

Lancaster Public Library
Board of Trustees Minutes
Thursday, 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 Librar- 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.