

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

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 Book 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