

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES REGULAR MEETING

THURSDAY, MAY 13TH, 2021 @ 4:00 PM

IN THE LIBRARY MEETING ROOM

AGENDA

- I. Minutes: March 11th, 2021 meeting
- II. Financial Report
 - a. 2020 Return to System - update
- III. Claims Audit Abstract Report
- IV. Correspondence
- V. Reports
 - a. President
 - i. Whistleblower Compliance Report
 - ii. 5/1/21 ACT Meeting report
 - b. Director
 - i. Final NYS 2019/2020 Library Construction Grant report
 - ii. Summer plans
 - iii. Staff updates
 - iv. B&ECPL Program Equipment & Facility Improvement Initiative
- VI. Old Business
 - a. Whistleblower Policy – move to September meeting
 - b. Conflict of Interest – move to September meeting
 - c. Public Health Emergency Operations Plan – resolution
 - d. By-Laws – review and discussion
- VII. New Business
 - a. Funding proposal – Summer 2021
 - i. Programming
 - ii. Library of Things: lawn games and outdoor sports equipment
 - b. Meeting Room Policy – discussion

Next Regular Meeting: Thursday, September 9th, 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, MAY 13TH, 2021 @ 4:00 PM
IN THE LIBRARY MEETING ROOM**

CALL TO ORDER: The meeting was called to order at 4:01 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 (late)

Town Liaison Jennifer Baney

Secretary Pat Rizzuto

MINUTES

Trustee Banaszak made a motion to approve the minutes of the March 11, and May 10 meetings; Trustee Becker seconded. Motion passed by roll call vote 4-0.

FINANCIAL REPORTS

2020 Return to System update

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.

PRESIDENT'S REPORT

- President Crawford presented the Whistleblower Compliance Report. There were no incidents reported this year.
- ACT Meeting Report: The meeting was held on Zoom on May 1. Fifty-eight people attended. It was System Director Mary Jean Jakubowski's last ACT meeting before her retirement.

DIRECTOR'S REPORT

The complete Director's Report is attached.

OLD BUSINESS

- Whistleblower Policy
Discussion moved to the September meeting. Trustee Banaszak will review the policy and suggest changes prior to the meeting.
- Conflict of Interest Policy
Discussion was moved to the September meeting. Trustee Becker will review the policy and suggest necessary changes prior to the September meeting.
- Public Health Emergency Operations Plan
Trustee Banaszak moved that the board approve the resolution. Trustee Becker seconded. The motion passed after a roll call vote 5-0.
- By-Laws
Trustee Rizzuto moved that the board approve the final draft of the By-Laws update completed at the Special Meeting held on May 10, 2021. Trustee Becker seconded. Motion carried after a roll call vote 5-0.

NEW BUSINESS

- Summer 2021 Funding Request
Director Heintz requested to use \$2419.66 from the 2019 Tower Funds for Summer Programming and additions to the Library of Things. Trustee Earne made a motion to approve the request. Trustee Banaszak seconded. Motion carried by a 5-0 roll call vote.
- Meeting Room Policy
A minor change was made to the meeting room policy to delete mention of hours, and a reference was added referencing the Library Rules of Conduct. Trustee Earne made a motion to make the change; Trustee Banaszak seconded. The motion was approved by a roll call vote 5-0. However, it was also decided that Trustee Crawford will review and suggest further changes to the Meeting Room Policy before the next meeting in September. The board also decided that Trustee Earne will review and make suggestions to update the Investment Policy before that meeting.

NEXT REGULAR MEETING

The next regular meeting will be held on Thursday, September 9, 2021.

ADJOURNMENT

At 5:01 pm President Crawford made a motion to adjourn; Trustee Becker seconded. Motion carried 5-0, The meeting was adjourned at 5:01 pm.

Grand Island Memorial Library Board Meeting

May 13th, 2021 @ 4:00 pm

Library Meeting Room

Minutes

- Regular Meeting March 11th, 2021

Financial Report

- 2020 Return to System update

Claims Audit

Correspondence

- Dr. Emil Geering donations: \$330 received total from 4 donors. I spoke with Dr. Geering's daughter and she gave me purchasing suggestions. 22 books were purchased consisting of adult and children's non-fiction. Memorial bookplates will be put in each book.
- 4/1/21: we received a thank you note from Dr. Sharon Cramer regarding her appreciation of all BECPL staff throughout the pandemic.
- 4/9/21: BECPL System Director Mary Jean Jakubowski announced her retirement effective 6/20/21. Just a reminder if anyone would like to submit something (anecdote, picture) to the ACT Board for the scrapbook they are assembling, the deadline is May 29th.
- The next Friends of the Grand Island Memorial Library meeting will be June 29th.

Director's Report

- Announced May 6th to all BECPL staff: Material quarantine will end on May 17th, 2021. Excerpt from BECPL email: **Other New York State libraries have already or will soon eliminate their quarantine periods, a trend noted and encouraged by State Librarian Lauren Moore. Locally, the adoption and availability of COVID-19 vaccines combined with the decreasing rate of positive cases has contributed to this decision. It is also bolstered by the CDC's recent conclusion that surface transmission is not the main route by which the virus spreads and that the risk due to this is low.**
- NYS Library Construction grant update (carpets/desk/cameras/doors): final report was approved by the State. Final paperwork (FS-10-F Long Form) was submitted. The remaining 10% of the grant (\$4767) was received 4/29/21 and deposited into the private/local account for future use to be determined by the director and the library board.
- Summer plans: see *GRI Events June-August 2021*
- Staff updates: currently working to add Stephanie Pritchard on as a PT Librarian I to fill the position Anne Slater has agreed to step down from. Interviewing PT Page candidates in the next week or so to fill two vacancies at 12 hours/week. Goal is to have them all start by the beginning of June.
- Buffalo & Erie County Public Library Program Equipment & Facility Improvement Initiative:

- Possible projects: Tent, Clock, ceiling in storage room. Goal is to have a plan in place ASAP. Deadline to submit projects to Ken Stone is June 18th.
 - Issues with tent: storage, set up/take down – DISCUSS.
- Match funds are required. Possibly use the remaining 10% received from the last construction grant towards it (\$4767).
- The following meetings/trainings were attended by Director Heintz in March and April:
 - 3/5/21: BECPL Five Year Plan Committee via Zoom
 - 3/5/21: Battle of the Books GRI coaches meeting via Zoom
 - 3/10/21: ACT Board meeting via Zoom (facilitator)
 - 3/10/21: March Manager/Director meeting (watched archive)
 - 3/12/21: BECPL Five Year Plan Committee via Zoom
 - 3/12/21: Golden Age Center Book Club meeting guest via Zoom
 - 4/14/21: April Manager/Director meeting via Zoom
 - 4/23/21: Contract Member Library meeting via Zoom
 - 4/23/21: Battle of the Books planning meeting via Zoom
 - 4/29/21: Town Safety Team meeting with Digital Surveillance Solutions at the library
- Youth Services Librarian, Carly Spatar, attended the following meetings/trainings:
 - 3/3/21: Creating Outstanding Virtual Storytimes Training at the Central Library
 - 3/23/21: Youth Services Group meeting via Zoom
 - 4/23/21: Battle of the Books planning meeting via Zoom

Old Business

- Whistleblower Policy – move to September meeting
- Conflict of Interest – move to May meeting
- Investment Policy – move to September meeting
- Public Health Emergency Operations Plan - resolution
- By-Laws – workshop on 5/10/21, pending approval at this meeting

New Business

- Summer 2021 Funding Requests:
Funding source: 2019 Tower Funds
 - Children's Programming Budget: **\$694.66** (see separate breakdown)
 - Battle Of The Books budget: **\$250 budget**
 - Summer presenters/performers:
 - Kidding Around Yoga: **\$300** for 4 classes
 - Orange Poppy Studios: **\$600** budget for 4 classes
 - Benjamin Berry: **\$325** for Beginning of Summer program
 - Library of Things: lawn games/sports equipment: **\$250 budget**
 - Beginner Disc Golf set (2)
 - Kan Jamm

- Bocce
- Basketballs (2)
- Soccer balls (2)

TOTAL REQUEST: \$2419.66

- Also working on an end of summer “roving juggler/balloon artist” but have not found one yet. That request will come at our special July meeting.
- Library of Things note: Spoke with Joe Menter (Rec. Dept.) to make sure this wouldn’t be a duplication of services (it is not). Will talk more with other library directors and Central to finalize cataloging and procedure. Carly has a lot of ideas to implement on this as well.
- Meeting Room Policy - discussion

Upcoming - FYIs

- Current Long Range Plan ending in 2022

Respectfully submitted,
Bridgette Heintz

GRI Events June – August 2021

****TBD = to be determined.**

Either a change to the program is in the works,
or a funding request is pending.**

Ongoing

Hybrid: meeting room/Zoom

Book Club: meets monthly on various Monday evenings @ 6:30 pm

6/21/21: *Dear Edward* by Ann Napolitano

7/19/21: *The Last Flight* by Julie Clark

8/16/21: *Pachinko* by Min Jin Lee

Meeting Room

Knitting Club: meets various Monday 1:30-4 pm **TBD**

Paws for Love (SPCA Therapy Dogs): last Fridays 1:00-2:00 pm

7/9, 7/16, 7/23, 7/30, 8/6

Children's programs will meet either in the pavilions in Veteran's Park or outside the library on the lawn.

Battle of the Books team meetings- 1:00-2:30 pm on the following dates:

7/8, 7/15, 7/22, 7/29 (Virtual Battle date) **TBD**

All Ages Story Time (Ages 5 and under): Wednesdays 10:00-10:45 am

7/7, 7/14, 7/21, 7/28, 8/11 (no class August 4th)

Kidding Around Yoga Thursdays @ 6:30pm

7/22, 7/29, 8/5, 8/12

Orange Poppy Art Studio Craft Days: Tuesdays @ 6:00-7:30 pm

7/13, 7/20, 7/27, 8/3

Outreach/Collaborations

Carly and Marie: Collaboration with GI Rec Fitness Fun summer camp for
Preschool Story Times in the park on Tuesdays and Thursdays.

Session 1 (Carly): 6/29-7/13 10:15-11:30

Session 2 (Marie): 7/20-8/3 10:15-11:30

Bridgette: Golden Age Center – Last Fridays 10:30-12:00 pm **TBD**

June

All month Bike Raffle: 16" and 20" bicycle, each with a helmet, pop up ball tent and play balls for toddlers.

July

All month Scavenger Hunt/Library Bingo

All Month Bike Raffle

7/6/21 Summer Reading Kick Off: *Benjamin Berry – Circus Arts for All* 1pm
(Tues. - pavilion or lawn- location **TBD**)

August

All month	Scavenger Hunt/Library Bingo
Thru 8/13/21	Bike Raffle
8/13/21	End of Summer: Roving Juggler/Balloon Animals TBD
8/13/21	Friends: socially distant ice cream give away
8/12/21-8/13/21	Friends Used Book Sale (2-7 Thurs., 1-4 Fri.)

In the works:

- Passive programs in the children's area (crafts, games, Take and Makes)
- Library of Things: lawn games

Holidays:

7/5/21: Independence Day – CLOSED (Mon.)

Summer Hours:

5/29/21 thru 9/7/21

Mondays	9:30-8:00
Tuesdays	9:30-8:00
Wednesdays	9:30-5:00
Thursdays	9:30-8:00
Fridays	9:30-5:00
Saturdays	Closed
Sundays	Closed

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

MARCH-APRIL 2021

Balance Private Checking Account

3/31/2021	\$11,949.63
4/30/2021	\$11,734.82

Deposits Private Checking

3/5/2021 Hlavaty Donation (check #288)	\$25.00
3/15/2021 Newcomer/Warren/Mason players donations (all one deposit)	\$305.00
3/30/2021 Girard memorial (check #3593)	\$50.00

Total March Deposits: \$380.00

Total April Deposits: \$0

TOTAL Deposits March-April:

\$380.00

Disbursements Private Checking

N48: BECPL library material purchases - 2019/2020 discard	
4/19/2021 booksale funds/S. Friedland donation/GI Lions	\$214.81

Total March Disbursements: \$0

Total April Disbursements: \$214.81

TOTAL Disbursements March-April:

\$214.81

Balance Money Market Account

3/4/2021	\$131,388.13
4/4/2021	\$131,394.83
5/4/2021	\$131,401.31

****Feb. bank stmt received after 3/11/21 meeting.****

Disbursements Money Market Account

None

Deposits Money Market Account

3/4/2021 interest	\$6.05
4/4/2021 interest	\$6.70
5/4/2021 interest	\$6.48

****Feb. bank stmt received after 3/11/21 meeting.****

TOTAL:

\$19.23

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

MARCH - APRIL 2021

Deposits

3/2/2021	Fines & Print	\$90.56	
3/19/2021	Fines & Print	\$160.69	
3/31/2021	Interest	\$0.03	Total March Deposits: \$251.28
4/6/2021	Fines & Print	\$208.35	
4/21/2021	Fines & Print	\$253.65	
4/30/2021	interest	\$0.02	Total April Deposits: \$462.02

Total Deposits March-April: \$713.30

Disbursements

3/19/2021	M36: Fun Express - Programming supplies for Town Easter program tie-in	\$93.06	Total March Disbursements: \$93.06
4/8/2021	M37: Walmart order: pop up tent/play balls for summer raffle	\$29.96	
4/19/2021	M38: Fire Safety Systems - Annual Cental Station Monitoring 2/1/21-1/31/22	\$240.00	
4/19/2021	M39: Fire Safety Systems - Security System Annual Charge 2/1/21-1/31/22	\$200.00	
4/19/2021	M40: Town of GI - water/sewer	\$62.15	Total April Disbursements: \$532.10

Total Disbursements March-April: \$625.17

Balance County Funds

3/31/2021	\$1,906.22
4/30/2021	\$1,836.13

	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$506.00	\$364.00	\$0.00 ←usb drives/library cards (anything provided by the
To be realized:	\$5,509.00	\$1,761.00	\$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: Apr-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	
Utility Charges:								
515000	Water	200	0	52	148		200	
515000	Sewer	250	0	73	177		250	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	1,180	0	20	1,160		1,180	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,300	0	725	575		1,300	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	450	0	0	450		450	
530000	Other Expenses & Charges	700	0	123	577		700	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		4,080	0	993	3,087	0	4,080	

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
DIRECT LOCAL INCOME							
Fines, Lost Books, etc.	6,015	0	506	5,509		(6,015)	
Copy Machines	0	0	0	0		0	
Print Cost Recovery	2,125	0	364	1,761		(2,125)	
Other Income	72	0	0	72		(72)	library cards, usb drives, etc.
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	
TOTAL DIRECT INCOME	8,212	0	870	7,342	0	(8,212)	

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

Date Prepared: 04/29/2021 03:04 PM

Report Date: 04/29/2021

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND**Expense Ledger**

GLR0125 1.0

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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
Fund 001		GENERAL FUND							
Item 0200		EQUIPMENT							
001.7410.0200		EQUIPMENT.LIBRARY				16,000.00			
Total Item 0200		EQUIPMENT				<u>16,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,000.00</u>
Item 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			
Total Item 0408		DUES & SUBSCRIPTIONS				<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			
Total Item 0412		TRAINING & EDUCATION				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				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	
04/05/21	0000000220	ELWOOD FIRE PROTECTION FIRE EXTINGUISHER INSPECTION, FIRE EXTINGUISHER		134338	51031		0.00	116.00	
04/05/21	0000000325	CROSS CONTROLS & ELECTRIC, INC. SERVICE TO REPAIR LIGHT POLE		134345	51032		0.00	585.00	
05/03/21	0000038600	GRAND ISLAND MEMORIAL LIBRARY FIRE ALARM SYSTEM ANNUAL CHARGE 3/1/21-2/28/22		134682			0.00	200.00	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				<u>23,450.00</u>	<u>0.00</u>	<u>2,774.12</u>	<u>20,675.88</u>
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
Total Item 0434		LANDSCAPING MATERIALS				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>

Date Prepared: 04/29/2021 03:04 PM

Report Date: 04/29/2021

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 2 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
Fund 001		GENERAL FUND							
Item 0434		LANDSCAPING MATERIALS							
Item 0443		DEPARTMENTAL SUPPLIES							
001.7410.0443		DEPARTMENTAL SUPPLIES.LIBRARY				0.00			
03/08/21	0001000446	JP MORGAN CHASE BANK NA GUI'S		134312	12232087		0.00	3.59	
Total Item 0443		DEPARTMENTAL SUPPLIES				0.00	0.00	3.59	(3.59)
Grand Total						40,150.00	0.00	2,777.71	37,372.29

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