 Craft Budget Report

VIII. Old Business

A. Staff Room Renovation

B. Hand Dryer Change Order

C. 2025 Slate of Officers Nomination and Vote

D. 2025 Board Budget

E. Building Maintenance and Improvements

1. Lighting Grant

2. Carpet Cleaning

3. Town Board Resolution – Carpet for Downstairs Doorway, Hallway

IX. New Business

A. Notify Media of 2025 Board Meeting Dates

B. Conflict of Interest Forms

C. 2025 Policy Review Schedule

D. Debit Card Policy

E. Replenish Petty Cash

F. 2025 Private Materials Budget Request \$5,000.

G. Mileage Payments - \$21.51

H. Staff Room Request - \$176.67

I. Fireplace Cleaning

X. Adjournment

Next Meeting – February 13, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, February 13, 2025
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 9, 2025
- V. Report of the Director
- VI. Public Comment

- VII. Monthly Financial Report
 - F. Monthly Financial Report
 - G. Audit Report
 - H. Evans Bank CD
 - I. Program Budget – Quarterly Report

- VIII. Old Business
 - F. Staff Room Renovation
 - G. 2025 Board Budget
 - H. Building Maintenance and Improvements
 - 4. Lighting Grant
 - 5. New Carpet for Downstairs Entrance, Hallway
 - I. Notify Media of 2025 Board Meeting Dates
 - J. Director Evaluation
 - K. Reupholster Front Foyer Furniture

- IX. New Business
 - A. 2025 B&ECPL Budget
 - B. 2024 Annual Report to the Community
 - C. ACT Meeting 3/22/25
 - D. Lease with Town
 - E. Summer Reading Request - \$824.12
 - F. Backpack Vacuum - \$819.99
 - G. Teen Book Boxes - \$224.74
 - H. Programming Request - \$257.82
 - I. PVT Materials Invoice - \$1,193.07
 - J. Headphone Request - \$135.00
 - K. Boxes for Shelving

- X. Adjournment

Next Meeting – March 13, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 13, 2025
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 9, 2024 and February 13, 2025
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. Monthly Financial Report
 - B. Audit Report
 - C. Town Budget Report
 - D. Bank of Evans CD
 - E. 2024 System Paid Budget Analysis
- VIII. Old Business
 - A. Staff Room Renovation
 - 1. Blind for Staff Room
 - 2. Chair for Staff Room
 - B. Building Maintenance and Improvements
 - 1. Lighting
 - 2. Hot Water Tank
 - C. Potential Lease with the Town of Lancaster
 - D. Act Meeting March 22nd, 2025
 - E. Trivia Night
- IX. New Business
 - A. 2025 Election
 - B. Annual Review - Procurement Policy
 - C. New York State Sales tax payment
 - D. Return to System Payment
 - E. Book (little Library) Bike
 - F. Volunteer Gifts
 - G. Chamber of Commerce Ad
 - H. Rest Room Keys holder
 - I. Battery Recycle Boxes
 - J. Tiny Art Show prizes
 - K. Puzzle Contest Puzzles
 - L. Year-end Appeal Money
- X. Adjournment
 - Next Meeting - April 10, 2025

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, April 10, 2025
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 March 13, 2025
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - J. Monthly Report
 - K. Audit Report
 - L. Craft Budget – Quarterly Report

- VIII. Old Business
 - L. Staff Room Renovation
 - M. Building Maintenance and Improvements – Lighting
 - N. Possible Lease with Town
 - O. Book Bike

- IX. New Business
 - L. Resolution – 2024 State Report
 - M. Mileage Payments - \$56.16
 - N. Summer Reading Log Prizes - \$771.08
 - O. Summer Raffle Prizes - \$600.00
 - P. Door Counter - \$185.99
 - Q. Battle Books - \$239.76
 - R. Air Filter Replacements - \$109.98
 - S. Dr. Seuss Kit and kit replacement items - \$426.35
 - T. New Staff Member

- X. Adjournment

Next Meeting – May 8, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, May 8, 2025
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 10, 2025
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- M. Monthly Report
- N. Audit Report
- O. LPL CD expires 5/29/25
- P. Program Budget – Quarterly Report

VIII. Old Business

- P. Staff Room Renovation
- Q. Building Maintenance and Improvements – Lighting
- R. Lease with Town

IX. New Business

- S. Open Meeting Policy
- T. Staff Name Tag - \$22.97
- U. Summer Request - \$129.99
- V. Seed Request - \$125.00

X. Adjournment

Next Meeting – June 12, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, June 12, 2025
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 8, 2025
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. Monthly Report
 - B. Audit Report
 - C. LPL CD
 - D. Town Budget Report

- VIII. Old Business
 - A. Staff Room Renovation
 - B. Building Maintenance and Improvements - Lighting
 - C. Lease with Town
 - D. Open Meeting Policy

- IX. New Business
 - A. Book Battle Party Budget
 - B. Mileage Payments - \$21.99
 - C. Demco Request - \$ 317.56

- X. Adjournment

Next Meeting – Thursday, July 10, 2025 at 4:00 PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 10, 2025
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 12, 2025
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- Q. Monthly Report
- R. Audit Report
- S. Craft Budget – Quarterly Report
- T. System Paid Budget Analysis

VIII. Old Business

- W. Building Maintenance and Improvements
 - i. Lighting
 - ii. Parking Lot Entrance
- X. Lease with Town
 - i. Attorney
 - ii. Insurance
- Y. Open Meeting Policy

IX. New Business

- A. B&ECPL Contract Approval
- B. Croquet Replacement \$51.98

X. Adjournment

Next Meeting – Thursday, August 14, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, August 14, 2025
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 10, 2025
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. Monthly Report
 - B. Audit Report
 - C. Program Budget – Quarterly Review

- VIII. Old Business
 - A. Building Maintenance and Improvements
 - i. Lighting
 - B. Lease with Town
 - i. Attorney
 - ii. Insurance - \$2,925.00

- IX. New Business
 - A. 2026 Calendar
 - B. Staffing Updates

- X. Adjournment

Next Meeting – Thursday, September 11, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, September 11, 2025
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 August 14, 2025 - Tabled to the October meeting.
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- D. Monthly Financial Report
- E. Monthly Audit Report - Tabled to the October meeting
- F. NBT CD Matures
- G. Town Budget Report

VIII. Old Business

- C. Building Maintenance and Improvements
 - i. Lighting
 - ii. Parking Lot Pavement
- D. Lease with Town

IX. New Business

- C. Review of the Mission Statement
- D. Project Library Card
- E. Mileage Payments - \$8.00
- F. Name Badge - \$21.97
- G. Pumpkin Contest Trophies - \$80.85
- H. Teen Book Boxes - \$166.74
- I. Citizen Science Kits - \$55.62
- J. Battery Recycle Box \$131.95
- K. Replenish Petty Cash
- L. Newspaper Requests by Patrons
 - i. Wall Street Journal - \$240.00 per year
 - ii. New York Times - \$507.00 per year

X. Adjournment

Next Meeting - Thursday, October 9, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, October 9, 2025
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 August 14, 2025 & September 11, 2025
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. Monthly Financial Report
 - B. Monthly Audit Report
 - C. Craft Budget – Quarterly Report

- VIII. Old Business
 - A. Building Maintenance and Improvements
 - i. Lighting
 - ii. Elevator
 - B. Lease with Town

- IX. New Business
 - A. ACT Meeting on Saturday, October 18, 9:30 a.m. at the Kenmore Library
 - B. Pumpkins for Contest - \$125.00
 - C. Demco display order - \$718.83
 - D. Amazon Prime renewal - \$139.00

- X. Adjournment

- Next Meeting – Thursday, November 13, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, November 13, 2025
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 9, 2025
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- A. Monthly Financial Report
- B. Monthly Audit Report
- C. Programming Budget – Quarterly Report

VIII. Old Business

- A. Building Maintenance and Improvements
 - i. Lighting
 - ii. Window Cleaning
- B. Lease with Town
- C. Chair Purchase

IX. New Business

- A. Investment Policy – Annual Review
- B. 2026 Closed Dates
- C. 2026 Programming Budget Request
- D. 2026 Craft Budget Request
- E. Winter Raffle Prizes
- F. Winter Reading Log Prizes
- G. Holiday Party
- H. Slate of Officers – Discussion
- I. Volunteer Gifts
- J. Firewood
- K. Approve New Hires

X. Adjournment

Next Meeting – Thursday, December 11, 2025 at 4:00 p.m.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, December 11, 2025
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 November 13, 2025
- V. Report of the Director
- VI. Public Comment

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

- VIII. Old Business
 - A. Building Maintenance and Improvements
 - i. Lighting
 - ii. Drinking Fountain
 - B. Lease with Town
 - C. Slate of Officers – Nominations
 - D. Farewell Party

- IX. New Business
 - A. Trustee Resignation
 - B. Trustee Appointment
 - C. Trustee Education
 - D. Mileage Payments
 - E. Name Badges - \$31.96
 - F. 2026 Empire Pass - \$72
 - G. Door Counter - \$159
 - H. 2026 Board Budget
 - I. 2026 Seed Library Budget
 - J. Seed Library Request - \$34.55
 - K. 2026 Reading Challenges
 - L. Lancaster Chamber of Commerce Membership - \$100

- X. Adjournment

Next Meeting – Thursday, January 8, 2026 at 4:00 p.m.