

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES REGULAR MEETING THURSDAY, NOVEMBER 4, 2021 @ 4:00 PM IN THE LIBRARY MEETING ROOM

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.**

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

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 programming 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:

- President: Trustee Crawford
- Vice-President: Trustee Banaszak
- Secretary: Trustee Becker
- 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

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT **SEPTEMBER-OCTOBER 2021**

Balance Private Checking Account

9/30/2021 \$11,292.50
 October

*Oct. bank stmt received after 11/4/21 meeting. **

Deposits Private Checking

10/19/2021 NYS Construction Grant (90% initial payment) \$16,078.00
 BECPL Equipment & Facility Improvement Initiative reimbursement
 10/19/2021 for tent \$2,390.24
 10/27/2021 October discard book sale proceeds \$563.00

Total September Deposits: \$0

Total October Deposits: \$19,031.24

TOTAL Deposits September-October:

\$19,031.24

Disbursements Private Checking

10/8/2021 BECPL: Geering memorial purchases \$79.57
 Tom Thompson: pumpkins for 10/23/21 crafternoon program (2020
 10/13/2021 Tower Funds) \$60.00
 Rhonda Hoffman: Genealogy 101 class on 10/21/21 (2020 Tower
 10/21/2021 Funds) \$75.00
 NYS Dept. of Taxation and Finance: sales tax on October discard
 10/26/2021 book sale \$49.26
 Podlucky Construction: west sidewalk work, 50% deposit (NYS
 10/26/2021 Construction Grant) \$6,000.00
 Rhonda Hoffman: DNA for Genealogy class on 10/28/21 (2020
 10/28/2021 Tower Funds) \$75.00

Total September Disbursements: \$0

Total October Disbursements: \$6,338.83

TOTAL Disbursements September-October:

\$6,338.83

Balance Money Market Account

9/6/2021 \$131,428.31
 10/4/2021 \$131,434.36
 October

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

*Oct. bank stmt received after 11/4/21 meeting. **

Disbursements Money Market Account
None

Deposits Money Market Account

9/6/2021 interest
10/4/2021 interest
October interest

TOTAL:

\$7.13 **Aug. bank stmt received after 9/9/21 meeting.**
\$6.05

*Oct. bank stmt received after 11/4/21 meeting. **

\$7.13

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

SEPTEMBER-OCTOBER 2021

Deposits

9/8/2021	Fines & Print	\$161.80	
9/30/2021	Interest	\$0.04	Total September Deposits: \$161.84
10/1/2021	Fines & Print	\$434.74	
10/27/2021	Fines & Print	\$456.20	Total October Deposits: \$890.94

Disbursements

	Total Deposits September-October:	<u>\$1,052.78</u>	
9/21/2021	BECPL: 2020 Return to System	\$1,957.69	
9/21/2021	USPS: postage stamps	\$199.52	
9/21/2021	Bridgette Heintz: mileage	\$110.88	Total September Disbursements: \$2268.09
10/5/2021	Fun Express: fall youth services program supplies	\$200.37	
10/19/2021	Town: water/sewer 7/16/21-10/15/21	\$79.05	Total October Disbursements: \$279.42

Total Disbursements September-October: \$2,547.51

Balance County Funds

9/30/2021	\$5,123.69
October	

****Oct. stmt not received before 11/4/21 meeting.**

	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$2,731.00	\$1,343.00	\$62.00 ←usb drives/library cards (anything provided by the
To be realized:	\$1135 over	\$198 over	\$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 expected pre-resolution 2021-14: \$8212
Total direct income expected after resolution 2021-14: \$2807

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Oct-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			
502000	Fringe Benefits	0	0	0	0			
Utility Charges:								
515000	Water	200	0	123	77			
515000	Sewer	250	0	177	73			
515000	Telephone - Maintenance	0	0	0	0			
510200	Dues and Fees	1,180	0	20	1,160			
545000	Rental Charges	0	0	0	0			
506200	Repairs & Maintenance Chgs.	1,300	0	725	575			
555050	Insurance Charges	0	0	0	0			
510000	Travel & Mileage Expenses	450	0	160	290			
530000	Other Expenses & Charges	700	0	702	(2)			
530000	Contingency (Bulter Aid)	0	0	0	0			
TOTAL EXPENSES		4,080	0	1,907	2,173	0	0	
DIRECT LOCAL INCOME								
	Fines, Lost Books, etc.	1,596	0	2,731	(1,135)			Adopted budget line amounts updated as per Resolution 2021-14
	Copy Machines	0	0	0	0			
	Print Cost Recovery	1,145	0	1,343	(198)			
	Other Income	66	0	62	4			
	State Funding	0	0	0	0			
	Municipal Support	0	0	0	0			
	Donations (priv. persons/foundations)	0	0	0	0			
	Fundraising (events/booksales)	0	0	0	0			
	Interest Income	0	0	0	0			
	Misc Income	0	0	0	0			
	Use of Fund Balance	0	0	0	0			
TOTAL DIRECT INCOME		2,807	0	4,136	(1,329)	0	0	

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

Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2021 Period From: 1 To: 12 Trans. Date From: To:

Account No.	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			
10/18/21	0000000325	CROSS CONTROLS & ELECTRIC, INC. 50% DEPOSIT FOR REPLACEMENT OF 9 POLES IN PARKING LOT		136308	52416		0.00	9,855.00	
Total Item 0200		EQUIPMENT				16,000.00	0.00	9,855.00	6,145.00
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	
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	

TOWN OF GRAND ISLAND

Expense Ledger

Alt. Sort Table:

Fiscal Year: 2021 Period From: 1 To: 12 Trans. Date From: To:

Account No.	Vendor Code	Description	PO No. / Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
Fund 001		GENERAL FUND							
Item 0443		DEPARTMENTAL SUPPLIES							
Total Item 0443		DEPARTMENTAL SUPPLIES				0.00	0.00	3.59	(3.59)
Grand Total						40,150.00	0.00	28,334.20	11,815.80

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