

GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, NOVEMBER 13TH, 2025 @ 4:00 PM
LIBRARY MEETING ROOM
AGENDA**

- I. Call to Order
- II. Minutes:
 - a. [9/11/25 Regular Board Meeting](#)
- III. Period for Public Expression (agenda items)
- IV. [Financial Reports](#)
- V. [Claims Audit Abstract Report](#)
- VI. Correspondence
- VII. [Director's Report](#)
 - a. Friends Activities
 - b. Reading Garden Update
 - c. Library Improvements
- VIII. Unfinished Business
 - a. [Trustee Training Assurance Forms for 2025](#)
 - b. Bank Signatory updates
- IX. New Business
 - a. Proposed 2026 Board meeting schedule (see Director's Report)
 - b. [Proposed 2026 Library Hours and Holidays](#)
 - c. Funding requests - (see Director's Report)
 - d. Policy Reviews
 - i. [Public Health Emergency Operations Plan](#)
 - ii. [Whistleblower Policy](#)
 - iii. [Telecommuting Policy](#)
- 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, 716-773-7124 if you *cannot* make the meeting.



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BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, NOVEMBER 13TH, 2025 @ 4:00 PM
LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order by Vice President Banaszak at 4:04 PM.

ROLL CALL: Present were:

Treasurer Pat Rizzuto

Secretary Agnes Becker

Vice President Jill Banaszak

Library Director Bridgette Heintz

MINUTES

Trustee Rizzuto made a motion to approve the minutes of the September 11, 2025 Library Board Regular meeting, Trustee Banaszak seconded the motion. Motion approved 3-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

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

CLAIMS AUDIT ABSTRACT

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

CORRESPONDENCE

John and Ann Williams donated \$150 for use on the staff.

The Island Presbyterian Church donated \$10,000 for library programming expenses.

DIRECTOR'S REPORT

a. Friends Activities

Assisted with Trunk or Treat on 10/18/25

Worked the Book Store

438 attended Trunk or Treat

Discard Book Sale and Bake Sale 9/26/25-9/27/25

Book Sale: \$730.75

Bake Sale: \$284.00

Donated Book Sale and Bake Sale 11/6/25-11-8-25

Book Sale: \$1782.75

Bake Sale: \$305.00

Book Bag sales: \$20.00

Friends Membership: \$50.00

Donated Comic Book Sales: \$75.00

Basket Raffle 10/14/25-11/8/25: \$604.00

b. Reading Garden Update

The dedication plaque was ordered on 10/17/25. Estimate turnaround is 8 weeks

Director Heintz is working with the Rotary Club to plan a dedication event in the spring. The tentative date is 5/13/26.

The remainder of funds, \$6855.42, will be saved for future maintenance.

c. Library Improvements

Director Heintz is requesting quotes to add 2 study rooms on the Bedell side of the Library.

The complete Director's Report is attached.

UNFINISHED BUSINESS

a. Trustee Training Assurance Forms for 2025

The Trustee Assurance Forms for the Library Trustees were reviewed.

b. Bank Signatories

The bank signatories have been updated as laid out at the 9/11/25 meeting.

NEW BUSINESS

a. Board Meeting Schedule

Vice President Banaszak moved to approve the Library Board Schedule for 2026 as listed below. Trustee Rizzuto seconded the motion. Motion approved 3-0.

1/8/26

3/12/26

5/14/26

July TBD-BECPL contract approval

9/10/26

11/12/26

b. 2026 Library Hours and Holidays

Vice President Banaszak moved to approve the Library hours and holidays as presented by Director Heintz. Trustee Rizzuto seconded the motion. Motion approved.

c. Funding Request- Fall Adult programming

Trustee Becker made a motion to approve \$374.52 for Empire Pass renewals (\$144.00) and adult fall programs and/or teen gaming program supply budget (\$230.52). Trustee Rizzuto seconded the motion. Motion approved 3-0.

d. Policy Review

i. Public Health Emergency Operations Plan

Vice President Banaszak moved to archive the policy, making it available if necessary. Trustee Becker seconded the motion. Motion approved 3-0.

ii. Whistleblower Policy

Trustee Banaszak moved to renew the policy as written. Trustee Rizzuto seconded the motion. Motion approved 3-0.

iii. Telecommuting Policy

Trustee Rizzuto moved to renew the policy as written. Trustee Becker seconded the motion. Motion approved 3-0.

At 4:50 Trustee Banaszak moved that the Board adjourn to Executive Session to discuss personnel matters. Trustee Rizzuto seconded the motion. Motion approved 3-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

At 4:59 Vice President Banaszak made a motion to adjourn the meeting. Trustee Becker seconded the motion. Motion approved 3-0.

Next regular meeting: January 8th. 2026 @ 4:00 pm.