

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES SPECIAL MEETING

THURSDAY, November 1, 2018 5:30 P.M.

Meeting Room

### AGENDA

- I. Minutes of August 30<sup>th</sup> special meeting and September 6<sup>th</sup> regular meeting
- II. Financial Reports
  - A. Private and Money Market account discussion
- III. Correspondence
- IV. Reports
  - A. President
  - B. Director
  - C. Friends
- V. Old Business
  - A. Petty Cash Policy draft – review and discussion
  - B. Book Drop Slot update
- VI. New Business
  - A. Space needs assessment - discussion
  - B. Progression of Patron Discipline procedure – draft review and discussion
  - C. Laptops – purchase proposal and discussion
  - D. Gift and Donor policy intake form proposal - draft review and discussion
  - E. 2019 Holiday schedule – draft review and discussion
  - F. Volunteer Recognition luncheon - discussion

\*if you have additional items please contact Bridgette Heintz or Jill Banaszak

\*\* Please RSVP Bridgette 773-2089 if you can NOT make the meeting

**GRAND ISLAND MEMORIAL LIBRARY**

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

**MINUTES FOR BOARD OF TRUSTEES MEETING**

THURSDAY, November 1, 2018, 5:30 P. M.

**LIBRARY MEETING ROOM**

CALL TO ORDER: The meeting was called to order at 5:30 by President Banaszak.

ROLL CALL: Present were:

President Jill Banaszak	Trustee Pat Rizzuto
Vice President Richard Crawford	Library Director Bridgette Heintz
Treasurer Richard Earne	Secretary Agnes Becker
Friends' Liaison Carole Joseph	

MINUTES:

The minutes of the meetings held on August 30 and September 6 were approved. Motion by Trustee Rizzuto, second by Trustee Crawford. Motion approved 5-0.

FINANCIAL REPORTS:

Discussed the Private and Money Market accounts. The breakdown of accounts is included in the attached Director's report. Other financial reports were reviewed.

CORRESPONDENCE:

A Thank You note was received from the staff thanking the Board for the Staff Recognition party. Other correspondence is included in the attached Director's report.

REPORTS:

- A. DIRECTOR: Distributed the new Trustee Handbook. A full Director's Report is attached.
- B. FRIENDS: Carole Joseph reported that the Friends approved their part of the Petty Cash Fund, i.e., contributing \$100 as needed. The Friends contributed \$250 to replace the refrigerator in the Staff Room. The Discard Book Sale earned \$518.
- C. ACT: The next meeting will be held at the new West Seneca Library on November 17. The program will include audits.

OLD BUSINESS:

- A. President Banaszak read a resolution to adopt the Petty Cash Policy. Motion to approve by Trustee Crawford, second by Trustee Becker. Motion approved 5-0.
- B. The new book drop slot has been purchased and will be installed as soon as possible.

NEW BUSINESS:

- A. Director Heintz distributed the attached 2019 Library Hours and Holiday Schedule. Motion to approve by Trustee Earne, second by Trustee Becker. Motion approved 5-0.
- B. A space needs assessment is being conducted by the Town. The Board is to consider what is "needed" and what would be "nice" to have.
- C. Reviewed the Progression of Patron Discipline Procedure as corrected. Accepted the Procedure predicated on the approval of the System and Town attorneys. Motion to approve by President Banaszak, second by Trustee Earne. Motion approved 5-0.

- D. The Gift and Donor Policy was reviewed as corrected and with the addition of a Donor form. Motion to approve by President Banaszak, second by Trustee Rizzuto. Motion approved 5-0.
- E. Director Heintz proposed the purchase of two laptops, one for staff use and one for Maker space and 3D printer use. The Library's current laptop would be switched to a public use one which could be checked out by patrons for use in the Library. The cost of the purchase would be \$2098.00, \$1000 from Hoover donation, \$518 from the discard book sale and \$580 from the balance of the Tower donation. Motion to approve by Trustee Earne, second by Trustee Becker. Motion approved 5-0.
- F. A letter will be sent to the Town Board by Secretary Becker requesting the reappointment of Richard Earne to the Library Board.
- G. The meeting dates for 2019 are January 3, March 7, May 2, July 18, September 5 and November 7.
- H. The date of the Volunteer Recognition Luncheon is January 19.

The date of the next Board meeting is December 6.

ADJOURNMENT: The meeting was adjourned at 7:30 PM.

Respectfully submitted.

Agnes Becker

Secretary

## Grand Island Memorial Library Board Meeting

November 1, 2018

### Financial Report

Money Market/ Private Checking discussion notes

As per a conversation with previous director, Lynn Konovitz:

**Money Market account:** the original funds came from a bequest from the estate of Eugene Bedaska in the amount of \$29,797.49 on July 21, 1994. I am told he was an art teacher on the island. Lynn stated that there were no set stipulations to the fund's usage, just that they be used to benefit the library. Lynn stated he mostly used those funds to purchase books, but that was just how he chose to use them. I have found a copy of the will and a copy of the check in our files.

Prior to 2015, Lynn was depositing the annual Tower donations into the money market account. During Pat's tenure (2016-2017), it seems those funds went into the private checking account. From records I have found, that donation was received at least starting back in 2009 and included the following:

2017: \$5000  
2016: no record found  
2015: \$5000  
2014: no record found  
2013: \$10,000  
2012: \$10,000  
2011: no record found  
2010: \$10,000  
2009: \$10,000

These donations have no specific stipulations for usage as well, just for the benefit of the Grand Island Memorial Library.

**Private Checking Account:** consists of Bullet Aide from Chris Jacobs (\$10,000 from 2017. We have not received the 2018 funds yet), Tower donation money (\$5000 from 2017 spent on Maker Space technology. There is \$580 left of this donation as of this report.), Hoover donation money (\$1000 from 2017), and the rest are small memorial donations (\$25 here, \$50 there...I have a spreadsheet made up). With the exception of memorials which specifically request titles for purchase (which are handled fairly quickly after receiving the memorials), the rest of the funds have no spelled out stipulations and are to be used for the benefit of the library.

## Correspondence

- 9/21/18: Jackie James-Creedon of Citizen Science Community Resources. Ms. James-Creedon met at GIML with myself and John Gaff, Director of the City of Tonawanda Library to propose a partnership to have soil sampling kits in select libraries (Grand Island, City of Tonawanda, and the two Town of Tonawanda Libraries) for the community to take out and use. This is in direct response to the issues going on with Tonawanda Coke. There were a few e-mail correspondences between Ms. James-Creedon, the other directors and myself. Up until the announcement of Tonawanda Coke's closing, I was going to propose to the board that we partner only as follows:
  - Provide a pick-up location for sampling kits
  - Provide meeting space for Citizen Science to offer public outreach and education for the community.

The other directors are on the same page with this version of a partnership, pending all boards approving. However, all communication from Ms. James-Creedon has ceased since the closing announcement.

- 9/21/18: I forwarded an email from Dick Crawford informing us Councilman Marsten is heading a space needs assessment initiative for the town. The board has been asked for feedback.
- Throughout the month of September: the library received 3 separate donations totaling \$400 in memory of Michael Freer. Acknowledgements were mailed and there were not stipulations given as to desired usage of the funds. The funds will stay in the library's private account until either a library program or collection purchase is determined for them.
- 9/24/18: Deborah Beis donated \$50 in memory of Maria Connell. She asked that three children's books be purchased with the funds. Acknowledgements have been sent and the books have been ordered. *Be Kind* by Pat Zietlow Miller, *All Are Welcome* by Alexandra Penfold, *I'm New Here* by Anne Sibley O'Brien.

## Director's Report

- Albright-Knox partnership update: received an email from Zack Boehler from AKAG on 10/12/18 that the project has been pushed back to a winter/spring installation due to the artist (Stephen Powers) requesting additional time to finish creating the art.
- New 2018 Trustee Handbooks
- Discard Book Sale: held by the Friends on 10/19-10/20. \$518 was made and deposited into the library's private checking account. Thank you to the Friends for running the event. Leftover materials will be split among AMVETS, the Central Library Institutions Department, and Anne Slater who has a contact who works with a children's mission.
- The following meetings/trainings were attended by Director Heintz in September and October:
  - 9/10/18: Friends of the Grand Island Memorial Library regular meeting

- 9/12/18: September Manager/Director meeting at the Central Library
  - 9/19/18: Contract Library Manager/Director meeting at the West Seneca Library
  - 9/28/18: Library Space Planning training at the Audubon Library
  - 10/10/18: October Manager/Director meeting at the Central Library
  - 10/11/18: Library Card Updating Borrower Records Committee meeting at the Central Library
  - 10/15/18: met with Jen Menter of the Golden Age Center to talk about partnering on library outreach opportunities. Looking to do a kind of bookmobile scenario every few weeks to promote programs, register new users, and take items for check out. Final procedure would be determined after beta-testing this on November 2<sup>nd</sup> at the Golden Age Center's Health Fair, where Kate Weeks and I will have a table. Kate will provide demos on the library's database, Medline Plus.
  - 10/23/18: Joint committee meeting of the BECPL Circulation Committee and the Library Card Committee at the Central Library.
  - 10/30/18: Grand Island Book Club Title Selection Committee
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
    - 9/28/18: Library Space Planning training at the Audubon Library
    - 10/10/18: NYLA Youth Services Section Empowerment, Advocacy, and Leadership Academy webinar
- Goals for this month:
    - Continue to work on creating an ongoing outreach at the Golden Age Center:
      - a beta-test to figure out a procedure to issue new library cards and to check out materials at the Center will be happening on 11/2/18 during their health fair. We are borrowing a MobileCirc set up from the Central Library for this purpose which will allow us to check out books and create new accounts with an iPad and a scanner.

Respectfully submitted,

Bridgette Heintz

## Old Business

- Petty Cash Policy follow-up
- Book Drop Slot: The new slot has been purchased, received and paid for. Harold has prepped the wall for installation. An appointment will be made with the Town highway department for install.

## New Business

- Holiday schedule for 2019 - discussion
- Town space needs assessment discussion
- Progression of Patron Discipline Policy – discussion
- Gift and Donor Policy – discussion
- Laptops purchase proposal
  - **Goal:** The library's current laptop would be switched to a public use one which could be checked out by patrons for in library use only. Two new laptops would be used as follows:
    - One for staff use for programming, presentations and outreach.
    - The other for Maker Space and 3D printer use. See folders for price breakdown as received from the
  - **Proposed Funding:** \$1000 2017 Hoover donation, \$518 in proceeds from the recent discard book sale and \$580 from the remainder of the 2017 Tower Donation.
    - **Total funding available in this scenario: \$2098.00**
  - **Pricing:**
    - \$905.96 – Laptop with i7 processor (for Maker Club/3D Printer)
    - \$559.22 – laptop with i5 processor (for public use)
    - \$13.60 – two wired mice
    - \$110.26 – two Office 2019 software packs
    - \$117.96 – two DDS/Computrace (anti-theft tracking software)
    - **Total: \$1707.00**

The pricing has been provided by the Library's Network Support department and Maureen McLaughlin (Asst. Deputy Director, Technical Services & Information Technology - BECPL).

# GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

SEPTEMBER-OCTOBER 2018

## Balance County Funds

9/30/2018 \$7,274.94

*October* *\*have not received October bank statement as of 11/1/18\*\**

## Deposits

9/2/2018	Fines and Print	\$224.30
9/7/2018	Fines and Print	\$211.69
9/13/2018	Fines and Print	\$248.15
9/21/2018	Fines and Print	\$240.00
9/28/2018	Fines and Print	\$223.85
9/28/2018	interest	\$0.14
10/8/2018	Fines and Print	\$137.15
10/12/2018	Fines and Print	\$279.54
10/18/2018	Fines and Print	\$103.04
10/26/2018	Fines and Print	\$209.90

***Total September Deposits: \$1148.13***

***Total October Deposits: \$729.63***

*\*\*monthly interest amount pending\*\**

**Total Deposits September-October: \$1,877.76**

## Disbursements

10/24/2018 Town Clerk: water/sewer \$191.60

***Total September Disbursements: \$0***

***Total October Disbursements: \$191.60***

**Total Disbursements September - October: \$191.60**



# GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

AUGUST-OCTOBER 2018

## Balance Private Checking Account

8/31/2018	\$13,360.02
9/30/2018	\$13,266.08

*October* *\*have not received October bank statement as of 11/1/18\*\**

## Deposits Private Checking

Town reimbursement: HD Supply (urinal block screens, sprinkler, chrome knob, weed killer)	8/15/2018	\$111.92	<b>Total August Deposits: \$111.92</b>
Michael Freer memorial Donation: "Assorted Donors"	9/29/2018	\$200.00	
Deborah Beis donation: memorial for Maria Connell	9/29/2018	\$50.00	
Michael Freer memorial donation: Richard Bough & David Easterbrook	9/29/2018	\$50.00	
Michael Freer memorial donation: Sharon Benton et al.	9/29/2018	\$150.00	
Town reimbursement: HD Supply order - door stops/first aid kit/plugs for vacuum/sprinkler	9/29/2018	\$93.94	<b>Total September Deposits: \$543.94</b>
Friends reimbursement: refrigerator + \$5 cash (stamps purchase - Celia)	10/15/2018	\$574.00	
Discard Book Sale Proceeds (10/19-10/20/18)	10/22/2018	\$518.00	
Town reimbursement: Am. Book Returns - Book drop chute (\$1111.30) & HD Supply	10/24/2018	\$1,185.98	<b>Total October Deposits: \$2277.98</b>
batteries/door stops			

**TOTAL**

**\$2,933.84**

## Disbursements Private Checking

Amazon.com: Ozobots (2017 Tower Donation)	8/14/2018	\$1,315.95	<b>Total August Disbursements: \$1315.95</b>
HD Supply: door stops/first aid kit/plugs for vacuum/sprinkler	9/12/2018	\$93.94	<b>Total September Disbursements: \$93.94</b>
HD Supply: fridge/batteries/door stop	10/9/2018	\$643.68	
Amazon: lulzbot mini enclosure (Maker supplies: Tower Donation)	10/9/2018	\$150.00	
American security cabinets group (book drop chute)	10/9/2018	\$1,111.30	
HD Supply: Exit signs	10/24/2018	\$299.97	
BECPL: Maria Connell memorial purchases	10/24/2018	\$8.90	<b>Total October Disbursements: \$2213.85</b>

**TOTAL**

**\$3,623.74**

## Balance Money Market Account

August	\$130,740.02
September	\$103,766.88

*October* *\*have not received October bank statement as of 11/1/18\*\**

**Disbursements Money Market Account**

None

**Deposits Money Market Account**

9/4/2018 Interest

\$26.86

10/4/2018 Interest

\$26.86

*\*\*monthly interest amount pending\*\**

**TOTAL**

**\$53.72**