

GRAND ISLAND MEMORIAL LIBRARY

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

MINUTES FOR BOARD OF TRUSTEES MEETING

THURSDAY, SEPTEMBER 6, 2018, 5:30 P. M.

LIBRARY MEETING ROOM

CALL TO ORDER: Present were:

President Jill Banaszak

Treasurer Richard Earne

Vice President Richard Crawford

B&ECL Liaison Elaine Panty

Trustee Pat Rizzuto

Library Director Bridgette Heintz

Secretary Agnes Becker

Friends' Liaison Carole Joseph

MINUTES:

The minutes of the meeting held on May 3, 2018 were corrected as follows: the program presented by Linda Critelli was a "library program" not a "Friends' program". Trustee Rizzuto's name was misspelled. Motion to approve by Trustee Crawford, second by Trustee Earne. Motion approved 5-0.

In the minutes of the meeting on July 17, 2018 Trustee Rizzuto's name was misspelled. Motion to approve by Trustee Rizzuto, second by Trustee Earne. Motion approved 5-0.

FINANCIAL REPORTS:

Financial reports were reviewed and approved.

CORRESPONDENCE:

Correspondence is included in the Director's Report.

REPORTS:

- A. PRESIDENT: All of President Banaszak's items are included in the agenda.
- B. DIRECTOR: Report attached.
- C. FRIENDS: The annual meeting was successful
A discard sale will be held October 19-20.
The Book Sale Room is averaging \$700-1,000 monthly.
- D. ACT: The next ACT meeting will be held on September 29 at the Collins Library.

OLD BUSINESS:

- A. PETTY CASH POLICY: A proposal will be made to the Friends Group to contribute \$100 from book sales to start the petty cash fund. They will be asked to financially maintain the petty cash fund with \$100 as needed.
- B. DISPLAY POLICY: The Display Policy and Application draft were reviewed. One correction: a revision date should be 12/2/03, not 12/2/30. Motion to approve Trustee Rizzuto, second Trustee Crawford. Motion approved 5-0.

NEW BUSINESS:

- A. MEETING ROOM POLICY: The meeting room policy was reviewed with an added grid showing the regular and summer hours. Motion to approve Trustee Rizzuto, second Trustee Becker. Motion approved 5-0.
- B. BOOK DROP SLOT: Trustee Crawford will have his staff check out the current book drop slot that allows rain to damage materials. They may be able to add a rain shield. If they are unable to correct the drop slot, Director Heintz will purchase a new Book Drop Slot from American Book Returns at a cost with installation of no more than \$2,000. Motion by Trustee Banaszak, second by Trustee Crawford. Motion approved 5-0.

NEXT MEETING: Thursday, November 1, 2018 at 5:30.

Meeting adjourned at 6:50 P.M.

Respectfully submitted,

Agnes Becker
Secretary