

# GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING  
THURSDAY, JANUARY 4<sup>th</sup>, 2024 @ 4:30 PM  
LIBRARY MEETING ROOM  
AGENDA**

- I. Call to Order
- II. Minutes:
  - a. Special meeting 11/28/23
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
  - a. Staffing update
  - b. Reading Garden update
  - c. Library improvement project for winter/spring
  - d. Jan-May 2024 Event Calendar
- VIII. Unfinished Business
  - a. FOIL policy – follow-up
  - b. Meeting Room Policy - review and discussion
- IX. New Business
  - a. Funding requests
  - b. Rules of Conduct – review and discussion
  - c. Petty Cash Policy – review and discussion
  - d. Credit Card Policy – review and discussion
  - e. Slate of Officers for 2024
  - f. Annual Conflict of Interest Disclosures
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, March 21<sup>st</sup>, 2024 @ 4:30pm

Adjournment

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

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

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

BOARD OF TRUSTEES REGULAR MEETING  
THURSDAY, JANUARY 4<sup>TH</sup>, 2024 @ 4:30 PM  
LIBRARY MEETING ROOM

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

ROLL CALL: Present were:

Trustee Russ Person  
Vice President Jill Banaszak  
Secretary Agnes Becker

Trustee Pat Rizzuto  
Library Director Bridgette Heintz

MINUTES

Trustee Banaszak made a motion to approve the minutes of the November 28, 2023, with a correction to add "Trustee Rizzuto seconded the motion" under the Foil discussion. Trustee Rizzuto seconded the motion to approve the minutes with the correction. Motion passed 4-0.

PERIOD FOR PUBLIC EXPRESSION

Director Heintz reported that today the library received a donation of \$10,000 from the Tower Fund. This is in addition to the \$5,000 donation received from the fund just before Christmas.

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 donations totaling \$390 from 7 different donors were received in December.

DIRECTOR'S REPORT

The complete Director's report is attached.

UNFINISHED BUSINESS

a. FOIL Policy follow-up

The FOIL policy, which was approved at the meeting on 11/28/23, was reviewed with the Town attorney's additions.

b. Meeting Room Policy

Following a review of the Meeting Room Policy, Trustee Rizzuto moved to accept the policy with the following changes- Insert the word "No "at the beginning of #13 and eliminate the last sentence in #21. Trustee Person seconded the motion. Motion passed 4-0.

NEW BUSINESS

a. Funding Requests

Trustee Becker moved to approve \$1535 for performers/special programs. Trustee Person seconded the motion. Motion approved 4-0. This funding will come from the second Tower donation.

Trustee Becker moved to approve \$591 for collection development. Trustee Person seconded the motion. Motion approved 4-0. This funding will come from the 2023 Book Sale.

Trustee Rizzuto moved to approve \$500 for adult programming, January -May. Trustee Person seconded the motion. Motion approved 4-0. This funding will come from the 2023 Tower Fund donation.

b. Rules of Conduct

The policy was reviewed and revised. Director Heintz will prepare the final policy for review at the March meeting.

c. Petty Cash Policy

The Petty Cash Policy was reviewed. Trustee Person moved to accept the policy with the suggested minimal amendments. Trustee Rizutto seconded the motion. Motion passed 4-0.

d. Credit Card Policy

Director Heintz will forward the current policy to the Town Attorney for suggestions or additions. She will also check on the Reward policy of the credit card company. Approval of the policy was tabled until the March meeting.

e. Officers for 2024

The following slate of officers was presented for 2024:

President	Richard Crawford
Vice president	Jill Banaszak
Treasurer	Pat Rizutto
Secretary	Agnes Becker
Board trustee	Russ Person

Vice President Banaszak moved to accept the proposed slate of officers. Trustee Rizutto seconded the motion. Motion passed 4-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

Trustee Becker moved to adjourn the meeting at 6:11. Trustee Rizutto seconded the motion. Motion passed 4-0.

Next regular meeting: Thursday, March 21, 2024 at 4:30.

# GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

NOVEMBER-DECEMBER 2023

## Balance Private/Local Checking Account

11/30/2023	\$12,077.06
12/31/2023	\$17,482.01

## Deposits Private/Local Checking

11/8/2023	Bake Sale Proceeds to benefit the Reading Garden (11/3/23-11/4/23)	\$356.00	<b><i>Total November Deposits: \$356.00</i></b>
	Accumulated donations - Reading Garden: Rizzuto/Dent/Stube/Klein/Dollendorf/Mock -		
12/13/2023	Library: Wierzba/Williams (8 checks, \$40 cash)	\$690.00	
12/22/2023	Tower Donation 2023	\$5,000.00	
12/22/2023	Donations: Wrobel/Zerby/Palcic/Beis & Fundraising: bottle returns/Santa's Toy Raffle	\$290.05	<b><i>Total December Deposits: \$5,980.05</i></b>
	<b>TOTAL Deposits November-December:</b>	<b><u>\$6,336.05</u></b>	

## Disbursements Private/Local Checking

			<b><i>Total November Disbursements: \$0</i></b>
12/2/2023	N169: Benjamin Berry - Brain Dance program on 12/2/23 (2022 Tower/WNYLRC-NNLM health literacy funds). Audited 10/5/23.	\$250.00	
12/2/2023	N172: B. Heintz - Reimbursement to B. Heintz for Wrap Party supplies (\$69.43) 12/5/23 & 12/16/23 and holiday decorations for the library (\$16.86)	\$86.29	
12/6/2023	N173: Amazon - Scavenger hunt prizes: fidget spinner soccer balls, sticky hands, frogs (2022 Tower). CC paid 12/22/23.	\$47.77	
12/14/2023	N174: Wegmans - Catering order for staff holiday party on 12/20/23 (funding source: Williams donation - donor specified for use on the staff). CC paid 12/22/23.	\$150.49	
12/15/2023	N175: Amazon - Replacement digital clock, 20 base plates for Lego Club (2022 Tower). CC paid 12/22/23.	\$40.55	<b><i>Total December Disbursements: \$575.10</i></b>
	<b>TOTAL Disbursements November-December:</b>	<b><u>\$575.10</u></b>	

## Balance Money Market Account

11/30/2023	\$133,429.62
12/31/2023	\$133,682.33

**Disbursements Money Market Account**

**Total November-December  
Disbursements: \$0**

**Deposits Money Market Account**

11/30/2023 interest  
12/31/2023 interest

\$244.11  
\$252.71

**TOTAL:**

**\$496.82**

**GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT**

**NOVEMBER-DECEMBER 2023**

**Deposits**

11/30/2023	Fines & Printing	\$162.70	<b><i>Total November Deposits: \$162.70</i></b>
12/31/2023	Fines & Printing	\$107.71	<b><i>Total December Deposits: \$107.71</i></b>
<b>Total Deposits November-December:</b>		<b>\$270.41</b>	

**Disbursements**

12/13/2023	NC38: Donald Klein - mileage	\$49.26	<b><i>Total November Disbursements: \$0</i></b>
12/13/2023	NC39: Bridgette Heintz - mileage	\$165.18	<b><i>Total December Disbursements: \$256.23</i></b>
12/13/2023	NC40: Carly Spatar - mileage	\$22.53	
12/13/2023	NC41: Elizabeth Schultz - mileage	\$19.26	
<b>Total Disbursements November-December:</b>		<b>\$256.23</b>	

**Balance County Funds**

11/30/2023	\$2,161.31
12/31/2023	\$1,905.08

	<b><u>Fines</u></b>	<b><u>Print</u></b>
Budgeted (expected revenue):	\$50.00	\$1,500.00
YTD revenue accrued:	\$337.00	\$1,916.00
To be realized:	\$287	currently over by \$416

**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	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
<b>Utility Charges:</b>								
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	479	(29)		450	
530000	Other Expenses & Charges	700	0	1,720	(1,020)		700	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	<b>TOTAL EXPENSES</b>	<b>3,680</b>	<b>0</b>	<b>3,358</b>	<b>322</b>	<b>0</b>	<b>3,680</b>	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	50	0	337	(287)	50	0	
Copy Machines	0	0	0	0	0	0	
Print Cost Recovery	1,500	0	1,916	(416)	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	M.Smith memorial donation (used to pay off cc for programming expenses incurred on 8/30/23)
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	
<b>TOTAL DIRECT INCOME</b>	<b>1,550</b>	<b>0</b>	<b>2,308</b>	<b>(758)</b>	<b>1,550</b>	<b>0</b>	

## Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2023	Include Beg. Encumbrance:	Yes		
Period:	1	To:	12	Apply to Budget Columns:	No
Trans Date:		To:			
Description:	Display	Vendor/Desc:	Both		
Sort by:	Date	Subtotal by Sort by:	No	Use Alt Fund:	No
Spacing:	Single	Print Budget Adj.:	No		
Acct Status:	Active	Print Parent Account:	No		
Summary Only:	No	Suppress Zero Accts:	Yes		
Grand Totals on Separate Page:	No	Open Enc. Only:	No	Include Req:	

Account Table:	LIB	LIBRARY			
	Rule No.	Component	From	To	Acct Type From      To
	1	FUND	001	001	
	1	DEPT	7410	7410	

Alt. Sort Table:					
Sort:		Sort	Subtotal	Page Break	Subheading
	1	Fund	No	No	Yes
	2	Item	Yes	No	Yes

Print Display Description: No



# 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>							
<b>001.7410.0408</b>		<b>DUES &amp; SUBSCRIPTIONS.LIBRARY</b>				100.00			
06/26/23	0000000280	GI CHAMBER OF COMMERCE NEW MEMBER SET UP, MEMBERSHIP INVESTMENT		142055	56514		0.00	125.00	
									(25.00)
<b>Total Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>				<b>100.00</b>	<b>0.00</b>	<b>125.00</b>	<b>(25.00)</b>
<b>Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>							
<b>001.7410.0412</b>		<b>TRAINING &amp; EDUCATION.LIBRARY</b>				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
<b>Total Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>				<b>300.00</b>	<b>0.00</b>	<b>70.00</b>	<b>230.00</b>
<b>Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>							
<b>001.7410.0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS.LIBRARY</b>				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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>							
<b>001.7410.0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS.LIBRARY</b>				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 COMMERICAL RODENT SERVICE		142441	56761		0.00	65.00	
08/28/23	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE		142827	57009		0.00	65.00	
09/18/23	0000000207	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 COMMERICAL RODENT SERVICE		143214	57259		0.00	65.00	
10/02/23	0001001262	GREAT LAKES EXTERMINATING OF WNY SERVICE FOR YELLOW JACKETS		143215	57259		0.00	195.00	
10/16/23	0000039750	GUI'S LUMBER SEPTEMBER PURCHASES - LIBRARY		143251	57290		0.00	21.54	
10/16/23	0001001262	GREAT LAKES EXTERMINATING OF WNY SERVICE - YELLOW JACKETS		143317	57337		0.00	195.00	
10/16/23	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE		143318	57337		0.00	65.00	
11/20/23	0000039750	GUI'S LUMBER OCTOBER PURCHASES - LIBRARY		143593	57515		0.00	19.10	
11/20/23	0001001262	GREAT LAKES EXTERMINATING OF WNY		143684	57576		0.00	65.00	

# 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>							
<b>001.7410.0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS.LIBRARY</b>				18,000.00			
		COMMERICAL RODENT SERVICE							
12/18/23	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE		143933	57757		0.00	65.00	
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>18,000.00</b>	<b>0.00</b>	<b>11,714.42</b>	<b>6,285.58</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			
06/26/23	0000999999	MARIAN KOPPMANN PARENNIALS		142137	56565		0.00	103.59	
<b>Total Item 0434</b>		<b>LANDSCAPING MATERIALS</b>				<b>300.00</b>	<b>0.00</b>	<b>103.59</b>	<b>196.41</b>
<b>Grand Total</b>						<b>18,700.00</b>	<b>0.00</b>	<b>12,013.01</b>	<b>6,686.99</b>

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: 12/14/23 December 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.

\_\_\_\_\_ Authorizing Official  
Date

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N172	Reimbursement to B. Heintz for Wrap Party (12/5/23 & 12/16/23) supplies (\$69.43) and holiday decorations for the library (\$16.86) – 2022 Tower Funds	\$86.29	3209	12/2/23
N173	Amazon: scavenger hunt prizes – fidget spinner soccer balls, sticky hands, frogs (2022 Tower)	\$47.77	cc	12/6/23

Total: \$134.06

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

Grand Island Memorial Library

Date of Audit: 12/14/23 December 2023 Total Claims (# of invoices): 4

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
NC38	Donald Klein: mileage	\$49.26	130	12/13/23
NC39	Bridgette Heintz: mileage	\$165.18	131	12/13/23
NC40	Carly Spatar: mileage	\$22.53	132	12/13/23
NC41	Elizabeth Schultz: mileage	\$19.26	133	12/13/23

Total: \$256.23

## Grand Island Memorial Library Board Meeting

January 4<sup>th</sup>, 2023 @ 4:30 pm

Library Meeting Room

Director's Report

### Minutes

- 11/28/23 special meeting

### Financial Report

- Annual Update Document (Comptroller's Report)

### Claims Audit

- 2 audits

### Correspondence

- Donations received:
  - 11/21/23: Anita Wierzba - \$100 for library use. Would like to use toward children's programming expenses
  - 11/24/23: John and Ann Williams - \$150 to be used on the library staff (used for the staff holiday party on 12/20/23)
  - 11/28/23: \$50 received from the Friends in memory of Dr. Tilak Bommaraju to purchase library materials.
  - 12/7/23: \$100 received in memory of Dr. Bommaraju to purchase library materials.
  - 12/13/23: \$25 received in memory of Mrs. Peg Zauner from Deborah Beis to purchase library materials.
  - 12/20/23: \$50 donation from Douglas Zerby to purchase library materials.
  - 12/21/23: \$50 received in memory of Walter Promowicz from Alexis Wrobel to purchase library materials.
  - 12/22/23: Tower donation received - \$5000 for programming expenses. Requested more adult programming, some in the afternoons and possibly more tech trainer hours.

### Director's Report

- Staffing: Kayla Whalen is our newest PT Librarian I. Her first day was 1/3/23. She will be working Wednesday evenings.
- Reading Garden update: all furniture is in and assembled. Garden Phase I will be installed in the Spring before Earth Day (4/22/24).
  - Donations from 7 different donors were received totaling \$390 in and December
  - Current Reading Garden Fundraisers:
    - a. Bottle/Can Fundraiser: \$36.05 as of the end of 2023
    - b. Santa's Bag toy raffle: \$79, ran in Nov/Dec 2023
    - c. STEAM raffle to run from 1/30/24-3/23/24. 10 prizes, 1 toy paired with a book each. Items donated by Marsh Mis.
  - Available funds for future Reading Garden purchases: \$1352.24
  - A committee meeting will be scheduled for later this winter/early spring. TBD.
- Jan-May 2024 Event Calendar (see handout)

- Library Improvement project for winter/spring will be a new phone system. Funding will come from the remainder of the 2022 Bullet Aid received from Senator Ryan’s office.
- The following meetings/trainings were attended by Director Heintz in November and December:
  - 11/8/23 – Chelsey Lonberger, Central Youth Services Group Manager, @ Grand Island Library
  - 11/8/23 – Manager/Director meeting @ Central Library
  - 11/17/23 – Public Librarian Administration Certificate Program class #4 via Zoom
  - 11/18/23 – ACT meeting @ Merriweather Library
  - 11/28/23 – Friends of the GIML Board Meeting
  - 11/28/23 – Library Board special meeting
  - 12/8/23 - Public Librarian Administration Certificate Program class #5 @ WNYLRC
  - 12/9/23 – Sorting Guide committee meeting (Friends)
  - 12/19/23 – WNYLRC Library Advocacy Meeting with Assemblymembers Morinello and Norris and Senator Ortt @ Lockport High School
  - 12/20/23 – meeting with Tara Kaye, Central HR via Zoom

**Unfinished Business**

- GIML FOIL Policy – follow up
- Meeting Room Policy – review and discussion

**New Business**

- Funding requests:
  - Youth Services:
    - \$125 for story time and outreach supplies
    - \$375 for Traveling Zoo program on 2/20/24
      - Funding source: 2024 General Programming Funds out of operating budget
    - \$35 for cardboard “Coloring House” for the children’s area
      - Funding source: Anita Wierzba donation
    - **TOTAL YOUTH SERVICES REQUEST: \$535**
  - Collection Development: **\$591** from 2022 Sept Discard Book Sale
  - Adult Programming:
    - **\$500** budget for Jan-May
    - Funding source: 2023 Tower. Will ask for more at March meeting if needed.
- Rules of Conduct – review and discussion
- Petty Cash Policy – review and discussion
- Credit Card Policy – review and discussion
- Slate of Officers for 2024
- Annual Conflict of Interest Disclosures

**Period for Public Expression (any library related topic)**

- Possible Annual ACT meeting location in May 2024 – due to the Reading Garden. ACT Board President, Martha Buyer showed interest.

Respectfully submitted,  
Bridgette Heintz



## GRI Events January – May 2024

\*\*TBD = to be determined. Either a change to the program is in the works, or a funding request is pending.\*\*

**Working document. More to be added.**

### Ongoing

Book Club: meets monthly – Tuesdays at 6:00 pm

1/9/24 Lady Tan's Circle of Women by Lisa See

2/13/24 Orphans & Inmates by Rosanne Higgins

3/12/24 Nothing to See Here by Kevin Wilson

4/9/24 Slaughterhouse 5 by Kurt Vonnegut

5/14/24 The Bluest Eye by Toni Morrison

Read to a Dog (SPCA Therapy Dogs): one Saturday/month 1:00-3:00 pm

1/13, 2/10, 3/16, 4/13, 5/11

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

Session 1: 2/7 (special guest Curious George), 2/14, 2/21, 2/28

Session 2: 4/3, 4/10, 4/24, 5/1

Itty Bitty Story Time (ages 0-2 years): Thursdays 10:00-10:30 am

Session 1: 2/8, 2/15, 2/22, 2/29

Session 2: 4/4, 4/11, 4/25, 5/2

Lego: one Saturday/month 1:00 - 2:00 pm

1/6, 2/3, 3/2, 4/6, 5/4

Senator Ryan Outreach (info table in the lobby): one Tuesday/month 10am-2pm

2024 dates TBD

### Outreach

Carly: Kiddos Korner Daycare – one Friday/month 10-11:30 am

(3 groups: 2, 3 & 4 year olds)

1/5, 2/2, 3/1, 4/5, 5/3

Jack and Jill Preschool – one Tuesday/month 10-11am

1/2, 2/6, 3/5, 4/2, 5/7

Bridgette: Golden Age Center – one Friday/month 11:00-12:30 pm

1/19, 2/23, 3/15, 4/12, 5/10

### January

1/6/24 Audubon Society Owl Program (Sat. 3:30 pm)

1/27/24 Pint-Sized Playgroup (Sat. 10-11:30 am)

### February

2/20/24 Traveling Zoo (Tues. @ 1pm)

2/24/24 Pint-Sized Playgroup (Sat. 10-11:30am)

## March

- 3/13/24 Erie County Rangers - Backyard Wildlife (Wed. 6-7:30pm)  
3/23/24 Pint-Sized Playgroup (Sat. 10-11:30am)  
Penn Dixie Eclipse Kids program (Sat. @ 1pm)  
3/29/24 Easter Program with GI Rec (Time TBD) – Good Friday, open  
3/30/24 Inflatable Planetarium (2 back to back sessions) (Sat. @ 1pm and 2pm)

## April

- 4/3/24 Penn Dixie Eclipse Adult Program (Wed. @ 6pm)  
4/4/24 Buffalo Museum of Science Eclipse Program (Thurs. @ 4pm)  
4/17/24 Donated Book Sale Set up (Wed. 4pm-?)  
4/18/24 Donated Book Sale: Friends Night (Thurs. 5-8pm)  
4/19/24 Donated Book Sale: regular sale (Fri. 10am-5pm)  
4/20/24 Donated Book Sale: bag sale day (Sat. 10am-3pm)  
Sale Take Down (Sat. 3pm-?)

## May

### In the works:

- Monthly Book a Tech Trainer visit
- Partnership with YMCA to be added as a Fitness in the Parks location in 2024
- Extra time for open play in the meeting room after Preschool Story Time and Itty Bitty Story Time
- more programming during February and April school breaks
- Reading Garden Phase I set up before 4/22/24
- Friends Annual Meeting either 5/8/24 or 5/15/24. Presenter TBD.
- African Drum Circle program in February TBD

### Holidays:

- 1/1/24 New Year's Day (Monday)  
1/15/24 Martin Luther King Jr. Day (Monday)  
2/19/24 President's Day (Monday)  
5/27/24 Memorial Day (Monday)

**Hours beginning 1/3/24 include the extended Wednesdays to 8pm (which will run year round).**

**Summer hours run 5/28/24-9/2/24. Last open Saturday is 5/25/24.**

**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 Rules of Conduct

Grand Island Memorial Library (**library**) patrons are required to comply with these Rules and Regulations.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others; **aggression toward patrons or staff, obscene or threatening gestures;**
2. Disturbing other patrons, staff or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; ~~obscene or threatening gestures~~ such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Engaging in discriminatory conduct in violation of the [B&ECPL Equal Employment Opportunity and Anti-Harassment Policy](#);
7. Damaging, destroying, or stealing any library property or the property of another patron, staff or volunteer;
8. Bringing animals or pets into the library except those required to assist persons with disabilities as defined by the Americans with Disabilities Act (ADA) or those involved in library programs;
9. Selling **without library approval**; ~~and/or~~ soliciting; petitioning; **unauthorized requests for money or items, including but not limited to panhandling;**
10. Distributing or posting materials/literature that have not been approved by the library;

11. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco or marijuana 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.
12. Eating or drinking in designated restricted areas; Various library spaces require permission from library staff for consuming food and drink; Note: eating is not permitted at public library computers or while using other library electronic devices - covered beverages are acceptable;
13. Making unreasonable use of the restrooms including bathing; engaging in behavior resulting in unsanitary conditions or other health hazard; leaving refuse in areas other than designated receptacles;
14. Sleeping or lying down;
15. Photography or recording on library premises without library permission; and, photography or recording of library patrons without their permission;
16. Entering the library without appropriate clothing, including absence of shirts and/or shoes.  
~~Due to the COVID-19 pandemic, the wearing of face coverings is required of all patrons, (except for those under age 2 and those who cannot medically tolerate masks) until the requirement is waived by the NY Governor (forward.ny.gov) and/or the NYS DOH.~~
17. No children under six **nine** years of age may be left unattended in any **the** library at any time - they must be directly supervised by a parent/caregiver. Some library events may require that a parent/caregiver remain at the library. If a child is not picked up by end of library business hours, the parent/guardian may be contacted and/or police may be notified. Library staff members are prohibited from transporting patrons in their vehicles.  
  
Library staff will not be responsible for children who have been left without adult supervision or other patrons who require supervised care. These rules are subject to the discretion of library staff who may apply them to patrons other than the ages stated if they deem it necessary.
18. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances. At designated times, specific areas of the library may be limited to children and their families. Adults without children will be directed to other areas of the building during these times.



**People Patrons** who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

~~Adopted by the BECPL May 16, 2002.~~

~~Amended by the BECPL February 20, 2003, September 28, 2006 and June 14, 2012.~~

~~Supersedes Rules of Conduct dated May 15, 1997 and~~

~~Policy Governing Unattended Children dated April 21, 1988.~~

~~Amended by the BECPL May 21, 2015, October 20, 2016, December 21, 2017, October 18, 2018, and May 16, 2019.~~

Adopted by the Grand Island Memorial Library Board of Trustees March 8, 2018.

Reapproved with amendments July 25, 2019.

Reapproved with amendments June 4, 2020.

Reapproved with amendments March 11, 2022.

Reapproved with amendments \_\_\_\_\_.

This policy supersedes the rules of conduct stipulations of all previously adopted Grand Island Memorial Library Board resolutions.

## Grand Island Memorial Library Petty Cash Fund Policy

The Board of Trustees of the Grand Island Memorial Library has established a petty cash fund policy for the purpose of providing funds to be spent on the incidental needs of the Library.

Petty cash will be funded from the ~~used book sales~~ (used book shelves/book sale room **which** are stocked **by the Friends of the GIML with materials donated by the public.** ~~with donated books by the Friends of the Library~~).

- The petty cash fund will be maintained at \$100.
- It will be the responsibility of the Library Director to maintain accountability for these funds.
- All purchases made on behalf of the library are tax exempt and a tax exemption form will be provided to all vendors.

### Procedures:

- Use of petty cash must be pre-approved by the Library Director.
- When petty cash is requested to make a purchase at a local vendor, the receipt will be submitted to the Director and any change will be returned to the fund.
- Alternately, the purchaser may request reimbursement by submitting the receipt to the Director.
- A list of purchases and reimbursements will be kept on file along with all purchase receipts.
- The balance in the petty cash fund will be maintained by requesting funds from the Friends ~~of~~ **GIML T**reasurer, who will provide money from the used book sales.

Adopted by the Board of Trustees of the Grand Island Memorial Library on November 1, 2018.

**Reviewed, amended, and reapproved on \_\_\_\_\_.**



## Grand Island Memorial Library

DRAFT

### Credit Card Policy

#### I. STATEMENT OF PURPOSE

The purpose of this policy is to protect Erie County taxpayers by assuring that credit card use facilitates cost-effective purchases for the Grand Island Memorial Library (GIML). Use of a credit card is a form of payment; all use must be in compliance with GIML Policies, in particular, the GIML Procurement Policy and the GIML Claims Audit Policy.

#### II. POLICY

- A. The GIML is authorized to maintain the following credit account:
  1. Credit card account – Library Director: Limit not to exceed \$5,000
- B. The cardholders or their designees may use the credit card only for goods or services for the official business of the GIML and consistent with other policies, as mentioned in the Statement of Purpose.
- C. Documentation detailing the goods and services purchased and the business purpose for said purchases must be submitted before payment can be approved, as per the GIML Claims Audit Policy.
- D. The cardholder is responsible for the protection of the credit card and are responsible to immediately notify the financial institution issuing the card if the card is lost or stolen.
- E. The balance due on the credit card will be paid within the balance period indicated on the monthly statement. The GIML accepts full responsibility for authorized debt incurred on this account.
- F. The cardholder must immediately surrender the credit card upon leaving the employ of the GIML.
- G. The GIML Director or designee(s) shall maintain procedures to ensure the objectives of this policy are achieved.

***Adopted by the Grand Island Memorial Library Board of Trustees at a public meeting on \_\_\_\_\_.***

Ask the board to have this run past town legal?

Put down signatories? GIML has:

Treasurer

Board member

Director

Looked at Central's, Boston's, Collins', Lancaster's

Used Lancaster's as a guide as they adapted Central's for their use and their purpose closely resembled GIML's.

Add in language regarding credit card rewards redemption and usage for library benefit only.

**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.}*

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(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.}*

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(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.}*

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I certify that the above statements are true and correct to the best of [my acknowledged](#)  
[knowledge](#).

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

