

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES REGULAR MEETING

THURSDAY, MAY 14<sup>TH</sup>, 2020 @ 5:00 PM ZOOM CLOUD MEETING

LIVE STREAM VIA TOWN OF GRAND ISLAND YOU TUBE PAGE

### AGENDA

- I. Minutes: March 26<sup>th</sup>, 2020 special meeting
- II. Financial Reports
- III. Claims Audit Abstract Report
- IV. Correspondence
- V. Reports
  - a. President
  - b. Director
    - i. Emergency Closing update
  - c. Friends
- VI. Old Business
- VII. New Business

Next Regular Meeting: TBD

## Grand Island Memorial Library Board Meeting

May 14, 2020

### Minutes

- Roll on the minutes from March 12<sup>th</sup>, 17<sup>th</sup>, and 26<sup>th</sup>: Jill and Agnes were switched. Spoke with Pat.

### Financial Report

### Claims Audit

- Northwest Account
- M&T Account

### Correspondence

### Director's Report

#### **COVID-19 update:**

- Currently working on a reopening plan using Governor's guidelines as given to the contract libraries by the library system administrative team. Plan is currently in draft form and needs to include procedures specific to our building. A four-phase reopening is summarized in the draft plan.
- **DISCUSSION OF THE PLAN**

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

- NYS Construction Grant and projects update: on March 30, 2020 applied for a 6-month extension for remaining projects through December 31, 2020. I am still waiting to hear back from the state whether the extension has been approved. Regardless, once construction is reopened in NYS, I plan on moving forward with the last two parts of the grant project.
- 2019 Comptroller's Report: after review by the board treasurer and myself, based on the information approved in the 2019 State Report, the Comptroller's Report was submitted on 4/30/20.
- The following meetings/trainings were attended by Director Heintz in March and April:
  - 3/11/20: March Manager/Director Meeting at the Central Library
  - 3/17/20: Contract Member Library Director's meeting with system director via Go To Meeting
  - 4/3/20: Contract Member Library Director's meeting via Zoom
  - 4/7/20: Increase Your Circulation with Visual Merchandising: Bookstore Display Principles (ALA virtual training archived on the HR site)
  - 4/8/20: April Manager/Director Meeting via Zoom
  - 4/16/20: Robert's Rules of Order Training (CLRC virtual training via Zoom)

- 4/17/20: Manager/Director meeting via Zoom
- 4/27/20: Contract Member Library Director's meeting via Zoom
- 4/28/20: meeting with Dawn Peters to discuss 3D Printing of PPE equipment
- 4/29/20: April Manager/ Director Meeting via Zoom
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
  - 4/8/20: Programming for All Abilities (PLA Virtual Webinar archived on HR site)
  - 4/10/20: Part Playground, Part Laboratory – Building New Ideas At Your Library (PLA Virtual Webinar archived on HR site)
  - 4/13/20: OCLC Virtual Town Hall – Libraries and the COVID-19 Crisis (OCLC)
  - 4/16/20: Early Childhood Expertise Beyond Library Land: Spaces & Behavior Management

Respectfully submitted,

Bridgette Heintz

**Old Business**

**New Business**

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## BOARD OF TRUSTEES REGULAR MEETING

**THURSDAY, May 14 @ 5:00 PM ZOOM CLOUD MEETING**

CALL TO ORDER: The meeting was called to order at 5:07 pm by President Crawford

ROLL CALL: Present were:

President Richard Crawford

Secretary Pat Rizzuto

Vice President Jill Banaszak

Treasurer Richard Earne

Trustee Agnes Becker

Library Director Bridgette Heintz

Town Liaison Jennifer Baney

Friends Liaison Mary Cooke

### MINUTES

The minutes of the special meeting held on March 26, 2020 were approved. Motion by Trustee Becker, seconded by Trustee Earne. Motion passed by roll call vote 5-0.

### FINANCIAL REPORTS

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

### CLAIMS AUDIT ABSTRACT REPORT

The audit was done by e-mail. Trustee Earne made a motion to pay water bill, seconded by Trustee Banaszak. Motion passed by roll call vote, 5-0. The audited vouchers were reviewed and authorized.

### DIRECTOR'S REPORT

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

### ACT REPORT

Trustee Earne reported that the ACT Board met with BECPL Director Jakubowski on May 11 to discuss the reopening of the BECPL System. Also, all ACT members will be receiving a survey about scheduling a virtual ACT meeting at the end of June and other future meeting.

### OLD BUSINESS

There was no pending business left from our previous meeting.

#### NEW BUSINESS

Director Heintz shared a general outline of current plans for reopening the libraries. At this time, the BECPL is not sure which phase of the WNY Reopening plan will include the libraries; therefore, nothing has been decided.

ADJOURNMENT: Trustee Rizzuto made a motion to adjourn the meeting; Trustee Banaszak seconded. Motion passed roll call vote of 5-0, the meeting was adjourned.

Next Meeting: The special meeting is scheduled for Thursday, June 4, at 5:00 pm.

**GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT**

**MARCH-APRIL 2020**

**Deposits**

3/6/2020	Fines and Print	\$192.78	
3/13/2020	Fines and Print	\$212.00	
3/17/2020	Fines and Print	\$122.30	
3/31/2020	interest	\$0.20	<i>Total March Deposits: \$527.28</i>
4/30/2020	interest	\$0.03	<i>Total April Deposits: \$.03</i>
<b>Total Deposits March-April:</b>		<b><u><u>\$527.31</u></u></b>	

**Disbursements**

			<i>Total March Disbursements: \$0</i>
4/21/2020	M27: Town of Grand Island - water bill 1/16/20-4/15/20	\$60.40	<i>Total April Disbursements: \$60.40</i>
<b>Total Disbursements March-April:</b>		<b><u><u>\$60.40</u></u></b>	

**Balance County Funds**

3/31/2020	\$1,146.43
4/30/2020	\$1,086.06

**As of 4/22/2020**

	<b><u>Fines</u></b>	<b><u>Print</u></b>	<b><u>Other</u></b>
YTD revenue accrued:	\$1,672.00	\$569.00	\$56.00 ←New for 2020. Book bags/usb drives/library c
To be realized:	\$5,832.00	\$1,664.00	\$16.00 (anything provided by the system which we w
Budgeted (expected revenue):	\$7,504.00	\$2,233.00	\$72.00

ards  
ould sell).

# GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

MARCH-APRIL 2020

## Balance Private Checking Account

3/31/2020	\$41,690.76
4/30/2020	\$41,690.76

## Deposits Private Checking

3/23/2020 Town: reimbursement - ACT meeting registration	\$60.00	
3/23/2020 NNLM: reimbursement - Brain Dance program and supplies	\$348.00	<i>Total March Deposits: \$408.00</i>

*Total April Deposits: \$0*

**TOTAL Deposits March-April:** \$408.00

## Disbursements Private Checking

N36: Benjamin Berry; Brain Dance on 3/7/20 (2019 Tower Funds - to be reimbursed via NNLM grant)	\$262.00
N39: Lissa Marie Redmond: Writing Workshop on 3/2/20 (honorarium - 2019 Tower Donation)	\$75.00

*Total March Disbursements: \$337.00*

*Total April Disbursements: \$0*

**TOTAL Disbursements March-April:** \$337.00

## Balance Money Market Account

4/5/2020	\$131,251.53
5/4/2020	\$131,267.13

## Disbursements Money Market Account

None

## Deposits Money Market Account

4/5/2020 interest	\$20.98
5/4/2020 interest	\$15.60

**TOTAL:** \$36.58



## 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0200</b>		<b>EQUIPMENT</b>							
<b>Total Item 0200</b>		<b>EQUIPMENT</b>				<b>7,475.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,475.00</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			
03/16/20	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR REGISTRATION FOR ANNUAL ACT MTG WORKSHOP 3/4/20		130907	48634		0.00	60.00	
<b>Total Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>				<b>300.00</b>	<b>0.00</b>	<b>60.00</b>	<b>240.00</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>				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	48505		0.00	200.00	
03/16/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD UNIVERSAL HVDYTY DOOR CLOSTER ALUM		130968	48685		0.00	92.99	
03/16/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD CEILING TILE PAINT		130970	48685		0.00	7.99	
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>8,450.00</b>	<b>0.00</b>	<b>8,189.29</b>	<b>260.71</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							

# 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			300.00
<b>Total Item 0434</b>		<b>LANDSCAPING MATERIALS</b>				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
<b>Grand Total</b>						<u>16,625.00</u>	<u>0.00</u>	<u>8,249.29</u>	<u>8,375.71</u>

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