BOARD OF TRUSTEES SPECIAL MEETING
THURSDAY, JANUARY 3RD, 2019 5:30 P.M.
Library Meeting Room

AGENDA

I. Minutes
   A. November 1, 2018 regular meeting
   B. December 6, 2018 special meeting

II. Financial Reports

III. Correspondence
   A. Monetary donations

IV. Reports
   A. President
   B. Director
      2018 Library Statistics Report
      Event calendar draft
   C. Friends

IV. Old Business –
   A. Update on Progression of Patron Discipline Procedure
   B. Reappointment of Library Board Officers for 2019
   C. 2019 Volunteer Luncheon planning update

V. New Business
   A. Current list of set library policies and last updates – review and discussion
   B. Conflict of Interest Policy – review and discussion
   C. Conflict of Interest Annual Disclosure statements
   D. Claims Audit Policy - discussion

Next Regular Meeting Date: Thursday, March 14th, 2019 @ 5:30 pm

*if you have additional items please contact Bridgette or Jill Banaszak
** Please RSVP Bridgette 773-7124 if you can NOT make the meeting
MINUTES FOR BOARD OF TRUSTEES MEETING
THURSDAY, JANUARY 3RD, 2019 5:30 P.M.
Library Meeting Room

CALL TO ORDER: The meeting was called to order at 5:38 by President Banaszak.

ROLL CALL: Present were:
President Jill Banaszak
Vice President Richard Crawford
Treasurer Richard Earne
Trustee Pat Rizzuto
Absent: Trustee Agnes Becker

Library Director Bridgette Heintz
Friends’ Liaison Carole Joseph
Town Liaison Mike Madigan

MINUTES:
The minutes of the meetings held on November 1 and December 6, 2018 were approved.
Motion by President Banaszak, seconded by Trustee Crawford. Motion passed 4-0.

FINANCIAL REPORTS:
The financial reports were received, reviewed and filed for audit.

CORRESPONDENCE:
A donation was made to the Friends by Cynthia Hoover. It was matched by Praxair. The total contribution was $2205.50. There was no designation for the use of the funds. A donation for $5000 was also made by the Tower Foundation. The money is designated for programming use as approved by Carol Blair of the Blair Law Group which oversees the Tower Foundation. A donation of $100 to be used for Children’s programming was made by Rhonda Monin.

DIRECTOR’S REPORT:
The complete Director’s Report, including the 2018 Library Statistics Report and a draft of the calendar of events from January-May 2019, is attached.

FRIENDS REPORT:
Friends Liaison Carole Joseph reported that the next Friends’ meeting will be on Monday, January 7. The Spring Book Sale will be held from March 7-9. She also reported that the Friends recently approved the purchase of some wooden bookshelves, and additional children’s programming.
OLD BUSINESS:

A. Director Heintz reported that we are still waiting for the Town Attorney to approve the Progression of Patron Discipline Procedure.

B. Trustee Earne made a motion to accept, as presented, the Reappointment of Library Board officers for 2019, excepting the office of Secretary, which will change from Trustee Becker to Trustee Rizzuto, with the Secretary casting a single vote. Trustee Crawford seconded. Secretary Rizzuto cast the vote in favor of the slate.

C. Trustee Rizzuto gave a report on the plans for the Volunteer Luncheon to be held on January 19.

NEW BUSINESS:

A. Director Heintz informed the board that the list of signatories for checks had to be updated. Former Director Patricia Covely’s name needs to be removed, and replaced by the name of Director Heintz. The other signatories must be updated

President Banaszak made the motion to update the list. The motion was seconded by Trustee Crawford. Motion passed, 4-0.

B. President Banaszak presented a current list of policies, with the dates of the latest updates.

C. After a discussion of the Conflict of Interest Policy, President Banaszak made a motion to approve the policy with a few minor changes for typing errors. Trustee Crawford seconded. The motion was approved 4-0.

D. The Conflict of Interest Annual Disclosure Statements were passed out. The trustees present and Director Heintz signed them, as required.

E. Director Heintz led a discussion about the need for a Claims Audit Policy. Town Liaison Madigan reported that the town has no actual written Audit Policy. It was decided that we will study the Claims Audit Policies of other system libraries. Trustee Rizzuto motioned and President Banaszak seconded that the board appoint Trustee Crawford Claims Auditor. The motion was approved, 4-0.

F. Director Heintz reported that part-time clerk typist Celia Jones has retired. Caitlin Conlon has been selected to replace her. President Banaszak made the motion to approve the appointment; Trustee Crawford seconded. Motion passed, 4-0.

ADJOURNMENT:
The meeting was adjourned at 7:15 PM.

Respectfully submitted,

Pat Rizzuto
Secretary
Grand Island Memorial Library Board Meeting

January 3, 2019

Correspondence

- 12/22/18: Cynthia Hoover/Praxair donation in the amount $2205.50. Check was made out to the Friends. Gave them the check for deposit. No designation given for use of funds. Will approach the Friends with ideas for use of the funds.
- 12/14/18: 2018 Tower Donation in the amount of $5000. Designated for programming use as approved by Carol Blair of the Blair Law Group who oversees the Tower Foundation. Funds were deposited into the library’s private checking account.
- 12/27/18: Rhonda Monin donation in the amount of $100. She asked for the funds to be used for the children’s programs. Funds were deposited into the library’s private checking account.

Director’s Report

- 12/12/18: we received the check for the $10,000 from State Senator Chris Jacobs. The funds were deposited into the library’s private checking account on 12/14/18. The funds are to be used toward the matching portion of the NYS Construction Grant we applied for this year. Funding awards will be announced in July.
- Volunteer Luncheon invites: invitations were mailed on 12/26/18. I contacted Peggy Koppmann who will assist me with getting the invitation out to the Cinderella Isle Garden Club. RSVPs have started coming in.
- Event calendar draft for January-May 2019
- The following meetings/trainings were attended by Director Heintz in November and December:
  - 11/1/18: Growing Readers at the GI Schools District Office.
  - 11/8-11/9: NYLA Convention in Rochester (report attached)
  - 11/14/18: November Manager/Director Meeting at the Central Library
  - 11/14/18: Emergency Action Planning at the Central Library
  - 11/17/18: ACT meeting at the West Seneca Library
  - 11/19/18: Mental Health in the Workplace Training #1 at the Central Library
  - 11/26/18: Mental Health in the Workplace Training #2 at the Central Library
  - 12/10/18: Springshare Training (new online event calendar) at the Central Library
  - 12/12/18: December Manager/Director Meeting at the Central Library
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
  - 11/7/18: NY Library Association Convention in Rochester
- 12/5/18: Youth Services Group meeting at the Central Library
- 12/5/18: Empowerment Advocacy Leadership Academy Webinar
- 12/6/18: Springshare Training (new online event calendar) at the Central Library
- 12/18/18: 2019 Battle of the Books Title Selection Committee meeting at the Julia Boyer Einstein Library

- Goals for this month:
  - Work with the Board President to get a comprehensive list of policies for GRI and update policy binder. Make review list for 2019.
  - Reached out to the GI Chamber of Commerce to see about a summer program collaboration regarding a scavenger hunt. I am waiting to hear back and to get more information about what is involved in getting the library set up with a chamber membership.
  - Working on a collaboration with the IRS through their Volunteer Income Tax Assistance (VITA) program to become a tax assistance site this season.
  - Continue to work on programming options for Jan-May. The next Friends meeting is Monday, January 7th @ 6:30pm and I will ask for program funding again through them.

Respectfully submitted,

Bridgette Heintz

**Old Business**

- New laptops received 11/26/18 and the older laptop has been switched over to a public use one. Total expenditure was $1707. 2017 $1000 Hoover donation, rest of the 2017 Tower Donation ($572.82), and $134.18 of the 2018 Discard Book Sale proceeds were used. There is $383.82 left of the Discard sale proceeds.
- The Highway Department and our caretaker, Harold Duck, installed the new book drop slot on 12/3/18. The new slot is a great improvement. Thank you to all involved for your assistance.

**New Business**

- Conflict of Interest Disclosure forms
## GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

**NOVEMBER-DECEMBER 2018**

### Balance County Funds

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**December**

**December bank statement not received yet**

### Deposits

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**monthly interest amount pending**

**Total November Deposits: $990.78**

**Total December Deposits: $795.20**

**Total Deposits November-December:**

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### Disbursements

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**Total November Disbursements: $137.10**

**Total December Disbursements: $0**

**Total Disbursements November-December:**

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GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

NOVEMBER-DECEMBER 2018

Balance Private Checking Account
October **bank statement received 11/10/18** $13,874.15
November $13,845.29
December **December bank statement not yet received**

Deposits Private Checking
12/14/2018 2018 Chris Jacob's money $10,000.00
12/27/2018 Monin donation $100.00 Total December Deposits: $15,100.00
12/27/2018 2018 Tower Donation $5,000.00

TOTAL $15,399.99

Disbursements Private Checking
11/1/2018 ST-131 NYS Sales Tax (Discard Book Sale) $45.33 Total November Disbursements: $1,807.63
11/7/2018 Brodart: book covers $55.30 Total December Disbursements: $0
11/20/2018 Dell: Office 2019 and computrace for laptops $228.22

TOTAL $1,807.63

Balance Money Market Account
October **bank statement received 11/10/18** $130,794.65
November $130,821.53
December **December bank statement not yet received**

Disbursements Money Market Account
None

Deposits Money Market Account
11/2/2018 Interest $27.77
12/4/2018 Interest $26.88

TOTAL $54.65
# Expense Ledger Parameters

- **Report ID:** LIBDETAIL
- **Year:** 2018
- **Include Beg. Encumbrance:** Yes
- **Period:** 1
- **To:** 12
- **Apply to Budget Columns:** No
- **Trans Date:**
- **Description:** Display
- **Vendor/Desc:** Both
- **Sort by:** Date
- **Subtotal by Sort by:** No
- **Print Budget Adj.:** No
- **Acct Status:** Active
- **Print Parent Account:** No
- **Suppress Zero Accts:** Yes
- **Summary Only:** No
- **Open Enc. Only:** No
- **Include Req:**
- **Account Table:**
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  - **LIBRARY**
  - **Rule No.** | **Component** | **From** | **To** | **Acct Type** | **From** | **To**
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  -   | **DEPT** | 7410 | 7410 |  |
- **Alt. Sort Table:**
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  -   | **Fund** | No | No | Yes
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## Expense Ledger

**TOWN OF GRAND ISLAND**

**Fund 001**

### Item 0408

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## Expense Ledger

### Fiscal Year: 2018

#### Period From: 1 To: 12

#### Trans. Date From: To:

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### Expense Ledger

**TOWN OF GRAND ISLAND**

**Expense Ledger**

Fiscal Year: 2018  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**

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**NOTE:** One or more accounts may not be printed due to Account Table restrictions.
Expense Control Report Parameters

Report ID: LIBSUMMARY  Overbudget Only: No
Year: 2018  Include Beg. Encumbrance: Yes
Period: 1  To: 12  Apply to Budget Columns: No
Description: Display  Apply % to Original Budget: No
Spacing: Single  Print Parent Account: No
Acct Status: Active  Use Alt Fund: No
Suppress Zero Accts.: All  Encumber Personal Services: No
Summary Only: No  Grand Totals on Separate Page: No
Include Req: N

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Alt. Sort Table:

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Print Display Description: No
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*NOTE: One or more accounts may not be printed due to Account Table restrictions.*