

GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, JANUARY 12TH, 2023 @ 4:30 PM
LIBRARY MEETING ROOM
AGENDA**

- I. Call to Order
- II. Minutes: Special Meeting November 28, 2022
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
 - a. 2022 Annual Update Document extension letter
- V. Claims Audit Abstract Report
- VI. Correspondence
 - a. Donations
 - b. Senator Ryan Grants in Aid funds
- VII. Director's Report
 - a. Trustee Education Requirement – Informational
 - b. GIML Emergency Action Procedure – Informational
 - c. Reading Garden Committee progress - Informational
- VIII. Unfinished Business
 - a. Long Range Plan – discussion of next steps
 - b. Trustee Vacancy – follow up
- IX. New Business
 - a. Collection Development Funding Request
 - b. Polices up for Review:
 - i. Display Policy
 - ii. Distribution of Community Information
 - c. Open Meeting Law Virtual Meetings Requirements
 - d. 2023 Conflict of Interest Disclosures
 - e. 2023 Slate of Officers
- X. Period for Public Expression (any library related topic)
 - a. Trustee Meet & Greet follow-up
 - b. ACT Meeting on 1/21/23

Next Regular Meeting: Thursday, March 9th, 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 REGULAR MEETING THURSDAY, JANUARY 12TH, 2023 @ 4:30 PM LIBRARY MEETING ROOM

Call to Order

The meeting was called to order by President Crawford at 4:31PM.

Roll Call: Present were:

President Richard Crawford	Town Liaison Christian Bahleda
Vice President Jill Banaszak	Director Bridgette Heintz
Secretary Agnes Becker (excused)	Prospective Trustee Russ Person
Treasurer Pat Rizzuto	

Minutes

Trustee Banaszak made a motion to approve the minutes of the November 28th meeting. Trustee Crawford seconded. Motion passed 4-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

The financial reports were received, reviewed, and filed for audit. The 2022 Annual Update Document (Comptroller's Report) extension letter was signed by Treasurer Rizzuto.

CLAIMS AUDIT ABSTRACT REPORT

The audited vouchers were reviewed and will be authorized by Trustee Banaszak.

CORRESPONDENCE

Donations were received and are listed in detail in the Director's Report.

DIRECTOR'S REPORT

The complete Director's Report is attached.

UNFINISHED BUSINESS

- **Long Range Plan**

The possibility of adding goals regarding communication with the public and marketing to the plan will be discussed at the next Long Range Committee meeting on February 7 at 4:30 PM.

- **Trustee Vacancy**

Russ Person will be officially appointed by the Grand Island Town Board on Tuesday, January 17, to fill a vacancy expiring on December 31, 2023

NEW BUSINESS

- **Collection Development Funding Request**

Trustee Banaszak moved that we use \$494 from the Discarded Book Sale and a \$50 donation for Collection Development. Trustee Rizzuto seconded the motion. Motion passed 4-0.

- **Display Policy**

The board reviewed the current display policy. It was suggested that the name should be changed to the Exhibit and Display Policy. Trustee Banaszak moved to accept the policy as marked up. Trustee Rizzuto seconded the motion. Motion carried 4-0.

- **Distribution of Community Information Policy**

Upon review, the board decided that no changes had to be made to this policy. Trustee Rizzuto moved to renew the policy as written. Trustee Banaszak seconded the motion. Motion passed 4-0.

- **Open Meeting Law Virtual Meeting Requirements**

Trustee Rizzuto moved to table further discussion until we get advice from the town attorney. Trustee Banaszak seconded the motion. Motion carried 4-0.

- **2023 Slate of Officers**

The current officers are:

President: Richard Crawford

Vice President: Jill Banaszak

Secretary: Agnes Becker

Treasurer: Pat Rizzuto

Trustee Banaszak made a motion to keep the current slate of officers. Trustee Crawford seconded. Motion carried 4-0.

- **PERIOD FOR PUBLIC EXPRESSION**

No speakers came forward.

Director Heintz reminded everyone about the ACT meeting on January 21.

Trustees Banaszak and Rizzuto talked about the December Meet and Greet at the Central Library.

ADJOURNMENT

Trustee Banaszak moved to adjourn the meeting at 5:44. Russ Person seconded the motion. Motion carried 4-0.

NEXT MEETING

The Next Regular Meeting will be held on March 9, 2023.

The Long Range Planning Committee will meet on February 7, 2023.

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

NOVEMBER - DECEMBER 2022

Balance Private Checking Account

11/30/2022	\$7,462.75
12/31/2022	\$12,306.95

Deposits Private Checking

11/15/2022	Friends check #3229 to pay off credit card coverage of the meeting room tables	\$1,346.40	
11/15/2022	Angola Library donation - Earne memorial	\$100.00	
11/15/2022	Anita Wierzba donation	\$100.00	
11/15/2022	Ann Williams donation	\$100.00	
11/21/2022	Amazon Smile donation	\$23.42	<i>Total November Deposits: \$1669.82</i>
12/2/2022	Pat Rizzuto donation - Earne donation	\$50.00	
12/13/2022	2022 Tower donation	\$5,000.00	
12/19/2022	Douglas Zerby donation	\$50.00	<i>Total December Deposits: \$5,100.00</i>

TOTAL Deposits November-December: \$6,769.82

Disbursements Private Checking

11/12/2022	N114: Thomas Fox - Manga Workshop - Bodies on 11/12/22 (2021 Tower)	\$125.00	
11/15/2022	N117: Feelings Rock on 11/15/22 (2021 Tower)	\$75.00	
11/15/2022	N118: Grainger -meeting room tables (paid off credit card - Friends funds)	\$1,346.40	
	N119: Withdrawal - Ann Williams and Anita Wierzba donations designated for use	\$200.00	
11/15/2022	on the staff. To be used to fund the staff holiday party.	\$125.00	
			<i>Total November Disbursements: \$1871.40</i>
11/19/2022	N115: Thomas Fox - Manga Workshop - Faces reschedule on 12/3/22 (2021 Tower)		
12/19/2022	N122: Fun Express - Feb. & Apr. 2023 storytime crafts (2021 Tower)	\$130.80	
12/19/2022	N123: Feelings Rock - session on 1/17/23 (check dated 1/17/23) (2021 Tower)	\$100.00	
	N124: Marsha Mis - Outsider Art Teen program on 1/21/23 (check dated 1/21/23)	\$50.00	
12/19/2022	(2021 Tower)		
	N125: Paul Krupinski - Inflatable Planetarium, 2 sessions on 2/21/23 (check dated		
12/19/2022	2/21/23) (2021 Tower)	\$275.00	
	N126: NYS Parks/Recreation/Historical Preservation - snowshoe program on		
12/19/2022	2/22/23 (check dated 2/22/23) (2021 Tower)	\$45.00	
12/19/2022	N127: Feelings Rock - session on 3/14/23 (check dated 3/14/23) (2021 Tower)	\$75.00	<i>Total December Disbursements: \$675.80</i>

TOTAL Disbursements November-December: \$2,547.20

Balance Money Market Account

12/4/2022

\$127,130.31

1/4/2023

\$127,184.30

Disbursements Money Market Account

Deposits Money Market Account

12/4/2022 interest

10.45

1/4/2023 interest

\$53.99

*Total November-December
Disbursements: \$0*

TOTAL:

\$64.44

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

NOVEMBER-DECEMBER 2022

Deposits	11/30/2022	Fines & Print	\$122.90	<i>Total November Deposits: \$122.90</i>
	12/30/2022	Fines & Print	\$128.64	<i>Total December Deposits: \$128.64</i>
		Total Deposits November-December:	\$251.54	
Disbursements				
	11/1/2022	NC6: BECPL - Walmart order placed by Business Office: Digital clocks for	\$55.88	<i>Total November Disbursements: \$55.88</i>
	12/19/2022	NC7: Amazon - Pint-Sized Playgroup toys for 2023	\$129.45	
	12/19/2022	NC8: Bridgette Heintz - mileage	\$79.79	
	12/19/2022	NC9: Carly Spatar - mileage	\$13.01	
	12/19/2022	NC10: Donald Klein - mileage	\$43.75	
	12/19/2022	NC11: Amazon - two 5'x8' American flags	\$119.96	
	12/19/2022	NC12: HD Supply - toilet repair kit	\$52.29	<i>Total December Disbursements: \$438.25</i>
		Total Disbursements November-December:	\$494.13	

Balance County Funds

11/30/2022	\$966.37
12/31/2022	\$709.05

	<u>Fines</u>	<u>Print</u>	<u>Other</u> ←usb drives/library cards (anything provided by the system which we would sell)
Budgeted (expected revenue):	\$983.00	\$1,250.00	\$60.00
YTD revenue accrued:	\$1,134.00	\$1,804.00	\$5.00
To be realized:	over by \$151	over by \$554	\$55.00

As per BECPL Resolution 2022-12 of 5/16/22:

our library will be receiving another BECPL System Appropriation of \$1,017 to offset fine revenue shortages due to the Fines Free Initiative.

This is in addition to the System Appropriation of \$770 received in February of this year.

The Direct Local Income expected for Fines, Lost Books, etc. has been lowered from \$2,000 to \$983.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Dec-23

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	126	74	
515000	Sewer	250	0	182	68	
515000	Telephone - Maintenance	0	0	0	0	
510200	Dues and Fees	1,180	0	305	875	
545000	Rental Charges	0	0	0	0	
506200	Repairs & Maintenance Chgs.	1,300	0	1,831	(531)	
555050	Insurance Charges	0	0	0	0	
510000	Travel & Mileage Expenses	450	0	324	126	
530000	Other Expenses & Charges	700	0	1,268	(568)	
530000	Contingency (Bullet Aid)	0	0	0	0	
TOTAL EXPENSES		4,080	0	4,036	44	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Comments
Fines, Lost Books, etc.	983	0	1,134	(151)	
Copy Machines	0	0	0	0	
Print Cost Recovery	1,250	0	1,804	(554)	
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	2,293	0	2,943	(650)	

As per BECPL Resolution 2022-12 of 5/16/22:
 our library will be receiving another BECPL System Appropriation of \$1,017 to offset fine revenue shortages due to the Fines Free Initiative.
 This is in addition to the System Appropriation of \$770 received in February of this year.
 The Direct Local Income expected for *Fines, Lost Books, etc.* has been lowered from \$2,000 to \$983.

Date Prepared: 01/09/2023 11:39 AM

Report Date: 01/09/2023

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 1 of 3

Prepared By: JACKIE

Fiscal Year: 2022 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
Fund 001		GENERAL FUND							
Item 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			100.00
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	0.00	100.00
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			300.00
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	0.00	300.00
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				21,480.00			
02/01/22	0001001047	DOOR 2 DOOR, INC. EMERGENCY SERVICES FOR LIBRARY DOOR		137437	53203		0.00	772.00	
02/01/22	0001001047	DOOR 2 DOOR, INC. EMERGENCY SERVICES FOR LIBRARY DOOR		137437	53203		0.00	(772.00)	
02/07/22	0001001047	DOOR 2 DOOR, INC. EMERGENCY SERVICES FOR LIBRARY DOOR		137437	53203		0.00	772.00	
02/18/22	0000000129	H & V SALES INC SERVICE AT LIBRARY		137488	53237		0.00	325.00	
02/18/22	0000000129	H & V SALES INC SERVICE AT LIBRARY, PUMP MOTOR, PUMP COUPLER		137489	53237		0.00	3,281.16	
02/18/22	0000000129	H & V SALES INC SERVICE AT LIBRARY, MISC MATERIALS		137490	53237		0.00	6,276.58	
02/18/22	0000000129	H & V SALES INC SERVICE AT LIBRARY		137569	53237		0.00	1,021.38	
03/07/22	0000000325	CROSS CONTROLS & ELECTRIC, INC. SERVICE OF LIGHT POLES		137590	53319		0.00	1,329.00	
03/07/22	0000032993	FIRE SAFETY SYSTEMS, INC. FIRE ALARM SYSTEM FIRE CHARGE		137611	53336		0.00	200.00	
06/27/22	0001001047	DOOR 2 DOOR, INC. DOOR REPLACEMENT AT LIBRARY		138661	54111		0.00	3,758.00	
08/15/22	0001001098	716 MECHANICAL, LLC PLANNED MAINTENANCE		139147	54469		0.00	625.00	
10/03/22	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE - 9/1/22- 11/30/22		139473	54699		0.00	493.00	

Date Prepared: 01/09/2023 11:39 AM

Report Date: 01/09/2023

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TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 2 of 3

Prepared By: JACKIE

Fiscal Year: 2022 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
Fund 001		GENERAL FUND							
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				21,480.00			
11/07/22	0000000207	JOHN W DANFORTH CO. SERVICE CALL AT LIBRARY		139779	54916		0.00	744.60	
11/07/22	0001001062	GARLAND/DBS, INC. IR SCAN FOR LIBRARY ROOF		139938	55023		0.00	1,710.00	
12/31/22	0000000220	ELWOOD FIRE PROTECTION FIRE EXTINGUISHER INSPECTION, REFURBISH		140411	55366		0.00	194.00	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				21,480.00	0.00	20,729.72	750.28
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
07/18/22	0000000695	BUFFALO ERIE CO PUB LIBRA BUSINESS OFFICE TRIMMER		138722	54158		0.00	224.00	
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	224.00	76.00
Item 0443		DEPARTMENTAL SUPPLIES							
001.7410.0443		DEPARTMENTAL SUPPLIES.LIBRARY				0.00			
05/16/22	0001001183	AMAZON CAPITAL SERVICES, INC. APRIL PURCHASES/CREDITS <i>AED Machine Supplies</i>		138326	53873		0.00	267.99	
Total Item 0443		DEPARTMENTAL SUPPLIES				0.00	0.00	267.99	(267.99)
Grand Total						22,180.00	0.00	21,221.71	958.29

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

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Report Date: 01/09/2023

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 3 of 3

Prepared By: JACKIE

Fiscal Year: 2022 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
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Grand Island Memorial Library

January 12, 2023

Office of the State Comptroller
Local Government and School Accountability
Data Management Unit 12-8-C
110 State St.
Albany, NY 12236-0001

To Whom It May Concern:

The Grand Island Memorial Library (Municode 144633700100) would like to request a 60 day extension to file our 2022 Annual Update Document (AUD).

Thank you for your assistance with this matter.

Sincerely,

Patrina Rizzuto
Treasurer
Grand Island Memorial Library

Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 12/19/22 December 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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
NC7	Amazon: Pint-Size Playgroup toys for 2023 (general programming line)	\$129.45	106	12/19/22
NC8	Bridgette Heintz: mileage	\$79.79	107	12/19/22
NC9	Carly Spatar: mileage	\$13.01	108	12/19/22
NC10	Don Klein: mileage	\$43.75	109	12/19/22
NC11	Amazon: 2 American flags	\$119.96	110	12/19/22

Total: \$385.96

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 12/19/22 December 2022 Total Claims (# of invoices): 7

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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N121	Withdrawal: Ann Williams and Anita Wierzba donations. Funds donated for use on the staff. Will be used for staff holiday party on 12/21/22.	\$200.00	Cash withdrawal	11/15/22
N122	Oriental Trading/Fun Express: Feb & April 2023 storytime crafts	\$130.80	3177	12/19/22
N123	Feelings Rock session on 1/17/23	\$100.00	3178	1/17/23
N124	Marsha Mis - Outsider Art Teen Program on 1/21/23	\$50.00	3179	1/21/23
N125	Paul Krupinski: Inflatable Planetarium - 2 sessions on 2/21/23	\$275.00	3180	2/21/23
N126	NYS Parks, Recreation & Historic Preservation: Snow Shoe Program on 2/22/23	\$45.00	3181	2/22/23
N127	Feelings Rock session on 3/14/23	\$75.00	3182	3/14/23

Total: \$875.80

Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 12/21/22 December 2022 Total Claims (# of invoices): 1

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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
NC12	HD Supply: toilet parts – Sloane 3.5 gpf Closet Master Repair Kit	\$52.29	111	12/20/22

Total: \$52.29

Grand Island Memorial Library Board Meeting

January 12th, 2023 @ 4:30 pm

Library Meeting Room

Director's Report

Minutes

- November 28th, 2022 special meeting

Financial Report

- 2022 Annual Update Document (Comptroller's Report) extension letter: to be signed by the Treasurer.

Claims Audit

Correspondence

- Dick Earne recognitions:
 - 11/28/22 \$50 donation from Guy & Pat Rizzuto
 - In both cases, the funds are in the Private/Local account and will be used toward the Reading Garden project.
- 12/8/22 – received a \$5000 donation from the Tower Family Fund. The funds have been deposited into the Private/Local account and will be used for programming and items to benefit the library and community. As in previous years, funding proposals will be presented at board meetings for approval.
- 12/14/22 - \$50 donation received from patron Douglas Zerby. Funds will be deposited into the Private/Local account and will be used for collection development in 2023.
- 12/14/22 – Senator Ryan Grants in Aid funding update: Ken Stone stated the system board has received confirmation of the funding coming through. We have not received the funds yet. As determined at prior board meetings, the \$10,000 will be used for the latest Library Construction Grant as match funds. Any remainder will be used toward a new phone system in 2023.

Director's Report

- Trustee Education Requirement – supporting documentation is in your folders. Discussion.
- GIML Emergency Action Procedure – a draft is included in your folders. It is based on the procedure Central uses and filled in from a template they provided to the contract libraries. I would like a few sets of eyes on it for feedback. I also plan on reviewing plans other contract libraries use to make sure ours is thorough. Once completed, the staff will be trained on the procedure.
- Reading Garden Committee progress – the first meeting was held on 11/28/22. The committee consists of Agnes Becker, Richard Crawford, Jill Banaszak, Pat Rizzuto, GI

Rotary President Sherry Miller, Cinderella Isle Garden Club member Peggy Koppmann and Bridgette Heintz. Possible layouts and initial brainstorming were discussed. The next meeting is TBD, but will be scheduled around end of February/early March. Bridgette will reach out to other GI departments and Contract Library Directors who have created reading gardens and similar areas to see what steps were taken and to get leads on possible vendors.

- The following meetings/trainings were attended by Director Heintz in November and December:
 - 11/3/22: Treasurer meeting with Patrino Rizzuto
 - 11/7/22: Restroom renovation prep meeting with GI Highway Dept.
 - 11/10/22: Friends of the GI Library Board meeting
 - 11/10/22: Empire State Library Network webinar – Urban Library Trauma Study
 - 11/15/22: meeting with Jan Yardley regarding Friends survey results
 - 11/18/22: Public Library Advanced Certificate Program (PLACP) class #4 via Zoom
 - 11/21/22: meeting with Jan Yardley about Friends brochure and membership benefits
 - 11/22/22: WNYLRC Advocacy meeting at Senator Sean Ryan’s Office
 - 11/28/22: Reading Garden Committee meeting
 - 11/28/22: follow-up meeting with Jan Yardley and Nancy Vizzi about Friends brochure and membership benefits
 - 12/9/22: Public Library Advanced Certificate Program (PLACP) class #5 at WNYLRC

Unfinished Business

- Long Range Plan: at the 11/28/22 Special meeting, it was decided to extend the current LRP through the end of 2023 to allow more time to work on the new one. Next steps are to be discussed at this meeting.
- Trustee Vacancy – follow-up

New Business

- Collection development funding request: \$494 from the Oct 2022 Discard Book Sale proceeds (\$444) and the Douglas Zerby donation (\$50).
- Policies up for review:
 - Display Policy
 - Distribution of Community Information
- Open Meeting Law Virtual Meetings Requirements
- 2023 Conflict of Interest Disclosures
- 2023 Slate of Officers

Period for Public Expression (any library related topic)

- Trustees Meet & Greet follow-up
- Reminder about 1/21/23 ACT meeting at WSE

Respectfully submitted,
Bridgette Heintz



Trustee Education Policy

This policy is for application to all libraries within the Buffalo & Erie County Public Library System.

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL System) recognizes the responsibility of its library trustees to participate in a minimum of two hours of trustee education annually. The B&ECPL shall abide by Title I, Article 5, Part 2, section 260-d of the New York State Education Law. This policy shall serve to establish a written policy and procedures related to trustee education and to demonstrate compliance with Section 260-d and applicable guidance of the New York State Education Department.

II. APPLICABILITY

This policy shall apply to all boards of trustees (library trustees), both public and association libraries, within the B&ECPL System.

III. REQUIREMENTS

A. Training

1. Beginning January 1, 2023, all library trustees shall be required to complete a minimum of two hours of trustee education annually on the financial oversight, accountability, fiduciary responsibilities or the general powers and duties of a library trustee.
2. Trustees may participate in trustee education online or in person.
3. Trustee education may include webinars, lectures, workshops, regional or national library association programs or any other format approved by the New York State Education Department, including those presented by the B&ECPL System.

B. Compliance

1. Each library trustee shall demonstrate compliance with the requirements of this section by filing with the chair/president of their board of trustees evidence of completion of trustee education from an approved provider.

2. Such evidence shall include one of the following:
 - a. a certificate of completion issued by an approved provider; or
 - b. a signed [self-assurance of completion form](#) which shall be made available to library trustees from the B&ECPL System.
3. Each chair/president of the board of trustees shall be responsible for ensuring compliance by all trustees on their board.
4. Failure to comply with the requirements of this section shall be deemed neglect of duty, and the noncompliant trustee may be subject to removal at the discretion of the board and in accordance with the library's bylaws.

Adopted September 15, 2022 per Res. 2022-37.

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date

Library Director, Bridgette Heintz
Office: 716-773-7124

Library Board President, Richard Crawford
Office: 716-773-9632

Grand Island Town Engineer, Robert Westfall 716-773-9600 ext. 635



GRAND ISLAND MEMORIAL LIBRARY
EMERGENCY PROCEDURES DRAFT
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I. INTRODUCTION

These guidelines are intended to assist staff members in understanding how to respond and what to expect in an emergency situation at the **Grand Island Memorial Library (GIML)**. These are best practices and may not cover every situation encountered. Please discuss any questions or concerns with the Library Director.

The **GIML** maintains specific Emergency Procedures to:

- Provide employees with basic emergency preparedness and response information.
- Help maintain a safe environment within the applicable laws and regulations set forth by the **Town of Grand Island** and Erie County.
- Inform all staff of their responsibilities in preparing for and potentially responding to an emergency.
- Assist in returning to normal operations after an event.

If an employee has an imminent concern of danger, he/she should contact 911 immediately.

These procedures will be reviewed by the Library Director annually.

II. POINTS OF CONTACT

Emergency: Fire, Police, etc. CALL 911

[Recommend inserting names of key personnel, board president, police, fire, etc. for your library, and may include key system personnel too.]

Bridgette Heintz, GIML Library Director 716-773-2089 (office)
716-773-7124 (library main #)

Richard Crawford, GIML Library Board President 716-773-9632 (office)

John Whitney, Grand Island Town Supervisor 716-773-9600 ext. 616 (office)
716-425-2511 (additional phone)

Christian Bahleda, Grand Island Town Council - Library Liaison
716-xxx-xxxx

Grand Island Town Engineer, Robert Westfall 716-773-9600 ext. 635

Grand Island Police Non-Emergency 716-858-2903

Dorinda Darden, Buffalo & Erie County Public Library Assistant Deputy Director
716-858-7190 (office)

III. HEALTH AND PERSONAL SAFETY

Medical Emergency

- Call 911.
- Be prepared to give as much information as possible:
 - Location of emergency
 - Type of incident and any direct details of emergency
 - Your name
- Render First Aid/CPR if needed and you are properly trained.
- Stay with victim until help arrives OR if the victim is in imminent danger.
- Keep victim still – only move if other dangers are present.
- After the person has been given aid and the incident is over, remain available to help the investigating staff with pertinent information for an incident report or, if applicable, an Employee Injury report.
 - [Library Accident/Incident Report](#)
 - [Employee Injury Report](#)

Panic Buttons

- Panic buttons are located as pictured in the yellow circles:
 - Behind the circulation desk, to the right of the door to the staff workroom as you are entering. The button is on the bottom of the circled box.



- This panic button will alert Grand Island Dispatch who will then send assistance.

- o On the security keypad next to the building's staff entrance door:



- From Top to bottom:
 - Holding down both 'flame buttons' lets Fire Safety System Central Monitoring know there is a **fire emergency**.
 - Holding down both 'plus buttons' lets Fire Safety System Central Monitoring know there is a **medical emergency**.
 - Holding down both 'shield buttons' lets Fire Safety System Central Monitoring know a **police presence is needed**.

Fire Safety System Central Monitoring will then call 911 to send assistance.

Unruly Patrons

If confronted with an unruly patron:

- Notify person in charge immediately.
- Take note of the following information:
 - A description of the problem.
 - Your location (be as specific as possible).
 - Time/Date, name of the patron if known.
- Remain calm and keep your composure. Don't argue.
- Walk away if necessary and you can do so safely.
- Allow person in charge or law enforcement (if called) to handle the situation when they arrive.
- Notify the Library Director of the incident. An incident report should be filled out and kept on file.
 - [Library Accident/Incident Report](#)

Awareness

- To avoid being in a vulnerable or unsafe position, be observant and aware of your surroundings at all times.
- If you feel uneasy about a strange person or unusual noise or have a concern for your personal safety, notify the person in charge.
- Call 911 if you believe you or someone else are/is in imminent danger.

Suspicious Behavior

In the event that you notice an individual behaving in an unusual, disorderly, intoxicated, or suspicious manner:

- Notify the person in charge.
- Take note of the following information:
 - A description of the problem
 - Your location (be as specific as possible)
 - Time/Date, name of the patron if known.
- Keep a safe distance from the person; do not attempt to talk with or remove the individual yourself.
- Allow a supervisor to handle the situation when they arrive, or law enforcement if contacted.
- Notify the Library Director of the incident. An incident report should be filled out and kept on file.
 - [Library Accident/Incident Report](#)

Personal Safety

- When going to a remote area or when leaving the building after hours, use the buddy system.

Violent Situation

We are committed to ensuring a work environment that is free of acts of violence or the threat of violence at all B&ECPL facilities. [Workplace Violence Policy](#)

- Call 911 if you feel you or someone else is in imminent danger.
- Keep a safe distance from the situation; do not attempt to interfere.
- Remain calm and keep your composure. Don't argue.
- Direct responding law enforcement to the scene.
- Witnesses to any incidents should identify themselves to law enforcement - "if you see something, say something."
- Follow any and all directions given by law enforcement.
- Evacuate the area if directed or as needed for your safety.
- Take note of the following information:
 - A description of the problem
 - Your location (be as specific as possible)
 - Time/Date, name of the patron if known.
- Report all physical acts of aggression or verbal threats immediately to: your supervisor, the Library Director and/or Human Resources.
- [Workplace Violence Incident Report](#)

IV. HAZARDOUS SITUATIONS

Suspicious Items

- A suspicious item is any object that is out of place and can't be accounted for by anyone in the area.
- Potential indicators of a suspicious item are threats, placement, and proximity of the item to people and valuable assets.
- Generally anything that is hidden, obviously suspicious, unattended, and not typical should be deemed suspicious.

Suspicious Package

- Never touch, move, or disturb a suspicious device/package.
 - Ask yourself: Is this item out of place? Does it belong to anyone in the immediate area?
- If you find a suspicious package:
 - Move away from the immediate area and notify the person in charge – if possible use hard-line communication (desk phone). Avoid using radio or cell phones.
 - Contact law enforcement, and apprise responding emergency personnel of the situation.

Bomb Threat

In the event of a bomb threat:

- Call 911.
- Write down as many details as you can remember.
- Promptly complete a [Bomb Threat Report](#) (available on Intranet and hard copy at desks).
- Be available for interviews with law enforcement.

The person in charge should coordinate with local law enforcement and first responders to ensure smooth handling of Bomb Threat protocols.

The following procedures are recommended for specific types of threats:

Threat Received By Phone

- All bomb threats should be considered serious until investigated and proven otherwise.
- Keep caller on line as long as possible to obtain and write down as much information as possible.
- Advise someone to notify the person in charge or 911.
- Utilize [Bomb Threat Report](#) to document all pertinent information.

Commented [JD1]: Make sure all K libraries have these

Verbal Threat

- If the person leaves, make note of which direction they went and be ready to give a detailed description of the person.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat using the [Bomb Threat Report](#).
- Notify the person in charge or 911.

Threat Received by Note / Mail

- Do not handle excessively; do not allow anyone besides law enforcement to handle.
- Item should be placed in a large envelope or folder, whatever is handy to protect the document.
- Document as much information as possible (date, time, location, witnesses, other notable conditions); remember, your notes and incident details are crucial information.
- Notify the person in charge or 911.

Threat on Computer

- Leave the message open on the computer.
- If on a public computer, take steps necessary to avoid automatic log off.
- Take photograph or screenshot of message, including sender if possible.
- Use the checklist on the [Bomb Threat Report](#) to gather as much information as you can.
- Notify the person in charge or 911.

Fire

Suspicious Odors or Light Smoke

- Notify the person in charge immediately.
- **The person in charge will indicate whether or not necessary to call 911.**

Visible Flames or Heavy Smoke

- Pull fire alarm, if one is visible and you can safely do so without going in direction of the fire.
- Call 911.
- Do not attempt to fight the fire yourself.
- Follow procedures for evacuating the building. (*See pages 13-16*)

Explosion

In the event of an explosion, immediately evacuate the area of the explosion and call 911.

Give the following information:

- The location of the explosion (be as specific as possible);
- Your name and where you are calling from;
- Whether any people, collections, or valuable equipment are involved or are in imminent danger.

Chemical Spills, Gas Leaks & Suspicious Odors

All chemical spills and suspicious odors must be reported to **the Library Director**. **If you are unsure, call 911.**

Commented [JD2]: library director? Maintenance person? Who handles facility stuff at your library?

Chemical Spills

- Describe the extent and location of the spill.
- Do not touch or handle spilled materials.
- In the event of strong fumes, staff may be relocated temporarily until the responding party has had an opportunity to assess the spill.
- **If the building needs to be evacuated, see pages 13-16 for the Evacuation Procedure. Call 911.**

Gas Leaks & Suspicious Odors

- Describe the location and brief description of the odor.
- In the event of strong fumes, staff may be relocated temporarily until the responding party has had an opportunity to assess the cause of the odor.
- **If the building needs to be evacuated, see pages 13-16 for the Evacuation Procedure. Call 911.**

Carbon Monoxide

Commented [JD3]: Does your building have a CO detector? Need to update this section accordingly.

Carbon Monoxide Detectors

- Multiple Carbon Monoxide (CO) detectors are installed in the **Grand Island Memorial** Library building.
- These detectors provide a four-tone audible alarm from the detector itself. **(check this with Don)**. They are not connected to or part of a fire alarm system.

Detector Activation

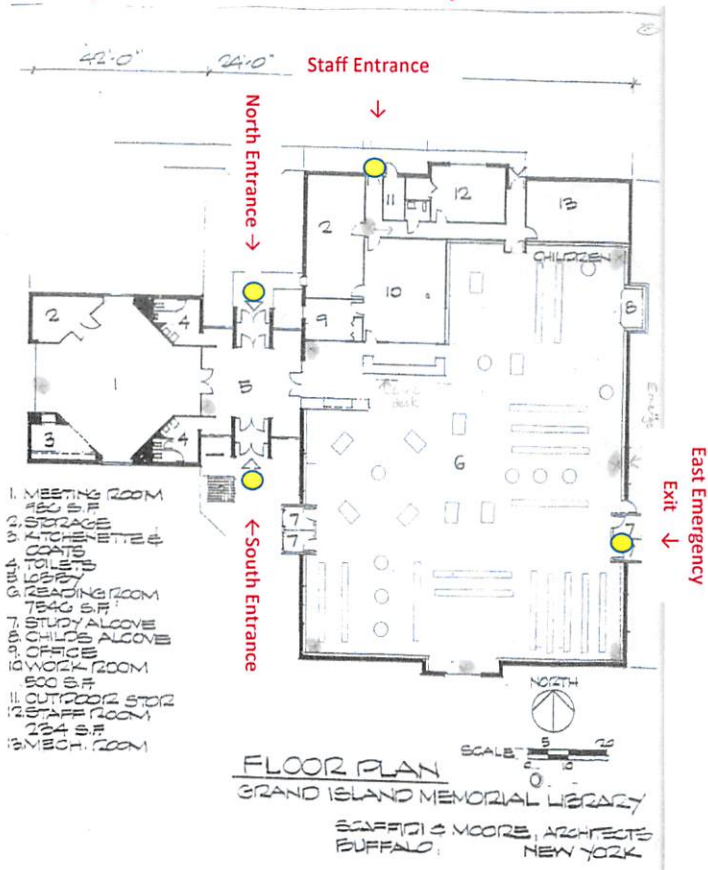
In the event a Carbon Monoxide alarm is activated, staff should take the following actions:

- Evacuate the immediate area. Move to fresh air immediately.
- **Notify the Library Director.**
- **Call 911.**

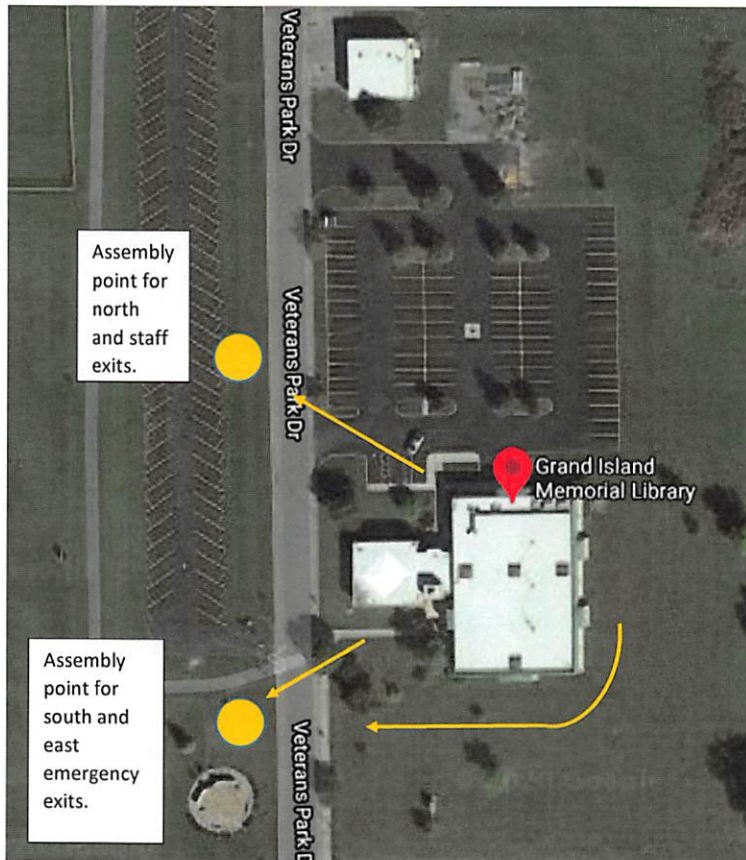
V. EVACUATION

Employees should observe the following procedures to evacuate the Library in case of emergency. All employees should be familiar with the GIML's Emergency Evacuation Plan including:

- **Library Floor Plan – exits marked with a yellow dot**



- List of external Staff Assembly Points marked in yellow: one for the North & Staff exits, one for the South & East Emergency exits:



It is the responsibility of the Library Director to make sure:

- A person in charge is designated during all open hours in the absence of the Library Director.
- A list of employees is readily accessible at the time of evacuation. This may include a means of identifying which staff is in the building each day.

During an Evacuation the Person in Charge should:

- Take the list of employees and exit the building after checking all areas of the library, if able to do so safely.
- Verify after arriving at the designated assembly point that all assigned employees have evacuated the building.
- Work with any first responders.

During an Evacuation all employees should:

- Exit the building through the exit designated in your evacuation plan.
- Make your way to your designated assembly point.
- Wait for further instruction from the person in charge or first responders.

Persons in Need of Assistance

Employees in need of assistance are advised to contact BECPL HR to self-identify if assistance is needed evacuating a building. They should work with their supervisor and HR to develop a procedure and establish a buddy system with a coworker or other volunteer to assist in the case of any emergency.

Assisting with the evacuation of a person with a disability or injury by yourself should be the last resort. First responders are trained to successfully assist individuals in the case of an emergency.

Consider your options and risks of injuring yourself and others in an evacuation attempt. Evacuation may be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Do not make an emergency situation worse.

If you determine that it is safe and necessary to do so, the following procedures are suggested for individuals who can safely assist a person with a disability:

- Always ask how you can help before attempting any rescue technique or giving assistance.
- Ask how he or she can best be assisted or moved and whether they have any special considerations that should be taken into account.
- Once you have assisted an individual with an impairment or injury to the designated location for first responders to locate persons needing assistance, it is recommended to evacuate yourself.

Assisting Persons with Hearing Impairment

- Alert the person with hearing impairment to the emergency and assist with their evacuation.
- A person with a hearing impairment will not need to wait for first responders, unless they also have a mobility impairment.

Assisting Persons with Blindness or Visual Impairment

- Alert the person with visual impairment to the emergency and assist with their evacuation.
- A person with a visual impairment will not need to wait for first responders, unless they also have a mobility impairment.
- Do not grasp the person's arm; ask if he or she would like to hold onto your arm as you exit.
- Give verbal instructions about the evacuation route using estimated distances and directional terms (ex. twenty feet forward, turn right).

Evacuation During Inclement Weather

- During extremely cold weather (particularly if a “code blue” is in effect) staff should first report to their designated assembly point.
- If necessary, staff will be instructed to proceed to one of the inclement weather evacuation site(s) below: ???

Commented [JD4]: Make plans with neighboring businesses

VI. ACTIVE SHOOTER

Active Shooter incidents are unpredictable and can evolve quickly. Patrons are likely to follow the lead of employees during crisis situations. The following are tips to help prepare for such an incident:

- Don't assume it will never happen.
- Be aware of your surroundings at all times.
- Know your location.
- Have an escape plan.
- Know where exits in your area are located.
- Identify places where you could shelter in place if you need to hide.
- Determine whether the space you are in can be locked.

In the event of an active shooter situation, quickly establish the most reasonable method to protect your own life. Remember RUN, FIGHT, or HIDE.

RUN

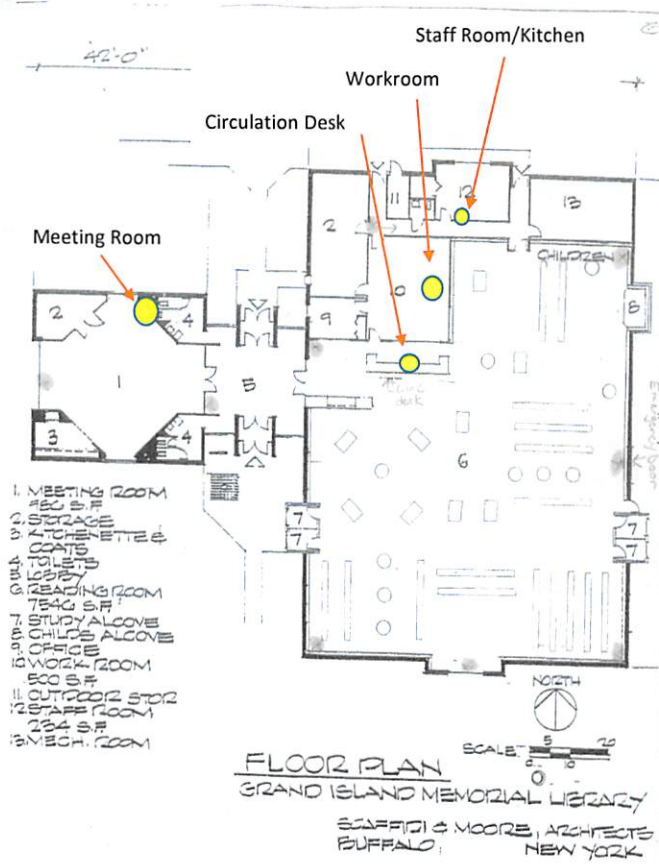
- If you can safely escape, evacuate the building – have a plan and use it.
- Leave belongings and evacuate even if others choose not to follow.
- Help others, if safe and possible.
- Prevent individuals from entering the building.
- Call 911 as soon as it is safe to do so – be prepared to give as much information as possible about incident.

HIDE

- If evacuation is not possible, find a place to hide.
- Get out of view/sight.
- Seek shelter – secure doors and barricade entry with heavy furniture if possible.
- Close window coverings and turn off lights – only if safe to do so.
- Silence all electronic devices.
- Remain calm, quiet, and motionless.
- Plan what you will do if the shooter gets into the room. Consider what could be used as a weapon if necessary for self-defense.
- Lay flat on the ground and behind large items.
- Do not open the door.

- Call 911 as soon as it is safe to do so – be prepared to give as much information as possible about incident.
- If you can't safely talk on phone, leave the call open so that dispatcher can listen.

Telephone locations marked in yellow:



- Remain in location until emergency personnel tell you the situation has been resolved.

FIGHT

- ONLY AS A LAST RESORT and if your life is in imminent danger.
- Aggressively attempt to incapacitate the shooter.
- Assume a survival mindset and know that oftentimes active violence situations are over in a few minutes.
- Commit to your actions – your life could depend on it.

When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands.
- Keep hands visible at all times.
- Avoid quick movements toward officers.
- Do not stop to ask officers for help or direction.
- Remember, first responders are there to end the threat NOT render aid.

Information you should provide to law enforcement or the 911 Operator:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

VII. LOCKDOWN/ LOCKOUT/SHELTER IN PLACE

Lockdown

Commented [JD5]: You should include procedures for a lockdown/lockout. What needs to be locked manually, where keys are, who will do it?

When there is an imminent concern inside of the building requiring the library to take extra security measures, law enforcement or library management may determine that a lockdown is an appropriate response.

A lockdown means staff is secured in designated areas (*See Shelter in Place*) throughout the building and are not allowed to leave until the situation has been resolved.

In the event of a lockdown:

- Comply immediately with the request to lockdown the building.
- Listen for instructions regarding the situation and your actions.
- Remain in designated area or if unable to get to designated area, move to nearest part of the building away from doors and windows.
- Remain alert and listen for updates.
- Remain in location until emergency personnel tell you the situation has been resolved.

The person in charge should coordinate with law enforcement to ensure that lockdown procedures are followed and all staff and patrons are safe and informed.

Lockout

When there is an imminent concern outside the building requiring the library to take extra security measures, law enforcement or library management may determine that a lockout is the appropriate response.

A lockout refers to securing the building so that no one may enter. Staff are secured in designated areas (*See Shelter in Place*) throughout the building and are not allowed to leave until the situation has been resolved.

In the event of a lockout:

- Comply immediately with the request to lockout the building.
- Listen for instructions regarding the situation and your actions.

- Remain in designated area or, if unable to get to designated area, move to nearest part of the building away from doors and windows.
- Remain alert and listen for updates.
- Remain in location until emergency personnel tell you the situation has been resolved.

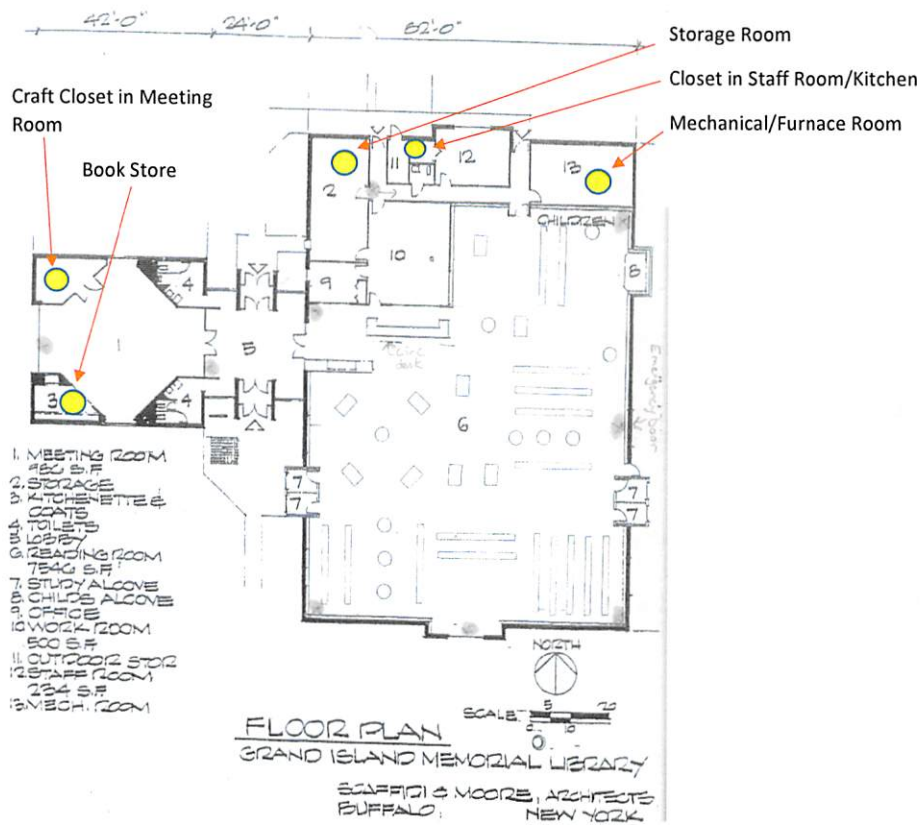
The person in charge should work with local law enforcement to ensure that lockout procedures are followed and all staff and patrons are safe and informed.

Shelter in Place

A shelter in place is used to temporarily separate people from any incident that may require emergency response. This can be due to a hazardous material incident, or perhaps a weather-related emergency. It could involve closing doors and windows and taking immediate shelter in a readily accessible location until emergency personnel notify you that the situation has been resolved.

It is important to familiarize yourself with the library and areas which may be ideal for you to shelter in place. Individuals unable to safely and quickly get to a designated area should look for a place to shelter away from doors and windows.

The following areas with lockable doors that are away from windows are marked with a yellow dot:



VIII. OTHER

Power Interruption

- **Power Outage** - In the event of a power outage,...???
- **Generator** - Upon loss of electricity, an emergency generator will activate within approximately 10 seconds. ???

Commented [JD6]: Need to identify what to do based on building

Commented [JD7]: Does your building have

Emergency Closing and Service Disruption

In the event of weather-related closings or other unanticipated service disruptions or emergencies, the following procedures will enable us to ensure safety, minimize inconvenience for patrons and staff, and restore service in a timely and efficient manner.

Determination of Library Closing

- The Library Director, working with the GIML Library Board, is responsible for determining if the Grand Island Memorial Library will close.

Commented [JD8]: Update for your process

Notification of Library Closing

- In the event of an emergency or weather-related closing, the closing will be submitted to Channels 2, 4, and 7 to be included on their 'Closing' scrolls and the 'Closed' sections of their respective websites.
- The closing will also be reported on:
 - the GIML's Facebook Page (<https://www.facebook.com/profile.php?id=100064750597404>),
 - the GIML's website (<https://www.buffalolib.org/locations-hours/grand-island-memorial-library>)
 - the GIML's answering machine, if possible
- The Library Director will inform the BECPL Information Technology staff, who will send all B&ECPL libraries e-mail notification of closings or service disruptions. In addition, the information will be posted in a red banner on the website and on the Intranet home page.

Commented [JD9]: Someone needs to tell IT, so who will do this should be included above

News Media and Public Inquiries

Only the Library Director, working with GIML Library Board, the Town of Grand Island and BECPL Administration should coordinate information and information release with law enforcement, emergency medical personnel, and government officials as required.

Commented [JD10]: May want to say who it is

During and after an emergency situation, you should:

- Refrain from responding to media or public information requests.
- Refer all public and media inquiries and information requests to the Library Director.
- Refrain from discussing or speculating on the cause, consequences, events, impact, or personnel involved with the situation. This includes communicating via social media.

Grand Island Memorial Library

Exhibit and Display Policy

1. The [exhibits and](#) displays presented in the library are to be of an educational, cultural, commemorative or public service nature. The display cases [and exhibit spaces](#) are not to be used for advertising, political or commercial purposes.
2. Identification of the sponsor or provider shall be included in the [exhibit](#)/display on a card or sign no larger than 3"x5". ~~(the size can be changed to 8.5"x11")~~
3. Topics are to be appropriate to the audience, taking into consideration the ages and diversity of the likely viewers.
4. Neither the Library Board of Trustees nor the staff shall be held responsible for any loss or damage to items used for [exhibit](#)/display while on the Library premises.
5. ~~Exhibits/~~Displays may be installed upon receipt of approval of the Director. The Library staff will not be responsible for the installation.
6. Individuals or groups using the Library's display case [or exhibit spaces](#) must sign a release form.
([copy of form is](#) attached)
7. The Library does not necessarily advocate or endorse the viewpoints of parties permitted to utilize display cases or exhibit space.

Commented [g1]:

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted Grand Island Memorial Library Board of Trustees 5/3/90

Revised 5/19/94

Revised 12/2/30

Revised 7/19/07

Revised and updated release form approved 9/6/18

[Revised 1/12/23](#)



Exhibits and Displays Application and Release Form

The Grand Island Memorial Library (GIML) display cases and exhibit spaces are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate Library endorsement of the ideas, issues or events promoted by those exhibits or displays.

I agree that I have read and will abide by the rules of the Grand Island Memorial Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the GIML and GIML Board of Trustees from any claim, suit, or loss related to this exhibit/display.

Print name: _____

Signature: _____

Organization Name: _____

Org. Address: _____

City: _____ State: _____ Zip: _____

Date: _____

Phone # Day: _____ Evening: _____

E-mail Address: _____

Description and Title of the Exhibit/Display: _____

Number of Items to be Displayed: _____

Exhibit/Display Format: circle all that apply

- | | |
|----------------|----------------------------------|
| Tabletop | Freestanding Panels |
| On easels | Separate 3 – dimensional objects |
| Framed artwork | Prints |
| Photos | Other: _____ |

Library Name: _____

Location in the Library : _____

Exhibit Set Up Date: _____

Exhibit Take Down Date: _____

Approval By: _____ **Library Phone #:** _____

Date of Approval: _____

This signed original form should be kept with the library. A copy of the signed form should go to the exhibitor

Grand Island Memorial Library

DISTRIBUTION OF COMMUNITY INFORMATION POLICY

The Grand Island Memorial Library accepts printed materials of educational, cultural or civic interest to the community for general distribution. Distribution of materials does not indicate the Library's endorsement of the ideas, issues or events promoted by those materials.

Library materials receive priority for distribution.

1. Any materials to be considered for distribution must be submitted to the Library Director for approval. Materials left without authorization will be discarded.
2. Display and distribution depend on space available for such purposes. The Library reserves the right to limit quantities. The Library may limit the frequency with which materials may be distributed by the same organization.
3. Dated materials will be removed when they are no longer timely or when space is required for more current items.
4. The Library assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.

The following will not be accepted for distribution:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state or local legislation
- Materials promoting commercial products or services

Distribution of community information is based on the provisos of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations that generated the information. Failure to comply with this policy may result in denial of distribution privileges.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted 07-19-07

Updated and adopted 5-3-18

Appendix A

DISCLOSURE STATEMENT

OF

THE GRAND ISLAND MEMORIAL LIBRARY

The undersigned, being a trustee, officer, Key Person of the Grand Island Memorial Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Grand Island Memorial Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the Grand Island Memorial Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Grand Island Memorial Library has a relationship: *{If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership.}*

(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Grand Island Memorial Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].}*

(5) **Transactions.** The Grand Island Memorial Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *{If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.}*

I certify that the above statements are true and correct to the best of my knowledge.

Name: _____

Position: _____

Signature: _____

Date: _____