

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES SPECIAL MEETING

THURSDAY, AUGUST 27<sup>TH</sup> 2020 @ 4:00 PM

*(This meeting will replace the regularly scheduled September meeting.)*

VIA ZOOM

LIVE STREAM VIA TOWN OF GRAND ISLAND YOUTUBE PAGE

## AGENDA

- I. Minutes: July 30<sup>th</sup> 2020 special meeting
- II. Financial Report
- III. Claims Audit Abstract Report
- IV. Reports
  - a. Director
    - i. Fall plans
- V. New Business
  - a. NYS Library Construction Grant for 2021 – discussion
    - i. Assurances page paperwork
  - b. Concrete work 2020 – discussion and funding proposal
  - c. BECPL 2022-2026 5 Year Plan of Service committee volunteers - discussion

Next Regular Meeting: Thursday, November 5<sup>th</sup> (time and location TBD)

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES MEETING

**THURSDAY, AUGUST 27, 2020 @ 4:00 PM ZOOM CLOUD MEETING**

**This meeting will replace the regularly scheduled September meeting  
WILL BE LIVE STREAMED VIA TOWN OF GRAND ISLAND YOUTUBE PAGE**

CALL TO ORDER: The meeting was called to order at 4:00 pm by President Crawford

ROLL CALL: Present were:

President Richard Crawford

Secretary Pat Rizzuto

Vice President Jill Banaszak

Treasurer Richard Earne

Library Director Bridgette Heintz

Town Liaison Jennifer Baney

## MINUTES

The minutes of the special meeting held on July 30, 2020 were approved. Motion by Trustee Banaszak, seconded by Trustee Earne. Motion passed by roll call vote 4-0.

Trustee Becker joined the meeting at 4:05 pm.

## FINANCIAL REPORTS

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

## CLAIMS AUDIT ABSTRACT REPORT

The audited vouchers were reviewed and authorized.

## CORRESPONDENCE

There was no correspondence to report.

## DIRECTOR'S REPORT

The complete Director's Report is attached.

## NEW BUSINESS

- Director Heintz is applying for a New York State Construction Grant for 2021 to be used for much needed concrete work.
- Director Heintz suggested that we use the \$6,992, money left in the Jacobs bullet aid fund, to get started on the concrete project. After a discussion, Trustee Banaszak moved

and Trustee Becker seconded a motion to use the remaining money in the grant for the concrete work. Motion passed by roll call vote 5-0.

- ACT is seeking system trustees to volunteer to be part of a committee to write a five-year strategic plan for the BECPL.

#### ADJOURNMENT

Trustee Banaszak moved and Trustee Crawford seconded a motion to adjourn the meeting. The meeting was adjourned by a roll call vote of 5-0 at 5:02 pm.

#### NEXT MEETING

The next regular meeting will be held on Thursday, November 5.

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

**Via Zoom**

**Live streamed via the Town of Grand Island's You Tube Page**

**Special Meeting August 27, 2020 @ 4:00 pm**

### **Minutes**

- Special Meeting July 30<sup>th</sup>, 2020

### **Financial Report**

### **Claims Audit**

### **Correspondence**

- Nothing to report.

### **Director's Report**

- Statistics:
  - June 2020:                      circ 3,362              door count 1,283
    - June 2019              circ 7,132              door count 4,373
  - July 2020 (as of 7/28/20):      circ 6,824              door count 2,520
    - July 2019                      circ 10,967              door count 7,023
  - August 2020 (as of 8/25/20):      circ 5,902              door count 2,321
    - August 2019                      circ 9,682              door count 6,269

### **Fall plans to take effect after Labor Day:**

- See attached report

### **Current NYS Construction Grant Updates:**

- Door 2 Door called 8/24/20. Door materials are to be received at their facility in the next 3-4 weeks. The fabrication process is estimated to take 4-5 weeks. We are looking at October for installation.
- Fire Safety Systems is looking start installing the security cameras beginning August 31<sup>st</sup>.

Respectfully submitted,

Bridgette Heintz

### **New Business**

- NYS Library Construction Grant for 2021 – project outline and discussion
  - Assurances page paperwork
- Concrete work 2020 – discussion and funding proposal

## **Projects for 2021 NYS Library Construction Grant – Grand Island Memorial Library**

Remove and replace curb and sidewalk at Veterans Park Drive crosswalk. This would bring the curb and sidewalk elevation up, to allow water to drain from the sidewalk into the street gutter and to the storm drain. Currently a puddle of water forms on the curb/low spot.





The sidewalk to Bedell Rd. is slanted and channeling water into the joint between the sidewalk and curb. The sidewalk needs to be replaced.



The sidewalk transition onto Bedell Rd. needs to be removed and replaced.



The parking lot light poles around the library are rusted on the inside and should be replaced. The poles are 30 years old, there are no caps and water gets in. There are 9 poles total (3 along Veterans Park Drive, 6 in the library parking lot).

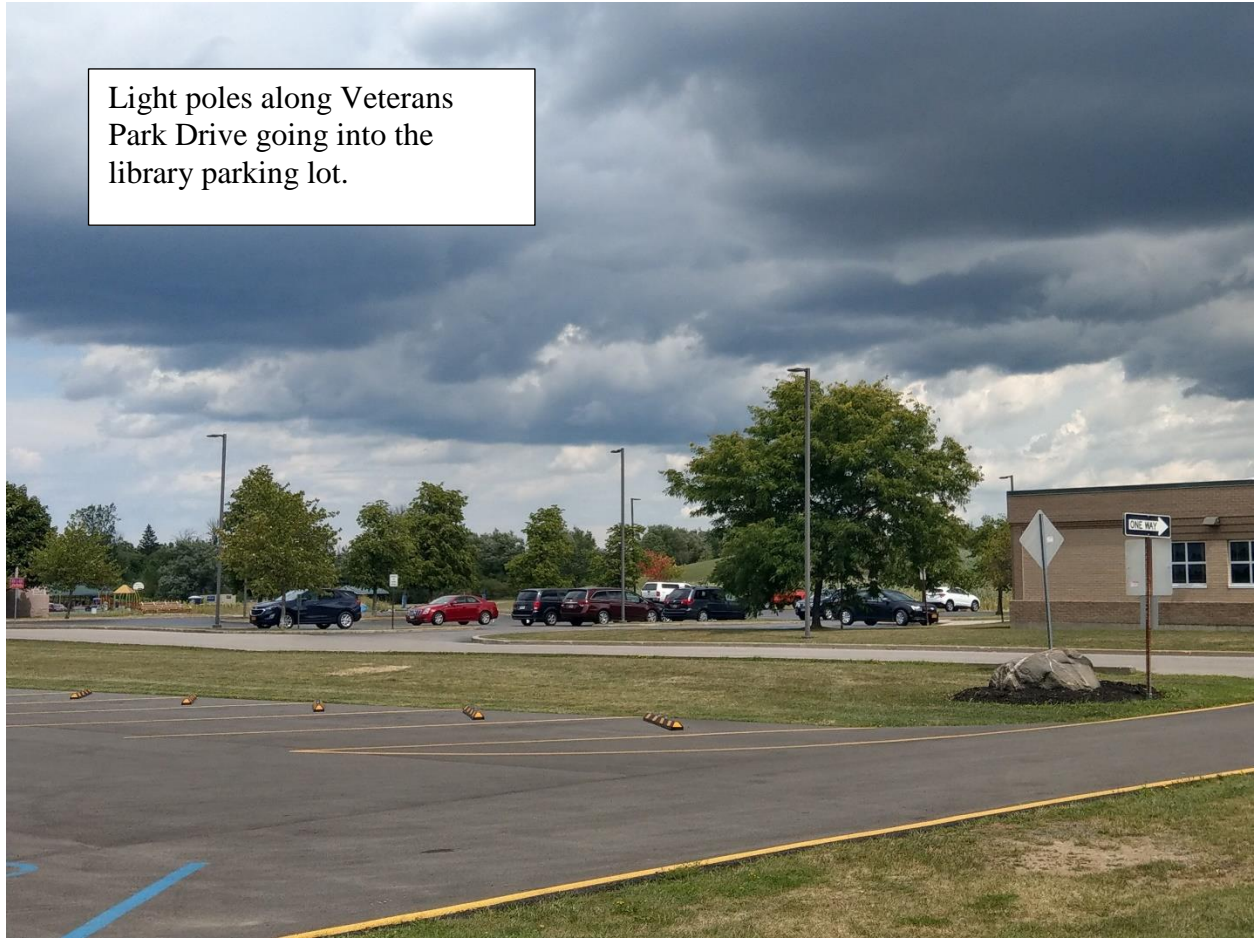








Light poles along Veterans  
Park Drive going into the  
library parking lot.



Alternate view, same area as  
first picture.



Light poles along Veterans Park Drive, library on the right.





Alternate view, light poles and sidewalk along Veterans Park Drive, library on the left.



Alternate view, light poles and sidewalk along Veterans Park Drive, library on the left.

Outside south-west corner of library meeting room. Crumbling concrete needs to be removed, concrete surface cleaned, Tapcons installed, forms installed and new concrete applied.



Remove all curbs at transition from sidewalk to the parking lot and replace with ADA compliant ramp.





Move existing ramp to be in line with new ramp. Remove concrete from handicap parking area sidewalk and extend asphalt to new ramp and edge of surrounding grass. Install parking stops in 3 handicap spaces. Cut curb on west side of handicap parking to allow snow to be plowed off parking area into grass area.



## **Grand Island Memorial Library**

### **Services after Labor Day**

#### **Hours:**

As of August 3<sup>rd</sup>, the Grand Island Library has extended their hours from 30 to 35/week...still under the NYS Minimum Standard of 40/week. We will be changing our hours to 40/week after Labor Day. The waiving of NYS Minimal Standards is set to expire on September 7<sup>th</sup>.

Hours will be as follows and take effect on Tuesday, September 8<sup>th</sup>:

Monday	12:00 pm to 8:00 pm
Tuesday	12:00 pm to 8:00 pm
Wednesday	9:00 am to 5:00 pm
Thursday	9:00 am to 5:00 pm
Friday	9:00 am to 5:00 pm

As we are able to bring more staff back, Saturday hours will be brought back. Our staffing levels are as follows: 1 FT Caretaker, 2 FT Librarians, 1 FT Clerk, 1 PT Clerk. Central Admin has instructed the directors to staff based on our current activity levels. For fall, I would like to bring back at least 2 pages at 8 hours/week. Projections have been created allowing for 3 pages to work from Labor Day to New Year's at 8 hours/week and the cost savings would be \$29,015.47 to assist with any budget cuts that may come up next year. All pages/sr. pages/pt librarians are still on payroll and can be called back at any time. If I bring back 2 pages, we will still be down 10 employees.

#### **Service offerings:**

- Over the desk transactions including check out, reference, monetary transactions to pay for fines/fees.

- The goal for September is to get all 11 public workstations back up for patrons to use. Plexiglas barriers will be installed between the workstations for this to happen. Once all workstations are usable again, the 1 hour session limit will be reinstated. We have 1 laptop available as well for patron use. All keyboards have wipeable covers installed which will remain indefinitely.

- Curbside service is still be offered for those patrons who are not yet comfortable coming back into the library.

- All returns to go to the book drop. As of July 27<sup>th</sup>, the mandatory quarantine period has been extended to 96 hours (4 days). All materials are backdated off patron accounts once they come out of quarantine.

-Public restrooms will continue to be locked in order to be aware of usage for cleaning purposes and to observe social distancing. Patrons are being buzzed into the restrooms via the circulation desk. One person (or family) at a time. Restrooms are being sanitized after each use.

-The goal for September is to put more seating out on the floor to allow one-on-one tutoring/meetings with face masks which is being allowed at City and Central. The floor plan will be reconfigured to swap out some of the circular tables with the rectangular tables used normally in the meeting room as they are longer and would be better for social distancing purposes. We are already starting to receive calls about tutoring in the fall. Hand sanitizing stations (hand sanitizer, tissues) will be put on each table with seating around it.

-3D printer appointments

-study rooms: The study rooms will be reopened to the public after Labor Day with sanitizing between uses. One person per room at a time for usage.

**We are currently not offering the following:**

-in house programs, meeting room use, or the book store

***\*\*Note on the book store: Marie has been coming in once a week of her own volition to move around and restock the book sale shelves in the library from stock in the book store. We have been making money off of those shelves. Nancy will have a report at the next Friends meeting.\*\****

-the water fountain will continue to be covered up with an out of order sign.

# GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

MAY-AUGUST 2020

## Deposits

5/29/2020	Interest	\$0.02	<i>Total May Deposits: \$.02</i>
6/30/2010	Interest	\$0.03	<i>Total June Deposits: \$.03</i>
7/15/2020	Fines and printing	\$262.65	
7/31/2020	Fines and printing	\$276.09	
7/31/2020	Interest	\$0.03	<i>Total July Deposits: \$538.77</i>
8/14/2020	Fines and printing	\$189.90	<i>Total August Deposits: \$189.90</i>

**Total Deposits May-August: \$728.72**

## Disbursements

			<i>Total May Disbursements: \$0</i>
			<i>Total June Disbursements: \$0</i>
7/21/2020	M28: Town - water/sewer 4/16/20-7/15/20	\$60.40	<i>Total July Disbursements: \$60.40</i>
			<i>Total August Disbursements: \$0</i>

**Total Disbursements May-August: \$60.40**

## Balance County Funds

5/31/2020	\$1,086.08
6/30/2020	\$1,086.11
7/31/2020	\$1,564.48

August

\*\*August stmt will be received mid-September\*\*

## As of 4/22/2020

	<u>Fines</u>	<u>Print</u>	<u>Other</u>	
YTD revenue accrued:	\$2,213.00	\$747.00	\$66.00	←New for 2020. Book bags/usb drives/library cards
To be realized:	\$5,291.00	\$1,486.00	\$6.00	(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

MAY - AUGUST 2020

## Balance Private Checking Account

5/31/2020	\$41,700.05
6/30/2020	\$42,300.05
7/31/2020	\$42,300.05
August	<i>**August stmt will be received mid-September**</i>

## Deposits Private Checking

5/20/2020 Amazon Smile Donation	\$9.29	<i>Total May Deposits: \$9.29</i>
6/12/2020 WNYLRC/NNLM Grant (health literacy funds)	\$600.00	<i>Total June Deposits: \$600.00</i>
		<i>Total July Deposits: \$0</i>
		<i>Total August Deposits: 0</i>

**TOTAL Deposits May-August:** \$609.29

## Disbursements Private Checking

		<i>Total May Disbursements: \$0</i>
		<i>Total June Disbursements: \$0</i>
7/21/2020 N40: Omnipresent Puppets (to be reimbursed via Year End Appeal Funds)	\$225.00	<i>Total July Disbursements: \$225.00</i>
		<i>Total August Disbursements: \$0</i>

**TOTAL Disbursements May-August:** \$225.00

## Balance Money Market Account

6/4/2020	\$131,283.81
7/5/2020	\$131,297.58
8/4/2020	\$131,310.49
August	<i>**August stmt will be received mid-September**</i>

## Disbursements Money Market Account

None

## Deposits Money Market Account

6/4/2020 interest	\$16.68
7/5/2020 interest	\$13.77
8/4/2020 interest	\$12.91
August	<i>**August stmt will be received mid-September**</i>

**TOTAL:** \$43.36

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					

Date Prepared: 08/25/2020 02:38 PM

Report Date: 08/25/2020

Account Table: LIB

Alt. Sort Table:

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

GLR0125 1.0

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Prepared By: JACKIE

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>001.7410.0200</b>		<b>EQUIPMENT.LIBRARY</b>				7,475.00			
01/23/20		VOUCHER CORRECTION - VOUCHER CORRECTION # 130313 - LIBRARY	35019				0.00	7,475.00	
									0.00
<b>Total Item 0200</b>		<b>EQUIPMENT</b>				<b>7,475.00</b>	<b>0.00</b>	<b>7,475.00</b>	<b>0.00</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	
									240.00
<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	
01/23/20		VOUCHER CORRECTION - VOUCHER CORRECTION # 130313 - LIBRARY	35019				0.00	(7,475.00)	
03/02/20	0000032993	FIRE SAFETY SYSTEMS, INC. FIRE ALARM SYSTEM ANNUAL CHARGE		130721	48505		0.00	200.00	

Date Prepared: 08/25/2020 02:38 PM

Report Date: 08/25/2020

Account Table: LIB

Alt. Sort Table:

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

GLR0125 1.0

Page 2 of 3

Prepared By: JACKIE

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 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			
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	
05/18/20	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT - 2/4		131337	48946		0.00	360.85	
07/06/20	0000000342	D V BROWN & ASSOC INC HVAC MAINTENANCE - A/C UNIT #3 OFF		131617	49171		0.00	283.50	
07/20/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD AMERICAN FLAG		131902	49355		0.00	76.59	
08/17/20	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT - 2020 INVOICE 3 OF 4		132078	49484		0.00	360.85	
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>8,450.00</b>	<b>0.00</b>	<b>1,796.08</b>	<b>6,653.92</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			
07/20/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD HOSE, HANGER		131900	49355		0.00	85.77	
07/20/20	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD HOSE		131901	49355		0.00	40.59	
<b>Total Item 0434</b>		<b>LANDSCAPING MATERIALS</b>				<b>300.00</b>	<b>0.00</b>	<b>126.36</b>	<b>173.64</b>
<b>Grand Total</b>						<b>16,625.00</b>	<b>0.00</b>	<b>9,457.44</b>	<b>7,167.56</b>

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



Date Prepared: 08/25/2020 02:38 PM  
Report Date: 08/25/2020  
Account Table: LIB  
Alt. Sort Table:

TOWN OF GRAND ISLAND  
Expense Ledger

Fiscal Year: 2020 Period From: 1 To: 12 Trans. Date From: To:

Account No.		Description	PO No. /						YTD
Date	Vendor Code	Vendor Name/Description	Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	Unencumb