

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES SPECIAL MEETING

THURSDAY, NOVEMBER 19TH 2020 @ 4:00 PM

VIA ZOOM

LIVE STREAM VIA TOWN OF GRAND ISLAND YOUTUBE PAGE

AGENDA

- I. Minutes: November 5th 2020 meeting
- II. Financial Report –moved to next regular meeting
- III. Claims Audit Abstract Report – moved to next regular meeting
- IV. Correspondence – moved to next regular meeting
- V. Reports
 - a. Director – moved to next regular meeting
- VI. Old Business
 - a. Micro-Cluster Policy – discussion and pending approval
 - b. Telecommuting Policy – discussion and pending approval
- VII. New Business
 - a. 2021 Library Board Meeting Schedule – discussion and pending approval
 - b. Funding proposal out of 2020 Discard Book Sale proceeds – discussion and pending approval
 - c. Executive Session – staffing vacancy

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.**

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BOARD OF TRUSTEES SPECIAL MEETING
THURSDAY, NOVEMBER 19th, 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
Vice President Jill Banaszak
Treasurer Richard Earne
Secretary Pat Rizzuto

Trustee Agnes Becker
Library Director Bridgette Heintz
Town Liaison Jennifer Baney

MINUTES

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

FINANCIAL REPORT

Moved to next regular meeting

CLAIMS AUDIT ABSTRACT

Moved to the next regular meeting

CORRESPONDENCE

Director Heintz reported that she received notification on November 10 that the library was awarded a \$5,000 grant from the Tower Foundation.

DIRECTOR'S REPORT

The complete Director's Report is attached.

OLD BUSINESS

- Micro-Cluster Policy

After discussion, Trustee Rizzuto made a motion to approve the Micro-Cluster Policy as proposed. Trustee Earne seconded. Motion passed 5-0.

- Telecommuting Policy

After discussion, Trustee Banaszak made a motion to approve the Telecommuting Policy as written. Trustee Becker seconded. Motion passed after a roll call vote 5-0.

NEW BUSINESS

- 2021 Library Board Meeting Schedule

Director Heintz proposed the following schedule, times, and locations to be decided:

January 7, 2021

March 11, 2021

May 13, 2021

Special Meeting in July (date TBD)

September 9, 2021

November 4, 2021

After discussion, Trustee Banaszak moved, and Trustee Becker seconded a motion to approve the schedule as presented. Motion carried 5-0.

- Funding proposal for 2020 Discard Book Sale proceeds

Director Heintz proposed that we use \$768.75 raised by the 2020 discard book sales for collection development to purchase materials wish list items asked for by patrons throughout the year. This will be the last collection development order for 2020.

Trustee Rizzuto made a motion, and Trustee Earne seconded the motion to accept the proposal. Motion passed 5-0.

- Executive Session: Staffing vacancy

Trustee Earne moved, and Trustee Becker seconded a motion to go into executive session.

Motion passed 5-0.

ADJOURNMENT

Trustee Banaszak moved, and Trustee Earne seconded a motion to adjourn the meeting. The meeting was adjourned at 4:59 pm, after a vote of 5-0.

NEXT MEETING

The next regular meeting will be held at 4:00 pm on January 7, 2021 in the Town Hall first floor conference room, and via Zoom.

Grand Island Memorial Library Board Meeting

Via Zoom

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

November 19th, 2020 @ 4:00 pm

Minutes

- Special Meeting November 5th, 2020

Financial Report

Claims Audit

Correspondence

- 11/10/20: We received a \$5000 donation from the Tower Foundation to be used for programming. The funds will be stored in the library's private/local account until a programming plan is presented to the board and approved. The Director will keep the trustees of the foundation apprised on usage and a thank you will be sent.

Director's Report

Old Business

- Micro-Cluster Policy – discussion and pending approval
- Telecommuting Policy – discussion and pending approval

New Business

- 2021 Library Board Meeting Schedule – discussion and pending approval
 - i. Times and Locations TBD
 - 1/7/21
 - 3/11/21
 - 5/13/21
 - Special Meeting in July (date TBD)
 - 9/9/21
 - 11/4/21
- Funding proposal out of 2020 Discard Book Sale proceeds – discussion and pending approval
 - i. Collection Development funds: requesting \$768.75 to purchase wish list items asked for by patrons throughout the year. Last collection development order for 2020.
- Executive Session – staffing vacancy

Respectfully submitted,
Bridgette Heintz