

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES SPECIAL MEETING

MONDAY, NOVEMBER 28TH @ 6:00 PM

LIBRARY MEETING ROOM

AGENDA

- I. Call to Order
- II. Minutes: Regular Meeting November 10th, 2022
- III. Period for Public Expression (agenda items)
- IV. Financial Reports – moved to next regular meeting
- V. Claims Audit Abstract Report – moved to next regular meeting
- VI. Correspondence – moved to next regular meeting
- VII. Director's Report
 - a. January-April 2023 Event list
- VIII. Unfinished Business
 - a. 2023-2027 Long Range Plan – discussion of next steps
 - b. 2023 Service Hours Proposal – discussion
 - c. Trustee Candidate interviews – discussion
- IX. New Business
 - a. Funding Request for Winter Programming
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, January 12th, 2023

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.**

GRAND ISLAND MEMORIAL LIBRARY
1715 Bedell Road*Grand Island, New York 14072-1796*773-7124

BOARD OF TRUSTEES SPECIAL MEETING
MONDAY, NOVEMBER 28, 2022 @ 6:00PM
LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order by Vice President Banaszak at 5:58 PM.

ROLL CALL: Present were:

President Richard Crawford, excused
Vice President Jill Banaszak
Secretary Agnes Becker

Town Liaison Christian Bahleda
Director Bridgette Heintz
Treasurer Pat Rizzuto

MINUTES

Trustee Rizzuto made a motion to approve the minutes of the November 10th meeting. Trustee Becker seconded. Motion passed 3-0.

PERIOD FOR PUBLIC EXPRESSION

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

Following a discussion of the recent survey results, it was apparent that several of the patron requests were already being done and several others are being discussed. Overall Director Heintz feels "people like what we are doing". A motion was made by Trustee Banaszak and seconded by Trustee Rizzuto to extend the deadline for the next Long Range Plan 2023-2027 for one year. Motion passed 3-0. Director Heintz will share samples of Long Range Plans that use different formats.

b. 2023 Service Hours Proposal

The proposed service hours were discussed. Trustee Rizzuto moved to approve the proposed service hours. Trustee Becker seconded the motion. Motion approved 3-0. A motion was made by Trustee Rizzuto and seconded by Trustee Becker to approve ten County observed holiday closings with the recommendation to stay open on Good Friday. Motion approved 3-0.

c. Trustee Candidate Interviews

December 8th has been set for candidate interviews allowing time for mailed letters of interest to be received.

NEW BUSINESS

a. Funding Request for Winter Programming

Trustee Becker made a motion to approve \$1,071.44 for Youth Services, \$950 from the 2021 Tower Funds and \$121.44 from the general programming line in the County Operating Budget. Trustee Rizzuto seconded the motion. Motion approved 3-0. Trustee Rizzuto made a motion to approve \$280 from the balance of the 2021 Tower Funds for adult programming. Trustee Becker seconded the motion. Motion approved 3-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came.

ADJOURNMENT

Trustee Becker moved to adjourn the meeting at 6:55. Trustee Rizzuto seconded the motion. Motion approved 3-0.

NEXT MEETINGS

Interviews for Trustee vacancy: December 8th at a time to be determined

Regular meeting: January 12, 2023

Grand Island Memorial Library 2023 Hours and Holiday Proposal

Regular Hours

(43.5 hours, down from 51 in 2022)

Mondays	Closed (<u>open 9:30-8:00 in 2022</u>)
Tuesdays	9:30 am - 8:00 pm
Wednesdays	9:30 am - 5:00 pm
Thursdays	9:30 am - 8:00 pm
Fridays	9:30 am - 5:00 pm
Saturdays	9:30 am - 5:00 pm
Sundays	Closed

Summer Hours (5/30/23 - 9/5/23)

(43.5 hours, down from 46.5 in 2022)

Mondays	9:30 am – 5:00 pm (<u>9:30-8:00 in 2022</u>)
Tuesdays	9:30 am – 8:00 pm
Wednesdays	9:30 am – 5:00 pm
Thursdays	9:30 am – 8:00 pm
Fridays	9:30 am – 5:00 pm
Saturdays	Closed
Saturdays	Closed

First Sat. Closed – 6/3/23

First Sat. Open – 9/9/23

County Observed Holiday Closings

New Year's Day (observed)	Monday, 1/2/23
Martin Luther King, Jr. Day	Monday, 1/16/23
Presidents' Day	Monday, 2/20/23
Memorial Day	Monday, 5/29/23
Juneteenth Independence Day	Monday, 6/19/23
Independence Day	Tuesday, 7/4/23
Labor Day	Monday, 9/4/23
Veterans Day (observed)	Friday, 11/10/23
Thanksgiving Day	Thursday, 11/23/23
Christmas Day (observed)	Monday, 12/25/23

Recommendations

Good Friday Friday, 4/17/23

A recognized county holiday. However, recommend staying open in 2023 again due to GI Recreation Dept. Easter program tie-in. This collaboration has been going on very successfully since 2018.

Veterans Day Saturday, 11/11/23

The actual holiday, but not the county observed holiday. Recommend being open.

2023 Grand Island Memorial Library Service Hour Scenarios

In 2022, we lost one of our PT Librarian I's to retirement. That position covered days off and was an on call for unforeseen call-ins for supervisory staff. For 2023, the position is budgeted at 1 hr/week.

There is a second PT Lib I who covers Monday mornings and is an on call as well. This position is budgeted at 5 hr/week for 2023. It is anticipated that this position may be vacated due to retirement in the next few years. We need to be proactive to cover this scenario as it would leave us with no recourse to cover shift supervision in the event both full time librarians were out. Not preparing for this would force the library to have to close for the short-staffed shifts.

The goal was to get the vacated PT Lib I position up to 19 hr/week to get a useable third supervisory position to allow for easier use of vacation time for the full-timers, make easier coverage for sick days and call-ins, and enhance teen and adult programming here at the library. I have been told that the request will not be granted in the 2023 budget cycle and it probably won't be granted in 2024 either.

Due to staff burnout and the inability to effectively cover days off, the following scenarios are being considered. **There should always be a librarian in the building during open hours in a supervisory position.** It is what is fair to the support staff and is the service expected and deserved by the community we serve. The following scenarios work with this in mind.

#1:

Contact HR to see if there are any recently retired full-time librarians who are looking for a floating position at one of the contracts.

A position like this would offer maybe a shift every other week or a few times a month based on the 1 hr/week budgeted for 2023 and is inconsistent. After consulting with HR, they know of no one who is looking for this kind of work situation, but will keep an eye out.

#2:

Change Monday hours from 9:30-8 to 12-8.

Pros: eliminates the one shift that does not have full time librarian coverage (9:30-12 on Mondays).

Cons: Same problem. No supervisory back up if the full-time librarian gets sick on a Monday or takes a vacation that includes a Monday. Band aid for part of the problem, doesn't solve it.

#3:

Close Mondays, extend Tuesdays to 8:00 and the two full-time librarians and full-time clerk would work Tuesday to Saturday.

Pros: this would solve the coverage and short staff problem by allowing enough staff to be on all hours we are open in the event of a sick day or a scheduled day off/vacation and give more daily shift support.

The full-time librarians and clerk would have 2 built in days off back-to-back. One of the days would be during the week to give staff the choice to make any personal appointments they would normally have to schedule around work time. In the case of the full timers, they would normally need to use accrued time to make these appointments otherwise.

With more staff on, more projects can be completed and the staff could catch up on daily tasks easier.

This scenario would still allow for service hours 2 evenings a week and Saturdays.

Cons: The library would lose a service day. 51hr/week down to 43.5 (still meeting the State minimum standard for service hours).

The full-time librarians and clerk would be working Saturdays and would have to use accrued time to get a Saturday off.

Summers:

Close on Saturdays between Memorial Day and Labor Day, with Mondays open 9:30-5.

If Scenario #3 approved, the changes would take place starting January 2, 2023.

Youth Services Winter 2023 Programs & Supplies

Performers/Special Programs

Feelings Rock!

Tuesday, January 17 & Tuesday, March 14 at 10 am

Feelings Rock is a fun, interactive music and movement class for babies, toddlers, and preschoolers. Instructors use music to teach developmental skills with an emphasis on social and emotional skills, laying the foundation for a healthy body and mind.

Program total: \$300 (for both sessions)

Planetarium Mobile Dome

Tuesday, February 21 at 1 pm & 2 pm

Paul Krupinski is going to offer 2 back to back sessions of his popular mobile planetarium program. Session 1 (1 pm) is geared for kids ages 5-8 and Session 2 (2 pm) is for kids ages 9-12.

Program total: \$275 (for both sessions)

Storybook Cook: Iron Chef Desserts

Thursday, February 23 at 1 pm

A 90 minute food competition for 20 tweens & teens.
Each participant will be able to design and craft several desserts.

Program total: \$225

Regular Programs

Itty Bitty Storytime

February Session (Tuesdays at 10 am)

February 7, February 14, February 21, February 28

April Session (Tuesdays at 10 am)

April 4, April 11, April 18, April 25

Program total: \$0

Preschool Storytime

February Session (Wednesdays at 10 am)

February 8, February 15, February 22, March 1

April Session (Wednesdays at 10 am)

April 5, April 12, April 19, April 26

Program total: \$0

LEGO Club

Saturdays at 1 pm

January 7, February 4, March 4, April 1, May 6

Program total: \$0

Read To A Dog

Saturdays from 1 - 3 pm

January 14, February 11, March 11, April 8, May 13

Program total: \$0

***New* Pint- Size Playgroup**

Saturdays from 10 - 11:30 am

January 28, February 25, March 25, April 22, May 27

Once a month, 90 minute playgroup for kids 5 and under. Different stations will be set up - imaginative play, fine motor, sensory stimulation, and gross motor - for kids to explore and interact with independently. It also will be a space for caregivers to connect and unwind.

Program total: \$120

Outreach

Jack & Jill Co-Op Preschool

Wednesdays from 12:15 pm to 1 pm

January 4, February 1, March 1, April 5, May 3

Kiddo's Korner Preschool

Fridays from 10:30 am to 12:00 pm

January 6, February 10, March 3, April 7, May 5, June 9

St. Timothy's Childcare Center

Fridays (Times & dates TBD)

Program total: \$0

Youth Services Programming & Supply total: \$950

Funding source: 2021 Tower Funds

Pint-Size Playgroup Funding: \$121.44

**Funding Source: 2022 General Programming line in the County
Operating Budget**

Total Youth Services Funding Request: \$1,071.44

Adult Programming Winter 2023 Budget Request

In the works:

- Quilling class - Anna Vaccaro
- Accidental Art Part III - Marsha Mis
- Snowshoeing program
- Snowshoe equipment share in collaboration with GI Rec. (would need funds for any bags for the snowshoes for check out)
- Drawing class for adults - Tom Fox

Funding source:
remainder of 2021 Tower Funds

Total budget request for adult programming: \$280

GRI Events January - April 2023

**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 – new dates/time TBD at 12/19/22 Book Club meeting
Jan. selection – *Lincoln Highway* by Amor Towles
Feb. selection – *The Personal Librarian* by Marie Benedict
March selection – *Lessons from the Edge* by Marie Yovanovitch
April selection – *The Fallen Architect* by Charles Belfoure
Knitting Club: meets monthly – new dates/time TBD at 12/19/22 meeting

Read to a Dog (SPCA Therapy Dogs): Saturdays 1:00-3:00 pm
1/14, 2/11, 3/11, 4/8

Itty Bitty Toddler Time (ages 0-2 years): Tuesdays 10:00-10:30 am
2/7, 2/14, 2/21, 2/28
4/11, 4/18, 4/25, 5/2

Preschool Story Time (ages 3-5 years): Wednesdays 10:00-10:45 am
2/8, 2/15, 2/22, 3/1
4/12, 4/19, 4/26, 5/3

Lego: Saturdays 1:00-2:00 pm
1/7, 2/4, 3/4, 4/1

Pint-Size Playgroup (ages 0-5 years) meets monthly last Saturday 10-11:30 am
1/28, 2/25, 3/25, 4/22

Outreach

Carly: Kiddos Korner Daycare - First Fridays 10:30-11:30 am (2 & 3 year olds),
2-2:45pm (4 year olds)
1/6, 2/10, 3/3

St. Timothy's Child Care Center –Second Fridays 10:30-11:30 am
Dates TBD

Jack and Jill Preschool – First Wednesdays 12-1pm
1/4, 2/1, 3/1

Bridgette: Golden Age Center – Third Fridays 11:00-12:30 pm
1/20, 2/17, 3/17, 4/14

January

1/5/23 Book a Technology Trainer (Thursday 12-6pm)
1/17/23 Feelings Rock (Tuesday @ 10am)

February

- 2/21/23 Inflatable Planetarium: 2 sessions (Tuesday @ 1pm & 2pm)
2/23/23 Storybook Cook: Iron Chef Desserts – kids/teen program (Thursday @ 1pm)

March

- 3/14/23 Feelings Rock (Tuesday @ 10am)

April

- 4/14/23-4/15/23 Donated Book Sale

In the works:

- Weekly free sewing classes for kids age 6-15 on Wednesdays
Possibly adult sewing classes on Saturdays
Cooking Classes in January and February – Friends funding already secured
Quilling class – Anna Vaccaro
Accidental Art Part III – Marsha Mis
Tax Assistance with VITA
Snowshoeing class and equipment share program in collaboration with GI Rec.
Drawing class for teens/adults – Tom Fox
Good Friday Easter Program in collaboration with GI Rec.

Holidays:

- 1/2/23: New Year's Day (county observance)
1/16/23: Martin Luther King Jr. Day
2/20/23: Presidents' Day