

# GRAND ISLAND MEMORIAL LIBRARY

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

## **BOARD OF TRUSTEES REGULAR MEETING THURSDAY, JANUARY 9<sup>TH</sup>, 2020 @ 5:30 PM Library Meeting Room**

### **AGENDA**

- I. Minutes: November 7, 2019 regular meeting
- II. Financial Reports
- III. Claims Audit Abstract Report
- IV. Correspondence
- V. Reports
  - a. President
    - i. ACT Meeting 1/11/2020
  - b. Director
    - i. Library improvement projects – updates and discussion (grant projects, lighting, signage)
    - ii. Discard Book Sale follow up
    - iii. 2019 Staffing Budget, end of year projection
    - iv. Jan-May 2020 Event Calendar
    - v. 2019 Comptroller's Report Annual Update Document – request for extension
  - c. Friends
- VI. Old Business
  - a. Reappointment of Trustee Banaszak to new term – follow up
- VII. New Business
  - a. Selection of Officers for 2020
  - b. Conflict of Interest annual Disclosure Statement for 2020
  - c. BECPL Personnel Policy and Procedures – discussion of updates and pending approval
  - d. Adult program funding request: 2019 Tower Funds
  - e. Youth program funding request: 2019 Tower Funds

Next Regular Meeting: Thursday, March 12<sup>th</sup>, 2020.

\*If you have additional items, please contact Bridgette Heintz or Jill Banaszak.

\*\*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 REGULAR MEETING

**THURSDAY, January 9 @ 5:30 PM Library Meeting Room – GI Library**

CALL TO ORDER: The meeting was called to order at 5:35 by President Banaszak.

ROLL CALL: Present were:

President Jill Banaszak

Secretary Pat Rizzuto

Vice President Richard Crawford

Treasurer Richard Earne

Trustee Agnes Becker

Library Director Bridgette Heinz

Town Liaison Jennifer Baney

## MINUTES

The minutes of the meeting held on November 7 were approved. Motion by Trustee Becker, seconded by Trustee Earne. Motion passed 5-0.

## FINANCIAL REPORTS

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

## CLAIMS AUDIT ABSTRACT REPORT

The audited vouchers were reviewed and authorized.

## CORRESPONDENCE

- Sheridan Benefits: would like to use the meeting room for Medicare 101 informational sessions, but they would like to pass out consent to contact forms. After a short discussion, and it was agreed that this wouldn't comply with the Meeting Room Policy.
- Tower Donation: we received \$5000 again in December specified for programming use in 2020. The first funding requests out of this donation are under New Business.

## PRESIDENT'S REPORT

President Banaszak and Trustee Earne shared the agenda for the ACT meeting on January 11. The Education Survey will be discussed; also, there will be a panel discussion on how to run a library board meeting, among other items. President Banaszak will be on the panel.

## DIRECTOR'S REPORT

The complete Director's Report and the Financial Reports are attached.

## FRIENDS REPORT

Trustee Banaszak reported that there has been some turnover in the Friends officers. Jan Yardley is the new membership chairman. Frank Marashciello, a local author of **Dress Jeans, Disco and Dating**, will be the speaker for the Friends Annual meeting on May 7. The next Friends Meeting will be held next Thursday, January 16.

## OLD BUSINESS

- Reappointment of Trustee Banaszak to new term. The Town of Grand Island held the reorganization meeting on January 6, and the appointment was made, but Trustee Banaszak hasn't received her reappointment letter yet. Trustee Banaszak will go to Town Hall to sign it as soon as it is ready.

## NEW BUSINESS

- Selection of Officers for 2020  
The slate of officers for 2020 was presented as follows: Trustee Crawford: President, Trustee Banaszak: Vice President, Trustee Earne: Treasurer, and Trustee Rizzuto: Secretary. Trustee Earne motioned, and Trustee Crawford seconded. Secretary Rizzuto cast the vote in favor of the slate.
- Conflict of Interest annual Disclosure Statement for 2020  
The Conflict of Interest Annual Disclosure Statements were passed out. Director Heintz and the trustees signed them, as required.
- BECPL Personnel Policy and Procedures  
There was general agreement that this would be a good topic for discussion at the ACT meeting on January 11. The proposed resolution for review of the BECPL manual is very broad and unclear. This was tabled until the March meeting when we have more information on what is exactly required of us.
- Adult Program Funding Request: 2019 Tower Funds  
Director Heintz requested \$1500 of the Tower Funds for use in adult programming in 2020. A motion was made by Trustee Banaszak and seconded by Trustee Earne. Motion passed 5-0.

- Youth Program Funding Request: 2019 Tower Funds  
Director Heintz requested \$2000 of the Tower Funds for use in youth program funding. A motion was made by Trustee Banaszak and seconded by Trustee Earne. Motion passed 5-0.

ADJOURNMENT: The meeting was adjourned at 7:17 pm.

Next Regular Meeting: Thursday March 12, 2020 @ 5:30 pm.

## **Grand Island Memorial Library Board Meeting**

January 9, 2020

### **Financial Report**

#### **Claims Audit**

- Northwest Account
- M&T Account

#### **Correspondence**

- Sheridan Benefits: would like to use the meeting room for Medicare 101 informational sessions, but would like to pass out consent to contact forms.
- Tower Donation: we received \$5000 again in December specified for programming use in 2020. The first funding requests out of this donation are under New Business.

### **Director's Report**

#### **Library improvement projects:**

- NYS Construction Grant and projects update: carpet and desk portions were completed the week of November 4<sup>th</sup> to 11<sup>th</sup> with no issues. Vendors have been paid. Next up are the external doors and security cameras. Working with the Town Engineering Dept. to get final bids as per procurement.
- Lighting updates: The bulbs were delivered on 1/6/2020. BECPL CFO Ken Stone placed the order through Graybar and will handle all of the related grant work through National Grid. Cross Controls has been contacted to schedule installation during the week of 1/6/2020.
- Library signage: the Graphics Dept. will contact us when the signage is completed and will come out to install. Date TBD but should be soon.
- Next up: window blinds and computer chairs. I am currently working on comparison shopping for chairs and I would need 18 total:
  - Three for staff use at the new circ desk
  - Four for the office
  - Eleven for the public computersI plan on approaching the Friends for funding for these two projects.

- Discard Book Sale follow-up: November 15-16. \$320 made and put into the library Private/Trustee account. \$28 in sales tax paid to the state on 12/2/19.
- 2019 Staffing Budget: \$663.59 was left at the end of 2019.
- 2019 Comptroller's report: Annual Update Document, 60 day extension request

- Event Calendar: Jan-May 2020
- The following meetings/trainings were attended by Director Heintz in November and December:
  - 11/13/19: Manager/Director Meeting at the Central Library (presented on GRI programming)
  - 12/11/19: Manager/Director Meeting at the Central Library
  - 12/11/19: Census 2020 Committee Meeting at the Central Library
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
  - 12/4/19: Youth Service Group meeting at the Central Library
  - 12/19/19: Battle of the Books Title Selection Committee meeting at the Orchard Park Library

Respectfully submitted,

Bridgette Heintz

#### **Old Business**

- Reappointment of trustee Banaszak to a new term – follow-up

#### **New Business**

- Selection of officers for 2020
- Conflict of Interest Forms for 2020
- BECPL Personnel Policy and Procedures – discussion of updates and pending reapproval
- Adult Program funding request: 2019 Tower Funds
- Youth Program funding request: 2019 Tower Funds

## GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

### NOVEMBER-DECEMBER 2019

#### Deposits

	10/31/2019	Interest	\$0.16	information received after 11/7/19 board meeting
	11/4/2019	Fines And Print	\$319.66	
	11/26/2019	Fines And Print	\$436.08	
	11/30/2019	Fines And Print	\$175.89	
	11/29/2019	interest	\$0.17	<b>Total November Deposits: \$931.80</b>
	12/7/2019	Fines and Print	\$220.96	
	12/16/2019	Fines and Print	\$212.00	
	12/26/2019	Fines and Print	\$157.10	
end of Dec. deposit	1/2/2020	Fines and Print	\$133.86	<b>Total December Deposits: \$723.92</b>

**Total Deposits November-December: \$1,655.88**

#### Disbursements

	11/26/2019	M14: Dobmeier Janitor Supply Inc.: cleaning solution	\$60.00	<b>Total November Disbursements: \$60.00</b>
	12/30/2019	M15: Bridgette Heintz: mileage	\$64.81	
	12/30/2019	M16: Elizabeth Schultz: mileage	\$13.57	
	12/30/2019	M17: Pamela Edholm: mileage	\$105.88	
	12/31/2019	M18: Dobmeier Janitorial Supply: area rugs	\$147.34	<b>Total December Disbursements: \$331.60</b>

**Total Disbursements November-December: \$391.60**

#### Balance County Funds

	10/31/2019	\$7,070.59	information received after 11/7/19 board meeting
	11/30/2019	\$7,796.79	
December	<b>**waiting on bank statement**</b>		

#### End of 2019 as of 1/2/2020

	<u>Fines</u>	<u>Print</u>
YTD revenue accrued:	\$8,485.00	\$2,249.00
To be realized:	\$617.00	over expected revenue by \$296.00
Budgeted (expected revenue):	\$9,102.00	\$1,953.00

**Final total revenue: \$10,935.00**  
**Projected revenue: \$11,055.00**  
**Difference: \$120.00**

## GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

NOVEMBER -DECEMBER 2019

### Balance Private Checking Account

10/31/2019	\$65,923.38	information received after 11/7/19 board meeting
11/30/2019	\$66,079.06	
12/31/2019	\$42,622.57	

### Deposits Private Checking

11/26/2019 Discard book sale proceeds	\$320.00	
11/26/2019 Paula Macumber memorial donation	\$100.00	
11/12/2019 Amazon Smile donation	\$10.68	<b>Total November Deposits: \$430.68</b>
12/18/2019 Tower Donation	\$5,000.00	<b>Total December Deposits: \$5000.00</b>

**TOTAL Deposits November-December:** **\$5,430.68**

### Disbursements Private Checking

11/25/2019 N29: GP Flooring Solutions: carpet	\$14,430.49	
11/26/2019 N30: NYS Dept. of Taxation and Finance: sales tax/discard book sale	\$28.00	<b>Total November Disbursements: \$14458.49</b>
12/12/2019 N31: DEMCO: circulation desk	\$13,773.00	<b>Total December Disbursements: \$13773.00</b>

**TOTAL Disbursements November-December:** **\$28,231.49**

### Balance Money Market Account

11/4/2019	\$131,122.01	information received after 11/7/19 board meeting
12/4/2019	\$131,148.95	
1/5/2020	\$131,177.68	

### Disbursements Money Market Account

None

### Deposits Money Market Account

11/4/2019 interest	\$26.04	information received after 11/7/19 board meeting
12/4/2019 interest	\$26.94	
1/5/2020 interest	\$28.73	

**TOTAL:** **\$81.71**



Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2019		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: 01/03/2020 01:57 PM

Report Date: 01/03/2020

Account Table: LIB

Alt. Sort Table:

**TOWN OF GRAND ISLAND****Expense Ledger**

GLR0125 1.0

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Prepared By: GINA

Fiscal Year: 2019 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0200</b>		<b>EQUIPMENT</b>							
<b>001.7410.0200</b>		<b>EQUIPMENT.LIBRARY</b>				47,500.00			
11/18/19	0001001055	GP FLOORING SOLUTIONS CARPETING		129702	47763		0.00	40,000.00	
									7,500.00
<b>Total Item 0200</b>		<b>EQUIPMENT</b>				<b>47,500.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>7,500.00</b>
<b>Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>							
<b>001.7410.0408</b>		<b>DUES &amp; SUBSCRIPTIONS.LIBRARY</b>				100.00			
									100.00
<b>Total Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>				<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>							
<b>001.7410.0412</b>		<b>TRAINING &amp; EDUCATION.LIBRARY</b>				300.00			
									300.00
<b>Total Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>				<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
<b>Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>							
<b>001.7410.0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS.LIBRARY</b>				18,450.00			
03/04/19	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE - LIBRARY		126941	45737		0.00	470.85	
03/04/19	0000032993	FIRE SAFETY SYSTEMS, INC. SERVICE CALL - REPROGRAM USER CODES FOR SECURITY PANEL		126978	45764		0.00	210.00	
03/04/19	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD AMERICAN FLAG		127068	45829		0.00	74.99	
04/01/19	0000000325	CROSS CONTROLS & ELECTRIC, INC. REPLACED LED WALLPACK & TRUCK CHARGE		127234	45951		0.00	417.28	
06/03/19	0000000325	CROSS CONTROLS & ELECTRIC, INC. WIRING ASSESSMENT		127904	46374		0.00	206.00	
06/03/19	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD DEPT SUPPLIES		127905	46446		0.00	290.17	
06/17/19	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT 2019		127938	46464		0.00	470.85	
07/01/19	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR PURCHASED SUPPLIES		128111	46607		0.00	134.79	

Date Prepared: 01/03/2020 01:57 PM

Report Date: 01/03/2020

Account Table: LIB

Alt. Sort Table:

**TOWN OF GRAND ISLAND****Expense Ledger**

GLR0125 1.0

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Prepared By: GINA

Fiscal Year: 2019 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>							
<b>001.7410.0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS.LIBRARY</b>				18,450.00			
08/05/19	0000000342	D V BROWN & ASSOC INC HVAC WORK COMPLETED BETWEEN 6/5-6/19 AT LIBRARY		128425	46844		0.00	7,927.32	
08/19/19	0000000342	D V BROWN & ASSOC INC A/C REFRIGERANT LEAK		128657	46993		0.00	501.19	
09/03/19	0000000342	D V BROWN & ASSOC INC PLANNED MAITENANCE CONTRACT- 2019		128803	47098		0.00	470.85	
09/16/19	0000038570	GRAINGER AED INVENTORY & INSPECTION		128951	47211		0.00	99.06	
09/16/19	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD SIGNS, DOOR STOPS, FAN, YELLOW JACKET FOAM		129028	47300		0.00	155.20	
09/23/19	0001000446	JP MORGAN CHASE BANK NA CHASE CREDIT CARD PURCHASES 7/25/19-8/23/19		129284	12232034		0.00	85.16	
10/07/19	0000038570	GRAINGER AED INVENTORY & INSPECTION		129158	47366		0.00	39.66	
11/04/19	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT 2019 INVOICE 4 OF 4		129425	47568		0.00	360.85	
11/18/19	0000000220	ELWOOD FIRE PROTECTION FIRE EXTINGUISHER INSPECTIONS		129604	47694		0.00	58.00	
12/16/19	0000032993	FIRE SAFETY SYSTEMS, INC. TESTED AN INSPECTED FIRE ALARM SYSTEM		129909	47926		0.00	150.00	
12/31/19	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD CONTEMPORARY COMMERICAL LED EMERGENCY LIGHT		130161			0.00	119.98	
12/31/19	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD LED COMBO EXIT/EMERGENCY FIXTURE		130162			0.00	358.00	
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>18,450.00</b>	<b>0.00</b>	<b>12,600.20</b>	<b>5,849.80</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			

Date Prepared: 01/03/2020 01:57 PM  
Report Date: 01/03/2020  
Account Table: LIB  
Alt. Sort Table:

TOWN OF GRAND ISLAND  
Expense Ledger

Fiscal Year: 2019 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 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
07/22/19	0001000446	JP MORGAN CHASE BANK NA RUSSELL'S		128609	12232028		0.00	218.79	
									81.21
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	218.79	81.21
Grand Total						66,650.00	0.00	52,818.99	13,831.01

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