

**Friends of the Grand Island Memorial Library Board Meeting**

**Wednesday, March 6<sup>th</sup> 2024 @ 6:00 pm**

**Library Meeting Room**

**Director's Report**

**Minutes**

- 11/28/23 meeting

**Director's Report**

- Reading Garden update:
  - Next committee meeting is March 7<sup>th</sup>. Phase I layout and Phase II goals will be discussed. The plan is to have the Phase I furniture out for patron use by April 22<sup>nd</sup>.

**Unfinished Business**

- Loyalty Card Program (Jan/Bridgette)
  - Soft open on 2/6/24. See marketing draft (for flier and online) in your piles.
- Book Store/ Sorter Volunteers update (Charlotte/Russ)
  - Charlotte and Russ trained 4 new volunteers on 2/17/24 using the new Sorting Guide. That gives us 11 volunteers for the Book Store/Sorting, which is a good number for now.
- April 2024 Donated Book Sale - last details
  - 2 flier drafts to look over: one with a Bake Sale, one without. What are the Friends up for?
    - Finalize times.

**New Business**

- Email list for membership (Jan/Bridgette)
  - Permission to use the new Friends Gmail account
- Updates to membership application – discussion
- Annual Meeting:
  - Finalize date
  - Choose a speaker (Bridgette received three recommendations and has the contact info)
  - Volunteer of the Year – nominations

Respectfully submitted,

Bridgette Heintz

Director

Grand Island Memorial Library

**FRIENDS OF THE GRAND ISLAND MEMORIAL LIBRARY  
BOARD MEETING MINUTES March 6, 2024**

**Present:** Mary Cooke, Jill Banaszak, Joyce Thornton, Jan Yardley, Nancy Vizzi, Marie Volpe, Russell Person, Phyllis Galie, Charlotte Senulis, Bridgette Heintz

**Excused:** Richard Smythe

**Guest:** Lorraine Norman

**Call to Order:** 6:00PM by Mary Cooke. Our guest was welcomed, and introductions made.

**Approval of Minutes:** Minutes from the November 28, 2023 meeting were accepted as written.

**Correspondence:** We have received a \$300 donation from a member.

**Reports:**

- a. **Treasurer:** Nancy reported that we have \$14,240.06 in our checking and savings accounts.
- b. **Membership:** The membership form has been updated and was distributed for review.
- c. **Book Sorting and Book Sale Review:** The new sorting guide is in use. Copies are in the sorting room and book sale room. We have 4 new volunteers: Marie Ford, Karen Dankert, Marie Duncan and Diane Goupil. All have been trained and have started working. We now have 11 volunteers for the bookstore and sorting, which is satisfactory for now.

**Library Director Report:**

- a. The next committee meeting for the Reading Garden is March 7<sup>th</sup>. Phase I layout and Phase II Goals will be discussed. The plan is to have the Phase I furniture out for patron use by April 22<sup>nd</sup>.
- b. The Loyalty Card Program had a soft open on 2/6/24. A marketing draft (for flier and online) was distributed.
- c. Our new employee is Kayla Whalen.
- d. The next Donated Book Sale will be April 18, 19, 20. Bridget shared draft fliers with the hours for the book sale. After much discussion it was decided the sales will end at 8PM on Thursday, 5PM on Friday and 3pm on Saturday. A flier was decided on with a slight modification.
- e. It was agreed that we will hold a bake sale along with the book sale. Baked goods should be delivered to the library by 1PM Thursday. Jan and Nancy will price the items.

## FRIENDS BOARD MEETING MINUTES

March 6, 2024 (page 2)

### New Business:

- a. Book Sale Chairmen:
  - Wednesday, April 17<sup>th</sup> – set-up, chaired by Russ.
  - Thursday, April 18<sup>th</sup> – Friends only, 5- 8PM (last call at 7:45); Jill to chair and Jan at the membership table
  - Friday, April 19<sup>th</sup> – General Public Sale – 10-1:30, Phyllis to chair  
1:30- 5, Charlotte to chair
  - Saturday, April 29<sup>th</sup> – Bag Sale – 10-1, Phyllis to chair  
1-clean-up, Mary to chair
- b. Volunteer of the Year nominations are due March 15<sup>th</sup>. We already have some nominees. Guidelines and a nominating form were distributed. Nancy and Marie will chair this committee.
- c. Expiring Board positions include VP, Corresponding Secretary, Treasurer and 3 general positions. Marie and Charlotte will chair this committee. All currently in these positions will be asked if they would be willing to continue. (Marie did so before the meeting closed, and all present were agreeable).
- d. The Annual Meeting will be May 8 or 15. Three local authors have been suggested as speakers. Jeanne Treat was selected. Jan will contact her to confirm availability. Charlotte, Nancy, and Jill volunteered to bake. Nancy will get beverages. Mary will set up. Cleanup will be handled by members remaining at the conclusion of the program.
- e. A motion was made by Phyllis, seconded by Jill, that we use our Friends GIML g-mail account for banking and sending out e-mail blasts. All agreed.
- f. A motion was made by Jill, seconded by Joyce, that we put \$10,000 of our savings into a money market account at Northwest Bank for 5 months at a rate of approximately 5%. All agreed.

### Old/Ongoing Business:

- a. The Book Club continues to be popular with 18-20 at each meeting.
- b. The Growing Readers Initiative meat raffle fundraiser, sponsored by the Rotary Club, will be held on March 9th.
- c. The Paper Retriever continues to be a valuable resource.
- d. Next Meetings:
  - Annual Meeting: May 8<sup>th</sup> or 15<sup>th</sup>.
  - Board meeting: Thursday, June 5<sup>th</sup> at 6PM. Members will be e-mailed about any urgent business that may arise.

**FRIENDS BOARD MEETING MINUTES**  
**March 6, 2024 (page 3)**

**Roundtable:** Nothing to report.

**Adjourn:** There being no further business, Nancy made a motion, seconded by Russ to adjourn the meeting at 7:20PM. All were in favor.

**Respectfully submitted,**

**Charlotte Senulis**

**FRIENDS OF THE GRAND ISLAND MEMORIAL LIBRARY  
BOARD MEETING MINUTES November 28, 2023**

**Present:** Mary Cooke, Jill Banaszak, Joyce Thornton, Jan Yardley, Charlotte Senulis, Rich Smyth, Nancy Vizzi, Marie Volpe, Russell Person, Bridgette Heintz

**Excused:** Phyllis Gallie

**Call to Order:** 6:15PM by Mary Cooke. **Thanks** to everyone who helped with our recent activities, especially to Jill and Joyce for Trunk or Treat, to Nancy and Jan who came in early for the book sales to set up and price the baked goods, and to Russ for clearing the bookshelves in our storage area.

**Approval of Minutes:** Minutes from the September 14, 2023 meeting were accepted with one correction to the spelling of our guest's name, which should be Katherine.

**Correspondence:** None

**Reports:**

- a. **Treasurer:** Nancy reported that we have \$2875.26 in our checking account and \$10,248.210 in our savings account, for a total of \$13,123.47. We will no longer get paper statements, thus eliminating monthly fees. Mary and Jill will be added to those able to access the account. A G-mail account has been set up. The Board is asked to think about putting some of our money into a CD account. Nancy will get more information about this.
- b. **Membership:** Jan reported that membership sales at the donated book sale netted \$115. She passed around the revised brochure and loyalty cards for review. Some changes were suggested which Bridgette will follow up on. Jan passed around sample bookmarks to use as prizes for completed punch cards. Jill made a motion to approve \$75.00, seconded by Nancy, to use for a box of bookmarks and to reimburse Jan for money already spent. All were in approval.
- c. **Book Sale Review:** Discard Sale: books - \$ 648; baked goods - \$190;  
Donated Sale – books, \$1258; baked goods, \$356  
Adding an extra day to each sale to increase sales was discussed and agreed on. Set up will be on Wednesday, Friends night will be on Thursday, Friday will be regular priced sale and Saturday will be bag sale all day.
- d. **Book Sorting:** More volunteers will be recruited to help with sorting. Bridgette and Russ will develop a written policy/procedure for volunteers to use as reference.
- e. **Book Sale Room:** Because of the increased use of the Community Room, Bridgette suggests that volunteers try to schedule working in the Book Sale Room around programs.

## **FRIENDS BOARD MEETING MINUTES November 28, 2023 (continued)**

### **Library Director Report:**

- a. All furniture for the Reading Garden has been received and assembled. The Garden Phase 1 will be installed in the Spring before Earth Day (4/22/24).
- b. Current Reading Garden Fundraisers include the bottle/can fundraiser ( \$14.50 received thus far. The money has been deposited into the private/local account), Halloween gift card raffle (Not a success. Will not do again.), bake sales at the Sept. and Nov. book sales (very successful), Santa Toy Raffle (currently running).
- c. Library service hours for 2024 were reviewed. The Library Board approved adding 3 more hours on Wednesdays so there is an extra open evening through 8pm. A vacant part time librarian posting is currently open through 12/2/23.
- d. The NYS Library Construction Grant update was reviewed.

**Library Trustee Report:** Memorial Garden update has already been reviewed.

**New Business:** A motion was made by Nancy, seconded by Jan, to allot \$50 for books in memory of Dr. Bommaraju. All were in approval. Bridgette will send an acknowledgement letter to the family.

### **Old/Ongoing Business:**

- a. The Welcome Center Bookshelf is on hold.
- b. We have many damaged artwork frames for the community room and are looking to find replacements.
- c. The Book Club 2024 reading list has been prepared.
- d. The Growing Reader Initiative plans another meat raffle for the Spring. Due to physician relocation, they are looking for a new pediatrician to partner with.
- e. All the friends' activities are listed on the library website so there is no need to continue keeping social media as an agenda item.
- f. The Paper Retriever continues to be a valuable resource.
- g. Next Meetings:
  - Board Meeting: Wednesday, March 6, 2024
  - Annual Meeting: May 8<sup>th</sup> or 15<sup>th</sup>. We need to decide on a speaker.
  - Donated book sales: April 17-20, 2024 and November 6-9, 2024
  - Discard book sale: September 18-21,2024

**Roundtable:** Nothing to report.

**Adjourn:** Jill made a motion, seconded by Rich to adjourn the meeting at 7:45. All were in favor.

**Respectfully submitted, Charlotte Senulis**

# Friends of the Grand Island Memorial Library

## Guidelines for the Volunteer of the Year Award

1. Quality of the nomination
  - a. Clear, concise description of the nominee.
2. Volunteer Term
  - a. Must have volunteered in the library during, at least, the previous calendar year. Include approximate hours of volunteering.
3. Contribution to the library
  - a. Made an extraordinary contribution to the ongoing services and programs of the library.

The Volunteer of the Year Award was created to honor outstanding service to a Friend of the Grand Island Memorial Library. The Volunteer who is honored is someone who has made an extraordinary contribution to the ongoing services and programs of the library. It is understood that a maximum of one award will be presented yearly at the discretion of the Friends of the library board. This award is intended to honor extraordinary service, not necessarily to recognize longevity (i.e. the quality of the volunteer's service is recognized, not the length of that service).

### Eligibility

In order to be considered, nominees must meet all of the following eligibility requirements:

- Must have volunteered in the library during, at least, during the current calendar year.
- Made an extraordinary contribution to the ongoing services and programs of the library.
- Individuals and groups are eligible for nomination.

### Examples of Potential Award Winners

- A dedication that goes above and beyond the calling of a volunteer.
- Community advocacy.

**Nomination Procedure**

- An individual or group may be nominated by the library director, a fellow Friend of the library, or by a community member.
- The Committee of the Friends appointed by the board will review the nominations and is responsible for the selection of the award recipient.
- **DEADLINE FOR NOMINATIONS: MARCH 15<sup>th</sup>**

**Announcement of Award**

- The winner will be announced at the Friends board meeting prior to the Annual Meeting in May.
- The award will consist of a plaque honoring the recipient's achievements.
- In the event that a recipient is not present at the Annual Meeting, the plaque will be given to the Friends of the Library Board President & Library Director for presentation at the next board meeting.

Est. 4/2010

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**Friends of the Grand Island Memorial Library**

Nomination for the Volunteer of the Year Award

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Person making nomination: \_\_\_\_\_

Summary of how nominee meets criteria for the award: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submit form to: Friends of the Grand Island Memorial Library



The Friends of the Grand Island Memorial Library  
present a

# DONATED BOOK SALE

**Thursday April 18th 5:00-8:00 pm**  
**Friends of the Library Members Night**

- Individual Friends memberships will be available at the door for \$5.00.
- Current members: bring your card for admittance.

**Friday, April 19th 10:00 am-5:00 pm**  
General Sale - items priced as marked.

**Saturday, April 20th 10:00 am-3:00 pm**  
Bag Sale: fill a bag for \$5.00  
Bags will be provided.

**Friday and Saturday: Bake Sale (cash only).**  
Bake Sale proceeds benefit the Richard Earne  
Memorial Reading Garden.

***Grand Island Memorial Library***  
**1715 Bedell Rd. • 716-773-7124**



*Book Sale proceeds to benefit the  
Grand Island Memorial Library*

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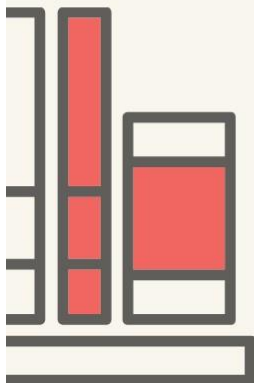
**Saturday, April 20th 10:00 am-3:00 pm**

**Bag Sale: fill a bag for \$5.00**

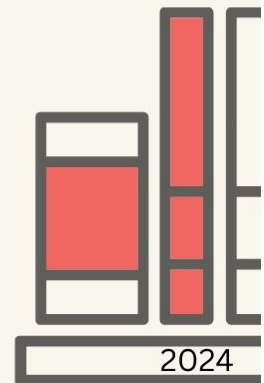
**Bags will be provided.**

***Grand Island Memorial Library***

***1715 Bedell Rd. • 716-773-7124***



*All proceeds to benefit the  
Grand Island Memorial Library*



2024



## Membership Application for Friends of the Grand Island Memorial Library

“Friends of the Grand Island Memorial Library” is a group dedicated to providing support to the library, library patrons, and library program. Membership fees and proceeds from books sales provide funding for the purchase of additional books, equipment, supplies and programs for the Grand Island Library. You can support your library by becoming a member of the Friends.

**Membership runs from January 1st to December 31st.**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Home Address

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Contact Details**

Phone \_\_\_\_\_

Email address \_\_\_\_\_

***I am NOT interested in receiving periodic updates from the Friends regarding events and volunteer opportunities.***

\*\*\*\*\*

### **Membership desired** (please check one)

- Individual annual-- \$5.00
- Family annual-- \$10.00
- Individual lifetime-- \$30.00
- Family lifetime-- \$50.00
- I have already purchased a lifetime membership, please update my information.  
(Names of lifetime members are included on a plaque on the wall of the Meeting Room in the Library.)

### **Volunteer Information** please check all that apply

I am interested in helping with:

- Attending a Friends Board Meeting
- Book sales
- Book sorting/Book Store
- Other \_\_\_\_\_
- Assisting with large library events such as the Easter program, Trunk or Treat, Summer Kick off or End of Summer party.***



# Book Store Loyalty Card Program

Sponsored by the Friends of the Grand Island Memorial Library

## Friends of the Library members

are eligible to receive a loyalty card good for a prize after 10 purchases made from the Book Store or Book Sale Shelves.

### Program rules

- Must show Friends membership card to get a loyalty card
  - Not a member? An individual Annual membership is just \$5!
- one stamp per purchase\* per day
  - ***\*multiple items purchased in one day = one purchase = one stamp***
- Prizes subject to change based on availability
- Donated and Discard Book Sale purchases are not eligible for stamps

***Ask a Book Store volunteer or library staff member for more information.***

Grand Island Memorial Library  
1715 Bedell Rd ● 716-773-7124



2024