

**Lancaster Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
**February 9, 2023**

- 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
- II. Call to Order- called to order at 4:15pm by Howell
- III. Approval of the agenda- 1<sup>st</sup> Tamol, 2<sup>nd</sup> Jacobs, unanimous
- IV. Review and approval of the January 12, 2023 minutes- 1<sup>st</sup> Wind, 2<sup>nd</sup> Tamol, unanimous
- V. Report of the Director- Upcoming events: Penn Dixie, Bubble Blast, Mobile Planetarium, Balloons, Heap will be at the library, Comic Book Club, Tai Chi, and Snowman STEM kits. The waste audit was conducted and yielded 10.5 lbs of garbage, 2 lbs of which could have been recycled.
- VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- Book sale April 15-16, community garden seed planting on April 22<sup>nd</sup> ,jewelry sale December 8-9, chicken BBQ May 21<sup>st</sup> and July 23<sup>rd</sup> .
- VII. Monthly Financial Report
  - A. January Report approved- 1<sup>st</sup> Yarborough, 2<sup>nd</sup> Wind, unanimous
  - B. Audit Report- completed and up to date
  - C. Disposition and Replacement of CD#045- completed
  - D. Motion to replenish petty cash in the amount of \$150- 1<sup>st</sup> Jacobs, 2<sup>nd</sup> Graber, unanimous
  - E. Program Projections- continuing to plan through summer programming. Noted that costs are going up. Summer kickoff party scheduled for June 29<sup>th</sup>, 11am-1pm
  - F. System Paid Budget Analysis- was provided to the board.
- VIII. Old Business
  - A. Building Maintenance Update
    1. Staff Room Renovation- motion to purchase microwave cart and storage cart for up to \$400= 1<sup>st</sup> Tamol, 2<sup>nd</sup> Wind, unanimous
    2. Elevator- work begins February 14<sup>th</sup>. The elevator will be shut down for 2-3 weeks.
    3. Furnace Repair Status- completed
  - B. Review of ACT Meeting January 21, 2023- attended
  - C. ACT Special Delegate- Howell and Jacobs will represent
  - D. Director Evaluation- completed and provided to board- approved- 1<sup>st</sup> Yarborough, 2<sup>nd</sup> Wind. unanimous
  - E. Contract Extension- provided and accepted- 1<sup>st</sup> Graber, 2<sup>nd</sup> Jacobs, unanimous
  - F. Garden tools- motion to spend up to \$400 for tools for the garden borrowing library- 1<sup>st</sup> Howell, 2<sup>nd</sup> Yarborough, unanimous

IX. New Business

- A. Trivia Contest- the library will be hosting a team
- B. Procurement Policy Review- updated to reflect sustainable purchasing and approved as amended- 1<sup>st</sup> Howell, 2<sup>nd</sup> Graber, unanimous
- C. Act Dues- Motion to pay the \$20 dues- 1<sup>st</sup> Jacobs, 2<sup>nd</sup> Tamol, unanimous
- D. Return to System Payment- tabled
- E. Private library material invoice- motion to expend \$1,322.43- 1<sup>st</sup> Yarborough, 2<sup>nd</sup> Jacobs, unanimous
- F. Sidewalk Sign- move to spend \$298.30- 1<sup>st</sup> Wind, 2<sup>nd</sup> Jacobs, unanimous
- G. March Scavenger Hunt Prizes- motion to spend \$124.97- 1<sup>st</sup> Graber, 2<sup>nd</sup> Tamol, unanimous
- H. Summer Reading Program Request- motion to spend \$549.76- 1<sup>st</sup> Wind, 2<sup>nd</sup> Yarborough, unanimous
- I. Seed Library- motion to spend \$31.95- 1<sup>st</sup> Yarborough, 2<sup>nd</sup> Jacobs, unanimous

X. Adjournment- 1<sup>st</sup> Graber, 2<sup>nd</sup> Jacobs, unanimous