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

BOARD OF TRUSTEES SPECIAL MEETING
THURSDAY, AUGUST 27TH 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 30th 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 5th (time and location TBD)
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 30th, 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 31st.

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 3rd, 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 7th.

Hours will be as follows and take effect on Tuesday, September 8th:

- 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 27th, 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.
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**Total Deposits May-August:** $728.72

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

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**Balance County Funds**

As of 4/22/2020
- **Fines:**
  - YTD revenue accrued: $2,213.00
  - To be realized: $5,291.00
  - Budgeted (expected revenue): $7,504.00

- **Print:**
  - $747.00

- **Other:**
  - $66.00 → New for 2020. Book bags/usb drives/library cards
  - $6.00 (anything provided by the system which we would sell)
  - $2,233.00
  - $72.00

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

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

TOTAL Deposits May-August: $609.29

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

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

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

TOTAL: $43.36
# Expense Ledger Parameters

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To: 12  
Apply to Budget Columns: No  
Trans Date:  
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  
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Suppress Zero Accts: Yes  
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Grand Totals on Separate Page: No  
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### Expense Ledger

**TOWN OF GRAND ISLAND**

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Date Prepared: 08/25/2020 02:38 PM
Report Date: 08/25/2020
Account Table: LIB
Prepared By: JACKIE

GLR0125 1.0
Page 3 of 3