

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES SPECIAL MEETING

THURSDAY, MAY 12TH, 2022 @ 4:30 PM

LIBRARY MEETING ROOM

AGENDA

- I. Call to Order
- II. Minutes: April 7th , 2022 Special Meeting and April 19th , 2022 Workshop
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
 - a. Summer Event Schedule
 - b. Staff updates
 - i. Summer/Fall staffing plan
 - c. Building Improvements – discussion
- VIII. Unfinished Business
 - a. Credit card/online banking – update discussion
 - b. Long Range Plan 2023-2027 – survey discussion
- IX. New Business
 - a. AV funding request
 - b. Summer Program funding requests
 - c. 5/7/22 ACT Meeting follow-up discussion
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, September 8th, 2022 at 4:30pm

Adjournment

If you have additional agenda items, please contact Bridgette Heintz or Richard Crawford.

****Please RSVP Bridgette Heintz, 773-7124 if you can NOT make the meeting.**

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BOARD OF TRUSTEES SPECIAL MEETING
Thursday, April 7, 2022 @4:30 PM
DRAFT MINUTES

CALL TO ORDER: The meeting was called to order at 4:30 by President Crawford.

ROLL CALL: Present were:

President Richard Crawford via Zoom
Library Director Bridgette Heintz
Secretary Agnes Becker
Treasurer Richard Earne

Vice President Jill Banaszak via Zoom
Town Liaison Christian Bahleda, excused
Trustee Pat Rizzuto

MINUTES

Trustee Earne made a motion to approve the minutes of the March 10th, 2022 meeting, as corrected. Trustee Rizzuto seconded. Motion passed by roll call 5-0.

FOR PUBLIC EXPRESSION (agenda items)
No speakers came forward.

FINANCIAL REPORTS
Moved to next regular meeting.

CLAIMS AUDIT ABSTRACT REPORT
Moved to next regular meeting.

CORRESPONDENCE
Moved to next regular meeting.

DIRECTOR'S REPORT
Moved to next regular meeting.

UNFINISHED BUSINESS

a. Long Range Plan 2023-2027

Trustee Banaszak reported that she and Trustee Becker had reviewed the Long Range Plan for 2017-2022. She suggested that the same format be used when developing the Long Range plan for 2023-2027 and that terms such as "continue" and

“do more” be used in the goals. Trustee Banaszak will prepare a draft of the Long Range plan for 2023-2027. The Board will meet on Tuesday, April 19th at 3:30 to develop the plan.

b. Credit card/online banking

Director Heintz and Trustee Earne met with personnel at Northwest Bank. Online banking has been set up for the private account. A \$5,000 limit credit card will be attached to the private account. M&T Bank will be contacted to set up online banking for that account.

NEW BUSINESS

a. Claims Audit Policy & Procedure

Director Heintz will add a procedure to address the use of a credit card. She will present it at the next meeting.

b. 2021 State Report

A resolution was passed to approve the State Report for 2021. Roll call vote 5-0.

c. ACT Contract Library presentation

Director Heintz shared the GIML portion of a Powerpoint presentation that will be used at the ACT meeting on May 7th. A few changes were suggested.

Period for Public Expression (any library related topic)

Director Heintz reported that the B&ECPL will be eliminating overdue fines.

NEXT REGULAR MEETING

The next regular meeting will be held on Thursday, May 12, at 4:30 pm.

ADJOURNMENT

A motion was made by Trustee Earne to adjourn the meeting. Trustee Rizzuto seconded the motion. Motion passed 5-0. The meeting was adjourned at 5:45.

NEXT MEETINGS

Special meeting on Tuesday, April 19th at 3:30

ACT workshop on Saturday, May 7th at 9:15

Regular meeting on Thursday, May 12th at 4:30

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WORKSHOP TO DISCUSS LONG RANGE PLAN 2022-2027

Tuesday, April 19, 2022 @ 3:30 PM

DRAFT MINUTES

CALL TO ORDER: The meeting was called to order at 3:30 by President Crawford.

ROLL CALL: Present were:

President Richard Crawford	Trustee Pat Rizzuto
Vice President Jill Banaszak via Zoom	Library Director Bridgette Heintz
Secretary Agnes Becker	
Treasurer Richard Earne	

Discussion of the 2022-2027 Long Range Plan was held.

No action was taken. Item will be added to the agenda for May 12, 2022.

Meeting adjourned at 4:25.

Next meeting: May 12, 2022 at 4:30.

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

MARCH-APRIL 2022

Balance Private Checking Account

3/31/2022	\$11,247.98
4/30/2022	\$10,433.13

Deposits Private Checking

3/1/2022	Cinderella Isle Garden Club donation	\$200.00
3/2/2022	Amazon Smile	\$16.72

Total March Deposits: \$216.72

Total April Deposits: \$0

TOTAL Deposits March-April:

\$216.72

Disbursements Private Checking

Total March Disbursements: \$0

N87: Noah's Ark Workshop - teddy bear kits for kids workshop on	
4/4/2022 4/16/22 (2020 Tower Funds)	\$214.85
N90: Explore and More - Mini Golf program on 4/13/22 (2020	
4/13/2022 Tower Funds)	\$300.00
N87: Liz Bauld, The Storybook Cook - Sushi 101 workshop on	
4/21/2022 4/21/22 (2020 Tower funds)	\$225.00

Total April Disbursements: \$739.85

TOTAL Disbursements March-April:

\$739.85

Balance Money Market Account

4/4/2022	\$131,473.69
5/4/2022	\$131,480.17

Disbursements Money Market Account

None

Deposits Money Market Account

4/4/2022	interest	\$6.27
5/4/2022	interest	\$6.48

TOTAL:

\$12.75

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

MARCH - APRIL 2022

Deposits

3/1/2022	Fines & Print	\$460.65	
3/17/2022	Fines & Print	\$320.33	
3/31/2022	Fines & Print	\$217.45	
3/31/2022	interest	\$0.04	Total March Deposits: \$998.47
4/29/2022	Fines & Print	\$173.70	
4/29/2022	interest	\$0.05	Total April Deposits: \$173.75
Total Deposits March-April:		<u>\$1,172.22</u>	

Disbursements

			Total March Disbursements: \$0
4/18/2022	M64: Town of GI - water/sewer 1/16/22-4/15/22	\$62.15	
4/18/2022	M65: Bob Adler - 5/7/22 ACT meeting fees	\$90.00	Total April Disbursements: \$152.15
Total Disbursements March-April:		<u>\$152.15</u>	

Balance County Funds

3/31/2022	\$5,254.48
4/30/2022	\$5,357.08

	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$985.00	\$650.00	\$5.00 ←usb drives/library cards (anything provided by the
To be realized:	\$1,015.00	\$600.00	\$55.00 system which we would sell).
Budgeted (expected revenue):	\$2,000.00	\$1,250.00	\$60.00

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Apr-22

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget		Comments
500000	Salaries - Full-time	0	0	0	0		
502000	Fringe Benefits	0	0	0	0		
Utility Charges:							
515000	Water	200	0	52	148		
515000	Sewer	250	0	73	177		
515000	Telephone - Maintenance	0	0	0	0		
510200	Dues and Fees	1,180	0	110	1,070		
545000	Rental Charges	0	0	0	0		
506200	Repairs & Maintenance Chgs.	1,300	0	996	304		
555050	Insurance Charges	0	0	0	0		
510000	Travel & Mileage Expenses	450	0	21	429		
530000	Other Expenses & Charges	1,470	0	171	1,299		
530000	Contingency (Bullet Aid)	0	0	0	0		
TOTAL EXPENSES		4,850	0	1,423	3,427		

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized		Comments
DIRECT LOCAL INCOME						
Fines, Lost Books, etc.	2,000	0	985	1,015		
Copy Machines	0	0	0	0		
Print Cost Recovery	1,250	0	650	600		
Other Income	60	0	5	55		
State Funding	0	0	0	0		
Municipal Support	0	0	0	0		
Donations (priv. persons/foundations)	0	0	0	0		
Fundraising (events/booksales)	0	0	0	0		
Interest Income	0	0	0	0		
Misc Income	0	0	0	0		
Use of Fund Balance	0	0	0	0		
TOTAL DIRECT INCOME	3,310	0	1,640	1,670		

Abstract of Audited Vouchers for Trustees' Private Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 4/4/22 April 2022 Total Claims (# of invoices): 5

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date

Authorizing Official

Invoices

GI Invoice Tracking #	Claimant	Amount	Check #	Date
N87	Liz Bauld, The Storybook Cook: Sushi 101 class on 4/21/22 (2020 Tower)	\$225.00	3145	4/21/22
N88	Liz Bauld, The Storybook Cook: Spring Appetizers class on 5/26/22 (2020 Tower)	\$225.00	3146	5/26/22
N89	Noah's Ark Workshop: stuffed animal kits for program on 4/16/22 (2020 Tower)	\$214.85	3147	4/4/22
N90	Explore and More Mini Golf program on 4/13/22 (2020 Tower)	\$300.00	3148	4/13/22
N91	Kimberly Strell: Art-y Time Adult Paint Night on 5/2/22 (2020 Tower)	\$255.00	3149	5/2/22

Total: \$1219.85

Abstract of Audited Vouchers for County Checking Account (M&T -M)

Grand Island Memorial Library

Date of Audit: 4/19/22 April 2022 Total Claims (# of invoices): 2

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date	Authorizing Official
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Invoices

GI Invoice Tracking #	Claimant	Amount	Check #	Date
M64	Town of Grand Island: water/sewer 1/16/22-4/15/22	\$62.15	11388	4/18/22
M65	Bob Adler (Treasurer of ACT): 5/7/22 ACT meeting fees	\$90.00	11389	4/18/22

Total: \$152.15

Grand Island Memorial Library Board Meeting

May 12th, 2022 @ 4:30 pm

Library Meeting Room

Director's Report

Minutes

- April 7th, 2022 Special Meeting and April 19th, 2022 Workshop

Financial Report

Claims Audit

Correspondence

- The library received a \$250 donation from the GI Lions Club to purchase Large Print books for the collection. Book plates will be put into the books once they arrive.

Director's Report

- Summer Events
- Staff updates:
 - Our PT Librarian I, Sal Bordonaro announced his retirement effective June 1st.
 - Summer/Fall staffing plan: as we are now, our staffing levels are good to cover summer.
- Building Improvements – 2022 project goals (for now – more to come as needs are assessed):
 - Phone system and Public restroom partitions: have estimates for partitions, need to work on RFPs for phones. However, need to talk with Town about library maintenance budget. Possible NYS grant again? Not sure if these would be covered. Am consulting with Ken Stone to see.
 - New desks for staff: Friends funded. Desks were installed at the end of April.
- The following meetings/trainings were attended by Director Heintz in March and April:
 - 3/2/22 – NYLA Advocacy Day – Assemblyman Morinello - via Zoom
 - 3/3/22 – NYLA Advocacy Day – Senator Ryan – via Zoom
 - 3/4/22 – WNYLRC Advocacy Day – Assemblyman Morinello – via Zoom
 - 3/9/22 – BECPL Manager/Director Meeting via Zoom
 - 3/30/22 – BECPL Friends Council Meeting via Zoom
 - 3/31/22 – Friend of the GIML meeting
 - 3/31/22 – Growing Readers Committee meeting via Zoom
 - 4/1/22 – Fines Free meeting with Jeannine Doyle and Directors via Zoom
 - 4/5/22 – Easter Event planning with Joe Menter (GI Rec)

- 4/7/22 – Library Board special meeting
- 4/7/22 – Libby training webinar
- 4/8/22 – meeting with Pat Rizzuto & Karen Krawczyk for AV training for GI Women's presentation on 4/13/22
- 4/18/22 – Northstar Digital Literacy training #1
- 4/19/22 – GIML Long Range Plan workshop
- 4/26/22 – First Amendment Audit training
- 4/27/22 - Northstar Digital Literacy training #2
- 4/29/22 – BECPL Friends Council meeting via Zoom

Unfinished Business

- Credit Card/Online Banking:
 - Northwest (PVT/Local account): Online banking has been set up. As for the credit card, the bank is requesting either signed meeting minutes, showing the approval to accept this specific card, and that Bridgette has the authority to be the only signer on behalf of this account (I see the meeting minutes submitted mention wanting to explore credit card possibilities but not the approval or acceptance of ours, this should be specific to our approval; showing the board has knowledge of this and its okay to proceed). This should be signed by the secretary or at least two people on the board with their respective titles.
 - OR**
 - A letter on library letterhead stating the intentions of the Board to have a credit card from Northwest with the \$5000 limit, signed by the Secretary or two Trustees.
 - I plan on doing both, using the minutes from this meeting.**
 - M&T (County account): were unsuccessful in getting online privileges for this account. The bank states due to the accounts 'entity' as a non-profit, online banking is not allowed. Dick Earne and I were told I can come in to get a statement printed out for the Financial Reports. Would like to discuss this with the Board further.
- Long Range Plan:
 - BECPL survey info: BECPL surveys were emailed to the group on 4/26/22.

New Business

- AV funding request: Funding source – 2020 Tower Funds.
There is \$669 left from this donation. Am seeking approval to research and purchase the following AV items:
 - 65" flat screen TV (current one in meeting room is from 2012, is very dim, one of the HDMI ports doesn't work anymore and the TV does not allow for screen casting)

- Microphone for virtual meetings

I will consult with BECPL Network Support to find suggestions.

Total AV funding budget request: \$669

- Summer Program Funding requests: Funding source – 2021 Tower Funds
 - Youth Services (see handout for entire breakdown):
 - **Total summer program funding request - Youth Services: \$2,595**
 - Adult: as of this meeting, I have inquiries out to various local authors, local presenters found through University Express, a paint night presenter, and a person who does cooking classes. At this point, I am asking for a budget to work with.
 - **Total summer program funding budget request – Adult: \$1,000**

Respectfully submitted,
Bridgette Heintz

Youth Services Summer 2022 Programs & Supplies

Performers/Special Programs

Benjamin Berry: Circus Arts for All

Summer Kickoff Event

Tuesday, July 5 at 1 pm

In this 45 minute performance-based program, professional circus artist Benjamin Berry will share his expertise of prop-based circus arts, highlighting the accessibility and inclusivity of the circus community. Benjamin will share 3-4 choreographed routines with a variety of circus props. In between acts, participants will learn skills with various circus props (juggling, poi, spinning plate, etc.) and will also be educated about the physical, emotional, and social benefits of practicing circus arts. After the 45 minute show, Benjamin will stick around for up to 15 minutes for a Q&A and to share resources with anyone who wishes to continue exploring circus arts.

Program total: \$350

The Storybook Cook: Oceans of Possibilities Children's Cooking Class

Friday, July 8 at 1 pm

There will be 3 or 4 food crafts that each of the kids make and eat, tailored to fit the Summer Reading theme of Oceans of Possibilities.

In the past, this presenter has done Beach Pudding Cups, Rainbow Fish Cupcake, and Ocean Snack Mix with Edible Fishing pole.

Program total: \$175

Kidding Around Yoga

Friday, July 15 at 1 pm & Friday, July 29 at 1 pm

Donna Baia from Kidding Around Yoga will be offering fun-filled, family yoga classes for families with **children ages 4 to 11**. There will be music, games,

storytelling with yoga poses, partner poses, and lots of joy and laughter as they practice yoga together! No prior yoga experience is needed. All are welcome!

Program total: \$150

Explore & More Museum: Invention Exchange, Game Day!

Monday, July 18 at 1 pm

In the Invention Exchange series the museum will explore the different steps in the invention process all while inventing new things! Each class will focus more in depth on a particular step in the process and result in a newly built invention.

Program total: \$300

Buffalo Museum of Science: Super Scientist

Friday, July 22 at 1 pm

Intrigued by messy fun and crazy concoctions? Let's throw on lab coats and goggles and experiment with slimy science, static electricity, chemical reactions and more!

Activities during the program may include but are not limited to the Van de Graaff generator ("indoor lighting"), Acid-Base Reaction Activity (making small "rockets" out of film canisters, alka-seltzer tablets, and vinegar), and the Non-Newtonian Fluid Experiment (Oobleck).

Program total: \$0 (already paid for; event rescheduled)

Plush Dog Workshop

Monday, August 1 at 2 pm

Back by popular demand, the workshop uses kits from Noah's Ark Workshop that provide everything for kids to make their own stuffed dog. After they make their dog, the kids will be able to decorate a little "dog house carrier" to take their new friend home in.

Program total: \$300

Water, Water, Everywhere: Nan Hoffman Featuring Joe Tumino

Thursday, August 11 at 6:30 pm

A Family Concert for the Summer Reading Program celebrating our connections
to the gifts of water!

Program total: \$150

End of Summer Extravaganza: TBD

Friday, August 12

In addition to the Friends of the Library's Ice Cream Social, we are hoping to get
the Albright Knox Art Truck again (free) with another special program or
performer.

Program total: \$300

Supplies

Crafternoons

Monday, July 11 at 2 pm: Chalk Art

Monday, July 25 at 2 pm: Tie Dye

Monday, August 8 at 2 pm: Sensory Fun

Chalk Art program total: **\$50**

Tie Dye program total: **\$100**

Sensory Fun program total: **\$100**

Crafternoon program total: \$250

Fitness Fun and Reading (GI Recreation Partnership)

Session #1: June 28, June 30, July 5, July 7 & July 12

Session #2: July 19, July 21, July 26, July 28 & August 2

Fitness Fun & Reading Crafts Total: \$280

Battle of the Books

June 30, July 7, July 14, July 21

Battle Day: July 28 (tentative)

Battle Bash: TBD

Battle of the Books miscellaneous total: \$500

**Youth Services Summer Program
funding request total:
\$2,595**

GRI Events June-August 2022

Constant working document: More to be added

**TBD = to be determined.

Either a change to the program is in the works,
or a funding request is pending.**

Ongoing

Book Club: meets monthly on various Monday evenings @ 6:30 pm

6/20 *The Mystery of Mrs. Christie* by Marie Benedict

7/18 *The Nickel Boys* by Colson Whitehead

8/15 *Quiet* by Susan Cain

Knitting Club: meets last Monday of the month from 1:00-4:00 pm

6/27, 7/25, 8/29

Read to a Dog (SPCA Therapy Dogs): **TBD**

Itty Bitty Toddler Time (ages 0-2 years): Tuesdays 10:00-10:30 am

7/5, 7/12, 7/19, 7/26, 8/2, 8/9

Preschool Story Time (ages 3-5 years): Wednesdays 10:00-10:45 am

7/6, 7/13, 7/20, 7/27, 8/3, 8/10

Crafternoons (ages 5-12 years): **TBD**

Lego Club: first Fridays, 1:00-2:00 pm

7/1, 8/5

Fitness Fun (collaboration with GI Rec. Dept.):

Tuesdays and Thursdays 10-11:15am 6/28-8/4

Battle of the Books: Thursdays at 1:00 pm

6/30, 7/7, 7/14, 7/21, 7/28 (Battle Day)

Mindfulness Group with Spectrum Health/NY Project Hope:

Thursdays 2:45-3:30 pm

Extended through June 9th

Outreach

Carly: Kiddos Korner Daycare

- Outreach -Friday 6/3 10:30-11:30 am (2 & 3 year olds),
2:00-2:45pm (4 year olds)
- Coming to visit the library for stories - Thursdays 11:00-noon 6/30 - 8/25

Bridgette: Golden Age Center – Third Fridays 11:00-12:30 pm

- June-August: **TBD**

June

6/14/22 Feelings Rock (Tues. @ 10am)

6/16/22 Book a Tech Trainer (Thurs. 11am-5pm)
6/30/22 Albright Knox Art Truck (Thurs. 4:00-6:00 pm)

July

7/5/22 Summer Kickoff: Benjamin Berry – Circus for All (Tues. @ 1:00 pm)
7/8/22 Storybook Cook Children's Program (Fri. @ 1:00 pm)
7/15/22 Kidding Around Yoga #1 (Fri. @ 1:00 pm)
7/18/22 Book a Tech Trainer (Mon. 12:00 pm-6:00 pm)
Explore and More: Invention Exchange Program (Mon. @ 1:00 pm)
7/22/22 Science Museum: Super Scientist Program (Fri. @ 1:00 pm)
7/29/22 Kidding Around Yoga #2 (Fri. @ 1:00 pm)

August

8/11/22 Nan Hoffman: Family Music Program (Thurs. @6:30 pm)
8/12/22 End of Summer Celebration: events **TBD**

In the works:

Kim Strell – Art-Y Time Adult paint night
Roseanne Higgins – Local Author: Orphans and Inmates series
Mustafa Gokcek – presenter: state of the Ukraine
Patti Aine Guzinski – presenter: Folklore of Trees
Lee Coppola – presenter: A Reporter's Life
Judith Geer – presenter: Gardens of Emily Dickinson
Nicole Klimowicz – presenter: Backyard Wildlife

Holidays:

7/4/22 Independence Day (Monday)

Summer Hours:

5/31/22 – 9/6/22

Monday	9:30-8:00
Tuesday	9:30-8:00
Wednesday	9:30-5:00
Thursday	9:30-8:00
Friday	9:30-5:00
Saturday	Closed