

# Lancaster Board of Trustees Minutes 2024

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**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
January 11, 2024**

I. Roll Call- Yarborough, Stock, Graber, Wind, Stempniak, Tamol, Jacobs, Howell

II. Called to Order at 4:01pm

III. Approval of and/or changes to the agenda- approved as amended, 1st Tamol, 2nd Jacobs, unanimous  
I

V. Review and approval of the meeting minutes of December 14, 2023- approved, 1st Tamol, 2nd Jacobs, unanimous

V. Report of the Director- Received \$1,000 through the Wilson grant for participating in the children's pay down the fines program. 101 STEM snowflake kits were handed out. 50 kids participated in gingerbread houses. 25 kids attended the "Noon Years" party. VI. Public comment- The Friends group will be having an evening meeting on January 18th.

VII. Monthly Financial Report

A. November Report- approved, 1st Tamol, 2nd Yarborough, unanimous

B. Audit Report- tabled

C. 2024 Board Budget- tabled

D. M&T Bank Cd- opened on December 21st

E. 2023 Craft Budget Report- reviewed

F. Evans CD 6749- Motion to keep CD at Evans if rate is 4%, if it isn't we will move it to M&T bank. 1st Yarborough, 2nd Wind, Unanimous

VIII. Old Business

A. Vote to Approve the Slate of Officers- 1st Tamol, 2nd Yarborough, unanimous

B. Vote to Approve Emergency Procedures Policy- 1st Tamol, 2nd Jacobs, unanimous

C. 2023 Trustee Training- completed

IX. New Business

A. Building Maintenance

a. Bathroom Heaters not working- the recreation department is addressing the issue

B. Board Member conflict of Interest forms- completed

C. Members elected in the 2023 local election to sign oath of office- completed

D. Approve Contract Extension- tabled

E. 2024 Policy Review Schedule- reviewed

F. Private Materials Budget Request- motion to appropriate \$5,000- 1st Graber, 2nd Yarborough, unanimous

G. Mileage Payments- \$81.70- motion to pay, 1st Howell, 2nd Wind, unanimous

H. Historic Materials Cabinet Supplies- \$731.47- motion to purchase, 1st Yarborough, 2nd Wind, unanimous

I. Eclipse Events, \$1,312.74- motion to spend, 1st Wind, 2nd Tamol, unanimous

J. Grouchy Ladybg Kit, \$122.87- motion to spend, 1st Yarborough, 2nd Howell, unanimous

K. Demco, Miscellaneous Supplies, \$731.47- motion to spend, 1st Graber, 2nd Yarborough

L. Library Director Evaluation- Tamol, Jacobs, Yargorough will complete.

M. Notify news media of board meeting schedule- Secretary will send

X. Adjournment-1st Tamol, 2nd Graber, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
February 8, 2024**

I. Roll Call: Ken Graber, Suzanne Jacobs, Barbara Tamol, Jan Yarborough, Trustees; Kara Stock, Director; Donna Stempniak, Friends Liaison; Melissa Studley, Town Liaison.

II. Call to Order: Jan Yarborough called the meeting to order at 4:06PM. Jan introduced Melissa Studley, our new town liaison; board members introduced themselves to Melissa.

III. Approval of and/or changes to the Agenda: Kara added Invoice for PVT materials and ACT Dues to New Business. MSP Tamol, Jacobs; unanimous

IV. Review and Approval of the January Meeting Minutes: Tabled

V. Report of the Director: Upcoming program flyers were distributed; many programs are planned around the eclipse in April. During January, Meghan conducted Bead Art (20); Comic Bok Club (17); Story Time (22 sessions); Toddler Time (130 children); Seed Library (130 people borrowed); Dark Forest Chocolate program (33); John 1-1 Tech (5); Tech-Libby (5). On January 25 Kara attended the Lancaster-Depew Chamber of Commerce meeting.

VI. Public Comment:

Donna Stempniak reported that the postponed Friends Annual Meeting will be held February 15. The website handling the Monica Wallace grant is still evolving. The book sale will be held April 27 and 28; Chicken BBQ on May 19; Rib BBQ on July 21; Jewelry sale November 9 and 10.

VII. Monthly Finance Report

A. January Financial Report: Approved MSP Tamol, Yarborough, unanimous

B. Audit Report: Barb reported December and January audits have been completed, and everything reconciled.

C. 2024 Board Budget: Programming expense was increased to \$15,000, and related figures were adjusted. Approved MSP Jacobs, Tamol, unanimous

D. Evans Bank CD: Ken reported that this CD was renewed at 4.2%. The Bank on Buffalo savings rate will be 4.8% until May.

E. Programming Budget: For information. Summer Kick-off will be June 27.

VIII. Old Business

A. The B&ECPL Contract Extension was approved. MSP Jacobs, Tamol, unanimous

B. Building Maintenance – Bathroom Heaters: Bruce Stutz got quotes; replacement should take place within the month.

IX. New Business

A. Petty Cash Policy: Amount of increase raised from \$150 to \$300. Entire policy approved with amendment. MSP Tamol, Yarborough, unanimous

B. Patron Suspension Policy: Adopted as presented. MSP Tamol, Graber, unanimous

C. Spring Teen Book Boxes - \$250.00 approved. MSP Tamol, Jacobs, unanimous

- D. New Kit Shelving – up to \$525 – approved. MSP Yarborough, Graber, unanimous
- E. ACT Meeting: to be held at Central on Saturday, March 9, 2024.
- F. New Town Board Liaison, Melissa Studley – Discussion was held regarding staff room renovations. Melissa will get information from Ed Schiller about starting the bidding process.
- G. Invoice for Private library materials - \$1,862.48 – approved. Yarborough, Tamol, unanimous
- H. ACT Dues - \$20 – approved. MSP Tamol, Jacobs, unanimous

X. Adjournment: The meeting was adjourned at 5:01. MSP Tamol, Yarborough, unanimous

Next Meeting – March 14 at 4:00PM

Respectfully submitted,  
Sue Jacobs for Kristyn Wind, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
March 14, 2024**

I. Roll Call- President Gary Howell, Vice President Jan Yarborough, Treasurer Ken Graber, Secretary Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Sue Jacobs, Trustee Barb Tamol, Councilwoman Studley

II. Call to Order- called to order at 4:05pm by Howell

III. Approval of the agenda- approved as amended, 1st Yarborough, 2nd Howard, unanimous

IV. Review and approval of the January 12, 2023 minutes- 1st Graber, 2nd Howell, unanimous

V. Report of the Director- 120 attendees at the Wacky Science Program. The Buffalo Science Museum is coming to talk about the eclipse. 19 attendees at teen painting night. 22 prom dresses were given away.

VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- 5 new people attended the friends meeting. Next meeting is April, 11th at 7pm. Book sale April 27th – 28th. Chicken BBQ May 19th, Rib Dinner July 21st

VII. Monthly Financial Report

A. February Report approved- 1st Graber, 2nd Howell, unanimous

B. Audit Report- tabled

C. Town Budget Report- reviewed

D. 2023 System Paid Budget Analysis- reviewed- 1st Tamol, 2nd Yarborough, unanimous

VIII. Old Business

A. ACT Meeting Saturday, March 9, 2024- President Howell attended and reviewed information from the meeting.

B. Building Maintenance

a. Bathroom Heaters- April 1st start date for the project

C. Approve Payment of Fees for ACT Meeting \$60.00- approve retroactively- 1st Graber, 2nd Yarborough, unanimous

D. Staff Room Renovations- further discussed options, will be getting more information

E. Director's Evaluation- completed

IX. New Business

A. Procurement Policy- 1st Jacobs, 2nd Wind, unanimous

B. 2023 Annual Report to the Community- reviewed, 1st Yarborough, 2nd Howell, unanimous

C. Return to System Payment \$3,581.17- motion to pay, 1st Graber, 2nd Tamol, unanimous

D. Annual Sales Tax \$297.00- motion to pay, 1st Tamol, 2nd Howell, unanimous

E. Volunteer Gifts, Tote Bags \$77.89- motion to purchase, 1st Yarborough, 2nd Wind, unanimous

F. Sign Language Kit \$257.42- motion to purchase, 1st Yarborough, 2nd Tamol, unanimous

G. New Staff Desk Floor Mats \$270.95- motion to purchase, 1st Wind, 2nd Tamol, unanimous

H. Pruners \$59.52- motion to purchase, 1st Yarborough, 2nd Graber, unanimous

I. Lancaster Youth Bureau Trivia Contest, April 18, 2024- team formed

J. Check to Friends- replacing a check accidentally made out to the library meant for the friends, approved, 1st Tamol, 2nd Wind, unanimous

X. Adjournment 4:59pm- 1st Tamol, 2nd Yarborough, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
April 11, 2024**

I. Roll Call: Present-Trustees Graber, Jacobs, Tamol; Director Stock; Town Liaison, Melissa Studley; Guest Ed Schiller, Town Engineer

II. Call to Order: The meeting was called to order by Mr. Graber at 4:00PM.

III. Approval of and/or changes to the agenda: Agenda was approved as presented. MSP Tamol, Jacobs

IV. Review and approval of the meeting minutes of January 11, 2024. MSP Tamol, Graber  
Review and approval of the meeting minutes of March 14, 2024. MSP Tamol, Jacobs

V. Report of the Director: Kara distributed flyers for new programs. She announced she would be on vacation the next week; Meagan will be in charge. She then reported that 75 people attended the Eclipse Party. On May 23, Kara will be speaking about the library for the village's 175<sup>th</sup> anniversary. In March, Meagan went to Hillview to present library program information. She also held solar activities on March 23; also in March, eight students borrowed teen book boxes. For adult programming, there were 21 for Birding, 22 for Culinary, 39 for Penn Dixie, 22 for Herbal Tea, and 5 for Canva.

VI. Public Comment – No one present

VII. Monthly Financial Report

A. March Financial Report: Ken spoke with Bank on Buffalo; we can decide next month about next steps. Report approved. MSP Tamol, Jacobs

B. Audit Report approved. MSP Graber, Tamol

C. The 2024 Craft Budget Report was presented for information.

VIII. Old Business

A. Horbett Heating and Cooling offered a \$1,900 proposal for replacement of public bathroom heaters.

B. Staff Room Renovations: Town Engineer Ed Schilling proposed soliciting quotes for three different areas: bathroom, kitchen and hallway. Motion approved. Graber, Tamol

IX. New Business

A. Resolution to approve 2023 State Report. MSP Tamol, Jacobs

B. FOIL Policy: Motion to re-affirm. MSP Tamol, Graber

C. Mileage Payments - \$26.56. MSP Tamol, Graber

D. Summer Reading Request Part One - \$951.49. MSP Tamol, Graber

E. Tiny Art Show Prize - \$39.99. MSP Jacobs, Tamol

F. Floor Mats - \$249.80. MSP Graber, Jacobs

X. Adjournment – MSP Tamol, Graber

**Next Meeting: Thursday, May 10, 2024 – 4:00PM**

Respectfully Submitted, Suzanne Jacobs for Kristyn Wind, Secretary

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
May 9, 2024**

I. Roll Call - G. Howell, K. Graber, B. Tamol, J. Yarborough, K. Stock (Library Director), M. Studley (Town liaison)

II. Meeting called to Order at 4:00 p.m.

III. The meeting agenda was approved as amended. MSP - Yarborough, Howell. Vote - unanimous

IV. The April meeting minutes were reviewed and approved. MSP - Graber, Yarborough. Vote - unanimous

V. Kara informed the Board that programming is being well attended. 75 people attended the Eclipse party on April 8th. Adult programming included landscaping and technology. The Lancaster Bee mentioned the garden tool lending program.

VI. The Friends Group fundraisers include the Chicken BBQ and Jewelry sale.

VII. Monthly Financial Reports

A. The April financial report was reviewed and approved. MSP -Howell, Yarborough.. Vote – unanimous.

B. Audit Report for April was conducted by B. Tamol.

C. K. Stock provided the Board with the YTD Programming budget.

D. Motion to allow K. Graber to split Bank on Buffalo savings account, with \$100,000 going into a M&T CD at 5.1% and the remaining \$102,458 to remain in Bank on Buffalo savings account at 4.8%. MSP- Tamol, Howell. Vote - unanimous

VIII. Old Business –

A. Building Maintenance Update - Lancaster Town Board has approved Horbett Heating to replace bathroom heaters.

B. The Lancaster Town Board also approved the resolution allowing Ed Schiller to obtain quotes for the staff room renovation. The Renovation is a three stage process.

IX. New Business –

A. The Lancaster Public Library Gift and Donor Recognition Policy was adopted by the Board. MSP - Yarborough, Howell. Vote - unanimous

B. The expenditure of \$867.84 for the Summer Reading Program was Approved, MSP - Howell, Tamol. Vote - unanimous

C. The expenditure of \$150.00 for Demco payment was approved. MSP - Howell, Graber. Vote – Unanimous

D. Expenditure of \$135.27 for battery recycle boxes was approved. MSP - Tamol, Yarborough. Vote - unanimous

E. Unfortunately no one was able to attend the May 4th ACT meeting.

F. The expenditure of \$200.00 to bind past copies of the Lancaster Bee was approved. MSP – Tamol, Yarborough. Vote - unanimous

X. The meeting was adjourned at 4:49 p.m. M S P – Howell, Tamol. Vote – unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
June 13, 2024**

I. Roll Call- Vice President Jan Yarborough, Treasurer Ken Graber, Secretary Kristyn Wind, Library Director Kara Stock, Trustee Sue Jacobs, Councilwoman Melissa Studley

II. Call to Order- called to order at 4:04pm by Yarborough

III. Approval of the agenda- approved as amended, 1st Wind, 2nd Graber, unanimous

IV. Review and approval of the January 12, 2023 minutes- approved as amended (Date changed to May 9th, spelling of Kara's name corrected). 1st Graber 2nd Wind, unanimous

V. Report of the Director- Completed annual mailing to our representatives. The summer kickoff party will be June 27th. 45 participants for the 1st annual tiny art show. Third grade students from Como Park School visited. FeedMore WNY did a presentation.

VI. Public Comment- Friends of the library meeting tonight at 7pm

VII. Monthly Financial Report

- A. February Report approved- 1st Wind 2nd Jacobs, unanimous
- B. Audit Report- tabled
- C. Report on new CD- \$100,000 invested at 5.4%
- D. Town Budget Report- reviewed

VIII. Old Business

- A. Restroom Heaters- waiting for the work to be scheduled
- B. Staff Room Renovations- request for proposals have been sent out

IX. New Business

- A. Lost and Found Policy- 1st Jacobs, 2nd Graber, unanimous
- B. Replenish Petty Cash- motion to replenish \$200, 1st Yarborough, 2nd Wind, unanimous
- C. Summer Reading Log Request of \$1,073.62- 1st Yarborough, 2nd Jacobs, unanimous
- D. Tonie Kit Request of \$188.05- 1st Wind, 2nd Yarborough, unanimous
- E. Amazon- Board Games for \$591.01- 1st Yarborough, 2nd Jacobs, unanimous
- F. Demco- 2 Carts and Assorted Supplies for \$1,306.61- 1st Graber, 2nd Yarborough, unanimous
- G. Automatic Door Signs for \$18.90- 1st Yarborough, 2nd Jacobs, unanimous

X. Adjournment 4:32pm- 1st Graber, 2nd Yarborough, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
July 11, 2024**

I. Roll Call: Present-Trustees Ken Graber, Gary Howell, Suzanne Jacobs, Barbara Tamol, Jan Yarborough; Director Kara Stock; Friends President Donna Stempniak, Town Liaison, Melissa Studley

II. Call to Order: The meeting was called to order at 4:00PM.

III. Approval of and/or changes to the agenda: Added F. Check Order to New Business. Agenda approved as amended. MSP Tamol, Howell - Unanimous

IV. Review and approval of the meeting minutes of June 13: IV. Review and approval of May minutes, not January. VII. A. Financial Report from May, not January. VII. C. \$100,000 invested. Minutes approved as amended. MSP Yarborough, Tamol- Unanimous

V. Report of the Director: Kara reported that Meghan conducted several school tours. Six adults attended the Mission Ignite Tech 360 classes. The Battle of the Books started with two teams. Other programs and their attendance were Beading (30); Comic Book Club (10); Story time (16 sessions); Summer Kick-off (200). John had six 1-1 sessions; staff engaged in three professional development opportunities.

VI. Public Comment: Donna Stempniak announced that the Rib BBQ will be held July 21. Monica Wallace is providing another \$10,000 for the Friends for Sunday hours. The Friends will go back to afternoon meetings except for the Annual Meeting.

VII. Monthly Financial Report

- A. March Financial Report: Approved. MSP Jacobs, Yarborough-Unanimous
- B. Audit Report: Barb reported that audits are up to date (for May and June).
- C. Craft Budget for information only: \$1,900 remains in LPL budget; \$1,200 remains in Elks donation.

VIII. Old Business

- A. Restroom heaters: work was completed June 25.
- B. Staff Room Renovations: June 20 the contractor came; quotes for each part of the project were under the threshold. On August 5, the town board will vote to start the project. Melissa will send quotes to Kara, and Kara will send to trustees to recommend approval to Town Board.

IX. New Business

- A. 2024 B&ECPL Contract Approval: MSP Graber, Yarborough – Unanimous
- B. Battle of the Books Party Budget Request: \$200 approved for August pizza party. MSP Yarborough Howell
- C. Mileage Payments: \$70.02 total for John, Meaghan, Michael and Kara. MSP Jacobs, Tamol – Unanimous
- D. Yard Games-Replacements, Plus Yard Dice, Ladder Toss: \$376.75. MSP Yarborough, Tamol

E. New Senior Page, Dechen Garza, Nametag: \$22.34. MSP Tamol, Yarborough – Unanimous.

F. Check Order: \$35.19 for 240 checks. MSP Graber, Howell – Unanimous

X. Adjournment at 4:50PM– MSP Tamol, Graber

**Next Meeting: Thursday, August 8, 2024 – 4:00PM**

Respectfully Submitted,

Suzanne Jacobs for Kristyn Wind, Secretary

***The Thursday, August 8<sup>th</sup> Board Meeting was cancelled.***

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
September 12, 2024**

I. Roll Call- President Gary Howell, Treasurer Ken Graber, Secretary Kristyn Wind, Library Director Kara Stock, Trustee Sue Jacobs, Councilwoman Melissa Studley

II. Call to Order- called to order at 4:00pm by Howell

III. Approval of the agenda- approved as amended, 1st Jacobs, 2nd Wind, unanimous

IV. Review and approval of the July 11, 2024 minutes- 1st Graber 2nd Howell, unanimous

V. Report of the Director- 20 participants in adult/teen reading bingo. 77 participants in village scavenger hunt. 175 participants in children's summer reading logs. Outreach at 4th of July and Renaissance Fair, and at Como Park for Glowfest. 947 participants in 7 Thursday programs. Battle of the books teams placed 3rd and 8<sup>th</sup>.

VI. Public Comment- Rib dinner sale went well. Jewelry sale in November, collections are completed. Receiving \$10,000 grant from Monica Wallace. VII. Monthly Financial Report

A. July Report approved- 1st Wind 2nd Graber, unanimous

B. August Report approved- 1st Graber, 2nd Jacobs, unanimous

C. Town Budget Quarterly Report- waiting to receive report

D. Program Budget Quarterly Report- reviewed

E. Account Reallocation- motion to empower Ken Graber and Kara Stock to move \$60,000 from the savings account to the checking account to pay for the staff room remodel- 1st Wind, 2nd Graber, unanimous.

VIII. Old Business

A. Ratify Award for Renovation- motion to reimburse the Town of Lancaster for staff room renovation costs- 1st Graber, 2nd Jacobs, unanimous

B. Change Order -Hand Dryer- submitted for approval- 1st Howell, 2nd Graber, unanimous

IX. New Business

A. Facility Use Policy- motion to accept amended policy- 1st Jacobs, 2nd Howell, unanimous

B. Ethics Policy Review- re-affirmed- 1st Graber, 2nd Howell, unanimous

C. Summer Party Costume- motion to approve \$90 for rainbow fish costume rental- 1st Howell, 2nd Graber, unanimous

D. Mileage Reimbursements \$33.76- motion to reimburse, 1st Jacobs, 2nd, Wind, unanimous

E. Teen Book Boxes- \$250.00- motion to purchase, 1st Wind, 2nd Howell, unanimous

F. Pumpkin Contest Prizes \$167.76- motion to purchase, 1st Wind, 2nd Jacobs, unanimous

G. Scanner \$519.99- motion to purchase, 1st Jacobs, 2nd Graber, unanimous

H. Portable PA system \$142.89- tabled

I. Children's furniture \$5,115.04- motion to approve up to \$5,200, 1st Howell, 2nd Graber, unanimous

X. Adjournment- 1st Howell, 2nd Graber, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
October 10, 2024**

- I. Roll Call- President Gary Howell, Vice President Jan Yarborough, Treasurer Ken Graber, Secretary Kristyn Wind, Library Director Kara Stock, Trustee Sue Jacobs, Trustee Barb Tamol, Councilwoman Melissa Studley, Kathy Lisett.
- II. Call to Order- called to order at 4:01pm by Howell
- III. Approval of the agenda- approved as amended, 1st Tamol, 2nd Yarborough, unanimous
- IV. Review and approval of the July 11, 2024 minutes- as amended, 1st Jacobs, 2nd Graber, unanimous
- V. Report of the Director-23 kids participated in home school Lego club. October 16th the accessibility librarian is coming to see what else we can do to improve accessibility. Classes from the middle school visited and did a scavenger hunt. Children's comic book club had 11 attendees and a special guest. 158 craft kits given away. Began a middle school book club.
- VI. Public Comment- Jewelry sale on November 8th. \$340 worth of crafts funded for the youth bureau to come host at the library.
- VII. Monthly Financial Report A. September Report approved- 1st Tamol 2nd Howell, unanimous  
B. Audit Report- completed  
C. Craft Budget Quarterly Report- reviewed- 1st Jacobs, 2nd Graber, unanimous  
D. Town Budget- reviewed
- VIII. Old Business  
A. Staff Room Renovation and Tour- reviewed progress
- IX. New Business  
A. Whistle blower policy- reaffirmed- 1st Tamol, 2nd Jacobs, unanimous.  
B. ACT Meeting, Saturday October 19 2024- East Aurora Library, 9am  
C. Renew Amazon Prime- 1st Wind, 2nd Jacobs, unanimous  
D. Volunteer Christmas Gifts \$132.87- 1st Jacobs, 2nd Wind, unanimous  
E. Office Depot, Misc Office Supplies \$85.77- motion to spend \$153.75= 1st Tamol, 2nd Howell, unanimous  
F. Lancaster Chamber of Commerce Membership \$100- 1st Tamol, 2nd Graber, unanimous  
G. Replenish Petty Cash- motion to replenish \$200- 1st Yarborough, 2nd Howell, unanimous  
H. SLI Annual Fee- motion to pay \$75- 1<sup>st</sup> Jacobs, 2nd Graber, unanimous  
I. LED Lighting Grant- receiving a grant to update lighting  
J. PVT Invoice- motion to pay \$2,881.60- 1st Yarborough, 2nd Tamol, unanimous
- X. Adjournment 4:42pm- 1st Tamol, 2nd Yarborough, unanimous

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
November 14, 2024**

I. Roll Call - G. Howell, K. Graber, S. Jacobs, B. Tamol, D. Stempniak (Friends liaison), K. Stock (Library Director), M. Studley (Town liaison)

II. The meeting was called to order at 4:05 p.m.

III. The agenda was approved as amended. MSP - S. Jacobs, G. Howell. Vote - unanimous

IV. The October meeting minutes will be reviewed at the December Meeting.

V. Kara informed the Board that October was a very busy month that included crafts, tours, programs and contests. The big hits were the cart naming contest, and the no carve pumpkin decorating contest. There have been delays in receiving deliveries from Central due to staffing issues. Battle of the Books has been discontinued, Central citing a decrease in participation. The annual letter to Erie County Legislator Todaro was distributed. The newest book club is Wild Robot Book Club for elementary school age patrons. On November 6th, Kara and Josh met with Carmen to discuss building needs (a list was provided in the trustee packet).

VI. B. Tamol informed the board that the Friends of the Library jewelry sale was a great success with a profit of approximately \$2000.

VII. Financial Reports

A. The October Financial Report was reviewed and approved. MSP - B. Tamol, G. Howell. Vote – unanimous.

B. B. Tamol informed the board that the monthly audit was complete and in order. MSP - G. Howell, K. Graber. Vote - unanimous

C. Kara provided the board with the Program Budget Quarterly Report.

D. Kara provided the board with the System Paid Budget Analysis

VIII. New Business

A. The staff room renovations are progressing.

B. None from the Lancaster Board was able to attend the October 19, 2024 ACT meeting.

C. Motion to approve the expenditure of \$59.99 for a PA speaker was passed. MSP - G. Howell, S. Jacobs. Vote - unanimous

D. Carmen is looking into a lighting grant for the Library.

IX. Old Business

A. The LPL Investment Policy was reviewed, amended and approved. MSP - B. Tamol, K. Graber. Vote - unanimous

B. The board is considering suggestions for its long range plan, discussion was tabled until the December meeting.

C. The LPL will be closed following the schedule from Central with the additions of Easter Sunday, December 24th and 28th. New Year's Eve hours will be shortened to 10 a.m. through 4 p.m. MSP - B. Tamol, S. Jacobs. Vote - unanimous

D. Discussion of Slate of Officers tabled until December meeting.

E. K. Stock, S. Jacobs and J. Yarborough attended the meeting with Sen. Gallivan.

F. The holiday party will be noon until 2 on December 12, 2024. The board approved the expenditure of \$400 for refreshments and food. MSP - B. Tamol, K. Graber. Vote - unanimous

G. The board approved the expenditure for the 2025 Program Budget of \$15,000. MSP - G. Howell, S. Jacobs. Vote - unanimous

- H. Puzzle Competition request of \$152.86 was approved. MSP - B. Tamol, S. Jacobs. Vote – unanimous
- I. The board approved the expenditure of \$600 for the Winter Raffle prizes. MSP - B. Tamol, S. Jacobs. Vote - unanimous
- J. The board approve the expenditure of \$368.80 for the Winter Reading Log prizes, MSP - S. Jacobs, K. Graber. Vote – unanimous
- K. Approval to expend \$119.96 for lamps with chargers. MSP - B. Tamol S. Jacobs. Vote – unanimous
- L. Approval to spend \$73.00 for postal stamps. MSP - S. Jacobs, G. Howell Vote - unanimous
- M. Approval of \$168.00 for wall decals. MSP - G. Howell, B. Tamol Vote - unanimous
- N. Approval of \$218.07 for Demco. MSP - G. Howell, S. Jacobs. Vote - unanimous
- O. Approval of new hires, Therese Hermann (PT page) and Abigail Bykowski (senior page). MSP.- G. Howell, S. Jacobs. Vote - unanimous
- P. Approval of \$217.59 for name tags. MSP - B. Tamol, G. Howell Vote - unanimous
- Q. Approval of \$150 for gift card. MSP - G. Howell, B. Tamol Vote - unanimous
- X. The meeting was adjourned at 5:35 p.m. MSP - G Howell, S. Jacobs. Vote - unanimous

Respectfully submitted by, Barbara Tamol

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
December 12, 2024**

I. Roll Call - G. Howell, K. Graber, J. Yarborough, S. Jacobs, B. Tamol, K. Stock (Library Director), M. Studley (Town liaison), C. Ciccarelli (Town Building and Maintenance).

II. The meeting was called to order at 4:00 p.m.

III. The agenda was approved as amended. MSP - J. Yarborough, K. Graber. Vote - unanimous

IV. The October 10, 2024 and November 14, 2024 minutes were reviewed, November minutes were corrected and approved. MSP - S. Jacobs, J. Yarborough. Vote - unanimous

V. Kara informed the board that this past month has been busy with the training of new employees. The library partnered with the Erie County Cancer Services, Girl Scout Troop #34641 (Veterans Day Display in the front foyer), and the New York Statewide Senior Action Council (provided workshops on Medicare). Programming included a beading class, Comic Book Club, 14 storytime sessions, Kim Strell provided a a teen painting workshop and Darlene Pennachi did adult crafts.

VI. No Public Comment

VII. Monthly Financial Reports

A. The November Financial Report was reviewed and approved. MSP -B. Tamol, G. Howell. Vote - unanimous

B. B. Tamol reported that the November audit was completed and everything is in order.

C. M&T CD matures on 12/21/24. Motion to roll over at 3.43% for a 12 month term. MSP - K. Graber, S. Jacobs. Vote - unanimous

D. M. Studley supplied the Board with a copy of the Town Budget Report.

VIII. Old Business

A. The Staff room renovation is progressing.

B. Carmen Ciccarelli informed the board that he will be updating all of the Library lighting with the grant monies received by the Town.

C. The Long Range Plan was reviewed, amended and approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous

D. The 2025 slate of officers was tabled until next month.

IX. New Business

A. A committee has been set up to draw up the 2025 Board Budget.

B. \$5000 for the 2025 Craft Budget was approved. MSP - G. Howell B. Tamol. Vote - unanimous

C. Mileage reimbursements totaling \$88.59 were approved. MSP - J. Yarborough, G. Howell. Vote - unanimous

D. A reminder to all trustees about the trustee education requirement.

E. The board approved the renewal of the Empire Pass at a cost of \$72. MSP - J. Yarborough, S. Jacobs. Vote - unanimous

F. The expenditure of \$200 for the 2025 Adult Reading Challenge Prize was approved. MSP - J. Yarborough, B. Tamol. Vote - unanimous

G. The expenditure of \$200 for the 2025 Teen Reading Challenge Prize was Approved - J. Yarborough, G. Howell. Vote - unanimous

H. The board approved the expenditure of \$379.97 for staff room furniture.

I. Out of District Board member - Nothing pertaining to this was found in the By- laws or the Charter.

J. Carmen Ciccarelli discussed future building maintenance and improvements.

1. Replacing the carpet and tiles at the downstairs entrance and the Upstairs hallway.
2. Carpet Cleaning will be done on 12/24/2024
3. New heater was provided for Josh's office.
4. Employee entrance door to be repaired.
5. He would like to replace the green area at the back of the parking lot with blacktop.
6. He will also look into a new drop ceiling for the community room.

X. The meeting was adjourned at 4:50 p.m. MSP - G. Howell, S. Jacobs. Vote - Unanimous.

Respectfully submitted by,  
Barbara Tamol  
Library Trustee