

Lancaster Public Library
Board of Trustees
Meeting Minutes
January 12, 2023

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, G. Howell, K. Graber, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends Liaison)
- II. The meeting was called to order at 4:17 p.m.
- III. The agenda was approved as amended. MSP - G. Howell, K. Graber. Vote - unanimous
- IV. The meeting minutes from 12/08/2022 were reviewed and approved. MSP - B. Tamol. J. Yarborough. Vote - unanimous
- V. Director K. Stock reported that in December the library was approached by the LHS Work based learning students, they made bookmarks for patrons. The library also participated in collecting donations for Sleep in Heavenly Peace and Toys for Tots. Thirty one(31) patrons participated in the graham cracker house program. Twenty two (22) children attended the Happy “Noon” Year party. Highlights from 2022 were provided to the board.
- VI. Friends liaison D. Stempniak reported that the Friends are planning a Book Sale (the weekend after Easter), Chicken BBQ’s in May and July and a Jewelry and accessories sale (date TBD).
- VII. Monthly Financial Reports -
 - A. The December financial report was reviewed and approved. MSP - G. Howell, K. Graber. Vote - unanimous
 - B. Audit Report - Tabled until next meeting.
 - C. Motion to authorize, treasurer, Jan Yarborough to contact Evans Bank to find out what is needed to open a new CD and withdraw money from Bank on Buffalo to invest at Evans Bank if appropriate.MSP - S. Jacobs, K. Wind . Vote - unanimous
 - D. Mileage reimbursement for the total amount of \$50.38 approved. MSP - J. Yarborough, G. Howell
Vote - unanimous
 - E. The 2023 Board Budget was reviewed, discussed and passed. MSP K. Graber, J. Yarborough.
Vote - unanimous
 - F. Director K. Stock provided the board with an updated Craft Budget Report.
- VIII. Old Business -
 - A. Building Maintenance -
 1. Staff Room Reno - Allgiaer Construction submitted a bid of \$119,950. Board is considering other options.
 2. The elevator will be shut down starting January 17, 2023 for 3(three) weeks while being repaired and updated.
 3. The Community Room furnace has been repaired.
 4. Staff Room heater has been replaced.
 - B. Nomination of Lancaster Library Board of Trustees Officers
President - Gary Howell
Vice President - Jan Yarbourough
Treasurer - Kenneth Graber
Secretary - Kristen Wind

- The slate of officers was approved and voted in, effective February 1, 2023. MSP - S. Jacobs, B. Tamol. Vote - unanimous.
- C. The Sustainable Libraries Policy was reviewed and adopted on January 12,2023. MSP - G. Howell, K. Graber. Vote - unanimous.
- IX. New Business -
- A. Annual Disclosure Statements received, completed and turned in.
- B. The ACT meeting is Saturday 1/21/2023 at the West Seneca Library. Registration is 8;30 -9;00a.m.
- C. Forms for the 2 hour required Trustee Training were handed out.
- D. Contract Extension information - Tabled until next meeting.
- E. Display Case Policy - With the addition of “ All postings must be approved by the Library Director” the policy was adopted as amended. MSP- S. Jacobs,K. Graber. Vote - unanimous
- F. Motion to submit payment of \$9,599.97 to Central Library for Sunday hours. MSP - G. Howell, J. Yarborough, Vote - unanimous
- G. A \$5000 expenditure to continue the Collection Development was approved. MSP - J. Yarborough, G. Howell. Vote - unanimous.
- H. Wish List Items
1. \$80 expenditure for an Empire Pass was approved. MSP - J. Yarborough, B. Tamol. Vote - unanimous.
 2. \$1,001.88 expenditure for Citizen Science Kits approved. MSP - S. Jacobs, J. Yarborough. Vote - unanimous
 3. \$819.17 expenditure for storytime instruments approved. MSP - B. Tamol, K. Graber . Vote - unanimous
 4. \$65 expenditure for a Battery Recycle Container approved, MSP - G. Howell, K. Graber. Vote - unanimous
 5. Expenditure of \$520.84 for garden tools was tabled until the next meeting. Concerns were raised about safety.
 6. \$1769.00 expenditure for a new snowblower was approved. MSP - S. Jacobs, K. Graber. Vote - unanimous.
- I. G. Howell, K. Graber and S. Jacobs will complete the Director’s Performance Evaluation.
- J. The Board will accept a donation of \$402 from the Friends to cover the cost of a subscription To Book Page.MSP - J. Yarborough, B. Tamol. Vote - unanimous.
- X. The meeting was adjourned at 5:58 p.m. MSP - B. Tamol,S, Jacobs. Vote - unanimous

Respectfully submitted by,
Barbara Tamol
Secretary