

Lancaster Board of Trustees Minutes 2025

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**Lancaster Public Library
Board of Trustees
Meeting Minutes
January 9, 2025**

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

II. Called to Order at 4:01pm

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

IV. Review and approval of the meeting minutes of December 12, 2024- 1st Jacobs, 2nd Yarborough, unanimous

V. Report of the Director- Adult reading contest had 59 participants, elf on the shelf dance party, our first puzzle challenge, and a new program called toddler dance time. Year in review packet provided.

VI. Public comment- The December Friends meeting was canceled due to a storm, the next meeting is January 27th at 7pm.

VII. Monthly Financial Report

- A. October Report- approved, 1st Wind, 2nd Yarborough, unanimous
- B. Audit Report- tabled
- C. M&T Bank CD renewal- renewed
- D. Evans Bank CD- motion to allow Graber to renew at best rate- 1st Jacobs, 2nd Yarborough, unanimous
- E. 2024 Craft Budget Report- reviewed

VIII. Old Business

- A. Staff Room Renovation- kitchen is completed, a few odds and ends to be finished in the bathroom
- B. Hand Dryer Change Order- approved, 1st Howell, 2nd Wind, unanimous
- C. 2025 Slate of Officers Nomination and Vote- approved- 1st Wind, 2nd Jacobs, unanimous
- D. 2025 Board Budget- tabled
- E. Building Maintenance and Improvements
 - 1. Lighting Grant- waiting on installation
 - 2. Carpet Cleaning- completed
 - 3. Town Board Resolution- Carpet for downstairs, doorway, hallway- approved by town board

IX. New Business

- A. Notify Media of 2025 Board Meeting Dates- secretary will complete
- B. Conflict of Interest Forms- completed
- C. 2025 Policy Review Schedule- reviewed
- D. Debit Card Policy- reviewed with no changes- 1st Jacobs, 2nd Howell, unanimous
- E. Replenish Petty Cash- #185- 1st Yarborough, 2nd Jacobs, unanimous
- F. 2025 Private Materials Budget Request of \$5,000- approved, 1st Yarborough, 2nd Wind, unanimous

- G. Mileage Payments- \$21.51- approved- 1st Yarborough, 2nd Howell, unanimous
- H. Staff Room Request- \$136.69- approved- 1st Yarborough, 2nd Howell, unanimous
- I. Fireplace Cleaning- motion to approve with use of funds from Central Library- 1st Howell, 2nd Yarborough, unanimous
- J. Director Annual Review- committee formed
- K. LED Light Strips- motion to purchase for \$50, 1st Yarborough, 2nd Wind, unanimous

- X. Adjournment- 4:47pm, 1st Howell, 2nd Yarborough, unanimous

Lancaster Public Library
Board of Trustees
Meeting Minutes
February 13, 2025

I. Roll Call - S. Jacobs, J. Yarborough, B. Tamol, K. Wind, G. Howell, K. Graber, K. Stock (Library Director), D. Stempniak (Friends liaison)

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

III. The agenda was reviewed and approved as amended. MSP -S. Jacobs, J. Yarborough. Vote - unanimous

IV. The January minutes were unavailable and will be reviewed at the March meeting.

V. K. Stock gave the board information on several upcoming programs. Free trees for kids already has 500 children signed up. Several flyers were presented for upcoming adult programs. Michael, the PT librarian has had his hours cut as he has recently obtained a full time job. Congratulations Michael! Mary Pryzybyla, a PT clerk, is retiring as of March 26, 2025. We wish her all the best!

VI. D. Stempniak informed the board about the upcoming book sale on April 5th and 6th. The Friends will host 2 Chicken BBQs, the first on May 18th and the second on July 20th. Jewelry for the annual sale will be collected from April 1st until August 31st.

VII. Financial Reports

A. The monthly financial report was reviewed and approved. MSP - B. Tamol, K. Wind. Vote - unanimous

B. B. Tamol informed the board that the monthly audits are up to date and all figures are correct.

C. K. Graber will take care of the Evans CD due 2/24/25. It will be a 7 month CD At 3.8% interest.

D. The board received copies of the Program Budget Quarterly report.

VIII. Old Business

A. The staff room renovation is near completion, railings in the bathroom and ceiling is all that remains to be done.

B. The 2025 Board Budget was reviewed and approved. MSP - J. Yarborough, G. Howell. Vote - unanimous.

C. Building Maintenance and Improvements

1. Lighting Grant - waiting on installation

2. The new carpeting in the downstairs entrance and hallway has been completed.

D. B. Tamol will send notices to the Lancaster Bee and The Buffalo News regarding the day and time of Board Meetings as per Open Meeting legal requirements.

E. A copy of the Director Evaluation was given to all board members. Kara Stock was recognized for her continued good work and her work with staff and the Board. Reviewed and approved MSP - B. Tamol, K. Graber. Vote - unanimous.

F. A deposit of \$412 (\$200 labor deposit and \$212 for materials) to Mary Parsons for furniture reupholstery was approved. MSP J. Yarborough, G. Howell. Vote - unanimous.

IX. New Business -

A. For informational purposes the board received a copy of the B&ECPL 2025 Budget.

B. K. Stock will amend the 2024 Annual Report to the Community. The report as amended was approved. MSP - S. Jacobs, G. Howell. Vote - unanimous

C. The next ACT meeting is March 22, 2025 at Central Library.

D. The board was made aware that the Lancaster Town Supervisor, Bob Leary Has approached K. Stock with questions about a possible lease with the town.

E. The expenditure of \$824.12 for the Summer Reading Program incentives was Approved. MSP - J. Yarborough, K. Wind. Vote - unanimous.

F. The board approved spending \$819.99 for a backpack vacuum. MSP - B. Tamol S. Jacobs. Vote - unanimous

G. \$224.74 for Teen Book Boxes was approved. MSP - K. Wind, J. Yarborough. Vote - unanimous.

H. The expenditure of \$257.82 for programming supplies was approved. MSP - B. Tamol, S. Jacobs. Vote - unanimous.

I. Approval to pay PVT materials invoice in the amount of \$1,193.07. MSP - K. Graber, G. Howell. Vote - unanimous

J. The expenditure of \$135 for the purchase of headphones was approved. MSP -J. Yarborough, G. Howell. Vote - unanimous

K. Boxes for shelving in the amount of \$286.68 was approved. MSP - S. Jacobs, K. Graber. Vote - unanimous.

L. The LPL will have a trivia team for the annual trivia night on March 27, 2025.

M. ACT dues in the amount of \$20 was approved. MSP - J. Yarborough, K. Wind. Vote - unanimous

N. The purchase of a \$150 (Russell's) gift card for Mary's retirement was approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous

X. Adjournment

The meeting was adjourned at 5:20 p.m. MSP - K. Graber, G. Howell. Vote - Unanimous

Respectfully submitted by,
Barbara Tamol
Board of Trustees Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
March 13, 2025

I. Roll Call: Ken Graber, Gary Howell, Suzanne Jacobs, Kristyn Wind, Jan Yarborough, Trustees; Kara Stock, Director; Melissa Studley, Town Liaison.

II. Call to Order: President Gary Howell called the meeting to order at 4:01PM.

III. Approval of and/or changes to the Agenda: The agenda was approved as presented. MSP Yarborough, Howell - Unanimous

IV. Review and Approval of the January 9 and February 13 Meeting Minutes: The minutes were approved as amended: In January minutes, add names of candidates elected to offices - Gary Howell, President; Jan Yarborough, Vice President; Barbara Tamol, Secretary; Ken Graber, Treasurer. MSP Jacobs, Yarborough - Unanimous

V. Report of the Director: Kara announced staff changes: Abby Bykowski has been promoted to a part-time clerical position, and Yurie Calo has been promoted to senior page. Meagan attended an event at the Depew Community Center; 104 people submitted Winter Reading Logs, and 686 entered the Winter Reading Raffle. The Underground Railroad program was attended by more than 40 people. Several programs were held for children during the winter break, and adult programs of candle making, sleep and Pickle ball were well-attended.

VI. Public Comment: None

VII. Monthly Finance Report

- A. The monthly finance report was approved. MSP Graber, Jacobs – Unanimous
- B. Audit Report – Tabled
- C. Town Budget Report - Reviewed
- D. Bank of Evans CD was renewed for seven months at 3.8%.
- E. 2024 System Paid Budget Analysis - Reviewed

VIII. Old Business

- A. Staff Room Renovation
Motion to approve expenditure of \$542.78 for window blinds and chair for staff room. MSP Graber, Jacobs – Unanimous
- B. Building Maintenance and Improvements
 - 1. Lighting – waiting for more fixtures to arrive.
 - 2. Hot Water Tank broke in mid-February; replaced March 4.
- C. Potential Lease with the Town of Lancaster – Melissa to get update.
- D. ACT Meeting March 22, 2025: Cost of \$45 for three registrations was approved; Graber, Jacobs and Yarborough will attend. MSP Graber, Yarborough – Unanimous
- E. Trivia Night: Gary, Ken, Gary Gorski and John Yarborough will comprise the team. Sue donated sponsorship for the team.

IX. New Business

A. The 2025 trustee election was discussed. Candidates are Ryan Taughrin and Melissa Heath.

B. Annual Review of Procurement Policy: Reaffirmed. MSP Howell, Jacobs - Unanimous

C. NYS Sales Tax Payment: Move to expend \$255.11; MSP Yarborough, Wind

D. Return to System Payment in the amount of \$4,571.75; MSP Jacobs, Yarborough – Unanimous

E. Book Bike purchase suggested by Meagan at cost of \$5,525; move to table until April meeting.

F. Volunteer Gifts at cost of \$92.80; MSP Yarborough, Wind - Unanimous

G. Chamber of Commerce Ad – deemed not necessary; move to decline. MSP Wind Yarborough - Unanimous

H. Rest Room Keys holder at cost of \$40; MSP Howell, Yarborough - Unanimous

I. Battery Recycle Boxes at cost of \$203; MSP Jacobs, Howell - Unanimous

J. Tiny Art Show prizes at cost of \$40; MSP Yarborough, Wind - Unanimous

K. Puzzle Contest Puzzles at cost of \$257.80; MSP Howell, Yarborough - Unanimous

L. Year-end Appeal Money: Move to deposit funds from Central to our M&T account and to allow Meagan to expend these funds for programs and program supplies. MSP Yarborough, Jacobs

X. Adjournment: The meeting was adjourned at 5:15PM. MSP Howell, Yarborough

Next Meeting – April 10 at 4:00PM

Respectfully submitted,
Suzanne Jacobs for Barbara Tamol, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
April 10, 2025

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

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

III. The agenda was reviewed and approved as amended. MSP - Jacobs, Tamol. Vote - unanimous

IV. The review and approval of the March minutes was tabled until the May meeting.

V. Kara handed out flyers for the upcoming adult programs. Meagan held 18 storytimes in March. Legislator Todaro recognized Meagan with a proclamation on National Librarian Day. Meagan and Kara did several outreach programs at local elementary schools. DJ Branden, a local author came and shared his work with the Comic Book Club.

VI. Donna informed the Board that the annual book sale made a profit of almost \$6000. The Friends will be holding a Chicken BBQ on May 18th. Jewelry is now being collected for the Baubles and Bling Sale. The Friends have ordered and will replenish the canvas tote bags for sale in the Library.

VII. Financial Reports

A. The monthly financial report was reviewed and approved. MSP - Jacobs, Howell. Vote - unanimous.

B. B. Tamol stated that the monthly audits are correct and up to date.

C. K. Stock provided the board with the Craft Budget quarterly report.

VIII. Old Business

A. The Staff Room has been COMPLETED!

B. Building Maintenance & Improvements - A lighting solution for the desk area is being explored.

C. The Board was presented with the Town Supervisor's request for a possible lease with the Town.

D. The request for a Book Bike was declined due to cost.

IX. New Business

A. The board accepted the resolution of the 2024 State Report. MSP - Tamol, Howell. Vote - unanimous.

B. The reimbursement for mileage in the amount of \$56.16 was approved. MSP - Jacobs, Tamol. Vote - unanimous.

C. The board approved the expenditure of \$771 for Summer Reading Log prizes. MSP - Tamol, Jacobs. Vote - unanimous.

D. \$600 for Summer Raffle prizes was approved. MSP - Tamol, Howell. Vote - unanimous.

E. A door counter in the amount of \$185.99 was approved. MSP - Howell, Jacobs. Vote - unanimous.

- F. A request for \$239.76 for Battle Books was approved. MSP- Tamol, Howell. Vote - unanimous.
 - G. Replacement air filters in the amount of \$109.98 was approved. MSP - Jacobs, Tamol. Vote - unanimous.
 - H. Dr. Seuss Kit and kit replacement items at a cost of \$426.33 was approved. MSP -Tamol, Howell. Vote - unanimous.
 - I. We welcome a new staff member, Beth Ernst, as a PT page.
 - J. Increase in cost of \$7.00 for a staff room chair was approved. MSP - Howell, Jacobs. Vote - unanimous.
- X. The meeting was adjourned at 4:47 p.m. MSP - Howell, Jacobs. Vote - unanimous.

Respectfully submitted by,
Barbara Tamol
Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
May 8, 2025**

- I. Roll Call - G. Howell, K. Graber, S. Jacobs, J. Yarborough, K. Wind, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison), M. Studley (Town liaison).
- II. The meeting was called to order at 4:03 p.m.
- III. Approval of the Agenda. MSP - Tamol, Graber. Vote - unanimous
- IV. Reviewed and approved April 10th minutes. MSP - Jacobs, Yarborough. Vote - unanimous
- V. K. Stock reported that Angela Maralucci will be doing an internship at the library this summer. The month was full of programming for all ages. Including but not limited to Moana Dance Party, Jigsaw puzzle competition, a Birding program and Native Plant Landscaping.
- VI. D. Stempniak gave the board the information on the Chicken BBQ on May 18th, the Friends will be sponsoring the entertainment for the Kick off to Summer Party. The Book Sale made a profit of \$5661.80.
- VII. Monthly Financial Reports -
- A. The monthly financial report was reviewed and approved. MSP - Tamol, Howell. Vote - unanimous
 - B. LPL CD expires 6/11/2025. The board will address this at the next meeting.
 - C. K. Stock provided the board with the Program Budget Quarterly report.
 - D. B. Tamol reported that monthly audits are up to date.
- VIII. Old Business -
- A. The staff room blinds have been installed. The board has not received an invoice for payment from the Town yet.
 - B. Building Maintenance and Improvements
 - 1. No updates on the lighting
 - 2. Looking into getting the corner of the parking lot paved.
 - C. Lease with Town - The board questioned whether there is a need for Additional insurance and do we lose our line on the Town Taxes.
- IX. New Business -
- A. The Open Meeting Policy was amended, motion to table the vote until the next meeting. MSP - Yarborough, Wind. Vote - unanimous
 - B. Motion to expend \$22.97 for Staff nametags made. MSP - Jacobs, Wind. Vote - unanimous.
 - C. Summer request in the amount of \$129.99 okayed. MSP - Yarborough, Wind. Vote - unanimous
 - D. The purchase of seed packages in the amount of \$125.00 was approved. MSP - Tamol, Wind. Vote - unanimous
- X. The meeting was adjourned at 5:11 p.m. MSP - Tamol, Graber. Vote - unanimous

Respectfully submitted by,
Barbara Tamol
Board Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
June 12, 2025

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

II. Call to Order: President Howell called the meeting to order at 4:05PM.

III. Approval of and/or changes to the agenda: Kara added D, E, F under New Business. MSP as amended - Wind, Graber - Unanimous

IV. Review and approval of the meeting minutes of May 8: Correction – Social worker will do internship, not Angela Marinucci. Approved with correction. MSP Graber, Wind- Unanimous

V. Report of the Director: Kara reported that the library will be conducting a toy drive under the sponsorship of Assemblymember Patrick Chludzinski. In addition, she reported on activities of May: the Tiny Art Show (88 participants); school visits by Como Park and Hillview; Baby Rave AND Little Kid Rave; Entertaining on your Deck; author Gary Ross; soap making. Forty-one children and 45 adults received new library cards, and 216 seed packets were taken out. There were 19 Sundays when the library was open in 2025; 3,143 people visited and circulation was 5,019.

VI. Public Comment: Donna Stempniak announced that at the recent chicken barbecue the Friends sold 175 dinners for a profit of \$1100. The next sale will be July 20. A new fundraiser will be the sale of greeting cards. They are collecting jewelry for the sale in November. In addition, all the funds from the Monica Wallace grants have been spent.

VII. Monthly Financial Report

A. May Financial Report: Approved. MSP Jacobs, Graber-Unanimous

B. Audit Report: Tabled

C. LPL CD: Expired 6/11/25; \$5,400 was credited as interest. The treasurer was instructed to roll over the CD with M&T Bank at best interest rate. MSP Graber Jacobs – Unanimous.

D. Town Budget Report – Information only. When invoice is paid, line 260 will increase.

VIII. Old Business

A. Staff Room Renovation: Invoice for construction was \$59,318; motion to pay town in total. MSP Howell, Graber-Unanimous. Move to transfer \$20,000

from savings to checking at Bank on Buffalo. MSP Graber, Howell - Unanimous

B. Building Maintenance and Improvements: New lighting fixtures will be installed over the circulation desk; Melissa confirmed that the town would pay \$759.56 for this. Discussion was held regarding replacement of globes for other lights.

C. Lease with Town: Kara outlined changes that she made to the text of the lease, based on board input and discussions with the town. She is waiting for a price on property damage insurance that is paid by the B&ECPL; the town wants more coverage than is provided. The town is still unwilling to shovel sidewalks in the absence of our custodian.

IX. New Business

- A. Book Battle Party Budget: \$200 – MSP Graber Howell – Unanimous
- B. Mileage Payments; \$21.99 – MSP Jacobs, Howell - Unanimous
- C. Demco Request: \$317.56 – MSP Graber, Howell – Unanimous
- D. Toy Request: \$894.94 – MSP Jacobs, Howell – Unanimous
- E. Library Materials Invoice: \$2,544.23 – MSP Graber, Jacobs – Unanimous
- F. Frosty's Payment for Coupons from the Leary Family: \$200 – MSP Jacobs, Graber – Unanimous

X. Adjournment at 5:25PM – MSP Howell Graber – Unanimous

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

Respectfully Submitted,
Suzanne Jacobs for Barbara Tamol, Secretary

Lancaster Public Library
Board of Trustees
Meeting Minutes
July 10, 2025

- I. Roll Call - G. Howell, S. Jacobs, K. Wind, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison), M. Studley (Town liaison)
- II. The meeting was called to order at 4:00 p.m.
- III. The agenda was reviewed and approved. MSP - Tamol, Wind. Vote - unanimous
- IV. Review and approval of June meeting minutes as amended. MSP - Tamol, Howell. Vote - unanimous.
- V. K. Stock informed the board that Sr. page, Alexis, is resigning next month. The open position has been posted. Copy machine coin mechanism not working, cost of \$2900 to replace the part. Kara will be doing outreach at Depew Founder's Day. The library is collecting for Christmas in July. Book Battle run by Michael will be held on the 1st Saturday in August.
- VI. D. Stempniak informed the board that the Friends Chicken BBQ will be held 7/20/2025 from 11:30 a.m. until sold out. The Monica Wallace Grant for \$15,000 has been received in full.
- VII. Monthly Financial Report -
 - A. The monthly financial report was reviewed and approved, MSP - Tamol, Jacobs. Vote - unanimous
 - B. Monthly audit report, B. Tamol informed the board that everything is up to date.
 - C. K. Stock shared the Craft Budget Quarterly Report
 - D. System Paid Budget Analysis, 10% reduction for 2026.
- VIII. Old Business
 - A. Building maintenance and Improvements
 - 1. Lighting - The light fixture for above the desk has been ordered. Grant to start mid-July.
 - 2. Parking Lot - Looking into addressing the small drainage ditch at the entrance.
 - B. Lease with Town-
 - 1. Request for #7 be in writing.
 - 2. G. Howell has left a message for the attorney to contact him.
 - 3. K. Stock left a message to be contacted about insurance coverage.
 - C. Motion to accept the Open Meeting Policy from Central. MSP - Jacobs, Wind. Vote – unanimous
- IX. New Business-
 - A. Review and approval of B&ECPL contact. MSP - Jacobs, Howell. Vote - unanimous
 - B. Approval to expend \$51.98 for croquet replacements. MSP - Tamol, Wind. Vote – unanimous
- X. The meeting was adjourned at 5:08 p.m. MSP - Jacobs, Tamol. Vote – unanimous.

Lancaster Public Library
Board of Trustees
Meeting Minutes
August 14, 2025

- I. Roll Call - G. Howell, K. Graber, J. Yarborough, S. Jacobs, B. Tamol, K. Stock (library director), M. Studley (town liaison)
- II. The meeting was called to order at 4:00 p.m.
- III. The agenda was reviewed and approved. MSP - Tamol, Howell. Vote - unanimous.
- IV. The meeting minutes from July 10, 2025 were reviewed and approved. MSP - Yarborough, Jacobs. Vote - unanimous.
- V. Kara reported that it has been an incredible summer so far! With 4 summer programs attended by 540 patrons. Color Your World is the summer reading theme. The Lancaster Public Library has moved up to #5 in the B&ECPL system rankings.
- VI. The Friends Chicken BBQ sold 175 dinners.
- VII. Monthly Financial Reports
 - A. The monthly report was reviewed and approved. MSP - Tamol, Yarborough. Vote - unanimous.
 - B. B. Tamol reported that the monthly audit reports are up to date.
 - C. The board was provided with the Program Budget Quarterly Report.
- VIII. Old Business
 - A. K. Stock will check with Carmen for an update on lighting.
 - B. Regarding the lease with the town a motion was made to decline attorney services. MSP - Jacobs, Graber. Vote - unanimous.
A second motion to reimburse the B&ECPL in the amount of \$2925 to cover additional insurance (property damage) was agreed to. MSP - Graber, Yarborough. Vote - unanimous.
- IX. New Business
 - A. Approved the purchase of 2026 calendar for \$16. MSP - Jacobs, Tamol. Vote - unanimous
 - B. Senior page Alexis' last day of work is August 16th. Alaina Drzyzga will start on August 29th.
- X. The meeting was adjourned at 4:49 p.m. MSP - Yarborough, Graber
Vote - unanimous

Respectfully submitted by,
Barbara Tamol
Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
September 11, 2025**

I. Roll Call: Present: Trustees Ken Graber, Gary Howell, Suzanne Jacobs, Kristyn Wind, Jan Yarborough; Director Kara Stock; Town Liaison, Melissa Studley

II. Call to Order: President Howell called the meeting to order at 3:38PM.

III. Approval of and/or changes to the agenda: The agenda was approved as presented. MSP as amended - Wind, Howell- Unanimous

IV. Review and approval of the meeting minutes of August 14: Tabled until the October meeting.

V. Report of the Director: Kara reported that Michael is digitizing the Lancaster history files; there will be a social work intern working on weekends. Work-study students from Lancaster High School are setting up a clothing rack in the lobby. The Senior Center is closing temporarily, so some of their activities will take place at the library. August was a very busy month, with good attendance at all programs. In particular, there were 1,311 entries in the Reading Raffle, and 355 people attended the Thursday program.

VI. Public Comment: None

VII. Monthly Financial Report

A. May Financial Report: Approved. MSP Yarborough, Wind-Unanimous

B. Audit Report: Tabled until October meeting

C. NBT CD matures September 24; Ken will call NBT, Bank on Buffalo and M&T Bank for best rates.

D. Town Budget Report: Information only.

VIII. Old Business

A. Building Maintenance and Improvements

1. Lighting: globes have LED bulbs

2. Parking Lot: paving has begun

B. Lease with Town: waiting for certificate of insurance. Motion to approve lease. MSP Graber, Yarborough – unanimous. Town will vote on lease at meeting on first Monday in October.

IX. New Business

A. Review of Mission Statement: Motion to re-affirm. MSP Jacobs, Howell - unanimous

B. Project Library Card: Chamber of Commerce initiative; ages 4-10 will get certificate of recognition

- C. Mileage Payments: \$24.25. MSP Graber, Yarborough – unanimous
- D. Name Badge: \$21.97. MSP Jacobs Wind – unanimous
- E. Three Pumpkin Contest Trophies: \$80.85. MSP Yarborough, Jacobs-unanimous
- F. Teen Book Boxes: \$166.74. MSP Yarborough, Howell – unanimous
- G. Citizen Science Kit: \$55.62. MSP Jacobs, Wind – unanimous
- H. Battery Recycle Box: \$131.95. MSP Jacobs, Howell-unanimous
- I. Replenish Petty Cash: \$210 – MSP Yarborough, Graber – unanimous
- J. Newspaper Requests by Patrons: Motion to purchase daily New York Times and Wall Street Journal at best price. MSP Graber, Jacobs – unanimous

X. Adjournment at 4:33PM – MSP Graber, Yarborough – Unanimous

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

Respectfully Submitted,
Suzanne Jacobs for Barbara Tamol, Secretary

**Lancaster Public Library
Board of Trustees
Meeting Minutes
October 9, 2025**

I. Roll Call - K. Graber, J. Yarborough, S. Jacobs, B. Tamol, K. Stock (library director), M. Studley (town liaison), Ryan Taughrin (guest, Democratic candidate for LPL Board of Trustees).

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

III. The agenda was reviewed and amended, MSP - Tamol, Jacobs. Vote - unanimous

IV. The August meeting minutes were reviewed and approved. MSP - Graber, Jacobs. Vote - unanimous. The September meeting minutes were reviewed and approved. MSP - Graber, Yarborough. Vote – unanimous

V. Kara informed the board that the library had a table at the Lancaster Fall Festival where 186 people stopped by for information and to make pumpkin bracelets. The library received a visit from 60 St. Mary's Elementary Pre - K students who received their first library cards. Several adult programs were held including a meditation workshop attended by 32 adults.

VI. The Friends of the Lancaster Library will be holding their annual Baubles and Bling Sale on November 7th and 8th from 11:00 - 4:00 each day. Greeting cards will also be sold at that time. The Friends annual meeting will be held January 15, 2026 at 7 p.m.

VII. Monthly Financial Reports -

A. The monthly financial report was amended for the cost of the Fall Teen Book Box in the amount of \$167.29. MSP - Jacobs, Graber. Vote - unanimous. The monthly financial report was then approved. MSP - Tamol, Graber. Vote - unanimous

B. The monthly audit was tabled until the next meeting.

C. Kara provided the board with the current craft budget.

D. K. Graber informed the board that the CD at Evans Bank (now NBT) was rolled over at 3.2% for 7 months. MSP - Tamol, Yarborough. Vote - unanimous.

VIII. Old Business -

A, Building Maintenance and Improvements

i. Some lighting has been re-ordered for correct sizes.

ii. The elevator broke down on 9/28 and 10/01, if it breaks down again the control board will be replaced, under warranty.

B. The Lancaster Town Board approved the lease with Lancaster Public Library Board on 10/06/2025.

IX. New Business -

A. The ACT meeting is 10/18/2025 at 9:30 a.m. Located at the Kenmore Library.

B. The expenditure of \$125 for the purchase of pumpkins was approved. MSP - Tamol, Jacobs. Vote - unanimous

C. Approval of \$718.83 for the Demco display order. MSP - Tamol, Yarborough. Vote - unanimous

D. The board approved the renewal of Amazon Prime at a cost of \$139. MSP - Jacobs, Graber. Vote - unanimous

E. Kara will look into pricing of padded folding chairs as requested.

X. The meeting was adjourned at 4:27 p.m. MSP - Graber, Jacobs. Vote - unanimous

Respectfully submitted by,
Barbara Tamol

**Lancaster Public Library
Board of Trustees
Meeting Minutes
November 13, 2025**

I. Roll Call- Yarborough, Stock, Wind, Stempniak, Graber, Studley

II. Called to Order at 4:00pm

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

IV. Review and approval of the meeting minutes of October 9, 2024- 1st Graber, 2nd Yarborough, unanimous

V. Report of the Director- 60 pre-k students visited from St. Mary's. 150 people attended the Halloween Spooktacular party. The scavenger hunt had 162 participants. The magic/medium show had 44 adults attend.

VI. The Friends of the library earned \$2,291 from the jewelry/card sale. The next meeting is January 15th at 7pm. There will be a book sale at the end of April

VII. Monthly Financial Report

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

B. Monthly Audit Report- tabled until next month

C. Programming Budget- Quarterly Report- reviewed

D. System Paid Budget Analysis- reviewed

VIII. Old Business

A. Building Maintenance and Improvements

1. Lighting- work in progress

2. Window Cleaning- completed, is now contracted out by the town to be completed twice per year

B. Lease with Town- to be finalized soon

C. Chair Purchase- motion to approve \$4,052.61 to purchase chairs- 1st Graber, 2nd Yarborough, unanimous

IX. New Business

A. Investment Policy- Annual Review- reaffirmed- 1st Wind, 2nd Graber, unanimous

B. 2026 Closed Dates- Christmas, Christmas Eve, Last Sunday of December (27th), December 31st to close at 4pm, Easter, July 3rd and 4th.

C. 2026 Programming Budget Request- motion to approve \$15,000 for programming- 1st Wind, 2nd Graber

D. 2026 Craft Budget Request- motion to approve \$5,000 for craft supplies- 1st Graber, 2nd Jan, unanimous

E. Winter Raffle Prizes- motion to approve \$600 for prizes- 1st Yarborough, 2nd Wind, unanimous

F. Winter Reading Log Prizes- motion to approve \$356.92 for prizes- 1st Graber, 2nd Wind, unanimous

- G. Holiday Party- December 11th, 12:30pm- motion to approve \$500 for food- 1st Wind, 2nd Yarborough, unanimous
 - H. Slate of Officers Discussion- tabled
 - I. Volunteer Gifts- motion to approve \$107.91 for gifts- 1st Yarborough, 2nd Wind, unanimous
 - J. Firewood- motion to approve \$200 for firewood- 1st Yarborough, 2nd Graber, unanimous
 - K. Approve New Hires- Cory Stoczynski and Ashley Lorusso- motion to approve- 1st Yarborough, 2nd Wind, unanimous
 - L. Thank you recognition party- date and venue to be determined
- X. Adjournment- 4:54pm, 1st Wind, 2nd Graber, unanimous.

Lancaster Public Library
Board of Trustees
Meeting Minutes
December 11, 2025

I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, K. Graber, B. Tamol, K. Stock (library director), D. Stempniak (Friends liaison), M. Studley (Town liaison), Guest - Trustee elect - Ryan Taughrin

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

III. Motion to approve the agenda as amended. MSP - Tamol, Wind. Vote - unanimous

IV. Motion to approve the November meeting minutes as amended. MSP - Jacobs, Graber. Vote - unanimous

V. K. Stock informed the board that the Lancaster Public Library is now on the Heritage Digital Collection website. The Comic Book Club partnered with WSS for the publishing of teen authored comics. All staff members have completed the annual compliance requirements.

VI. D. Stempniak informed the board that the annual Friends meeting will be January 15, 2026 at 7 p.m. The annual book sale will be held on April 24th, 25th and 26th. The chicken BBQs have been set for May 17, 2026 and July 19, 2026. Baubles and Bling Sale will be held on November 5th, 6th and 7th, 2026.

VII. Monthly Financial Reports

A. Motion to approve the monthly financial report. MSP - Tamol, Jacobs. Vote - unanimous

B. Monthly Audit Report was completed by B. Tamol

C. M&T CD expires 12/21/25. Motion to authorize K. Graber to renew it at his discretion. MSP - Wind, Jacobs. Vote - unanimous

D. Motion to transfer \$10,000 from the savings account to the checking account. MSP - Graber, Tamol. Vote - unanimous

VIII. Old Business -

A. Building Maintenance and Improvements

i. Lighting - the perimeter of the library has been completed

ii. The existing water fountain will be replaced.

B. The lease with the Town of Lancaster will be updated to name J. Yarborough as acting president.

C. Nominations for the slate of officers was tabled until the January meeting.

D. Plans for the farewell party to honor Gary Howell, Ken Graber and Kristen Wind are continuing.

IX. New Business -

- A, Trustee and Board President Gary Howell has tendered his resignation for personal reasons.
 - B. Trustee appointment tabled until January meeting.
 - C. Just a reminder to all trustees to meet the education requirement for this year.
 - D. Motion to approve mileage payments in the amount of \$80.67. MSP _ Graber, Wind. Vote - unanimous
 - E. Approval of the expenditure of \$31.96 for name badges. MSP - Tamol, Jacobs. Vote - unanimous
 - F. The board approved the expenditure of \$72.00 for the Empire Pass. MSP - Wind, Jacobs. Vote - unanimous
 - G. Approval of \$159.90 for a Door Counter. MSP - Jacobs, Wind. Vote - unanimous.
 - H. 2026 Board Budget will be reviewed.
 - I. 2026 Seed Library Budget of \$500.00 was approved. MSP - Tamol, Graber. Vote - unanimous
 - J. The board approved spending \$34.55 for the current seed library. MSP - Wind, Jacobs. Vote - unanimous
 - K. 2026 Reading Challenge prizes - 4 adult winners, \$50 each, 4 teen winners \$50 each. Total \$400.00 approved. MSP = Graber, Wind. Vote - unanimous.
 - L. Approval to spend \$100 for Lancaster Chamber of Commerce Membership.MSP - Tamol, Wind. Vote - unanimous
 - M. Updating list of Trustees phone numbers, addresses and emails to be done at the January meeting.
 - N. Approval of expenditure of \$129.00 for a tool set. MSP - Jacobs, Wind. Vote - unanimous
- X. The meeting was adjourned at 4:47 p.m. MSP - Graber, Jacobs. Vote - Unanimous.

Respectfully submitted by,
Barbara Tamol
Board Secretary