

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES SPECIAL MEETING THURSDAY, NOVEMBER 5TH 2020 @ 4:00 PM

VIA ZOOM

LIVE STREAM VIA TOWN OF GRAND ISLAND YOUTUBE PAGE

AGENDA

- I. Minutes: October 20th 2020 special meeting
- II. Financial Report
- III. Claims Audit Abstract Report
- IV. Correspondence
- V. Reports
 - a. Director
 - i. Book Sale follow-up
 - ii. Construction updates
 - 1. Sidewalk/foundation
 - 2. Doors
 - 3. Window Blinds
 - iii. Next library projects, non-grant related
 - iv. Vacancy update
- VI. Old Business
- VII. New Business
 - a. Telecommuting policy – discussion
 - b. NYS New Minimum Standards – discussion
 - c. 2021 Open/Closed dates proposal – discussion
 - d. Micro-Cluster policy - discussion
 - e. 2021 Library Board Meeting Schedule - discussion

Next Regular Meeting: TBD

If you have additional agenda items, please contact Bridgette Heintz or Richard Crawford.

****Please RSVP Bridgette Heintz, 773-7124 if you can NOT make the meeting.**

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

BOARD OF TRUSTEES MEETING
THURSDAY, NOVEMBER 5, 2020 @ 4:00 PM
VIA ZOOM
LIVE STREAM VIA TOWN OF GRAND ISLAND YOUTUBE PAGE

CALL TO ORDER: The meeting was called to order at 4:02 pm by President Crawford

ROLL CALL: Present were:

President Richard Crawford

Trustee Agnes Becker

Vice President Jill Banaszak

Library Director Bridgette Heintz

Treasurer Richard Earne

Town Liaison Jennifer Baney

Secretary Pat Rizzuto

MINUTES

The minutes of the meeting held on August 27, 2020 were approved. Motion made by Trustee Banaszak, seconded by Trustee Earne. Motion passed 5-0.

FINANCIAL REPORTS

The financial reports were received, reviewed, and filed for audit.

CLAIMS AUDIT ABSTRACT REPORT

The audited vouchers were reviewed and will be authorized by Trustee Banaszak.

CORRESPONDENCE

Director Heintz shared a note sent by Pamela Edholm thanking everyone for her going away gift.

DIRECTOR'S REPORT

The complete Director's Report is attached.

NEW BUSINESS

- **Telecommuting Policy**

Director Heintz shared the Telecommuting Policy that has been adopted by the Central Library and its branches. The Grand Island Memorial Library must adapt and adopt a policy of its own. Director Heintz, Trustee Becker, and Trustee Banaszak volunteered to write the policy. Trustee Rizzuto moved and Trustee Earne seconded a motion to table action until the next meeting, when the committee can present a policy. Motion passed 5-0.

- NYS New Minimum Standards

The board reviewed the new standards for public libraries in New York State will take effect on January 1, 2021.

- 2021 Library Hours and Calendar Proposal

Since it is unknown how much money will be allotted to libraries in the 2021 Erie County budget, Director Heintz drafted 3 different proposals for weekly operating hours, each depending on the amount of money we receive. After discussing the options, Trustee Earne moved, and Trustee Becker seconded a motion to accept Proposal #1 (53 hours per week) and the calendar, as written. If the budget is cut, it can be replaced by one of the contingency proposals, as needed. The motion carried 5-0.

- Micro-Cluster Policy

Contract library directors will meet with Jeannine Doyle next week to discuss what is required in the contract member libraries policies pertaining to the services a library will provide to the public if the library is deemed to be in a yellow, orange or red zone of COVID-19. It was decided that Director Heintz, Trustee Becker, and Trustee Banaszak will draft a policy to be reviewed at the Special Meeting on November 19.

- 2021 Library Board Meeting Schedule

This item will be moved to Old Business at the upcoming Special Meeting.

ADJOURNMENT

Trustee Banaszak moved, and President Crawford seconded a motion to adjourn the meeting. The meeting was adjourned at 5:07 pm, after a vote of 5-0.

NEXT MEETING

A Special Meeting will be held via Zoom on Thursday, November 19 at 4:00 pm.

Grand Island Memorial Library Board Meeting

Via Zoom

Live streamed via the Town of Grand Island's You Tube Page

November 5th, 2020 @ 4:00 pm

Minutes

- Special Meeting October 20th, 2020

Financial Report

Claims Audit

Correspondence

- Thank you card from Pamela

Director's Report

- **Book Sale update:** The outdoor discard book sale run by the Friends on October 5th and 6th was a success. Social distancing and mask rules were followed without incident. \$601 was made to support the library. Funds will be in the library's local/private account until it is determined what they will be used for. Thank you to Dick Crawford and the Rec. Dept. for the loan of the tent and tables.
- **NYS Construction Grant Project Updates:**
 - Sidewalks north side/foundation: The area around the new sidewalks has been filled in and cold patch was put in the area in front of the handicapped parking spaces. The parking lot was reopened to the public on 10/26/20.
 - Doors: The door installation was completed on 10/29/20.
 - Once the invoices are received and paid for the doors and the security cameras, the final report to the state will be completed and submitted to close out the grant in order to receive the final 10% of the grant funding in the amount of \$4767 which will go into the private/local account.
- **Next projects, non-grant related:**
 - Window blinds have been ordered and installation should occur by the end of November. The Friends have agreed to pay for this improvement.
 - The door locks throughout the building are 31 years old, difficult to open, and the handles are not ADA compliant. An assessment and estimate have been sought. Funding will come from either the maintenance line through the Town or the County Operating Budget dependent on the estimate cost and how much is left in the lines.
- **Staffing Vacancy update:** The vacant FT Librarian I posting will close on November 11th. HR will forward me the information on interested candidates and I will coordinate with the Library Board on next steps once we get there.
- The following meetings/trainings were attended by Director Heintz in September and October:

- 9/1/20: Town of Grand Island Board Workshop meeting via Zoom (Grant presentation)
- 9/9/20: September Manager/Director meeting via Zoom
- 9/9/20: Friends of the GIML meeting via Zoom
- 9/23/20: Contract Library meeting with Jeannine Doyle via Zoom
- 9/30/20: Five Year Plan of Service Committee meeting via Zoom
- 9/30/20: Cinderella Isle Garden Club Froggy Bag Committee meeting
- 10/14/20: October Manager/Director meeting via Zoom

Respectfully submitted,

Bridgette Heintz

New Business

- Telecommuting policy – discussion
- NYS New Minimum Standards – discussion
- 2021 Open/Closed dates proposal – discussion
- Micro-Cluster policy - discussion
- 2021 Library Board Meeting Schedule - discussion

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

SEPTEMBER-OCTOBER 2020

Deposits

9/1/2020	Fines & Print	\$258.22	Total September Deposits: \$646.75
9/18/2020	Fines & Print	\$285.08	
9/25/2020	Fines & Print	\$103.40	
9/30/2020	interest	\$0.05	
10/9/2020	Fines & Print	\$191.19	
10/22/2020	Fines & Print	\$241.30	Total October Deposits: \$432.49

Total Deposits September-October: \$1,079.24

Disbursements

9/14/2020	Reverse Ser Chg Adj. -reserve req from 8/26/20	\$0.43	Total September Disbursements: \$.43
10/14/2020	Bridgette Heintz - mileage	\$105.22	
10/22/2020	Town of GI - water bill 7/16/20-10/15/20	\$76.80	Total October Disbursements: \$182.02

Total Disbursements September-October: \$182.45

Balance County Funds

8/31/2020	\$1,754.86	
9/30/2020	\$2,401.18	
October		<i>October bank stmt will be received mid-November</i>

	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$2,802.00	\$1,236.00	\$66.00
To be realized:	\$4,702.00	\$997.00	\$6.00
Budgeted (expected revenue):	\$7,504.00	\$2,233.00	\$72.00

←New for 2020. Book bags/usb drives/library cards
(anything provided by the system which we would sell).

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

SEPTEMBER - OCTOBER 2020

Balance Private Checking Account

August	\$42,075.05
September	\$42,325.05
October	

October bank stmt will be received mid-November

Deposits Private Checking

BECPL: reimbursement from Year End Appeal funds - Omnipresent	
9/2/2020 Puppets virtual summer program	\$225.00
9/30/2020 Donation: Nadia Condino	\$25.00

Total September Deposits: \$250.00

Total October Deposits: \$0

TOTAL Deposits September-October:

\$250.00

Disbursements Private Checking

10/14/2020	NYS Sales Tax: discard book sale 10/5-10/6	\$52.59
10/14/2020	BECPL (invoice 20026) reimbursement for material purchases:	
10/14/2020	WNYLRC/NNLM Grant (health literacy funds)	\$561.55
10/14/2020	Town of GI: Reimbursement for cancelled ACT (3/14/20) meeting	
10/14/2020	registration costs	\$60.00
10/22/2020	Podlucky Construction: Remainder of invoice for north	
10/22/2020	sidewalk/foundation work: Jacobs money (rest paid through library town	\$3,100.00

Total September Disbursements: \$0

Total October Disbursements: \$3774.14

TOTAL Disbursements September-October:

\$3,774.14

Balance Money Market Account

9/7/2020	\$131,325.13
10/4/2020	\$131,336.76
October	

October bank stmt will be received mid-November

Disbursements Money Market Account

None

Deposits Money Market Account

9/4/2020 interest	\$14.64
10/4/2020 interest	\$11.63
October interest	

October bank stmt will be received mid-November

TOTAL:

\$26.27

Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2020		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					

Date Prepared: 10/22/2020 02:36 PM

Report Date: 10/22/2020

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND**Expense Ledger**

GLR0125 1.0

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Prepared By: JACKIE

Fiscal Year: 2020 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 0200		EQUIPMENT							
001.7410.0200		EQUIPMENT.LIBRARY				7,475.00			
01/23/20		VOUCHER CORRECTION - VOUCHER CORRECTION # 130313 - LIBRARY	35019				0.00	7,475.00	
									0.00
Total Item 0200		EQUIPMENT				7,475.00	0.00	7,475.00	0.00
Item 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			
									100.00
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	0.00	100.00
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			
03/16/20	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR REGISTRATION FOR ANNUAL ACT MTG WORKSHOP 3/4/20		130907	48634		0.00	60.00	
09/08/20	0000999999	PAMELA EDHOLM ONLINE ASL CLASSES 4/28/2020- 7/2/2020		132312	49651		0.00	141.92	
									98.08
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	201.92	98.08
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				8,450.00			
01/03/20	0001000446	JP MORGAN CHASE BANK NA GUIS		130563	12232046		0.00	52.46	
01/21/20	0000000325	CROSS CONTROLS & ELECTRIC, INC. RETROFIT 299 LIGHT FIXTURES/BYPASS BALLAST INSTALL NEW LED LAMPS		130313	48141		0.00	7,475.00	
01/21/20	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT 2020 INVOICE 1 OF 4		130315	48143		0.00	360.85	
01/23/20		VOUCHER CORRECTION - VOUCHER CORRECTION # 130313 - LIBRARY	35019				0.00	(7,475.00)	
03/02/20	0000032993	FIRE SAFETY SYSTEMS, INC. FIRE ALARM SYSTEM ANNUAL CHARGE		130721	48505		0.00	200.00	

Date Prepared: 10/22/2020 02:36 PM

Report Date: 10/22/2020

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND**Expense Ledger**

GLR0125 1.0

Page 2 of 3

Prepared By: JACKIE

Fiscal Year: 2020 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 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				8,450.00			
03/16/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD UNIVERSAL HVDYTY DOOR CLOSTER ALUM		130968	48685		0.00	92.99	
03/16/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD CEILING TILE PAINT		130970	48685		0.00	7.99	
05/18/20	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT - 2/4		131337	48946		0.00	360.85	
07/06/20	0000000342	D V BROWN & ASSOC INC HVAC MAINTENANCE - A/C UNIT #3 OFF		131617	49171		0.00	283.50	
07/20/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD AMERICAN FLAG		131902	49355		0.00	76.59	
08/17/20	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT - 2020 INVOICE 3 OF 4		132078	49484		0.00	360.85	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				8,450.00	0.00	1,796.08	6,653.92
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
07/20/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD HOSE, HANGER		131900	49355		0.00	85.77	
07/20/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD HOSE		131901	49355		0.00	40.59	
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	126.36	173.64
Grand Total						16,625.00	0.00	9,599.36	7,025.64

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

Date Prepared: 10/22/2020 02:36 PM
Report Date: 10/22/2020
Account Table: LIB
Alt. Sort Table:

TOWN OF GRAND ISLAND
Expense Ledger

Fiscal Year: 2020 Period From: 1 To: 12 Trans. Date From: To:

Account No.		Description	PO No. /						YTD
Date	Vendor Code	Vendor Name/Description	Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	Unencumb