

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES REGULAR MEETING THURSDAY, JANUARY 7<sup>TH</sup> 2021 @ 4:00 PM

VIA ZOOM

LIVE STREAM VIA TOWN OF GRAND ISLAND YOUTUBE PAGE

### AGENDA

- I. Minutes: December 28<sup>TH</sup>, 2020 meeting
- II. Financial Report
- III. Claims Audit Abstract Report
- IV. Correspondence
- V. Reports
  - a. Director
    - i. 2020 Comptroller's Report Annual Update Document – request for extension
    - ii. Micro-Cluster status/current operations
    - iii. Staffing update
- VI. Old Business
  - a. Micro-Cluster Plan – further discussion
- VII. New Business
  - a. Reappointment of Trustee Crawford to new term
  - b. Conflict of Interest annual Disclosure Statement for 2021
  - c. Open Meeting Policy – discussion and approval pending
  - d. BECPL Personnel Policy and Procedures – discussion of updates and pending approval

Next Regular Meeting: Thursday, March 11<sup>th</sup>, 2021

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

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## **BOARD OF TRUSTEES REGULAR MEETING THURSDAY, JANUARY 7, 2021 @ 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

Elaine Panty (BECPL System Board Liaison)

### MINUTES

The minutes of the meeting held on December 28, 2020 were approved. Motion made by Trustee Becker, seconded by Trustee Earne. Motion passed by roll call vote, 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 reported that the GIML received a \$25 donation from Steven Friedland through the Development office.

### DIRECTOR'S REPORT

The complete Director's Report is attached.

### OLD BUSINESS

- Micro-Cluster Plan

Director Heintz reported that some minor changes have been suggested to improve the Micro-Cluster Plan. After discussion, Trustee Earne made a motion to accept the changes. Trustee Banaszak seconded. Motion approved by roll call vote, 5-0.

## NEW BUSINESS

- Reappointment of Trustee Crawford to a new term

Trustee Earne made a motion, seconded by Trustee Becker, to appoint Trustee Crawford to a new five-year term. Motion passed with a roll call vote of 5-0.

- Conflict of Interest Annual Disclosure Statement for 2021

Director Heintz reminded the board members to read and sign their statements, attached to the January 7, 2021 meeting email, and return the signed statements to her as soon as possible.

- Open Meeting Policy

Director Heintz presented the draft of the new Open Meeting Policy. After President Crawford asked for a motion to approve the policy, Trustee Rizzuto moved, and Trustee Banaszak seconded. Trustee Earne then raised questions about the adequacy of the policy. After discussion, Trustee Becker moved to table the Open Meeting Policy until our next regular meeting; Trustee Earne seconded. Motion carried 5-0.

- BECPL Personnel Policy and Procedures

After discussion, Trustee Banaszak moved and Trustee Becker seconded a motion to reapprove the BECPL Personnel Policy and Procedures, Resolution 2021-01 (Item D), including updates. Motion approved, after a roll call vote, 5-0.

## ADJOURNMENT

At 5:15 pm, Trustee Banaszak made a motion to adjourn; Trustee Rizzuto seconded. Motion passed 5-0. Meeting adjourned at 5:15 pm.

## NEXT MEETING

The next regular meeting will be held on Thursday, March 11, 2021 at 4:00 pm via Zoom.

## **3/11/21 Correction to minutes:**

## NEW BUSINESS

- On January 4, 2021, the Town Board of Grand Island reappointed Trustee Crawford to a new five year term, which will expire December 31, 2025.

## **Grand Island Memorial Library Board Meeting**

**Via Zoom**

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

**January 7<sup>th</sup>, 2021 @ 4:00 pm**

### **Minutes**

- Special Meeting December 28<sup>th</sup>, 2020

### **Financial Report**

### **Claims Audit**

### **Correspondence**

- 11/30/20: We received a \$25 donation from Steven Friedland through the Development office. The funds will be used to purchase new materials for the Adult Fiction section once ordering resumes in early 2021. An acknowledgement was sent to the donor.

### **Director's Report**

- Staff update, Youth Services Librarian: Carly Spatar will be starting 1/19/21.
- Micro-Cluster status/current operations: As of today's date, the library is still only able to offer curbside due to the spike in new COVID cases reported for the 14072 zip code. The ECDOH will be reporting every Monday and we will find out 1/11/21 what our status will be for next week.
- The following meetings/trainings were attended by Director Heintz in November and December:
  - 11/5/20: Five Year Planning Committee meeting via Zoom
  - 11/6/20: Contract Member Library Director meeting via Zoom with Jeannine Doyle (Micro-Cluster Plans)
  - 11/18/20: November Manager/Director meeting via Zoom
  - 11/25/20: Contract Member Library Director meeting via Zoom with Jeannine Doyle (Remote Work discussion)
  - 11/30/20: GI Book Club Title Selection Committee meeting via Zoom
  - 12/9/20: December Manager/Director meeting via Zoom
  - 12/11/20: Librarian's Association meeting via Zoom
  - 12/12/20: ACT meeting via Zoom
  - 12/17/20: Contract Member Library Director meeting via Zoom (Micro-Cluster Plans)

### **Old Business**

### **New Business**

- Reapproval of Personnel Policies for 2021
- Open Meetings Policy – pending approval

- Annual Update Document (Comptroller's Report) request for 60 day extension letter to be signed by the Treasurer

Respectfully submitted,  
Bridgette Heintz

# GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

NOVEMBER - DECEMBER 2020

## Balance Private Checking Account

10/31/2020	\$42,251.91
11/30/2020	\$44,160.37
December	

*\*\*Dec. bank stmt will be received in mid-Jan.\*\**

## Deposits Private Checking

10/8/2020	Discard Book Sale proceeds	\$601.00
11/25/2020	Tower Donation for 2021	\$5,000.00
12/11/2020	Donation: S. Friedland	\$25.00

*\*\*failed to add to September-October financial report\*\**

**Total November Deposits: \$5000.00**

**Total December Deposits: \$25.00**

**TOTAL Deposits November-December:**

**\$5,626.00**

## Disbursements Private Checking

11/12/2020	Podlucky Construction	\$3,100.00
12/8/2020	Door 2 Door Inc.: external doors/security panel	\$24,201.00
12/8/2020	Fire Safety Systems: security cameras	\$8,267.00

**Total November Disbursements: \$3100.00**

**Total December Disbursements: \$32,468.00**

**TOTAL Disbursements November-December:**

**\$35,568.00**

## Balance Money Market Account

11/4/2020	\$131,350.11
12/6/2020	\$131,362.67
December	

*\*\*Dec. bank stmt will be received in mid-Jan.\*\**

## Disbursements Money Market Account

None

## Deposits Money Market Account

11/4/2020	interest	\$13.35
12/6/2020	interest	\$12.56
December	interest	

*\*\*Dec. bank stmt will be received in mid-Jan.\*\**

**TOTAL:**

**\$25.91**

# GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

## NOVEMBER-DECEMBER 2020

### Deposits

10/30/2020	interest	\$0.07	
11/12/2020	Fines & Print	\$162.20	
11/25/2020	Fines & Print	\$139.85	
11/30/2020	interest	\$0.06	<b>Total November Deposits: \$302.11</b>
1/5/2021	Fines & Print	\$34.50	<b>Total December Deposits: \$34.50</b>

**Total Deposits November-December: \$336.68**

### Disbursements

11/10/2020	M31: Brodner Equipment Inc.: lawn mower	\$619.00	<b>Total November Disbursements: \$619.00</b>
12/8/2020	M32: Amazon.com: smart sign A-frame sidewalk sign	\$189.95	
12/8/2020	M33: Dobmeier Janitor Supply, Inc.: floor wax, vacuum bags	\$83.64	
12/11/2020	M34: USPS	\$88.00	
1/5/2021	M35: Amazon.com: two American Flags, solar powered flagpole light	\$284.97	<b>Total December Disbursements: \$652.56</b>

**Total Disbursements November-December: \$1,265.56**

### Balance County Funds

10/31/2020	\$2,728.52
11/30/2020	\$2,334.83
December	

*\*\*Dec. bank stmt will be received mid-Jan. \*\**

	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$3,027.00	\$1,348.00	\$66.00 ←New for 2020. Book bags/usb drives/library cards
To be realized:	\$4,477.00	\$885.00	\$6.00 (anything provided by the system which we would sell).
Budgeted (expected revenue):	\$7,504.00	\$2,233.00	\$72.00

# CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH:

Dec-20

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
<b>Utility Charges:</b>								
515000	Water	200	0	105	95		200	
515000	Sewer	300	0	161	139		300	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	1,120	0	20	1,100		1,120	(Professional Fees are under this line - ex. ASL interpreter)
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,100	0	1,678	(578)		1,100	(Equipment and Building expenses are under this line)
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	450	0	105	345		450	
530000	Other Expenses & Charges	700	0	668	32		700	(General Programming Expenses and Postage expenses are under this line)
530000	Contingency (Bullet Aid)	0	0	0	0		0	
<b>TOTAL EXPENSES</b>		3,870	0	2,737	1,133	0	3,870	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	7,504	0	3,027	4,477		4,477	
Copy Machines	0	0	0	0		0	
Print Cost Recovery	2,233	0	1,348	885		885	
Other Income	72	0	66	6		6	New for 2020. Any usb drives/book bags/library cards sold.
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	1	(1)		(1)	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
<b>TOTAL DIRECT INCOME</b>	9,809	0	4,442	5,367	0	5,367	



Expense Control Report Parameters

Report ID:	LIBSUMMARY	Overbudget Only:	No																										
Year:	2020	Include Beg. Encumbrance:	Yes																										
Period:	1	To:	12	Apply to Budget Columns: No																									
Description:	Display	Apply % to Original Budget:	No																										
Spacing:	Single	Print Parent Account:	No																										
Acct Status:	Active	Use Alt Fund:	No																										
Suppress Zero Accts.:	All	Encumber Personal Services:	No																										
Summary Only:	No	Grand Totals on Separate Page:	No																										
		Include Req:	N																										
Account Table:	LIB	LIBRARY																											
	<table><thead><tr><th>Rule No.</th><th>Component</th><th>From</th><th>To</th><th>Acct Type</th><th></th></tr><tr><td></td><td></td><td></td><td></td><th>From</th><th>To</th></tr></thead><tbody><tr><td>1</td><td>FUND</td><td>001</td><td>001</td><td></td><td></td></tr><tr><td>1</td><td>DEPT</td><td>7410</td><td>7410</td><td></td><td></td></tr></tbody></table>	Rule No.	Component	From	To	Acct Type						From	To	1	FUND	001	001			1	DEPT	7410	7410						
Rule No.	Component	From	To	Acct Type																									
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Date Prepared: 01/05/2021 09:33 AM

Report Date: 01/05/2021

Account Table: LIB

Alt. Sort Table:

# TOWN OF GRAND ISLAND

## Expense Control Report

GLR0122 1.0

Page 1 of 1

Prepared By: GINA

Fiscal Year: 2020 Period From: 1 To: 12

Account No.	Description	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund 001</b>	<b>GENERAL FUND</b>								
001.7410.0200	EQUIPMENT.LIBRARY	0.00	0.00	7,475.00	7,475.00	0.00	0.00	0.00	100.00
001.7410.0408	DUES & SUBSCRIPTIONS.LIBRARY	0.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00
001.7410.0412	TRAINING & EDUCATION.LIBRARY	0.00	300.00	300.00	141.92	158.08	0.00	158.08	47.31
001.7410.0422	REP/MAIN. BLDGS. & GROUNDS.LIBRARY	211.91	8,450.00	9,450.00	8,941.84	508.16	0.00	508.16	94.62
001.7410.0434	LANDSCAPING MATERIALS.LIBRARY	0.00	300.00	300.00	292.36	7.64	0.00	7.64	97.45
<b>Grand Total</b>		<b>211.91</b>	<b>9,150.00</b>	<b>17,625.00</b>	<b>16,851.12</b>	<b>773.88</b>	<b>0.00</b>	<b>773.88</b>	<b>95.61</b>

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