

GRAND ISLAND MEMORIAL LIBRARY

1715 BEDELL ROAD * GRAND ISLAND, NEW YORK/ 14072-1796 * 773-7124

BOARD OF TRUSTEES MEETING

THURSDAY, February 8, 2018 5:30 P.M.

Meeting Room

AGENDA

- I. Minutes
- II. Financial Reports
- III. Correspondence
- IV. Reports
 - A. President
 - B. Director
 - C. Friends
 - D. ACT –report from meeting on Jan. 20, 2018
- workshop scheduled for March 10, 2018
- V. Old Business
 - A. Conflict of Interest Policy
 - B. Carpet Update
 - C. Fixed Asset Threshold – Comptroller’s Report
 - D. Board Meeting Dates 2018
 - E. Volunteer Appreciation Luncheon
- VI. New Business
 - A. Director goals for 2018
 - B. Status of GI Library policies

*if you have additional items please contact Bridgette or Jill Banaszak

** Please RSVP Bridgette 773-2089 if you can NOT make the meeting

GRAND ISLAND MEMORIAL LIBRARY

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MINUTES FOR BOARD OF TRUSTEES MEETING

THURSDAY, FEBRUARY 8, 2018, 5:30 P. M.

LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order at 5:35 by President Banaszak.

ROLL CALL: Present were:

President Jill Banaszak

Vice President Richard Crawford

Treasurer Richard Earne

Secretary Agnes Becker

Town Liaison Mike Madigan

Library Director Bridgette Heintz

Friends Liaison Carole Joseph

MINUTES: Minutes of the meeting on November 2, 2017 were approved. Motion by Trustee Crawford, second by President Banaszak. Motion approved 5-0.

CORRESPONDENCE: Thank you note was received from Nancy Vizzi for the Volunteer Luncheon.

FINANCIAL REPORTS: Director Heintz shared monthly reports, payroll reports and Town reports. They will be filed for audit.

Following a discussion Town Liaison Madigan offered to check with the Town on the amount that has been encumbered in the Town budget for carpeting. He also reported that the Town Board has voted to have the Library stay in its current location. The Board discussed writing a grant for security cameras.

PRESIDENT'S REPORT: President Banaszak shared a review submitted by Director Heintz. The review is attached.

DIRECTOR'S REPORT: A full Director's Report is attached.

FRIENDS: The recent book sale was successful. The next Friends meeting will be held on Thursday, February 15, 2018. The Used Book Sale will be held on April 13-14.

ACT: Trustee Earne shared documentation regarding staff evaluation that was presented at the last ACT meeting. *Trustees were asked to think about goals for Director Heintz.* The ACT Workshop will be held on March 10.

OLD BUSINESS:

- A. Disclosure Statements were signed by Trustees and Director.
- B. Board meetings dates were set for the 1st Thursday of every other month. Remaining Board meetings for 2018 are: March 8, May 3, July, if needed, September 6 and November 1.

NEW BUSINESS: President Banaszak reminded the Board that the by-laws must be reviewed every 5 years. She also shared an updated list of policies, when effective and when reviewed. The Bulletin Board Policy and the Rules of Conduct will be reviewed first.

ADJOURNMENT: The meeting was adjourned at 7:05 PM.

Next meeting: March 8, 2018 at 5:30 PM.

Respectfully submitted

Agnes Becker

Secretary

Grand Island Memorial Library Board Meeting

February 8, 2018

Correspondence

- Met with Grand Island Schools Superintendent Brian Graham on 2/2/18. He gave me an overview of the Growing Readers initiative and I informed him I would be at the next meeting on 2/13/18.
- Visited the Town Hall on 2/6/18 and introduced myself to the Town Clerk and Town Accountant.
- Registration for the annual ACT meeting is open. Dues for 2018 need to be paid. It looks like the Town covers that? The meeting is Saturday, March 10th at 8:30 at the Central Library. You all should have received an email from Mary Jean.

Director's Report

- The non-financials for the State Report have been completed as of 2/1/18.
- Pamela started work on 2/3/18. We've begun to get her settled. Her goals for the next 6 months (through 8/3/18) are:
 - begin planning programs including working on summer reading and Battle of the Books
 - make connections with the schools and begin to work on outreach and collaborations with them
 - begin a weeding project for the children's and young adult sections in collaboration with the pages.
- Programs have begun to be set:
 - We have 4 computer classes to be conducted between February and April. Three are One-on-One Tech Trainer and the fourth is an Ancestry class.
 - There are also two Youth Services Group programs coming in February and April
 - Omnipresent Puppets are coming in March. The Friends have already agreed to pay for them.
 - Preschool Story Time and Toddler Time sessions have been set through May.
 - Charlie and Checkers have been booked for Good Friday to coincide with the Easter Egg Hunt the Recreation Dept. has planned in the park that day.
 - As we move forward, an events calendar will be added to the Director's Report.
- Patricia Halt from United Healthcare asked about having an informational table at the library regarding Medicare enrollment. I want to see what the board's standing on this is before agreeing to anything.
- Director's goals before the next board meeting:
 - get familiar with the library's financials

- finish the state report (financial section and report to community)
- work on ideas for adult programs
- meet with the Friends and see about getting funds for Pamela's craft closet, a coat rack for the meeting room, a few items for the staff room (microwave, coffee pot, maybe a toaster oven this round), and a new set of phones.
- Director's goals for 2018:
 - Collection maintenance inclusive of weeding projects, checklists, and utilizing allocated MAT and AV funds through Central.
 - Get as much programming into the building as possible: children's, summer reading program, Battle, new adult programs, and collaborations with community partners and the Friends.
 - A signage update project (everything in the building. The last time the signs were updated was 2005) as well as looking to replace the current wall decorations in the children's area by collaborating with the Graphics Dept. at Central.

Private Money Financial Report

November – December 2017

Deposits Checking

11/13/17	Reimbursement from Town for sidewalks	\$880.50
11/27/17	Donation from Tower Foundation	\$5,000.00
12/27/17	Donation from Hoover Family	\$1,000.00
12/27/17	Reimbursement from Town for HD Supply & Fire Extinguishers	\$449.09
	Total	\$7329.50

Disbursements Checking

11/27/17	Elwood Fire Protection (extinguishers)	\$174.00
11/27/17	HD Supply	\$275.09
	Total	\$449.09

Balance checking account: \$18,838.20

Deposits Money Market

11/3/17	Interest Credited	\$28.59
12/4/17	Interest Credited	\$25.92
	Total	\$54.51

Disbursements Money Market

None

Balance money market account: \$130,494.91

Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2017	Include Beg. Encumbrance:	Yes		
Period:	1	To:	12	Apply to Budget Columns:	No
Trans Date:		To:			
Description:	Display	Vendor/Desc:	Both		
Sort by:	Date	Subtotal by Sort by:	No	Use Alt Fund:	No
Spacing:	Single	Print Budget Adj.:	No		
Acct Status:	Active	Print Parent Account:	No		
Summary Only:	No	Suppress Zero Accts:	Yes		
Grand Totals on Separate Page:	No	Open Enc. Only:	No	Include Req:	

Account Table:	LIB	LIBRARY			
	Rule No.	Component	From	To	Acct Type From To
	1	FUND	001	001	
	1	DEPT	7410	7410	

Alt. Sort Table:

Sort:	Sort	Subtotal	Page Break	Subheading
	1	Fund	No	Yes
	2	Item	Yes	Yes

Print Display Description: No

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2017 Period From: 1 To: 12 Trans. Date From: To:

Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
Fund 001		GENERAL FUND							
Item 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			
05/01/17	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE ASSOC OF LIBRARY TRUSTEE DUES		120535	41030		0.00	20.00	
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	20.00	80.00
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			
03/06/17	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE TRUSTEE WORKSHOP		120083	40674		0.00	48.00	
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	48.00	252.00
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				32,450.00			
04/03/17	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE FIRE ALARM SYSTEM TESTING		120281	40844		0.00	200.00	
09/05/17	0001000842	AMHERST SEALER INC SEALING WORK UPPER TOWN HALL/LIBRARY LOT		121734	41930		0.00	5,221.47	
09/18/17	0000038600	GRAND ISLAND MEMORIAL LIBRARY A/C UNIT UNPLUGGED		121819	41974		0.00	189.50	
09/18/17	0000038600	GRAND ISLAND MEMORIAL LIBRARY OUTSIDE LIGHTING ISSUES		121820	41974		0.00	108.00	
09/21/17	0001000446	JP MORGAN CHASE BANK NA ACCT 5405017900089362 AUGUST CHASE CARD PURCHASES		121970	9212017		0.00	74.55	
10/02/17	0000000378	HOME DEPOT CREDIT SVCS ACCT 8995 PAINT, VANTAGE		121976	42075		0.00	175.82	
10/16/17	0000000342	D V BROWN & ASSOC INC REPLACE DRAIN PAN IN TYPHOON UNIT		122130	42182		0.00	6,149.00	
11/06/17	0000038600	GRAND ISLAND MEMORIAL LIBRARY CONCRETE - SIDEWALK REPAIR		122300	42318		0.00	880.50	
12/18/17	0000000342	D V BROWN & ASSOC INC REPLACE CIRC PUMP IN THE LIBRARY		122690	42582		0.00	3,420.00	
12/18/17	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE HD SUPPLY - SUPPLIES GRAND ISLAND MEMORIAL LIBRARY		122720	42603		0.00	275.09	

TOWN OF GRAND ISLAND

Expense Ledger

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Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
Fund 001		GENERAL FUND							
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				32,450.00			
12/18/17	0000038600	ELWOOD FIRE PROTECTION - FIRE EXTINGUISHER INSPECTION		122721	42603		0.00	174.00	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				<u>32,450.00</u>	<u>0.00</u>	<u>16,867.93</u>	<u>15,582.07</u>
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
Total Item 0434		LANDSCAPING MATERIALS				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
Grand Total						<u>33,150.00</u>	<u>0.00</u>	<u>16,935.93</u>	<u>16,214.07</u>

NOTE: One or more accounts may not be printed due to Account Table restrictions.