

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES MEETING

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

Meeting Room

### AGENDA

- I. Minutes
- II. Financial Reports
- III. Correspondence
- IV. Reports
  - A. President
  - B. Director
  - C. Friends
- V. Old Business
  - A. Carpet replacement project  
-NYS Construction Grant discussion
- VI. New Business
  - A. Review of GI Bulletin Board Policy
  - B. Review and re-adopt BECPL Rules of Conduct
  - C. Private Money discussion
  - D. Donation/Memorial policy discussion

\*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**

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

MINUTES FOR BOARD OF TRUSTEES MEETING

THURSDAY, MARCH 8 ,5:30 P. M.

LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order at 5:30 by President Banaszak.

ROLL CALL: Present were:

President Jill Banaszak	Pat Rizzuto
Vice President Richard Crawford	Town Liaison Mike Madigan
Treasurer Richard Earne	Library Director Bridgette Heintz
Secretary Agnes Becker	

MINUTES: Minutes of the meeting on February 8, 2018 were approved. Motion by President Banaszak, second by Trustee Crawford. Motion approved 5-0.

CORRESPONDENCE: The only correspondence received in the last month is part of Director Heintz's report.

FINANCIAL REPORTS: Director Heintz shared monthly reports, payroll reports and Town reports. They will be filed for audit. She will be keeping a spread sheet to control private money and specialized money. Town Liaison Madigan reported that approximately \$33,000 has been approved in the Town Budget for carpeting. The quote is for \$50-55,000. The construction grant application is due to Ken Stone by September 1.

PRESIDENT'S REPORT/FRIENDS: President Banaszak reported that plans for the April 14 Friends' meeting will include a cooking program with Linda Cretelli including demonstrations, samples and her cook book sale. The fall program on September 20 will include author, Lissa Marie Redman, speaking about her book Cold as Hell.

DIRECTOR'S REPORT: A full Director's Report is attached. Included in her report were the following: an annual staff meeting will be held on May 9. The decision to stay open or to close will depend upon the number of staff interested in attending. Director Heintz shared a calendar of events for March and April and invited trustees to take part in an upcoming webinar on NYS construction grants.

NEW BUSINESS:

- A. A private money discussion resulted in the following motion: A one-time payment of up to \$500 for the Director's Wish List will come from the Private Money account. Motion made by Trustee Crawford, second by President Banaszak. Motion approved 5-0.  
Director Heintz will draft a Petty Cash Policy following the Town of Concord's. She will send it to trustees for review.
- B. The GIML's Bulletin Board Policy will be retired and replaced with Central's Bulletin Board Policy. Motion made by President Banaszak, second by Trustee Rizzuto. Motion approved 5-0.
- C. The GIML's Rules of Conduct Policy will be retired and replaced with Central's Rules of Conduct Policy. Motion made by President Banaszak, second by Trustee Rizzuto. Motion approved 5-0.  
A copy of each policy will be distributed at the next Board meeting.

ADJOURNMENT: The meeting was adjourned at 7:00 PM.

Next meeting: May 3, 2018 at 5:30 PM.

Respectfully submitted

Agnes Becker

Secretary

## Grand Island Memorial Library Board Meeting

March 8, 2018

### Correspondence

- 2/21/18: Joelle Waters from St. Timothy's Lutheran Childcare Center called to see about setting up outreach story times once a month at the center. Pamela has contacted and has begun to set up dates.
- 3/1/18: Tom DiJohn, the administrator from Elderwood at Grand Island came in to introduce himself and stated he would like to see about collaborating together on programming for his residents. My first reaction is to think that a collaboration with the library, Elderwood, and the Golden Age Center would be a good thing. I will contact Liz Wilbert at the Golden Age Center as well to see if she would like to collaborate as well.
- 3/1/18: Spoke with Tom Witkowski from the Grand Island Lions Club to see about offering vision screenings during Preschool Story Time and Toddler Time. Screenings are free and they would have a table in the hallway during programs.

### Director's Report

- Staff Development Day is scheduled at the Central Library for Wednesday, May 9 from 8:30 am-4:30 pm. As we get closer and I find out who would like to attend, we need to determine whether to close for the day or stay open with the substitute librarians we have on staff.
- There will be a NYS Construction Grant Webinar on 3/13/18 from 10:00-11:30 am. Dick Crawford, Dick Earne, and I are all registered for it. As an aside, Ken Stone has offered to run the webinar in the Tech Know lab at Central and be available for any follow-up questions as well.
- Director Heintz attended the following meetings this month:
  - 2/13/18: Growing Readers Committee meeting at the GI Schools District Office
  - 2/14/18: Library System's monthly Manager/Director Meeting at the Central Library
  - 2/15/18: Friends of the Grand Island Memorial Library
  - 2/21/18: Contract Manager's Meeting at Orchard Park Library
- Current projects include:
  - DVD weeding and reorganization project inclusive of setting up separate movie genres. Quotes have been received from the Central Business Office for four end cap shelving units to make more room for the DVD collection. The plan is to approach the Friends for funds at the next meeting in May.
  - Book Sale (these items are all done):
    - ordering copies of fliers, posters, and slingers

- approaching the schools to get student volunteers to assist with take down and set up
  - publicizing the Book Sale on the library's Facebook page, branch page, and online event calendar.
  - Contacting Joe Menter from the Rec Dept. for tables.
- Goals for this month:
  - Organize a short staff meeting to officially introduce Pamela and myself, go through chain of command, Staff Day details, and anything that the staff would like to address.
  - Finish Report to the Community (it is not due until 7/1, but would like to finish early)
  - The Business Office released the spreadsheets necessary to complete the financial portion of the state report yesterday. Will get this last portion of the state report completed.
- Event Calendar for March and April are in your folders.

**Private Money Financial Report**

**January-February 2018**

**Deposits Checking**

1/4/18	Beis donation	\$25.00
2/12/18	Amazon Smile donation	\$9.77
	Total	\$34.77

**Disbursements Checking**

1/2/181	BECPL: Lions Club - Lg. Pt. Books	\$469.06
	Total	\$469.06

**Balance checking account: \$18,403.91**

**Deposits Money Market**

1/4/18	Interest Credited	\$27.71
2/2/18	Interest Credited	\$27.72
	Total	\$55.43

**Disbursements Money Market**

None

**Balance money market account: \$130,550.33**

## Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2018	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	No	Yes
	2	Item	Yes	No	Yes

Print Display Description: No

# TOWN OF GRAND ISLAND

## Expense Ledger

Fiscal Year: 2018 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>							
<b>001.7410.0408</b>		<b>DUES &amp; SUBSCRIPTIONS.LIBRARY</b>				100.00			
03/05/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE - HD SUPPLIES, ACT DUES, ACT MEETING REGISTRATION		123466	43145		0.00	20.00	
<b>Total Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>				<b>100.00</b>	<b>0.00</b>	<b>20.00</b>	<b>80.00</b>
<b>Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>							
<b>001.7410.0412</b>		<b>TRAINING &amp; EDUCATION.LIBRARY</b>				300.00			
03/05/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE - HD SUPPLIES, ACT DUES, ACT MEETING REGISTRATION		123466	43145		0.00	60.00	
<b>Total Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>				<b>300.00</b>	<b>0.00</b>	<b>60.00</b>	<b>240.00</b>
<b>Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>							
<b>001.7410.0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS.LIBRARY</b>				48,664.00			
03/05/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE - HD SUPPLIES, ACT DUES, ACT MEETING REGISTRATION		123466	43145		0.00	31.06	
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>48,664.00</b>	<b>0.00</b>	<b>31.06</b>	<b>48,632.94</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			
<b>Total Item 0434</b>		<b>LANDSCAPING MATERIALS</b>				<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
<b>Grand Total</b>						<b>49,364.00</b>	<b>0.00</b>	<b>111.06</b>	<b>49,252.94</b>

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



Date Prepared: 03/08/2018 12:45 PM

Report Date: 03/08/2018

Account Table: LIB

Alt. Sort Table:

# TOWN OF GRAND ISLAND

## Expense Ledger

GLR0125 1.0

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Prepared By: GINA

Fiscal Year: 2018 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
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