

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES REGULAR MEETING

THURSDAY, MARCH 11<sup>TH</sup>, 2021 @ 4:00 PM

VIA ZOOM

LIVE STREAM VIA TOWN OF GRAND ISLAND YOUTUBE PAGE

### AGENDA

- I. Minutes: January 7<sup>th</sup>, 2021 meeting
- II. Financial Report
- III. Claims Audit Abstract Report
- IV. Correspondence
- V. Reports
  - a. President
    - i. Whistleblower Compliance Report
  - b. Director
    - i. Construction Grant update
    - ii. Wifi Expansion
    - iii. 2020 Return to System
- VI. Old Business
  - a. Open Meeting Policy – review and discussion
  - b. Whistleblower Policy – move to May meeting
  - c. Conflict of Interest – move to May meeting
- VII. New Business
  - a. Funding proposal – Vox Books
  - b. 2020 Annual Report to the Community – review and approval
  - c. 2020 State Report – review and approval
  - d. By-Laws – review and discussion
  - e. Public Health Emergency Operations Plan – review and discussion

Next Regular Meeting: Thursday, May 13<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  
1715 BEDELL ROAD \* GRAND ISLAND, NEW YORK 14072-1796 \* 773-7124

**BOARD OF TRUSTEES REGULAR MEETING  
THURSDAY, MARCH 11<sup>TH</sup>, 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 3:58 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**

Trustee Banaszak made a motion to correct the minutes of the January 7, 2021 meeting; Trustee Becker seconded. Motion passed by roll call vote 4-1. A motion to accept the corrected minutes was made by Trustee Banaszak and seconded by Trustee Becker. Motion approved 4-1.

**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**

Correspondence is included in the attached Director's Report.

**DIRECTOR'S REPORT**

The complete Director's Report is attached.

**OLD BUSINESS**

- Open Meeting Policy

After review and discussion Trustee Banaszak made a motion to approve as presented. Trustee Rizzuto seconded. The motion was passed 4-1. The policy is effective on March 11, 2021.

- Whistleblower Policy: Moved to May meeting
- Conflict of Interest Policy: Moved to May meeting

## NEW BUSINESS

- Funding Proposal: Vox Books

After Director Heintz demonstrated a Vox book to the trustees, she requested \$400 from the 2019 Tower Donation and the \$100 Patrick donation. Trustee Earne made a motion to approve the request. Trustee Becker seconded. Motion approved 5-0.

- Annual Report to the Community

Director Heintz presented the 2020 Annual Report to the Community to the board. After discussion, a motion was made by Trustee Banaszak to approve the report. Trustee Rizzuto seconded. Motion passed: 5-0.

- 2020 State Report

Following Director Heintz presentation of the report to the board, Trustee Becker made a motion to send the report, as presented, to the state, including the resolution signed by Secretary Rizzuto. Trustee Banaszak seconded. Motion passed 5-0.

- By-Laws Review and Discussion

Due to a late submission of questions and concerns about the draft submitted on March 9 by Trustee Banaszak, the board will take up this item when it meets again on May 13.

- Public Health Emergency Operations Plan

The BECPL sent a template for this plan, which must be approved by April 1. Trustee Crawford made a motion to approve the plan. Trustee Banaszak seconded. Motion approved 5-0.

## ADJOURNMENT

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

## NEXT MEETING

The next regular meeting will be held on Thursday, May 13 at 4:00 pm.

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

**Via Zoom**

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

**March 11<sup>th</sup>, 2021 @ 4:00 pm**

### **Minutes**

- Regular Meeting January 7<sup>th</sup>, 2021

### **Financial Report**

### **Claims Audit**

### **Correspondence**

- 1/14/21: received a community mural from Bonnie Nevans and Crystal Still which will be displayed in the children's area for at least one year.
- 1/22/20: received a \$250 donation from the GI Lions for Large Print books. 7 books were purchased and bookplates thanking the Lions will go in each.
- 2/5/21: \$100 received from the Packard Family. Unrestricted use by the Grand Island Memorial Library. Funds will stay in local account until a use is determined for them.
- 2/5/21: Carly and I were interviewed by a reporter from the Island Dispatch in regard to reopening and the new community mural that was installed. The article appeared in the 2/12/21 edition of the Island Dispatch.

### **Director's Report**

- NYS Library Construction grant update (carpets/desk/cameras/doors): final report submitted 1/6/21. Waiting on approval from Dept. of Library Development.
- The Central Library had chosen our location for a wifi expansion project to extend the range on the wifi signal into the parking lot. External access points were installed on the outside of the building on 2/10/21. Approval was given by the Town and funding was received by Central through an Institute of Museums and Library Services (IMLS) funded CARES Act grant.
- 2020 Return to System
- The following meetings/trainings were attended by Director Heintz in January and February:
  - 1/12/21: Contract Director's meeting/Jeanne Doyle via Zoom
  - 1/26/21: BECPL Five Year Planning Committee via Zoom
  - 2/6/21: WNYLRC Advocacy meeting with Assemblyman Angelo Morinello via Zoom
  - 2/6/21: interview with Island Dispatch regarding reopening and the Viking Strong mural.
  - 2/10/21: February Manager/Director meeting via Zoom.
  - 2/12/21: BECPL Five Year Plan of Service Committee meeting via Zoom.
  - 2/26/21: NYLA Legislative Advocacy Day meeting with Senator Sean Ryan via Zoom.

### **Old Business**

- Open Meeting Policy – moved to May meeting
- Whistleblower Policy – moved to May meeting
- Conflict of Interest – moved to May meeting

### **New Business**

- Funding proposal: \$500 total - \$400 from 2019 Tower funds/\$100 from the Packard Donation for VOX books purchase to add to the children's collection.
- 2020 Annual Report to the Community – review and approval
- 2020 State Report – review and approval
- By-Laws – review and discussion
- Public Employers Health Emergency Plan – present to board, waiting to hear back from CMU President as of 3/3. – review and discussion

Respectfully submitted,  
Bridgette Heintz

# GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2021

## Balance Private Checking Account

12/31/2020	\$11,717.37	**Dec. bank stmt received in mid-Jan. **
1/31/2021	\$11,967.37	
2/28/2021	\$11,569.63	

## Deposits Private Checking

1/23/2021	GI Lions Club	\$250.00	<b>Total January Deposits: \$250.00</b>
2/10/2021	Packard donation	\$100.00	
2/22/2021	Amazon Smile	\$13.13	<b>Total February Deposits: \$113.13</b>

**TOTAL Deposits January-February:** **\$363.13**

## Disbursements Private Checking

N47: BECPL- Library material purchases: 2019/2020 Book Sale			
1/20/2021	funds, N. Condino donation, WNYLRC-NNLM grant	\$510.87	<b>Total January Disbursements: \$510.87</b>
			<b>Total February Disbursements: \$0</b>

**TOTAL Disbursements January-February:** **\$510.87**

## Balance Money Market Account

1/4/2021	\$131,373.08	**Dec. bank stmt received in mid-Jan. **
2/4/2021	\$131,382.08	
February		**Feb. bank stmt not received as of meeting date

## Disbursements Money Market Account

None

## Deposits Money Market Account

1/4/2021	interest	\$10.41	**Dec. bank stmt received in mid-Jan. **
2/4/2021	interest	\$9.00	
February			**Feb. bank stmt not received as of meeting date

**TOTAL:** **\$19.41**

# GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

JANUARY - FEBRUARY 2021

## Deposits

12/31/2020	interest	\$0.06	
12/31/2020	Fines & Print	\$34.50	
1/29/2021	interest	\$0.04	<b>Total January Deposits: \$.04</b>
2/3/2021	Fines & Print	\$38.85	
2/16/2021	Fines & Print	\$118.50	
2/26/2021	interest	\$0.04	<b>Total February Deposits: \$157.39</b>
<b>Total Deposits January-February:</b>		<b><u>\$191.99</u></b>	

## Disbursements

1/6/2021	M36: Brodart: book covers	\$50.11	
1/22/2021	M37: Town of GI - water/sewer 10/16/20-1/15/21	\$62.15	
1/23/2021	M38: 2021 ACT Dues	\$20.00	
1/5/2021	M35: Amazon.com - two American flags/solar powered flagpole light	\$284.97	<b>Total January Disbursements: \$417.23</b>
			<b>Total February Disbursements: \$0</b>
<b>Total Disbursements January-February:</b>		<b><u>\$417.23</u></b>	

## Balance County Funds

December	12/31/2020	\$1,973.30	<b>**Dec. bank stmt received in mid-Jan.**</b>
January	1/31/2021	\$1,672.76	
February	2/28/2021	\$1,748.00	

	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$149.00	\$99.00	\$0.00 ←usb drives/library cards (anything provided by the
To be realized:	\$5,866.00	\$2,026.00	\$72.00 system which we would sell).
Budgeted (expected revenue):	\$6,015.00	\$2,125.00	\$72.00

# CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Feb-21

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	26	174		200	
515000	Sewer	250	0	36	214		250	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	1,180	0	20	1,160		1,180	(Professional Fees are under this line - ex. ASL interpreter)
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,300	0	285	1,015		1,300	(Equipment and Building expenses are under this line)
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	450	0	0	450		450	
530000	Other Expenses & Charges	700	0	0	700		700	(General Programming Expenses and Postage expenses are under this line)
530000	Contingency (Bullet Aid)	0	0	0	0		0	
<b>TOTAL EXPENSES</b>		<b>4,080</b>	<b>0</b>	<b>367</b>	<b>3,713</b>	<b>0</b>	<b>4,080</b>	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	6,015	0	149	5,866		5,866	
Copy Machines	0	0	0	0		0	
Print Cost Recovery	2,125	0	99	2,026		2,026	
Other Income	72	0	0	72		72	Any usb drives or 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	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
<b>TOTAL DIRECT INCOME</b>	<b>8,212</b>	<b>0</b>	<b>248</b>	<b>7,964</b>	<b>0</b>	<b>7,964</b>	

\$684/month must be accrued to meet expected revenue goal for 2021.



Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2021		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: 03/10/2021 09:08 AM

Report Date: 03/10/2021

Account Table: LIB

Alt. Sort Table:

**TOWN OF GRAND ISLAND****Expense Ledger**

GLR0125 1.0

Page 1 of 2

Prepared By: JACKIE

Fiscal Year: 2021 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 0200</b>		<b>EQUIPMENT</b>							
<b>001.7410.0200</b>		<b>EQUIPMENT.LIBRARY</b>				16,000.00			16,000.00
<b>Total Item 0200</b>		<b>EQUIPMENT</b>				<b>16,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,000.00</b>
<b>Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>							
<b>001.7410.0408</b>		<b>DUES &amp; SUBSCRIPTIONS.LIBRARY</b>				100.00			100.00
<b>Total Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>				<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>							
<b>001.7410.0412</b>		<b>TRAINING &amp; EDUCATION.LIBRARY</b>				300.00			300.00
<b>Total Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>				<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</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>				23,450.00			
02/03/21	0001000446	JP MORGAN CHASE BANK NA GUI'S		133989	12232084		0.00	(9.99)	
02/25/21	0001001098	716 MECHANICAL, LLC SERVICE AT LIBRARY		134179	50919		0.00	1,883.11	
02/25/21	0001001098	716 MECHANICAL, LLC SERVICE AT LIBRARY		134179	50919		0.00	(1,883.11)	
03/01/21	0001001098	716 MECHANICAL, LLC SERVICE AT LIBRARY		134179	50919		0.00	1,883.11	
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>23,450.00</b>	<b>0.00</b>	<b>1,873.12</b>	<b>21,576.88</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			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>40,150.00</b>	<b>0.00</b>	<b>1,873.12</b>	<b>38,276.88</b>

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

Date Prepared: 03/10/2021 09:08 AM  
Report Date: 03/10/2021  
Account Table: LIB  
Alt. Sort Table:

TOWN OF GRAND ISLAND  
Expense Ledger

Fiscal Year: 2021 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