

GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, SEPTEMBER 9, 2021 @ 4:00 PM
IN THE LIBRARY MEETING ROOM
AGENDA**

- I. Call to Order
- II. Minutes: July 8th, 2021 special meeting
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
 - a. 2020 Return to System - update
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
 - a. Summer Report
 - b. Staff updates
 - c. Fall Event plan
 - d. B&ECPL Program Equipment & Facility Improvement Initiative – update
 - e. Building Improvement updates
 - f. NYS Library Construction Grant (sidewalk/parking lot light poles) – update
- VIII. Unfinished Business
 - a. Whistleblower Policy (Jill) -discussion
 - b. Conflict of Interest (Agnes) - discussion
 - c. Meeting Room Policy (Crawford) - discussion
 - d. Investment Policy (Earne) - discussion
- IX. New Business
 - a. Funding request – Fall programming
 - b. Roof status – discussion
 - c. Possible future special projects to submit to NYS Assembly - discussion
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, November 4th, 2021

Adjournment

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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1715 BEDELL ROAD * GRAND ISLAND, NEW YORK 14072-1796 * 773-7124
BOARD OF TRUSTEES MEETING
THURSDAY, SEPTEMBER 9, 2021 @ 4:00 PM
LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order at 4:03 pm by President Crawford.

ROLL CALL: Present were:

President Richard Crawford

Town Liaison Jennifer Baney

Vice President Jill Banaszak

Library Director Bridgette Heintz

Treasurer Richard Earne (late)

Secretary Pat Rizzuto

Excused: Trustee Agnes Becker

MINUTES

Trustee Crawford made a motion to approve the minutes of the July 8, 2021, Special Meeting; Trustee Banaszak seconded. Motion passed by roll call vote 3-0.

PERIOD FOR PUBLIC EXPRESSION (agenda items)

No speakers came forward.

FINANCIAL REPORTS

- 2020 Return to System Update: Based on the current balance of the county account, the \$1957.69 will be paid this month to the Business Office.
- 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.

ACT REPORT

Trustee Earne reminded everyone to complete the ACT survey by September 24. He also reminded us that there will be a Zoom ACT meeting at 9:00 am on October 2.

UNFINISHED BUSINESS

- Whistleblower Policy: Trustee Banaszak suggested minor changes to the policy. After discussion, Trustee Banaszak moved to accept the policy as presented. Trustee Earne seconded. After a roll call vote, the policy was passed 4-0.
- Conflict of Interest Policy: Director Heintz presented for Trustee Becker, who suggested adding a phrase under 6.1 of the policy. A motion to accept the policy as presented was made by Trustee Earne and seconded by Trustee Banaszak. Motion carried 4-0.
- Meeting Room Policy: Trustee Crawford recommended adding a provision to the policy pertaining to excessive noise. He also suggested deleting the second sentence in item 2. Trustee Banaszak moved to accept the policy as presented. Trustee Rizzuto seconded. Motion passed 4-0, after a roll call vote.
- Investment Policy: After reviewing the policy, Trustee Earne deemed that the policy needed no changes. Trustee Earne made a motion to reapprove the policy with no changes. Trustee Banaszak seconded. Motion carried 4-0.

NEW BUSINESS

Requests for Funding Fall Programs

- A request was submitted to allot \$985.50 from the 2019 Tower Funds for supplies for Youth Services programs for the Fall. Trustee Banaszak made a motion to approve the request. Trustee Crawford seconded. Motion passed 4-0, by roll call vote.
- \$1,145 was requested from the 2020 Tower Funds for Adult and Youth Programs for Fall. Trustee Rizzuto moved and Trustee Earne seconded a motion to approve the request. Motion passed 4-0.

Roof Status

- Due to the age of the library roof, it will be inspected again for damage.

PERIOD FOR PUBLIC EXPRESSION (any library related topic)

No speakers came forward.

NEXT REGULAR MEETING

The next regular meeting will be held on Thursday, November 4, 2021.

ADJOURNMENT

At 6:35, Trustee Banaszak made a motion to adjourn the meeting; the motion was seconded by Trustee Earne. Motion approved 4-0. The meeting was adjourned at 6:35 pm.

Grand Island Memorial Library Board Meeting

September 9th, 2021 @ 4:00 pm

Library Meeting Room

Minutes

- Regular Meeting May 13th, 2021

Financial Report

- 2020 Return to System update: based on the current balance of the county account, the \$1957.69 will be paid this month to the Business Office.

Claims Audit

Correspondence

- 5/20/21: received an email from Senator Sean Ryan's office asking to set up monthly outreach in the library to outline services offered to the public.
- 5/26/21: worked with a group of GI residents, led by Celia Spacone, to create a Juneteenth display in the library for the month of June.
- 6/3/21: A memorial tree was planted outside the library by the GI Book Club in memory of Dorothy Westhafer.
- 7/6/21: a \$50 donation made in memory of Dr. Emil Geering was received from Avis Jean Hofstad. The donor requested the funds be used to purchase non-fiction books about art, science, and math for the children's and young adult collections. Carly will make the purchases.
- 8/9/2021: interviewed by Island Dispatch for a human interest story about the library and how we functioned during 2020 and current/upcoming programs.

Director's Report

- Friend's Meeting June 29th to plan August book sale (\$1476 was made).
- Summer report – May to August 2021 stats compared to May to August 2019:
 - Programs:
 - Summer Kickoff with Benjamin Berry: 24 in attendance
 - Book Club: 3 sessions, 30 in attendance
 - All Ages Story Time: 5 sessions, 93 in attendance
 - Fitness Fun Preschool Story Times: 10 sessions, 135 in attendance
 - SPCA Read to a Dog: 5 sessions, 58 in attendance
 - Battle of the Books: 6 sessions, 56 in attendance
 - Kidding Around Yoga: 4 sessions, 26 in attendance
 - Orange Poppy Art Studio: 4 sessions, 37 in attendance
 - Scavenger Hunts: 3 hunts, 300 participants
 - Take and Makes: 3 crafts, 286 participants
 - Guessing Jar: 3 jars, 124 participants
 - Bike Raffle: 265 entries, 1,325 books read (children had to read 5 books to put in a ticket)

- End of Summer – Art Truck/Ice Cream Social: 25 in attendance

	Door count	Circulation
May 2021	2785	5859
May 2019	4943	7197
June 2021	3551	7310
June 2019	4373	7132
July 2021	4333	7613
July 2019	7023	10967
August 2021	4004	6825
August 2019	6269	9682

- Staff updates: starting the week of June 19th, three pages were added to the staff to fill 3 vacancies and Stephanie Pritchard was added on to fill a part time librarian I position vacated by Anne Slater.
- Fall Event plan – see separate hand out
- Buffalo & Erie County Public Library Program Equipment & Facility Improvement Initiative: In an email dated 7/16/21, Ken Stone reported our projects were approved by the system board at their 7/15/21 meeting. The initial payment of \$1924 was received on 8/3/21 and a portion was used to pay the second half of the storage room ceiling project cost (ceiling project was completed on 8/19/21). Waiting to hear from the Business Office this month to coordinate the partial repayment of the tent.
- Building Improvements – project updates:
 - Door handles: received 3 quotes, awarded to Niagara Lock & Key at \$2357.95 on 8/16/21. Work began on 9/8/21.
 - Clock tower/clocks: three RFPs were mailed out 8/11/21, responses due back by 9/9/21. 2 quotes have been received as of 9/7/21. Looking to make award sometime this week.
 - Parking lot: received a quote from Amherst Sealer, who holds the county contract, on 8/18/21 at \$4667.34. Accepted on 8/30/21. A date will be scheduled to get the work completed.
 - Public restroom partitions: one quote received so far. Pursuing a second quote at this time as per procurement.
 - Replacing two outdoor benches at the north entrance – plan on approaching the Friends for funds at their October 4th meeting.
- NYS Library Construction Grant (sidewalk/parking lot light poles): inquired with Ken Stone about grant award announcements on 8/20/21 and he stated he has not heard

anything yet from the Department of Library Development, but believes there will be an announcement sometime this month.

- The following meetings/trainings were attended by Director Heintz between May and September:
 - 5/1/21: ACT meeting via Zoom
 - 5/4/21: Joe Menter – summer programming discussion
 - 5/10/21: GI Library Board workshop – By-Laws
 - 5/11/21: meeting with the “Juneteenth Display” committee
 - 5/12/21: May Manager/Director meeting via Zoom
 - 5/13/21: GI Library Board regular meeting
 - 5/25/21: meeting with the “Juneteenth Display” committee
 - 6/9/21: June Manager/Director meeting via Zoom
 - 6/29/21: Friends of the GI Library meeting
 - 7/15/21: watched archived July Manager/Director meeting
 - 7/28/21: Contract Manager Meeting at Orchard Park Library
 - 8/9/21: Trunk or Treat planning meeting
 - 8/11/21: August Manager/Director meeting via Zoom
- Youth Services Librarian, Carly Spatar, attended the following meetings/trainings:
 - 5/4/21: Joe Menter – summer programming discussion
 - 5/11/21: meeting with the “Juneteenth Display” committee
 - 5/25/21: meeting with the “Juneteenth Display” committee
 - 6/11/21: Diversity/Inclusion Committee meeting via Zoom
 - 8/9/2021: Trunk or Treat planning meeting

Old Business

- Whistleblower Policy - Jill
- Conflict of Interest - Agnes
- Meeting Room Policy – D. Crawford
- Investment Policy – D. Earne

New Business

- Fall programming Funding Requests:
 - Youth Services – Fall programming supplies \$985.50 (see separate handout for breakdown). Funding source: 2019 Tower funds.
 - Adult and Youth Programs – **Total request: \$1145.** Funding source: 2020 Tower funds.
 - WNY Book Arts Button Making Workshop \$250 (?)
 - Herschell Carrousel Museum Conductive Construction program \$160 (?)
 - Local author Rose Ann Hirsch \$45

- Sal cooking classes \$500 budget (?)
- Theresa Wiater: Brain Games program \$50 (?)
- Rhonda Hoffman: 2 week Genealogy workshop \$150
- Roof status - discussion
- 8/5/21: Email from Joy Testa Cinquino received regarding funds secured by the NYS Assembly for libraries in certain districts. President Crawford asked to discuss possible special projects to submit to Assemblyman Morinello and Senator Ryan for future funding.

Upcoming - FYIs

- Current Long Range Plan ending in 2022

Respectfully submitted,
Bridgette Heintz

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

MAY-AUGUST 2021

Deposits

5/4/2021	Fines & Print	\$125.95	
5/14/2021	Fines & Print	\$115.59	
5/28/2021	interest	\$0.01	Total May Deposits: \$241.55
6/1/2021	Fines & Print	\$126.35	
6/24/2021	Fines & Print	\$181.40	
6/30/2021	interest	\$0.02	Total June Deposits: \$307.77
7/2/2021	Fines & Print	\$400.79	
7/16/2021	2021 Appropriation	\$1,273.00	
7/16/2021	Fines & Print	\$320.10	
7/30/2021	interest	\$0.03	Total July Deposits: \$1993.92
8/3/2021	Fines & Print	\$405.89	
8/27/2021	Fines & Print	\$500.25	
8/31/2021	interest	\$0.04	Total August Deposits: \$906.18
Total Deposits May-August:		<u>\$3,449.42</u>	

Disbursements

5/12/2021	M41: Bridgette Heintz - mileage	\$33.15	
5/12/2021	M42: Carly Spatar - mileage	\$15.51	
	M43: Fun Express - scavenger hunt giveaways for 2021		
5/24/2021		\$126.32	Total May Disbursements: \$174.98
	M44: BECPL - Walmart purchase - bicycle kickstand for summer raffle bike		
6/1/2021		\$13.78	
6/28/2021	M45: Amazon - laminator	\$38.99	Total June Disbursements: \$52.77
7/19/2021	M46: Town of GI - water/sewer 4/16/21-7/15/21	\$95.95	Total July Disbursements: \$95.95
			Total August Disbursements: \$0
Total Disbursements May-August:		<u>\$323.70</u>	

Balance County Funds

5/31/2021	\$2,029.02
6/30/2021	\$2,196.69
7/31/2021	\$4,055.67
8/31/2021	\$4,961.85

	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$2,013.00	\$1,009.00	\$62.00 ←usb drives/library cards (anything provided by the
To be realized:	-\$417.00	\$136.00	\$4.00 system which we would sell).
Budgeted (expected revenue):	\$1,596.00	\$1,145.00	\$66.00

****Adopted budget line amounts updated as per Resolution 2021-14**

Pre-Resolution 2021-14 adopted budget:

Fines, lost books, etc.: \$6015

Print cost recovery: \$2125

Other income: \$72

Total direct income pre-resolution 2021-14: \$8212

Total direct income after resolution 2021-14: \$2807

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

MAY-AUGUST 2021

Balance Private Checking Account

5/31/2021	\$16,609.80
6/30/2021	\$13,215.92
7/31/2021	\$12,586.40
8/31/2021	\$11,292.50

Deposits Private Checking

5/4/2021	Mary & Ron Spohn donation (Dr. Geering) check #8316	\$50.00	
5/4/2021	NYS Lib. Const. Grant last 10%	\$4,767.00	
5/12/2021	Packard Donation check #3137	\$50.00	
5/24/2021	Amazon Smile donation	\$7.98	Total May Deposits: \$4874.98
			Total June Deposits: \$0
7/16/2021	Avis Jean Hofstad donation (Geering Memorial check #281)	\$50.00	Total July Deposits: \$50.00
8/16/2021	Amazon Smile donation	\$12.51	
	BECPL 1st Equipment and Facilities Improvement Initiative check		
8/20/2021	(storage room ceiling)	\$1,924.00	Total August Deposits: \$1936.51
	TOTAL Deposits May-August:	\$6,861.49	

Disbursements Private Checking

			Total May Disbursements: \$0
6/1/2021	Fun Express: Summer programming supplies - 2019 Tower Funds	\$206.90	
6/1/2021	Tent and Table: Tent purchase: order #CRM1000091801	\$3,186.98	
6/28/2021	Amazon - Bluetooth Voice Amplifier - 2019 Tower Funds	\$58.90	
6/28/2021	Amazon - Disc Golf Discs - 4 sets (2019 Tower Funds)	\$79.96	Total June Disbursements: \$3532.74
7/29/2021	Benjamin Berry: Circus for All Program - 2019 Tower	\$325.00	
7/22/2021	Kidding Around Yoga - 7/22/21 class- 2019 Tower	\$75.00	
7/29/2021	Kidding Around Yoga - 7/29/21 class - 2019 Tower	\$75.00	
7/19/2021	Amazon - Summer Take and Make Supplies	\$140.66	
	B&ECPL - Library Material purchases: Geering		
7/19/2021	memorials/Westhafer memorial/Lions donation	\$781.41	Total July Disbursements: \$1397.07
8/5/2021	Kidding Around Yoga: 8/5/21 class - 2019 Tower	\$75.00	
8/12/2021	Kidding Around Yoga: 8/12/21 class - 2019 Tower	\$75.00	
	Orange Poppy Studios - 4 weeks of classes 7/13/21-8/3/21 - 2019		
8/3/2021	Tower	\$800.00	

Braendel Painting and Services, Inc.: second half owed for storage ceiling painting (BECPL Equipment and Facilities Improvement Initiative)	8/20/2021	\$1,425.00	Total August Disbursements: \$2375.00
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TOTAL Disbursements May-August:	<u>\$7,304.81</u>
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Balance Money Market Account

6/6/2021	\$131,408.44
7/5/2021	\$131,414.70
8/4/2021	\$131,421.18
August	

Aug. bank stmt received after 9/9/21 meeting.

Disbursements Money Market Account

None

Deposits Money Market Account

6/6/2021 interest	\$7.13
7/5/2021 interest	\$6.26
8/4/2021 interest	\$6.48
August interest	

Aug. bank stmt received after 9/9/21 meeting.

TOTAL:	<u>\$19.87</u>
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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: 09/27/2021 10:04 AM

Report Date: 09/27/2021

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			16,000.00
Total Item 0200		EQUIPMENT				16,000.00	0.00	0.00	16,000.00
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			
06/07/21	0000032993	FIRE SAFETY SYSTEMS, INC. LABOR, TRIP CHARGE		134961	51463		0.00	174.00	126.00
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	174.00	126.00
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	0000032993	FIRE SAFETY SYSTEMS, INC. FIRE ALARM SYSTEM ANNUAL CHARGE 3/1/21-2/28/22		134682	51317		0.00	200.00	
05/17/21	0000032993	FIRE SAFETY SYSTEMS, INC. PERFORMED ANNUAL FIRE ALARM SYSTEM INSPECTION AND TESTING		134786	51346		0.00	111.00	
06/03/21	0001000446	JP MORGAN CHASE BANK NA GUI'S		135221	12232094		0.00	45.66	

Date Prepared: 09/27/2021 10:04 AM

Report Date: 09/27/2021

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND**Expense Ledger**

GLR0125 1.0

Page 2 of 3

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 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				23,450.00			
06/21/21	0001000941	BRAENDEL PAINTING & SERVICES, INC. CELINING WORK IN STORAGE RM @ LIBRARY		135198	51626		0.00	1,425.00	
07/19/21	0000000325	CROSS CONTROLS & ELECTRIC, INC. SERVICE CALL		135402	51765		0.00	532.00	
07/19/21	0001001098	716 MECHANICAL, LLC SERVICE CALL - MISSING TEMP SENSORS AND CONTROLS		135504	51849		0.00	234.00	
09/07/21	0001000166	CORR DISBRIBUTORS INC BELT, BRUSH ASSEMBLY		135851	52133		0.00	211.56	
09/07/21	0001000166	CORR DISBRIBUTORS INC PAPER TOWEL DISPENSER		135852	52133		0.00	68.55	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				23,450.00	0.00	5,401.89	18,048.11
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
05/17/21	0000017720	LEO BRENON TOPSOIL YARDS OF TOPSOIL		134780	51339		0.00	279.92	
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	279.92	20.08
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	5,859.40	34,290.60

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

Date Prepared: 09/27/2021 10:04 AM
Report Date: 09/27/2021
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