

GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, NOVEMBER 9TH, 2023 @ 4:30 PM
LIBRARY MEETING ROOM
AGENDA**

- I. Call to Order
- II. Minutes:
 - a. 9/14/23 Library Board Meeting
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
 - a. Reading Garden update
 - b. NYS Library Construction Grant update
- VIII. Unfinished Business
 - a. 2023 Trustee Training – self-assurance forms
- IX. New Business
 - a. Policies:
 - i. Meeting Room – review and discussion
 - ii. FOIL - discussion
 - b. 2024 Proposed Library Board Meeting Schedule
 - c. 2024 Library Hours Discussion
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: **TBD**

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 MEETING
THURSDAY, NOVEMBER 9, 2023 @ 4:30 PM
LIBRARY MEETING ROOM

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

ROLL CALL: Present were:

President Richard Crawford
Vice President Jill Banaszak
Secretary Agnes Becker

Town Liaison Christian Bahleda
Director Bridgette Heintz
Treasurer Pat Rizzuto
Trustee Russ Person

MINUTES

Trustee Banaszak made a motion to approve the minutes of the September 4th meeting. Trustee Rizzuto seconded. Motion passed 5-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

The financial reports were received, reviewed, and filed for audit.

CLAIMS AUDIT ABSTRACT REPORT

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

CORRESPONDENCE

Director Heintz reported that she has sent a letter to the Tower Foundation reporting the expenditures for 2023 and thanking them again for their generosity to the Library.

DIRECTOR'S REPORT

The complete Director's report is attached.

UNFINISHED BUSINESS

- a. Trustees completed self-assurance forms for in-service time.

NEW BUSINESS

- a. The following policies were tabled to be reviewed at the January meeting: Meeting Room policy, Petty Cash policy and Freedom of Information Law (FOIL) policy.
- b. The proposed Library Board Meeting Schedule was presented by Director Heintz. A motion to accept the proposed schedule was made by Trustee Rizzuto and seconded by Trustee Person. Motion passed 5-0.
- c. The proposed Library hours for 2024 were presented by Director Heintz. Included in the proposed hours is a 4-hour addition to Wednesday evenings. A motion to accept the proposal was made by Trustee Banaszak and seconded by Trustee Rizzuto. Motion passed 5-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

A motion was made by President Crawford and seconded by Trustee Rizutto to adjourn to Executive session. Motion passed 5-0.

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Rizutto and seconded by Trustee Banaszak. Motion passed 5-0. Meeting adjourned at 5:37.

NEXT MEETINGS

Tuesday, November 28 at 5:30: Special meeting to review and approve the FOIL policy

Thursday, January 4, 2024 at 4:30: Regular meeting

GRAND ISLAND MEMORIAL LIBRARY
1715 Bedell Road*Grand Island, New York 14072-1796*773-7124
BOARD OF TRUSTEES MEETING
THURSDAY, SEPTEMBER 14, 2023 @ 4:00 PM
LIBRARY MEETING ROOM
DRAFT MINUTES

CALL TO ORDER: The meeting was called to order by President Crawford at 4:00 PM.

ROLL CALL: Present were: Treasurer Pat Rizzuto
President Richard Crawford Trustee Russ Person
Vice President Jill Banaszak Library Director Bridgette Heintz
Secretary Agnes Becker

MINUTES

- a. Trustee Person made a motion to accept the minutes of the Library Board Meeting on 6/29/23 and the Reading Garden Committee meetings on 6/29/23, 7/18/23 and 8/22/23. Trustee Rizzuto seconded the motion. Motion passed 5-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

The financial reports were received, reviewed, and filed for audit.

CLAIMS AUDIT ABSTRACT REPORT

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

CORRESPONDENCE

None

DIRECTOR'S REPORT

The complete Director's report is attached.

UNFINISHED BUSINESS

None

NEW BUSINESS

- a. Funding request: Reading Garden expenditures
President Crawford moved to approve \$3754 in expenses for Phase I of the Reading Garden. Trustee Banaszak seconded the motion. Motion passed 5-0.
- b. Funding request: Fall/Winter 2023 Program Funding Request
Trustee Banaszak moved to approve \$740.95 from the Tower funds for Fall/Winter programs. Trustee Rizzuto seconded the motion. Motion approved 5-0.

PUBLIC EXPRESSION

Trustee Banaszak questioned whether there has been any notification from ACT. Director Heintz indicated that she has heard nothing regarding ACT.

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Banaszak. The motion was seconded by Trustee Becker. Motion passed 5-0. Meeting adjourned at 5:34.

NEXT MEETING

Thursday, November 9, 2023.

GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

SEPTEMBER-OCTOBER 2023

Balance Private/Local Checking Account

9/30/2023	\$10,535.25
10/31/2023	\$11,888.73

Deposits Private/Local Checking

9/1/2023	Paint Can donations: Reading Garden (as of 8/29/23)	\$136.00
9/1/2023	Chicken BBQ proceeds: \$3131.25 to BW's, \$2585.75 to Reading Garden transfer from county account to pay off cc for 8/30/23 Amazon purchase (sign replacement, scavenger hunt prizes, clamps, faucet, plastic label scrapers)	\$5,717.00
9/14/2023	Payment to library to replace components of Yoga Penworthy Kit which were lost by the patron. Funds to be used to purchase replacement on Amazon.	\$245.97
9/27/2023	WNYLRC/NNLM Health Literacy Funds to be used for Brain Dance class on 12/2/23	\$15.00
9/27/2023	transfer from 2023 General Programming to PVT account for Amazon order on 9/27/23	\$173.75

9/27/2023	of sterilite 4 gallon totes (6 pack) for Lego Club. Confirmation number: 10456237	\$61.49
10/3/2023	Discard Book Sale Proceeds (9/29/23-9/30/23)	\$648.00
10/3/2023	Bake Sale Proceeds to benefit the Reading Garden (9/29/23-9/30-23)	\$190.00
10/5/2023	NYS Construction Grant 2022-2023 funds: initial 90% received	\$4,113.00
10/18/2023	\$54.95 credited back to the account by the bank after cc payment on 10/5/23 for Visa giftcard which Amazon never activated and then refunded.	\$54.95

Total September Deposits: \$6349.21

Total October Deposits: \$5006.95

TOTAL Deposits September-October: \$11,355.16

Disbursements Private/Local Checking

9/14/2023	N158: cc payment - Amazon order made on 8/30/23: (sign replacement, scavenger hunt prizes, clamps, faucet, plastic label scrapers). Funding: operating funds and M. Smith donation for programming.	\$245.97
9/14/2023	N159: Friends of the GIML - reimbursement for BOTB expenses (paid from Petty cash - which Friends provide. Funds approved out of 2022 Tower at the 5/11/23 library board meeting)	\$94.13
9/18/2023	N160: Kathleen Rumfola - Tic Tac Toe Board workshop on 9/7/23 (\$237.25) and Journal workshop on 9/21/23 (\$130.80). 2022 Tower Funds.	\$368.05
9/22/2023	N161: Amazon - 4 Adirondack chairs and 4 cable locks (Reading Garden funds). CC paid off 10/4/23 except for cable locks (\$45.46).	\$651.69
9/22/2023	N162: Belson - picnic table, notice board, trash receptacle, mounting hardware for one bench (Reading Garden funds). CC paid off 10/4/23.	\$2,755.41

9/25/2023	N163: Bull's Concrete Construction - front of library doors and 2 blocks (2022-2023 NYS Library Construction Grant funds)	\$5,000.00
9/27/2023	received from patron who lost the parts. Funds deposited into PVT on 9/27/23. CC paid off 10/4/23.	\$11.96
9/27/2023	N165: Amazon - Sterilite 4 gallon totes (6 pack) for Lego Club. Funding transferred from County 2023 General Programming line. CC paid off 10/4/23.	\$61.49
9/27/2023	N166: Amazon - \$50 Visa Gift Card for Halloween Raffle to benefit reading garden (Reading Garden funds). CC paid off 10/4/23. REFUNDED FROM AMAZON ON 10/5/23. THEY WERE UNABLE TO ACTIVATE THE GIFTCARD.	\$54.95
10/4/2023	N167: NYS Dept. of Taxation & Finance - Sales tax for Discard Sale held 9/29/23-9/30/23	\$56.70
10/18/2023	N170: BECPL - PVT order invoice #23044: M. Smith memorials (Colan/Meegan) and Oct 2022 Discard Book Sale funds.	\$122.21
10/21/2023	N168: Salvatore Bordonaro - Storytelling at the Trunk or Treat event on 10/21/23 (2022 Tower)	\$60.00

Total September Disbursements: \$9243.65

Total October Disbursements: \$238.91

TOTAL Disbursements September-October: \$9,482.56

Balance Money Market Account

9/30/2023	\$132,933.74
10/31/2023	\$133,185.51

Disbursements Money Market Account

Total September-October Disbursements: \$0

Deposits Money Market Account

9/30/2023 interest	\$243.21
10/31/2023 interest	\$251.77
TOTAL:	<u>\$494.98</u>

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

SEPTEMBER-OCTOBER 2023

Deposits

	Milne - M.Smith memorial donation: to be used for programming expenses (scavenger hunt prizes for Sept.)	\$50.00	
9/1/2023			
10/2/2023	Fines & Printing	\$142.15	<i>Total September Deposits: \$192.15</i>
10/31/2023	Fines & Printing	\$141.80	<i>Total October Deposits: \$141.80</i>

Total Deposits September-October: \$333.95

Disbursements

	NC34: Amazon - replacement outdoor sign, scavenger hunt prizes, faucet, clamps, plastic label scrappers (Funds to come from County Operations Budget and M. Smith memorial). Cc purchase made on 8/30/23. Transfer made to private account to pay off CC on 9/14/23 (confirmation #10260636).	\$245.97	
8/30/2023			
9/20/2023	NC35: USPS - 200 postage stamps and 150 postcard stamps	\$208.50	
	NC36: transfer - transfer from 2023 General Programming to PVT account for Amazon order on 9/27/23 of sterilite 4 gallon totes (6 pack) for Lego Club. Confirmation number: 10456237	\$61.49	<i>Total September Disbursements: \$515.96</i>
9/27/2023			
10/24/2023	NC37: Town of GI - water/sewer 7/16/23-10/15/23	\$102.55	<i>Total October Disbursements: \$102.55</i>

Total Disbursements September-October: \$618.51

Balance County Funds

9/30/2023		\$1,817.21
10/31/2023		\$1,959.36

	<u>Fines</u>	<u>Print</u>	
Budgeted (expected revenue):	\$50.00	\$1,500.00	
YTD revenue accrued:	\$324.00	\$1,658.00	
To be realized:	\$274	currently over by \$158	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Oct-23

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0	0	0	
502000	Fringe Benefits	0	0	0	0	0	0	
	Utility Charges:							
515000	Water	200	0	154	46		200	
515000	Sewer	250	0	220	30		250	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	580	0	95	485		580	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,500	0	690	810		1,500	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	450	0	223	227		450	
530000	Other Expenses & Charges	700	0	1,720	(1,020)		700	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	3,680	0	3,102	578	0	3,680	

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
DIRECT LOCAL INCOME							
Fines, Lost Books, etc.	50	0	324	(274)	50	0	
Copy Machines	0	0	0	0	0	0	
Print Cost Recovery	1,500	0	1,658	(158)	1,500	0	
Other Income	0	0	5	(5)	0	0	
State Funding	0	0	0	0	0	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	50	(50)	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	1,550	0	2,037	(487)	1,550	0	

M. Smith memorial donation (used to pay off cc for programming expenses incurred on 8/30/23)

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2023 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			
06/26/23	0000000280	GI CHAMBER OF COMMERCE NEW MEMBER SET UP, MEMBERSHIP INVESTMENT		142055	56514		0.00	125.00	
									(25.00)
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	125.00	(25.00)
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			
10/02/23	0000999999	CARLY SPATAR REIMBURSEMENT FOR CONFERENCE REG FEE 10.13.2023		143152	57223		0.00	35.00	
10/02/23	0001000927	BRIDGETTE HEINTZ REIMBURSEMENT FOR CONFERENCE REG FEE 10.13.23		143188	57238		0.00	35.00	
									230.00
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	70.00	230.00
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				18,000.00			
01/24/23		REVERSE PRE-PAIDS FOR 2023	41298				0.00	493.00	
02/06/23	0000038570	GRAINGER SAFETY BOLLARD, BUMPER INSTALLATION KIT, CORDLESS HAMMERDRILL		140716	55573		0.00	381.48	
02/06/23	0001001244	WHITE'S CLOCK AND CARILLON NE, INC. 2023 PLANNED MAINTENANCE FOR LIBRARY CLOCK SYSTEM AND TOWER		140812	55655		0.00	650.00	
03/06/23	0000032993	FIRE SAFETY SYSTEMS, INC. ANNUAL FIRE ALARM TESTING 3/1/23- 2/28/24		141014	55783		0.00	200.00	
04/03/23	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 3/1/23- 5/31/23		141277	55972		0.00	493.00	
05/01/23	0000032993	FIRE SAFETY SYSTEMS, INC. INSTALLED EXT CAMERA		141575	56180		0.00	1,076.00	
05/01/23	0000032993	FIRE SAFETY SYSTEMS, INC. ADDED NEW EXT CAMERA		141576	56180		0.00	609.00	

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2023 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				18,000.00			
06/26/23	0001001262	GREAT LAKES EXTERMINATING OF WNY		142234	56620		0.00	65.00	
06/26/23	0001001262	COMMERCIAL RODENT SERVICE GREAT LAKES EXTERMINATING OF WNY		142235	56620		0.00	175.00	
06/26/23	0000000207	PEST CONTROL JOHN W DANFORTH CO. PLANNED MAINTENANCE 6/1/23- 8/31/23		142244	56512		0.00	493.00	
07/17/23	0000039750	GUI'S LUMBER JUNE TRANSACTIONS-LIBRARY		142320	56675		0.00	77.17	
07/17/23	0001001262	GREAT LAKES EXTERMINATING OF WNY		142441	56761		0.00	65.00	
08/28/23	0001001262	COMMERCIAL RODENT SERVICE GREAT LAKES EXTERMINATING OF WNY		142827	57009		0.00	65.00	
09/18/23	0000000207	COMMERCIAL RODENT SERVICE JOHN W DANFORTH CO. SERVICE		142861	57034		0.00	4,380.42	
10/02/23	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 9/1/23- 12/31/23		143086	57176		0.00	493.00	
10/02/23	0000028460	DOBMEIER JANITOR SUPPLY MATS		143115	57200		0.00	871.80	
10/02/23	0000028460	DOBMEIER JANITOR SUPPLY MAT		143116	57200		0.00	435.91	
10/02/23	0001001262	GREAT LAKES EXTERMINATING OF WNY		143214	57259		0.00	65.00	
10/02/23	0001001262	COMMERCIAL RODENT SERVICE GREAT LAKES EXTERMINATING OF WNY		143215	57259		0.00	195.00	
10/16/23	0000039750	SERVICE FOR YELLOW JACKETS GUI'S LUMBER SEPTEMBER PURCHASES - LIBRARY		143251	57290		0.00	21.54	
10/16/23	0001001262	GREAT LAKES EXTERMINATING OF WNY		143317	57337		0.00	195.00	
10/16/23	0001001262	SERVICE - YELLOW JACKETS GREAT LAKES EXTERMINATING OF WNY		143318	57337		0.00	65.00	
		COMMERCIAL RODENT SERVICE							6,434.68
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				18,000.00	0.00	11,565.32	6,434.68

Date Prepared: 10/27/2023 01:13 PM
 Report Date: 10/27/2023
 Account Table: LIB
 Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2023 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 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
06/26/23	0000999999	MARIAN KOPPMANN PARENNIALS		142137	56565		0.00	103.59	
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	103.59	196.41
Grand Total						18,700.00	0.00	11,863.91	6,836.09

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

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

Grand Island Memorial Library

Date of Audit: 9/20/23 September 2023 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
N160	Kathleen Rumfola: Tic Tac Toe Board workshop on 9/7/23 (\$237.25) and Journal workshop on 9/21/23 (\$130.80). 2022 Tower Funds.	\$368.05	3203	9/18/23

Total: \$368.05

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

Grand Island Memorial Library

Date of Audit: 9/20/23 Aug/Sept 2023 Total Claims (# of invoices): 3

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
N157	BW's Smoking Barrels Barbecue	\$3131.25	3201	8/31/23
N158	Transfer from County account to pay off credit card for 8/30/23 Amazon purchase: sign replacement/scavenger hunt prizes/clamps/faucet/label scrappers. CC paid off 9/14/23.	\$245.97	cc	9/14/23
N159	Friends of the GIML: Reimbursement for Battle of the Books expenses paid from Petty cash - which Friends provide. Funds approved out of 2022 Tower at the 5/11/23 library board meeting.	\$94.13	3202	9/14/23

Total: \$3471.35

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

Grand Island Memorial Library

Date of Audit: 9/20/23 Aug/Sept 2023 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
NC34	Transfer to Private/Local account to pay off credit card for 8/30/23 Amazon purchase: sign replacement/scavenger hunt prizes/clamps/faucet/label scrappers. CC paid off 9/14/23.	\$245.97	cc	9/14/23

Total: \$245.97

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

Grand Island Memorial Library

Date of Audit: 9/26/23 September 2023 Total Claims (# of invoices): 3

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
N161	Amazon: 4 Adirondack chairs and 4 cable locks (Reading Garden funds)	\$697.42	cc	9/22/23
N162	Belson: picnic table, notice board, trash receptacle, mounting hardware for one bench (Reading Garden funds)	\$2755.41	cc	9/22/23
N163	Bull's Concrete Construction: front of library doors and 2 blocks (2022-2023 NYS Library Construction Grant funds)	\$5000	3204	9/25/23

Total: \$8452.83

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

Grand Island Memorial Library

Date of Audit: 10/5/23 September 2023 Total Claims (# of invoices): 3

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
N164	Amazon: Kids Yoga Pose cards replacement for Penworthy STEM Kit. Funding received from patron who lost the parts. Funds deposited into PVT on 9/27/23. CC paid off 10/4/23.	11.96	cc	9/27/23
N165	Amazon: Sterilite 4 gallon totes (6 pack) for Lego Club. Funding transferred from County 2023 General Programming line. CC paid off 10/4/23.	61.49	cc	9/27/23
N166	Amazon: \$50 Visa Gift Card for Halloween Raffle to benefit reading garden (Reading Garden Funds). CC paid off 10/4/23.	54.95	cc	9/27/23

Total: \$128.40

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

Grand Island Memorial Library

Date of Audit: 10/5/23 September 2023 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
NC36	Transfer from 2023 General Programming to PVT account for Amazon order on 9/27/23 of sterilite 4 gallon totes (6 pack) for Lego Club. Confirmation number: 10456237	\$61.49	transfer	9/27/23

Total: \$61.49

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

Grand Island Memorial Library

Date of Audit: 11/1/23 October 2023 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

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N170	BECPL: PVT order invoice #23044: M. Smith memorials (Colan/Meegan) and Oct 2022 Discard Book Sale funds.	\$122.21	3208	10/18/23
N171	Amazon: 4 cable locks (Reading Garden Funds). Cc paid off 10/31/23.	\$45.46	cc	10/31/23

Total: \$167.67

Grand Island Memorial Library Board Meeting

November 9th, 2023 @ 4:30 pm

Library Meeting Room

Director's Report

Minutes

- 9/14/23 regular meeting

Financial Report

-

Claims Audit

- 10 audits

Correspondence

- 11/4/23 – Director Heintz mailed the Tower Foundation a report letter of expenditures in 2023 and thanked them again for their generosity to the library.

Director's Report

- Reading Garden update: all furniture is in and assembled. Garden Phase I will be installed in the Spring before Earth Day (4/22/24).
 - Current Reading Garden Fundraisers:
 - a. Bottle/Can Fundraiser – update as of 11/1/23: \$14.50 received from the bottle return center. Money deposited into the private/local account.
 - b. Halloween Gift Card raffle report: not a success. Raffle card cost \$56; the raffle made \$56.
 - c. Bake Sales at the Sept and Nov Book Sales: \$190 made in Sept, \$356 in Nov
 - d. Any Basket Raffles going forward will be charged \$1/ticket: upcoming in Jan/Feb – STEAM raffle. 10 prizes, 1 toy paired with a book each. Items donated by Marsh Mis.
 - Available funds for the Reading Garden as of this date: \$862.19
- NYS Library Construction Grant update:
 - The sidewalk work was completed between 9/18/23 and 9/20/23 by Bull's Concrete Construction.
 - The final report for the current grant was submitted to the state on 11/1/23. Once approved, the final 10% of the grant award will be sent to the library (\$458).
 - There is a remainder from the match funds (2022 Grant in Aide funding) of \$5,170. A new phone system will be looked into in 2024 for the library (the current system is original to the build, circa 1989). It is the intention to use these funds for that purpose.
- The following meetings/trainings were attended by Director Heintz in September and October:
 - 9/8/23 - PLACP Class #1 @ WNY Library Resources Council
 - 9/13/23 – Manager/Director Meeting at Central Library
 - 9/14/23 – Friends of the GIML Board
 - 10/6/23 – PLACP Class #2 online via Zoom

- 10/11/23 – Growing Readers Committee meeting at GICSD district office
- 10/11/23 – BECPL Manager/Director meeting via Zoom
- 10/13/23 – Intersect Unconference hosted by WNYLRC at the Central Library
- 10/20/23 – PLACP Class #3 @ WNY Library Resources Council
- 10/23/23 – BECPL Friends Council meeting via Zoom

Unfinished Business

- Trustee Training Self-assurance forms

New Business

- Policies:
 - Meeting Room – no changes recommended, but due for a review by the board
 - FOIL policy, request form, appeal form – drafts for discussion
- 2024 Proposed Library Board Meeting Schedule: Thursdays at 4:30 pm
 - 1/4/24
 - 3/21/24
 - 5/16/24
 - June Special Meeting TBD
 - 9/12/24
 - 11/14/24

2024 Library Hours Discussion: see *Grand Island Memorial Library 2024 Hours and Holiday Proposal*

Period for Public Expression (any library related topic)

- Trustee term up on 12/31/23.

Respectfully submitted,
Bridgette Heintz

GRAND ISLAND MEMORIAL LIBRARY
MEETING ROOM RESERVATION FORM
773-7124 PHONE 774-1146 FAX

Name of Organization _____

Type of Organization _____

Address: _____

Person Applying: _____

Phone Number: _____ Best Time to Call _____

Purpose of Meeting _____

Size of Group: _____ Expected Attendance _____

Date Requested _____ Day of Week: _____

Time – From _____ to: _____

Use of Kitchen: Yes _____ No _____ Serving Food: Yes _____ No: _____

Please indicate any preferences you may have in regards to how the meeting room should be set up. If necessary, you may use the back of this sheet for additional explanation or a diagram showing preferred placement of tables and chairs.

I have read and understand the rules for Meeting Room use and agree to abide by them.

Name _____ Date _____

Signature _____

Organization _____



Grand Island Memorial Library

Meeting Room Policy

1. The meeting room in the library is used primarily for programs conducted or sponsored by the library and secondarily for programs of community organizations having educational, cultural, governmental, charitable or civic purposes. All meetings must be open to the public.

The meeting room may not be used for sales promotions, social meetings, or for the benefit of private individuals or commercial concerns.

Political meetings are acceptable for the discussion of issues but not for campaign purposes or party caucuses. The format for any meeting for discussion of political issues which is sponsored by a candidate or candidates for public office (as defined under the Election Law) or a political party or alliance, shall be subject to review by the Library Director to determine that all candidates will be given equal opportunity to set forth their views.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the meeting room.

2. In fairness to the numerous groups in the community, reservations may be limited in frequency.
3. The library may pre-empt use of the meeting room for library purposes upon four weeks notice to the organization which has previously reserved the room.
4. The meeting must be conducted in such a manner as not to disturb the regular work of the library. Adult supervision is required for any group of minors.
5. The meeting room is available for use during the Library's normal hours of operation.
6. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
7. No meeting will be scheduled for times when the library is closed unless permission is granted by the Board of Trustees or a Town Board member is present.
8. No admission fee or required donation may be charged. However, the sponsor of a meeting or program may charge a fee to participants only to the extent that the fee covers costs of materials furnished to the participants. Such a fee is not to be construed as an admission fee and attendance may not be limited to those persons paying the fee. No portion of the fee shall accrue to the benefit of any organization or individual.
9. Formal application for the use of the meeting room is made with the Director of the library or designee. The person responsible for the meeting must sign the application for use. (See attached) Reconfirmation of the meeting should be made with the Director of the Library or his/her designee at least two weeks prior to the meeting.

Cancellations or change of meeting dates must also be cleared with the Director of the Library or designee.

10. No cooking may be done or food served without the approval of the Library Director. No alcoholic beverages may be served or consumed at any time or games of gambling played.
11. The Library is not responsible for any supplies or equipment left in the meeting room.
12. The meeting room must be left in an acceptable, uncluttered condition. Any damage will be assessed to the reserving organization.
13. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library or within one hundred (100) feet of any entrances, exits, or outdoor areas of the Grand Island Memorial Library property in accordance with New York State Public Health Law Section 1399-O.
14. If the Library has to close because of weather conditions or other emergencies, the meeting scheduled for the Library's meeting room is canceled.
15. Infringement of any of the regulations here stated shall be grounds for denial of future use of the meeting room.
16. Applicants and program participants are expected to conform to the Grand Island Memorial Library's Rules of Conduct, copies of which are available upon request.
17. Room Limit: Fire Code Limit – Maximum capacity 100.
18. The applicant assumes responsibility for participant accommodations (e.g., assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
19. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
20. The meeting room is not completely soundproof. Please do not speak or use electronic devices at a volume that disturbs other patrons.
21. The meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. This policy shall be reviewed annually by the Library Board of Trustees.
22. Appeals Procedure: Appeals to any of these policies may be submitted to the Board of Trustees in writing. Such appeals shall be considered by the Board in its next regular meeting and the appellant informed, in writing of the considerations and decision of the Board.

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 5/30/90

Revised 2/23/90

Reviewed and reaffirmed 10/13/01

Revised 12/10/03

Revised 07/19/07

Revised 9/6/18

Revised 1/15/2015

Revised 5/13/21

Revised 9/9/21



Grand Island Memorial Library
FREEDOM of INFORMATION LAW (FOIL) POLICY

I. Purpose and Scope

This policy is for application to ~~the Grand Island Memorial Library those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.~~

OR

This Policy provides information about how members of the public can access records of the Grand Island Memorial Library (GIML or Library) ~~West Seneca Public Library~~. This Policy applies to the GIML ~~the West Seneca Public Library~~ only. For information on how to access records of the Buffalo & Erie County Public Library or the records of Buffalo & Erie County Public Library System functions, please refer to the Buffalo & Erie County Public Library Freedom of Information Law (FOIL) Policy which can be found on the B&ECPL Website at B&ECPL FOIL Policy.

I. — Purpose and Scope

This Policy provides information about how members of the public can access records of the ~~Grand Island Memorial Library (GIML or Library) Buffalo & Erie County Public Library~~. This Policy applies to ~~GIML~~ libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.

The ~~GIML Buffalo & Erie County Public Library (B&ECPL or Library)~~ will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <http://www.dos.ny.gov/coog/index.html>.

II. Designation of Records Access Officers

- A. The Library shall designate an appropriate employee or employees as "Records Access Officers" for ~~the GIML B&ECPL~~, and shall identify the Records Access Officers as such in materials available to the public.

- B. The records access officers are responsible for insuring that **the GIML B&ECPL** appropriately responds to public requests for access to Library records. The designation of records access officers shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

III. Requests for Public Access to **GIML B&ECPL** Records

- A. All requests for records must be in writing, either in letter format or using **GIML's B&ECPL's** [FOIL Application Form](#). Requests can be:

- Mailed to the Records Access Officer(s) at the following address:

Grand Island Memorial Library

Records Access Officer

1715 Bedell Rd.

Grand Island, NY 14072

~~Buffalo & Erie County Public Library~~

~~Business Office, FOIL Records Access Officer~~

~~1 Lafayette Square, Buffalo, NY 14203; or~~

- Faxed to ~~(716) 858-7178~~ **(716)774-1146**; or
- E-mailed to the Records Access Officer at LibraryFOILrequests@buffalolib.org.
gri@buffalolib.org

- B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.
- C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the **GIML B&ECPL** in locating the requested records.

IV. ~~B&ECPL~~ **GIML** Response to Requests for Public Records

- A. Within five (5) business days of the receipt of a compliant written request, **the GIML B&ECPL** will:
1. Make the record available to the requestor;
 2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or
 3. Deny access in writing, and state the basis for denying access.

- B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.
- C. If ~~the GIML B&ECPL~~ does not respond to a request in accordance with Section IV.A, the request should be considered to have been denied.

V. **Appealing a Denial of Access**

- A. All appeals of a denial of a request for a ~~GIML B&ECPL~~ record must be submitted in writing within 30 days of the denied request, either in letter format or using ~~the GIML's B&ECPL's~~ [FOIL Appeal Form](#). An appeal may be

- 1. Mailed to:

~~Grand Island Memorial Library
Records Access Officer
1715 Bedell Rd.
Grand Island, NY 14072~~

~~Buffalo & Erie County Public Library
Director's Office, FOIL Appeals Officer
1 Lafayette Square, Buffalo, NY 14203~~

- 2. Faxed to ~~(716) 858-7178~~ [\(716\)774-1146](tel:(716)774-1146); or
 - 3. E-mailed to the FOIL Appeals Officer at LibraryFOILrequests@buffalolib.org.
gri@buffalolib.org

- ~~B. The GIML's B&ECPL's FOIL Appeals Officer shall be the Library System Director.~~ [\[Library Director or member of the Library Board?\]](#)
- C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the ~~GIML B&ECPL~~ to find the requested records, and the reason provided for the denial.
- D. The ~~GIML B&ECPL~~ FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The ~~GIML B&ECPL~~ FOIL Appeals Officer will respond in writing to the appealing party

within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

- E. Copies of all appeals and the determinations will be sent by the **GIML B&ECPL** to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

VI. Fees

- A. The **GIML B&ECPL** reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.
- B. There shall be no fee charged for merely inspecting or searching for records.

Adopted by the Board of Trustees of the Grand Island Memorial Library on

_____.



Grand Island Memorial Library
FREEDOM OF INFORMATION LAW (FOIL)
APPLICATION FOR PUBLIC ACCESS TO RECORDS

This Form is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.

MAIL TO: ~~Michael Roberts~~
~~FOIL Records Access Officer~~
~~Business Office~~
~~Buffalo & Erie County Public Library~~
~~1 Lafayette Square~~
~~Buffalo, NY 14203~~

Grand Island Memorial Library
Records Access Officer
1715 Bedell Rd.
Grand Island, NY 14072

I herby apply to (1) inspect () OR (2) obtain a copy of () the following record:

Signature

Date

Print Name

() _____
Telephone

Representing

e-mail

Mailing Address

FOR AGENCY USE ONLY

Approved ()

Denied (for the reason(s) checked below)

- () Confidential Disclosure
- () Part of investigatory files
- () Unwarranted invasion of personal privacy
- () Record of which the B&ECPL is legal custodian cannot be found
- () Record is not maintained by the B&ECPL
- () Exempted by statute other than the Freedom of Information Act
- () Other (Specify) _____

Signature

Date

Title

Received by

Date



Grand Island Memorial Library
FREEDOM OF INFORMATION LAW (FOIL)
APPEAL REQUEST FORM

*This Form is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions. **the Grand Island Memorial Library.***

MAIL TO: ~~Mary Jean Jakubowski~~
~~Director/FOIL Appeals Officer~~
~~Buffalo & Erie County Public Library~~
~~1 Lafayette Square~~
~~Buffalo, NY 14203~~

Grand Island Memorial Library
Records Access Officer
1715 Bedell Rd.
Grand Island, NY 14072

I hereby appeal:

_____	_____
Signature	Date
_____	() _____
Print Name	Telephone
_____	_____
Representing	e-mail
_____	_____

_____ **Mailing Address**

Date of Original Request: _____

Records Requested: _____

Reason Provided for Denial: _____

FOR AGENCY USE ONLY	
Denial Upheld ()	Signature: _____
Denial Reversed ()	Title: _____
	Date: _____

Grand Island Memorial Library 2024 Hours and Holiday Proposal

Regular Hours

(46.5 hours, up from 43.5 in 2023)

Mondays	Closed
Tuesdays	9:30 am - 8:00 pm
Wednesdays	9:30 am - 8:00 pm (New for 2024*)
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 (5/28/24 - 9/3/24)

(46.5 hours, up from 43.5 in 2023)

Mondays	9:30 am – 5:00 pm
Tuesdays	9:30 am – 8:00 pm
Wednesdays	9:30 am – 8:00 pm (New for 2024*)
Thursdays	9:30 am – 8:00 pm
Fridays	9:30 am – 5:00 pm
Saturdays	Closed
Saturdays	Closed

First Sat. Closed – 6/1/24

First Sat. Open – 9/7/24

County Observed Holiday Closings

New Year's Day	Monday, 1/1/24
Martin Luther King, Jr. Day	Monday, 1/15/24
Presidents' Day	Monday, 2/19/24
Memorial Day	Monday, 5/27/24
Juneteenth Independence Day	Wednesday, 6/19/24
Independence Day	Thursday, 7/4/24
Labor Day	Monday, 9/2/24
Veterans Day	Monday, 11/11/24
Thanksgiving Day	Thursday, 11/28/24
Christmas Day (observed)	Wednesday, 12/25/24

Recommendations

*Wednesdays beginning in 2024

Propose adding 3 hours to Wednesdays throughout the year to stay open until 8pm, adding another evening. This fall it was noticed that there was high demand for meeting room use with the room being reserved every evening from the beginning of September through late December. Additional requests were turned down due to no more availability. An extra

(over)

evening would allow for more community groups to utilize the meeting room and for the library to book more evening programming/presenters.

If approved: the shift would be first offered to the newest PT Librarian I, as they are already working evenings. If the shift cannot be filled in this manner, the vacant PT Librarian I position would be posted.

Good Friday Friday, 3/29/24

A recognized county holiday. However, recommend staying open in 2024 again due to GI Recreation Dept. Easter program tie-in. This collaboration has been going on very successfully since 2018.

Halloween Thursday, 10/31/24

Not a county holiday, but recommend closing at 5pm as has been the practice for numerous years.

Christmas Eve Tuesday, 12/24/24

Not a county holiday, but recommend closing for the day as has been the practice for numerous years.

New Year's Eve Tuesday, 12/31/24

Not a county holiday, but recommend closing at 5pm as has been the practice for numerous years.