

GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES SPECIAL MEETING
TUESDAY, NOVEMBER 28, 2023 @ 5:30 PM
LIBRARY MEETING ROOM
AGENDA**

- I. Call to Order
- II. Minutes:
 - a. 11/9/23 Library Board Meeting
- III. Period for Public Expression (agenda items)
- IV. Financial Reports – moved to next regular meeting
- V. Claims Audit Abstract Report – moved to next regular meeting
- VI. Correspondence – moved to next regular meeting
- VII. Director’s Report – moved to next regular meeting
- VIII. Unfinished Business – moved to next regular meeting
- IX. New Business
 - a. GIML FOIL Policy – discussion and approval pending
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, January 4th, 2024

Adjournment

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

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

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BOARD OF TRUSTEES SPECIAL MEETING
TUESDAY, NOVEMBER 28, 2023 @ 5:30 PM
LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order by President Crawford at 5:31 PM.

ROLL CALL: Present were:

President Richard Crawford

Trustee Russ Person

Vice President Jill Banaszak

Library Director Bridgette Heintz

Secretary Agnes Becker

Trustee Pat Rizzuto

MINUTES

Trustee Banaszak made a motion to accept the minutes of the November 9, 2023, meeting once the day in the heading is changed to Thursday. Trustee Rizzuto seconded the motion. Motion passed. 5-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

Moved to next regular meeting.

CLAIMS AUDIT ABSTRACT REPORT

Moved to next regular meeting.

CORRESPONDENCE

Moved to next regular meeting.

DIRECTOR'S REPORT

Moved to next regular meeting.

UNFINISHED BUSINESS

Moved to next business meeting

NEW BUSINESS

- a. GIML FOIL Policy-discussion and approval pending

Following discussion of the FOIL policy, Trustee Banaszak moved to approve the changes in the policy contingent on the approval by Town Attorney Godfrey. Motion passed 5-0. A copy of the policy will be sent to Town Liaison Chris Bahleda.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

Next regular meeting: Thursday, January 4, 2024.

Trustee Becker made a motion to adjourn at 5:55. Trustee Person seconded the motion. Motion passed 5-0.



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

DRAFT

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). This Policy applies to the GIML 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.

The GIML 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 as "Records Access Officer" for the GIML, and shall identify the Records Access Officer as such in materials available to the public.
- b. The records access officer are responsible for insuring that the GIML appropriately responds to public requests for access to Library records. The designation of records access officer 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 Records

- a. All requests for records must be in writing, either in letter format or using GIML's FOIL Application Form. Requests can be:

- Mailed to the Records Access Officer at the following address:

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

or

- Faxed to (716) 774-1146; or
- E-mailed to the Records Access Officer at 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 in locating the requested records.

IV. GIML Response to Requests for Public Records

- a. Within five (5) business days of the receipt of a compliant written request, the GIML will:
 - i. Make the record available to the requestor;
 - ii. 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
 - iii. 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 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 record must be submitted in writing within 30 days of the denied request, either in letter format or using the GIML's FOIL Appeal Form. An appeal may be

i. Mailed to:

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

or

ii. Faxed to (716) 774-1146; or

iii. E-mailed to the FOIL Appeals Officer at
gri@buffalolib.org

- b. The GIML's Records Access Officer shall be [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 to find the requested records, and the reason provided for the denial.
- d. The GIML Records Access Officer will assemble a committee of 3 library trustees to review the withheld records and the basis for withholding them. The GIML Records Access Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with the committee's 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 to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

VI. Fees

- a. The GIML 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: Grand Island Memorial Library
Records Access Officer
1715 Bedell Rd.
Grand Island, NY 14072

I hereby 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 the Grand Island Memorial Library.

MAIL TO: 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: _____