

GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, MARCH 12TH, 2020 @ 5:30 PM
Library Meeting Room**

AGENDA

- I. Minutes: January 9, 2020 regular meeting
- II. Financial Reports
- III. Claims Audit Abstract Report
- IV. Correspondence
- V. Reports
 - a. President
 - b. Director
 - i. Library improvement projects – updates and discussion (grant projects, signage, computer chairs, future projects)
 - ii. 2019 State Report - update
 - iii. Census Day Open House Event - discussion
 - c. Friends
- VI. Old Business
 - a. Policy and Procedures manual – approval via resolution pending
 - b. Volunteer Thank You Event/Ice Cream Social – April 25th - discussion
- VII. New Business
 - a. 2019 Annual Report to the Community – pending approval
 - b. 2019 Tower Donation Funding requests:
 - i. Four week Art Class session
 - ii. Census Day Activities

Next Regular Meeting: Thursday, May 14th, 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, March 12 @ 5:30 PM Library Meeting Room – GI Library

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

ROLL CALL: Present were:

President Richard Crawford

Secretary Pat Rizzuto

Vice President Agnes Becker

Treasurer Richard Earne

Trustee Jill Banaszak

Library Director Bridgette Heinz

Town Liaison Jennifer Baney

Friends Liaison Nancy Vizzi

MINUTES

The minutes of the meeting held on January 9, 2020 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

Librarian Pamela Edholm received her Consumer Health Information Specialization Certificate from the Medical Library Association.

DIRECTOR'S REPORT

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

FRIENDS REPORT

Nancy Vizzi attended as the Friends Liaison for this meeting. The Friends have decided to rotate Friends Liaison responsibilities until a permanent person can be assigned.

OLD BUSINESS

- Policy and Procedures Manual
See the attached Draft Resolution for Contract Library Boards of Trustees.

Trustee Banaszak moved and Trustee Earne seconded that the Board adopt all changes made to the manual since January 1, 2015 and reapprove annually at the first meeting of the year. Motion passed 5-0.

- Volunteer Thank You Event/Ice Cream Social-April 25th Discussion
Trustee Rizzuto made a motion to table the discussion until the next meeting due to the uncertainty because of the COVID-19 Virus. Trustee Becker seconded. Motion passed 5-0.

NEW BUSINESS

- 2019 Annual Report to the Community
Trustee Banaszak made a motion to approve Director Heintz' 2019 Annual Report to the Community. Trustee Becker seconded. Motion passed 5-0.
- 2019 Tower Funding Requests
Director Heintz requested funding for the following programs:
 - A four-week art session end of May/June with Bonnie Nevans and Crystal Still (art teachers/Orange Poppy Art Studio): \$600 budget. Funding in this amount was originally requested at the 1/9/20 meeting for a four-week art class with Kelli Rumfola, but that fell through for now, so she would like to move that \$600 to this instead.
 - Census Day: back up budget request for refreshments in case state money is not available by April 1st: \$200 (We should be reimbursed through Governor Cuomo's Census Outreach Grant Program once approved).
 - Census Day: Gravitational Bull entertainment: \$275. Entertainment is not covered by the Census funds.
 - Summer Reading Funding Requests: \$1575.

Trustee Banaszak moved that we fund all four requests. Trustee Earne seconded. Motion passed 5-0.

ADJOURNMENT: The meeting was adjourned at 6:36 pm.

Next Meeting: A Special Meeting to approve the Annual Report to the state is scheduled for March 19, 2020 @5:00 pm.

Grand Island Memorial Library Board Meeting

March 12, 2020

Financial Report

Claims Audit

- Northwest Account
- M&T Account

Correspondence

- Consumer Health Information Specialization Certificate – Medical Library Association

Director's Report

Library improvement projects:

- NYS Construction Grant and projects update:
 - Our caretaker, Harold Duck, and I met with three vendors to discuss the security system. Amherst Alarm, Advanced Alarm, and Fire Safety Systems. At this time, we have received two bids and are waiting on the third.
 - Deputy Town Engineer, Lynn Dingey, wrote up the RFP for the external door replacements and three contractors were contacted on 3/11/20. Deadline for responses is 3/27/20, directly to me with work to be completed by 6/1/20.
- Library signage: the first round of signage came in on 1/19/20. More signage was ordered and will be coming in to complete this project.
- Computer Chairs: Eaton Office Supply and K-Log were approached for quotes. Based on quality and pricing, it was decided to order through Eaton Office Supply. 18 chairs are being delivered directly to Eaton on 3/18/20. They will assemble them and schedule delivery. Funding for the chairs is coming from the Friends.
- Next up:
 - New window blinds for the building. I plan on approaching the Friends for funding for this as well.
 - Possibly the sidewalks: another construction grant??? Would like to discuss this with the board.
- State Report: the non-financials were completed and reviewed by the Central Library on 2/21/20. The 2019 Annual Report to the Community is up for approval at this meeting. The spreadsheets to complete the financial portion of the report were received from the Central Business Office this week. I am almost done with this portion and once it is complete and approved by the Central Business Office, I will approach the board for a special meeting in order to have the report approved on our end. Deadline for internal submission to the library system is March 31st.
- Census Day Open House Event: Wednesday, April 1st 2020. State aid coming through Governor Cuomo's Census Outreach Grant Program. Out of this, each library will be

receiving a budget for Census Day refreshments...however, as of 3/11/20, funding still has not been approved. A budget request through 2019 Tower Funds is up for approval for this program under New Business.

- There will be another Census Day on April 23rd from 10-1pm at the Golden Age Center which will be run by the library system's tech team (I will be in attendance to assist). Anything left over from our April 1st event, will be taken to this event.
- Abigail Faye: reappointment to Page position as of 2/1/20.
- The following meetings/trainings were attended by Director Heintz in January and February:
 - 1/8/20: Manager/Director Meeting at the Central Library
 - 1/10/20: Census 2020 Training at Buffalo State College sponsored by the Empire State Library Network and WNY Library Resources Council
 - 1/11/20: ACT meeting at the Central Library
 - 1/15/20: Contract Member Library Meeting at the Anna Reinstein Library
 - 1/16/20: Library Advocacy Meeting with Angelo Morinello at the Lewiston Library
 - 1/16/20: Friends of the Grand Island Memorial Library meeting
 - 1/29/20: Growing Readers committee meeting at the GI District Office
 - 2/12/20: February Manager/Director Meeting at the Central Library
 - 2/12/20: Census Committee Meeting at the Central Library
 - 2/12/20: Financial Training at the Central Library
 - 2/20/20: Library Advocacy Meeting with Senator Chris Jacobs at the Lake Shore Library
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
 - 1/23/20: Battle of the Books Title Selection Committee meeting at the Kenmore Library
 - 1/28/20: Census 2020 training at the Central Library
 - 3/4/20: Sirsi Committee meeting at the Central Library

Respectfully submitted,

Bridgette Heintz

Old Business

- Policies and Procedures manual – approval via resolution pending

New Business

- 2019 Annual Report to the Community – discussion and pending approval
- 2019 Tower Donation program funding requests
 - 4 week art session end of May/June with Bonnie Nevans and Crystal Still (art teachers/Orange Poppy Art Studio): \$600 budget. Funding in this amount was originally requested at the 1/9/20 meeting for a 4 week art class with Kelli Rumfola, but that fell through for now. Asking to move that \$600 to this instead. See flier.
 - Census Day: back up budget request for refreshments in case state money is not available by April 1st: \$200 (am told we will be reimbursed through Governor Cuomo's Census Outreach Grant Program once approved). See flier.
 - Census Day: Gravitational Bull entertainment: \$275. Entertainment is not covered by the Census funds.
 - Summer Reading Funding Requests: \$1575. See breakdown in your folders
- GI Chamber of Commerce???

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2020

Deposits

12/31/2019	Interest	\$0.18	←information received after 1/9/20 board meeting
1/2/2020	Fines and Print	\$133.86	
1/9/2020	Fines and Print	\$289.76	
1/16/2020	Fines and Print	\$248.60	
1/24/2020	Fines and Print	\$178.15	
1/31/2020	interest	\$0.20	Total January Deposits: \$850.57
2/3/2020	Fines and Print	\$194.89	
2/7/2020	Fines and Print	\$152.64	
2/11/2020	Reimbursement for extra LED bulb installation costs	\$250.00	
2/21/2020	Fines and Print	\$397.74	
2/28/2020	Fines and Print	\$173.65	
2/28/2020	interest	\$0.20	Total February Deposits: \$1169.30
Total Deposits January-February:		<u>\$2,019.87</u>	

Disbursements

1/21/2020	M19: Cross Controls: extra led bulb installation costs	\$250.00	Total January Disbursements: \$250.00
2/4/2020	M20: 2020 ACT membership fees	\$20.00	
2/4/2020	M21: Town of Grand Island, water bill	\$68.60	
2/4/2020	M22: USPS, postage stamps	\$110.00	
	M23: Fire Safety Systems: annual central station		
2/21/2020	monitoring	\$240.00	
	M24: Fun Express: Summer Reading Incentives (General		
2/21/2020	Programming line)	\$279.79	
	M25: Fire Safety Systems: Security System Annual		
2/21/2020	Charge	\$200.00	
	M26: B&ECPL: 2019 Return to System (revenue minus		
2/26/2020	expenditures)	\$8,403.32	Total February Disbursements: \$9321.71
Total Disbursements January-February:		<u>\$9,571.71</u>	

Balance County Funds

12/31/2019	\$8,502.92	←information received after 1/9/20 board meeting
1/31/2020	\$9,021.89	
2/25/2020	\$9,022.62	←return to system will show up on the next bank stmt

<u>As of 1/2/2020</u>	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$1,275.00	\$448.00	\$42.00 ←New for 2020. Book bags/usb drives/library cards
To be realized:	\$6,229.00	\$1,785.00	\$23.00 (anything provided by the system which we would sell).
Budgeted (expected revenue):	\$7,504.00	\$2,233.00	\$72.00

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2020

Balance Private Checking Account

1/31/2020	\$42,622.57
2/29/2020	\$41,744.76

Deposits Private Checking

2/20/2020 Amazon Smile Donation

Total January Deposits: \$0
Total February Deposits: \$5.77

TOTAL Deposits January-February:

\$5.77

Disbursements Private Checking

2/4/2020 N36: Amazon, children's program supplies (2019 Tower Donation)	\$115.18
2/4/2020 N37: Fun Express, Easter program supplies (2019 Tower Donation)	\$170.50
2/13/2020 N38: Rhonda Hoffmann, Genealogy 101 on 2/13/20 (2019 Tower Donation)	\$75.00
2/18/2020 N32: Aquarium of Niagara, Touch Tank on 2/18/20 (2019 Tower Donation)	\$180.00
2/19/2020 N33: Benjamin Berry, Circus Toy Crafting on 2/19/20 (2019 Tower	\$362.00
2/20/2020 N34: SPCA Serving Erie County, Working Dogs on 2/20/20 (2019 Tower	\$150.00
N40: Amazon: Brain Dance supplies for 3/7/20 program (2019 Tower Funds	
2/21/2020 - to be reimbursed via NNLM grant)	\$85.90
N35: Carol Ann Harlos: Keeping Bees presentation on VOIDED -	
PRESENTER CANCELLED AND GOT A REPLACEMENT HAD TO	
2/22/2020 REWRITE CHECK. SEE N41.	\$0.00
N41: Cornell Cooperative Extension Master Gardeners; Keeping Bees	
2/22/2020 presentation on 2/22/20	\$75.00
N42: B&ECPL, Annual ACT Meeting registration (3/14/20).Town voucher	
2/26/2020 submitted for reimbursement.	\$60.00

Total January Disbursements: \$0

Total February Disbursements: \$1,273.58

TOTAL Disbursements January-February:

\$1,273.58

Balance Money Market Account

2/4/2020	\$131,204.56
3/4/2020	\$131,230.55

(over)

Disbursements Money Market Account

None

Deposits Money Market Account

2/4/2020 interest

\$26.88

3/4/2020 interest

\$25.99

TOTAL:

\$52.87

Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2020	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

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2020 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 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			100.00
Total Item 0408		DUES & SUBSCRIPTIONS				<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			300.00
Total Item 0412		TRAINING & EDUCATION				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				8,450.00			
01/03/20	0001000446	JP MORGAN CHASE BANK NA GUIS		130563	12232046		0.00	52.46	
01/21/20	0000000325	CROSS CONTROLS & ELECTRIC, INC. RETROFIT 299 LIGHT FIXTURES/BYPASS BALLAST INSTALL NEW LED LAMPS		130313	48141		0.00	7,475.00	
01/21/20	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT 2020 INVOICE 1 OF 4		130315	48143		0.00	360.85	
03/02/20	0000032993	FIRE SAFETY SYSTEMS, INC. FIRE ALARM SYSTEM ANNUAL CHARGE		130721			0.00	200.00	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				<u>8,450.00</u>	<u>0.00</u>	<u>8,088.31</u>	<u>361.69</u>
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			300.00
Total Item 0434		LANDSCAPING MATERIALS				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
Grand Total						<u>9,150.00</u>	<u>0.00</u>	<u>8,088.31</u>	<u>1,061.69</u>

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

Date Prepared: 02/28/2020 10:37 AM

Report Date: 02/28/2020

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 2 of 2

Prepared By: GINA

Fiscal Year: 2020 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
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