AGENDA

I. Call to Order
II. Minutes: September 9th, 2021 regular meeting
III. Period for Public Expression (agenda items)
IV. Financial Reports
V. Claims Audit Abstract Report
VI. Correspondence
VII. Director’s Report
  a. Staff updates
  b. Discard Book Sale follow-up
  c. Trunk or Treat follow-up
  d. Building Improvement updates
  e. NYS Library Construction Grant (sidewalk/parking lot light poles) – update
  f. BECPL Program Equipment and Improvement Initiative (EFII) - update
VIII. Unfinished Business
  a. Investment Policy – follow up
IX. New Business
  a. 2022 Library Open/Closed Dates – discussion and pending approval
  b. 2022 Library Board meeting dates - discussion
  c. Trustee term up for renewal – discussion
  d. Program funding requests
  e. Material Selection Policy – review and discussion
  f. Procurement Policy – review and discussion
X. Period for Public Expression (any library related topic)

Next Regular Meeting: TBD

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.
CALL TO ORDER: The meeting was called to order at 4:05 pm by President Crawford.

ROLL CALL: Present were:
President Richard Crawford  Town Liaison Jennifer Baney
Vice President Jill Banaszak  Library Director Bridgette Heintz
Secretary Pat Rizzuto
Trustee Agnes Becker
Treasurer Richard Earne - excused

MINUTES
Trustee Banaszak made a motion to approve the minutes of the September 9 meeting; Trustee Rizzuto seconded. Motion passed by roll call vote 4-0.

PERIOD FOR PUBLIC EXPRESSION (agenda items)
No speakers came forward.

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

UNFINISHED BUSINESS
Discussion of the Investment Policy was moved to the January 2022 meeting because Treasurer Earne was out of town.

NEW BUSINESS
• GIML 2022 Library Hours and Holiday Proposal
  (See attached 2022 Hours and Holiday Proposal)
  Trustee Banaszak moved to accept the proposal as written. Trustee Becker seconded.
  Motion passed 4-0 after a roll call vote.

• 2022 Library Board Meeting Dates
  After discussion about library board meeting dates for 2022, Trustee Banaszak made a
  motion to hold meetings at 4:30 pm on the second Thursdays of January (13), March
  (10), May (12), September (8), November (10), and a Special Meeting in July at a date to
  be determined. Trustee Rizzuto seconded. Motion carried 4-0 after a roll call vote.

• Trustee Term Ending
  Trustee Rizzuto agreed to serve another term on the board beginning January 2022. She
  will email Town Supervisor Whitney to inform him of her intentions.

• New November Program Funding
  Director Heintz requested $258 from the 2020 Tower Fund for a program presented by
  Kelli Rumfola on making Marshmallow Pops. It has been scheduled for Saturday,
  November 27 at noon. Trustee Crawford moved to fund the program. Trustee Banaszak
  seconded. Funding was approved by roll call vote 4-0.

• February break program funding
  Director Heintz requested $900 from the 2019/2020 Tower fund for programing during
  the 2022 Winter Break. The money would cover a Ben Berry program, an animal
  program TBD, and a possible third program. Trustee Rizzuto made a motion to fund the
  programs. Motion was seconded by Trustee Becker. Motion carried 4-0.

• Material Selection Policy
  Trustee Rizzuto reviewed the Material Selection Policy and found that no changes are
  necessary at this time. After a discussion, Trustee Rizzuto made a motion to keep the
  policy as written. Trustee Banaszak seconded the motion. The motion was ratified by a
  roll call vote 4-0.

• Procurement Policy
  After reviewing the Procurement Policy, Trustee Crawford decided that no changes
  were necessary. Following a discussion by the board, Trustee Crawford moved, and
  Trustee Banaszak seconded the motion to renew the policy as written. Motion passed 4-0.
• Nomination of 2022 Officers
  The Nominating Committee recommended the following slate of officers for 2022:
  o President: Trustee Crawford
  o Vice-President: Trustee Banaszak
  o Secretary: Trustee Becker
  o Treasurer: Trustee Earne
  A motion to propose this slate of officers at the January 13 meeting was made by Trustee Banaszak. Trustee Rizzuto seconded the motion. Motion passed by 4-0 following a roll call vote.

PERIOD FOR PUBLIC EXPRESSION (any library related topic)
No speakers came forward

NEXT REGULAR MEETING
The next regular meeting will be held at 4:30 pm on Thursday, January 13, 2022.

ADJOURNMENT
At 5:02, Trustee Banaszak made a motion to adjourn the meeting; the motion was seconded by Trustee Rizzuto. Motion carried 4-0. The meeting was adjourned at 5:02 pm.
Grand Island Memorial Library Board Meeting
November 4th, 2021 @ 4:00 pm
Library Meeting Room

Minutes

- Regular Meeting September 9th, 2021

Financial Report

Claims Audit

Correspondence

- 9/24/21: was interviewed by Alice Gerard from the Island Dispatch about fall events.

Director’s Report

- Staff updates: Min Kyoung McMurray is our newest Page. She began work on 10/25/21. We are currently advertising for a Sr. Page.
- Discard Book Sale (10/15/21-10/16/21): $563 was earned and deposited into the PVT/Local account. NYS Sales tax was paid 10/26/21. Funds will be used next year for collection development purposes. A proposal will be submitted when order placement for the system starts up again.
- Trunk or Treat: program was held on Saturday, 10/30 from 12-2. 314 in attendance.
- Building Improvements – project updates:
  - Clock tower/clocks: We are currently working with Essence of Time to get new clocks and the master clock updated. This will fix our syncing problem with the clock tower.
  - Parking lot: the parking lot was sealed and striped by Amherst Sealer on 9/26/21.
  - Public restroom partitions: this project will be moved to 2022.
  - Replacing two outdoor benches at the north entrance: the Friends approved the purchase at their 10/4/21 meeting and the order was placed 10/26/21. The benches will be engraved “Donated by The Friends of the Library”.
- NYS Library Construction Grant (sidewalk/parking lot light poles): our award was announced at Senator Sean Ryan’s press conference at the Isaias Gonzales-Soto library on 9/17/21. I was in attendance with members of the Gonzalez-Soto staff and members of BECPL administration. Funds were received on 10/18/21 and deposited into the PVT/Local account.
  - Parking lot light poles: parts were ordered by Cross Controls on 10/11/21. They are looking at a turnaround time of about a month.
  - Sidewalk work: currently working with Podlucky Construction to schedule this project. 50% deposit has been paid out of construction grant funds.
- Program Equipment and Improvement Initiative (EFII): $2390.24 was received from Central on 10/18/21 as partial reimbursement for the tent. Funds have been deposited into the PVT/Local account. As 2020 Tower funding was initially used to purchase the tent, it is my intention to use the reimbursement as Tower funding for future programming at the library.

- The following meetings/trainings were attended by Director Heintz in September and October:
  - 9/8/21: September Manager/Director meeting via Zoom
  - 9/17/21: Senator Sean Ryan press conference at Isaias Gonzalez-Soto Library
  - 9/17/21: Executive Search Firm/Contract Director meeting via Zoom
  - 9/24/21: interview with Alice Gerard from the Island Dispatch
  - 10/2/21: ACT meeting via Zoom
  - 10/4/21: Friends of GIML meeting at the library
  - 10/13/21: Manager/Director meeting at Central library
  - 10/22/21: Friends Council meeting (BECPL) via Zoom

- Youth Services Librarian, Carly Spatar, attended the following meetings/trainings:
  - 9/17/21: Diversity Committee meeting via Zoom

**Old Business**

- Investment Policy – follow-up to 9/9/21 board meeting discussion – Dick Earne
  - Earne will be out of town, move to January 2022 meeting.

**New Business**

- 2022 Open/Closed Dates – see separate proposal
- 2022 proposed Library Board meeting dates, Thursdays @ 4pm in the library meeting room:
  - 1/6/22 OR 1/13/22 (waiting to hear from Friends about their meeting date)
  - 3/10/22
  - 5/12/22
  - Special meeting in July (date TBD)
  - 9/8/22
  - 11/10/22
- Trustee term ending – Pat Rizzuto
- Extra November program funding (2020 Tower) – Kelli Rumfola: Marshmallow Pops Workshop (tentatively scheduled for Saturday, 11/27 at noon)
  - $258.00
- February break program funding (2019/2020 Tower) – Ben Berry/Animal Program TBD/possible third program
  - $600 budget (2020 Tower)
• Material Selection Policy – Pat Rizzuto: review and discussion
• Procurement Policy – Dick Crawford: review and discussion

**Upcoming - FYIs**

• Current Long Range Plan ending in 2022

Respectfully submitted,
Bridgette Heintz
TOTAL Disbursements September-October:

$6,338.83

October

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<tr>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>$75.00</td>
<td>10/28/2021 1 Tower Funds</td>
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<td>$6,000.00</td>
<td>10/26/2021 Construction Grant</td>
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<tr>
<td>$49.26</td>
<td>10/26/2021 Pedestrian Construction sidewalk work, 50% deposit</td>
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<td>$75.00</td>
<td>10/2/21/2021 NYS Dept of Taxation and Finance: sales tax on October discard</td>
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<td>$60.00</td>
<td>10/13/2021 Tom Thompson: pumpkins for 10/23/21 classroom program (2020)</td>
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<td>$79.57</td>
<td>10/8/2021 BECP: Gearing memorial purchases</td>
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TOTAL Deposits September-October:

$19,315.24

October

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<th>Amount</th>
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<tr>
<td>$563.00</td>
<td>10/27/2021 October discount book sale proceeds</td>
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<tr>
<td>$2,360.24</td>
<td>10/19/2021 for rent</td>
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<tr>
<td>$16,078.00</td>
<td>BECP: Equipment: Facility Improvement Initiative Reimbursement</td>
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<tr>
<td>$16,078.00</td>
<td>NYS Construction Grant (90% Initial Payment)</td>
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TOTAL Disbursements Private Checking:

$50

Total September Disbursements:

$50

Total October Disbursements:

$6,338.83

Balance Private Checking Account:

September-October 2021

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GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT
Total direct income expected after resolution 2021-14: $2,807
Total direct income expected pre-resolution 2021-14: $2,912

Other income: $72
Print cost recovery: $7125
Fines, lost books, etc.: $6015

Pre-resolution 2021-14 adopted budget:

- Adopted budget line amounts updated as per resolution 2021-14
- Budgeted (expected revenue): $1,586.00
- To be realized: $1,175.00
- YTD revenue actual: $273.00
- Fines
- October
- 9/30/2021

Balance County Funds

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<th>Total Disbursements: $2729.42</th>
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<td>$579.04</td>
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<td>$200.00</td>
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<td>$199.42</td>
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<td>$1,475.69</td>
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<th>Total Deposits: $980.94</th>
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<td>$566.20</td>
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SEPTMBER-OCTOBER 2021

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT
### Annual Financial Statement

**Total Direct Income**

**Operating Income:** $720
**Non-Operating Income:** $500
**Total Direct Income:** $1220

**Total Direct Income (another figure):** $2100

**Pre-Resolution 2012-13 Budget:**

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<tr>
<th>Category</th>
<th>Budget</th>
<th>Revised</th>
<th>Revisions Presented</th>
<th>Revisions Rejected</th>
<th>Approved</th>
<th>Revisions 1-7-14</th>
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**Direct Local Income**

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**Annual Expenses**

- **Contract Members Libraries**
- **Monthly Financial Report**

**Library:** Grand Island Memorial Library

**Month:** 02/21

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**Note:** The table above represents the financial overview of the library for the fiscal year 2012-13, including direct income, direct local income, and annual expenses, with specific details for each category.
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<th>Date</th>
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<th>Voucher No.</th>
<th>Check No.</th>
<th>TTD Application</th>
<th>Po. No.</th>
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**Expenses Totals:**
- Office Hardware: $3,805.81
- Office Furniture: $1,234.56
- Office Supplies: $2,106.89
- Total Expenses: $7,258.26

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**Vendor Information:**
- Vendor 1: ABC Corp. (Voucher No. 12345)
- Vendor 2: XYZ Inc. (Voucher No. 67890)

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**Department:**
- Office Supplies
- Office Hardware
- Office Furniture

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**Payment Method:**
- Check
- Credit Card

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**Report Date:** 10/20/92

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**Town of Grand Island**

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**Prepared By:** Jack Smith

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**Towns BM Date:** 12/31/92