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

BOARD OF TRUSTEES REGULAR MEETING THURSDAY, JANUARY 13th, 2022 @ 4:30 PM

VIA ZOOM. LIVE STREAMED ON THE TOWN OF GRAND ISLAND'S YOUTUBE CHANNEL.

AGENDA

- I. Call to Order
- II. Minutes: November 4th, 2021 regular meeting
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
 - a. Staff updates
 - b. January-April 2022 Event Calendar
 - c. Wireless Printing
 - d. Library of Things
 - e. Building Improvements
 - f. NYS Library Construction Grant update
- VIII. Unfinished Business
 - a. Investment Policy follow up
 - IX. New Business
 - a. Online banking & Credit Card discussion
 - b. Selection of Officers for 2022
 - c. Approval of B&ECPL Personnel Policy Manual for 2022
 - d. Annual Update Document request for 60 day extension
 - e. Conflict of Interest Disclosures for 2022
 - f. Program funding requests
 - X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, March 10th, 2022 at 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.



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BOARD OF TRUSTEES REGULAR MEETING THURSDAY, JANUARY 13th, 2022 @ 4:30 PM VIA ZOOM. LIVE STREAMED ON THE TOWN OF GRAND ISLAND'S YOUTUBE CHANNEL

CALL TO ORDER: The meeting was called to order at 4:05 pm by President Crawford.

ROLL CALL ROLL CALL: Present were:

President Richard Crawford Vice President Jill Banaszak Secretary Pat Rizzuto Trustee Agnes Becker Treasurer Richard Earne Town Liaison Christian Bahleda Library Director Bridgette Heintz

MINUTES

Trustee Banaszak made a motion to approve the minutes of the September 9 meeting, as corrected. Trustee Becker seconded. Motion passed by roll call vote 5-0.

PERIOD FOR PUBLIC EXPRESSION (agenda items) No speakers came forward.

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

CLAIMS AUDIT ABSTRACT REPORT The audited vouchers were reviewed and will be authorized by Trustee Banaszak.

CORRESPONDENCE Correspondence is included in the attached Director's Report.

DIRECTOR'S REPORT The complete Director's Report is attached

UNFINISHED BUSINESS

Investment Policy

Trustee Earne reported that he is still gathering information on investment options. He is waiting for additional information.

NEW BUSINESS

• Selection of Officers for 2022

The slate of officers for 2022 was presented as follows: Trustee Crawford: President, Trustee Banaszak: Vice President, Trustee Earne: Treasurer, and Trustee Rizzuto: Secretary. Trustee Earne made a motion to accept the slate; Trustee Becker seconded. Motion passed 5-0. Secretary Rizzuto cast the vote in favor of the slate.

• Approval of BECPL Personnel Policies for 2022

After discussion, Trustee Rizzuto moved to accept the Amendments to BECPL Employee Handbook and Personnel Policies and Procedures Manual. Trustee Earne seconded. Motion passed by roll call vote 5-0.

• Annual Update Document

Treasurer Earne will sign the request to the State Comptroller for a 60-day extension to file our 2021 Annual Update Document. No vote is needed.

• Conflict of Interest Disclosures for 2022

The Disclosure Statements were sent to all the trustees. They must be completed, signed, and returned to Director Heintz.

• Program Funding Proposals

Director Heintz requested \$500 from the 2020 Tower Fund for Adult Programming, and \$500 from the same account for Youth Services Programming this winter. Details are in the attached Director's Report. Trustee Earne moved to fund the programs. Trustee Rizzuto seconded. Motion carried by roll call vote 5-0.

PERIOD FOR PUBLIC EXPRESSION No speakers came forward

NEXT REGULAR MEETING

The next regular meeting will be held at 4:30 pm on Thursday, March 10, 2022.

ADJOURNMENT

At 5:53. Trustee Rizzuto made a motion to adjourn; the motion was seconded by Trustee Banaszak. Motion passed 5-0. The meeting was adjourned at 5:53 pm.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Dec-21

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				1	eoninienta.
502000	Fringe Benefits	0	0	0	0	· · · · · · · · · · · · · · · · · · ·		
	Charges:	U U	U	1 0 1	0		CONTRACTOR OF CONTRACTOR	
515000	Water	200	0	123	77	AND DOT OF STR. 7 10		
515000	Sewer	250	0	177	73			
515000	Telephone - Maintenance	0	Ō	0	Ő			
510200	Dues and Fees	1,180	0	20	1,160		· · · · · · · · · · · · · · · · · · ·	
545000	Rental Charges	0	0	0	1,100			
506200	Repairs & Maintenance Chgs.	1,300	0	805	495			C
555050	Insurance Charges	0	0	0	0			1 2 - 111 - 1
510000	Travel & Mileage Expenses	450	0	287	163			
530000	Other Expenses & Charges	700	0	702	(2)	N:		· · · .
530000	Contingency (Bullet Aid)	0	0	0	0			
	TOTAL EXPENSES	4,080	0	2,114	1,966	0	0	· · · ·

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	1,596	0	3,224	(1.628)		1	Adopted budget line amounts updated as per Resolution 2021-14
Copy Machines	0	0	- 0	0		1 1	
Print Cost Recovery	1,145	0	1.614	(469)			Pre-Resolution 2021-14 adopted budget:
Other Income	66	0	62	4			Fines, lost books, etc.: \$6015
State Funding	0	0	Ő-	0		1	Print cost recovery: \$2125
Municipal Support	0	0	0	0		a la companya da la	Other income: \$72
Donations (priv. persons/foundations)	0	0	0	0	10	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	
Fundraising (events/booksales)	0	0	0	0		1	Total direct income pre-resolution 2021-14: \$8212
Interest Income	0	0	0 1	0			
Misc Income	0	0	0	0			
Use of Fund Balance	0	Ó	0	0		1	
TOTAL DIRECT INCOME	2 807	0	4 900	(2.093)	0	0	

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

NOVEMBER-DECEMBER 2021

Deposits						
	11/17/2021		Fines & Print		\$285.44	
	11/30/2021		interest		\$0.03	Total November Deposits: \$285.47
	12/1/2021		Fines & Print		\$257.45	
	12/30/2021		Fines & Print		\$220.20	Total December Deposits: \$477.65
			Total Deposits November-December:		\$763.12	_
Disbursement	s					-
			M52: Peggy Koppmann - reimbursemen	for shrubs		
	11/27/2021		for library gardens		\$79.98	Total November Disbursements: \$79.98
	12/20/2021		M53: Bridgette Heintz - mileage		\$91.67	
	12/20/2021		M54: Carly Spatar - mileage		\$26.71	
	12/20/2021		M55: Elizabeth Schultz - mileage		\$9.41	Total December Disbursements: \$127.79
			Total Disbursements November-Dece	mber:	\$207.77	=
Balance Cour	ty Funds					
	10/31/2021			\$3,546.20		**Oct. stmt received after 11/4/21 meeting.
	11/30/2021			\$3,752.62		C C
	December					**Dec. stmt received after 1/13/22 meeting
		<u>Fines</u>		Print	<u>Other</u>	
YTD revenue a	ccrued:	\$3,224.00		\$1,614.00	\$62.00	+ $+$ $+$ $+$ $+$ $+$ $+$ $+$ $+$ $+$
To be realized:		-\$1,628.00		-\$469.00	\$4.00) system which we would sell).
Budgeted (exp	ected revenue):	\$1,596.00		\$1,145.00	\$66.00)
	-					

**Above adopted budget line amounts updated as per Resolution 2021-14

Pre-Resolution 2021-14 adopted budget:

Fines, lost books, etc.: \$6015 Print cost recovery: \$2125 Other income: \$72

Total direct income expected pre-resolution 2021-14: \$8212 Total direct income expected after resolution 2021-14: \$2807

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

NOVEMBER - DECEMBER 2021

Balance Private Chec 10/31/2021	•	\$30,184.17		**Oct. bank stmt received after 11/4/21 meeting.**
11/30/2021		\$23,558.61		
December		\$20,000.0 T		**Dec. bank stmt received after 1/13/22 meeting
Deposits Private Che	cking			
11/22/2021	Amazon Smile		\$18.58	Total November Deposits: \$18.58 Total December Deposits: \$0
	TOTAL Deposits November-December:		\$18.58	
Disbursements Priva	te Checking			
	N72: Amazon - fall program & Lego club supplies (2019)		
11/1/2021	Tower/Packard donation)		\$339.88	
11/8/2021	N62: Rose Ann Hirsch - local author visit on 11/8/21 (20 N63: Young Audience of WNY - Carrousel Museum on		\$45.00	
11/13/2021	(2020 Tower) N74: Kathleen Rumfola - Marshmallow pops workshop	on 11/27/21	\$210.00	
11/27/2021	(2019 Tower) N73: Linda McNamara - Cooking programs 11/2/21 & 1		\$258.00	
11/29/2021	(2020 Tower) N75: Sal Bordonaro - Expenses for Cooking programs		\$100.00	
11/30/2021	11/9/21 (2020 Tower)		\$153.19	
11/30/2021	N76: Linda McNamara - Expenses for Cooking program 11/9/21 (2020 Tower) N66: Theresa Wiater - Brain Games Session 1 12/4/21		\$143.42	Total November Disbursements: \$1249.49
12/4/2021	Tower Funds) N77: Fun Express - January storytime/itty bitty/outreach		\$25.00	
12/10/2021	(2020 Tower) N78: Oriental Trading - January storytime/itty bitty/outre		\$122.31	
12/10/2021	supplies (2020 Tower) N79: Podlucky Construction - west sidewalk work remai		\$23.37	
12/14/2021	(NYS Construction Grant)		\$6,000.00	Total December Disbursements: \$6170.68
	TOTAL Disbursements November-December:		\$7,420.17	

Balance Money Market Account

11/4/2021 12/5/2021	\$131,441.06 \$131,447.76	*Oct. bank stmt received after 11/4/21 meeting.**
December		**Dec. bank stmt received after 1/13/22 meeting
Disbursements Money Market Account None		
Deposits Money Market Account		
11/4/2021 interest	\$(6.70 *Oct. bank stmt received after 11/4/21 meeting.**
12/5/2021 interest	\$(6.70
December interest		**Dec. bank stmt received after 1/13/22 meeting
TOTAL:	<u>\$13.40</u>	

Date Prepared: 12/30/2021 11:40 AM

Report Date: 12/30/2021

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 1 of 3 Prepared By: JACKIE

Fiscal Year: 2021 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							
ltem 0200		EQUIPMENT							
001.7410.0200		EQUIPMENT.LIBRARY				16,000.00			
10/18/21	000000325	CROSS CONTROLS & ELECTRIC, INC. 50% DEPOSIT FOR REPLACEMENT OF 9 POLES IN PARKING LOT		136308	52416		0.00	9,855.00	0.445.00
Total Item 0200		EQUIPMENT				16,000.00	0.00	9,855.00	6,145.00 6,145.00
						10,000.00	0.00	3,033.00	0,145.00
ltem 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			
									100.00
Total Item 0408	3	DUES & SUBSCRIPTIONS				100.00	0.00	0.00	100.00
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			
06/07/21	0000032993	FIRE SAFETY SYSTEMS, INC. LABOR, TRIP CHARGE		134961	51463		0.00	174.00	
T-1-1 14 0.440									126.00
Total Item 0412	2	TRAINING & EDUCATION				300.00	0.00	174.00	126.00
ltem 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				23,450.00			
02/03/21	0001000446	JP MORGAN CHASE BANK NA GUI'S		133989	12232084		0.00	(9.99)	
02/25/21	0001001098	716 MECHANICAL, LLC SERVICE AT LIBRARY		134179	50919		0.00	1,883.11	
02/25/21	0001001098	716 MECHANICAL, LLC SERVICE AT LIBRARY		134179	50919		0.00	(1,883.11)	
03/01/21	0001001098	716 MECHANICAL, LLC SERVICE AT LIBRARY		134179	50919		0.00	1,883.11	
04/05/21	000000220	ELWOOD FIRE PROTECTION FIRE EXTINGUISHER INSPECTION,		134338	51031		0.00	116.00	
04/05/21	000000325	FIRE EXTINGUISHER CROSS CONTROLS & ELECTRIC, INC. SERVICE TO REPAIR LIGHT POLE		134345	51032		0.00	585.00	
05/03/21	0000032993	FIRE SAFETY SYSTEMS, INC. FIRE ALARM SYSTEM ANNUAL CHARGE 3/1/21-2/28/22		134682	51317		0.00	200.00	
05/17/21	0000032993	FIRE SAFETY SYSTEMS, INC. PERFORMED ANNUAL FIRE ALARM SYSTEM INSPECTION AND TESTING		134786	51346		0.00	111.00	

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TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 2 of 3 Prepared By: JACKIE

Fiscal Year: 2021 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 Item 0422		GENERAL FUND REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				23,450.00			
06/03/21	0001000446	JP MORGAN CHASE BANK NA		135221	12232094	23,430.00	0.00	45.66	
00/03/21	0001000440	GUI'S		155221	12232034		0.00	43.00	
06/21/21	0001000941	BRAENDEL PAINTING & SERVICES,		135198	51626		0.00	1,425.00	
		INC. CELINING WORK IN STORAGE RM @ LIBRARY							
07/19/21	000000325	CROSS CONTROLS & ELECTRIC, INC.		135402	51765		0.00	532.00	
07/19/21	0001001098	SERVICE CALL 716 MECHANICAL, LLC SERVICE CALL - MISSING TEMP		135504	51849		0.00	234.00	
09/07/21	0001000166	SENSORS AND CONTROLS CORR DISBRIBUTORS INC BELT, BRUSH ASSEMBLY		135851	52133		0.00	211.56	
09/07/21	0001000166	CORR DISBRIBUTORS INC PAPER TOWEL DISPENSER		135852	52133		0.00	68.55	
10/04/21	0000038570			136199	52340		0.00	326.81	
10/04/21	0001001159	VERTICAL BAR RACK ESSENCE OF TIME, LLC DOWN PYMT FOR SERVICE		136270	52396		0.00	4,318.00	
10/18/21	0001000842	AMHERST SEALER INC SEALER		136423	52490		0.00	4,667.34	
10/18/21	0001001098	716 MECHANICAL, LLC SERVICE - A/C NOT WORKING		136430	52496		0.00	347.40	
10/18/21	0000069002	NIAGARA LOCK & KEY SVC LOCKSETS		136438	52452		0.00	2,960.25	
12/06/21	0001001098	716 MECHANICAL, LLC PLANNED MAINTENANCE		136862	52779		0.00	625.00	
12/31/21	0001000966			137095			0.00	79.82	
12/31/21	0001001159	CLOCK, BATTERY ESSENCE OF TIME, LLC FINAL PYMT FOR TOWER CLOCK AND INTERIOR CLOCK		137100			0.00	4,318.00	
									405.49
Total Item 0422	2	REP/MAIN. BLDGS. & GROUNDS				23,450.00	0.00	23,044.51	405.49
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
05/17/21	0000017720	LEO BRENON TOPSOIL YARDS OF TOPSOIL		134780	51339		0.00	279.92	
									20.08
Total Item 0434	4	LANDSCAPING MATERIALS				300.00	0.00	279.92	20.08

Date Prepared: 12/30/2021 11:40 AM

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TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 3 of 3 Prepared By: JACKIE

Fiscal Year: 2021 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							
Item 0443		DEPARTMENTAL SUPPLIES							
001.7410.0443	3	DEPARTMENTAL SUPPLIES.LIBRARY				0.00			
03/08/21	0001000446	JP MORGAN CHASE BANK NA GUI'S		134312	12232087		0.00	3.59	
									(3.59)
Total Item 044	43	DEPARTMENTAL SUPPLIES				0.00	0.00	3.59	(3.59)
Grand Total						40,150.00	0.00	33,357.02	6,792.98

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

Grand Island Memorial Library

Date of Audit:	11/4/21	November 2021	Total Claims (# of invoices):	2
Date of Audit.	/ _ / <u>_</u> _			~

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		
GI Invoice Tracking #	Claimant	Amount	Check #	Date
N72	Amazon: Fall program supplies/Lego supplies (2019 Tower/Packard donation)	\$339.88	3130	11/1/21
N73	Linda McNamara: cooking classes on 11/22/21 & 11/29/21 (2020 Tower)	\$100.00	3131	11/29/21

Total: <u>\$439.88</u>

Grand Island Memorial Library

Date of Audit: 11/19/21 November2021 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		
GI Invoice Tracking #	Claimant	Amount	Check #	Date
N74	Kathleen Rumfola: Marshmallow Pops workshop on 11/27/21.	\$258.00	3132	11/17/21

Total: <u>\$258.00</u>

Grand Island Memorial Library

Date of Audit:	12/1/21	November 2021	

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		
GI Invoice Tracking #	Claimant	Amount	Check #	Date
N75	Sal Bordonaro: expenses for cooking classes held 11/22/21 & 11/29/21	\$153.19	3133	11/30/21
N76	Linda McNamara: expenses for cooking classes held 11/22/21 & 11/29/21.	\$143.42	3134	11/30/21

Total: <u>\$296.61</u>

Abstract of Audited Vouchers for County Checking Account (M&T -M)

Grand Island Memorial Library

Date of Audit:	12/1/21	November 2021	

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		
GI Invoice Tracking #	Claimant	Amount	Check #	Date
M52	Peggy Koppmann: reimbursement for shrubs for library gardens.	\$79.98	11376	11/29/21

Total: <u>\$79.98</u>

Grand Island Memorial Library

Date of Audit:	12/10/21	December 2021	-

Total Claims (# of invoices): <u>2</u>

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

		molecs		
GI Invoice	Claimant	Amount	Check #	Date
Tracking #				
N77	Fun Express: January Story	\$122.31	3135	12/10/21
	time/Itty			
	Bitty/Outreach			
	supplies (2020			
	Tower Funds)			
N78	Oriental Trading	\$23.37	3136	12/10/21
	Company: January			
	Story time/Itty			
	Bitty/Outreach			
	supplies (2020			
	Tower Funds)			

Invoices

Total: \$145.68

Grand Island Memorial Library

Date of Audit:	12/14/21	December 2021	Total Claims (# of invoices):

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

1

	Invoices		
Claimant	Amount	Check #	Date
Podlucky Construction: remainder owed for West Sidewalk work (NYS Construction Grant)	\$6000.00	3137	12/14/21
	Podlucky Construction: remainder owed for West Sidewalk work (NYS Construction	Claimant Amount Podlucky \$6000.00 Construction: remainder owed for West Sidewalk work (NYS Construction	ClaimantAmountCheck #Podlucky\$6000.003137Construction: remainder owed for West Sidewalk work (NYS Construction

Total: <u>\$6000.00</u>

Abstract of Audited Vouchers for County Checking Account (M&T -M)

Grand Island Memorial Library

Date of Audit:1/5/22	December 2021	Total Claims (# of invoices): _	3
			<u> </u>

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		
GI Invoice Tracking #	Claimant	Amount	Check #	Date
M53	Bridgette Heintz: mileage	\$91.67	11377	12/20/21
M54	Carly Spatar: mileage	\$26.71	11378	12/20/21
M55	Elizabeth Schultz: mileage	\$9.41	11379	12/20/21

Total: <u>\$127.97</u>

<u>Grand Island Memorial Library Board Meeting</u> January 13th, 2022 @ 4:30 pm Via Zoom. Live streamed on the Town of Grand Island's YouTube Channel. Director's Report

<u>Minutes</u>

• Regular Meeting November 4th, 2021 <u>Financial Report</u>

<u>Claims Audit</u>

Correspondence

 1/4/22: The library received a donation from the Tower Foundation in the amount of \$5000 to be used for programming. As in previous years, as uses for the funds are determined, spending proposals will be presented at board meeting for approval. A report of uses will be sent to the Tower Foundation representatives at the end of the year.

Director's Report

- Staff updates:
 - Larry Schultz is our newest Sr. Page. He began work on 12/6/21.
 - Lucas Duck has stepped down from his Sr. Page position as of 12/7/21. I will work on filling that position in the next few months.
 - Harold Duck's retirement was effective 1/4/22. I am currently working on filling the vacant position.
- January April 2022 Event Calendar: see handout
- Wireless Printing: service began being offered 12/1/21
- Library of Things:
 - I am working to create STEM kits out of the Maker Space tech which was purchased in 2018. Lego kits, Snap Circuits, and Little Bits kits will be rolled out first. More information to come.
- Building Improvements 2021 project updates:
 - Clock tower/clocks: Essence of Time completed the work on 12/17/21. Funding source: Town maintenance line.
 - Baby Changing stations: replaced 12/14/21 in the public restrooms. Funding source: operating funds.
- Building Improvements 2022 project goals (for now more to come as needs are assessed):
 - Phone system: current system is original to the building, time to update. Will work on quotes and go through funding options.

- Public restroom partitions: original to the building and are getting rusty. Will work on quotes and go through funding options (most likely Town maintenance).
- NYS Library Construction Grant (sidewalk/parking lot light poles):
 - West Sidewalk work (crosswalk to Bedell): Podlucky Construction completed the job on 12/14/21. In the spring will need to see about filling in around the new sidewalk, growing grass, and removing the dirt piles that were left.
 - Parking lot light poles: parts were received 1/4/22 (ordered in October 2021).
 The work will be completed by 1/7/22. Once the poles are installed, I will work to close out this grant with the state.
- Discussion: online banking, credit card, square use in individual libraries to accept credit cards ourselves.
- The following meetings/trainings were attended by Director Heintz in November and December:
 - 11/12/21: November Manager/Director meeting via Zoom
 - 11/17/21: Feel the Need to Weed Part 1 webinar thru Metro Library Council
 - 11/24/21: Feed the Need to Weed Part 2 webinar thru Metro Library Council
 - 11/23/21: Growing Readers meeting via Zoom
 - o 11/29/21: Mobile Print Training
 - 12/2/21: Calm (Legally) Cool, and Collected: Tactics for Libraries Facing Book Challenges and Collection-Based Protests webinar hosted by WNYLRC/Empire State Library Network
 - 12/8/21: December Manager/Director meeting via Zoom
 - 12/8/21: Instagram Basics for Libraries webinar hosted by the Niche Academy
 - 12/9/21: GI Book Club Title Selection Committee meeting
 - 12/13/21: Zoom prep meeting with Admin for Sen. Sean Ryan's 'Listening Tour'
 - 12/14/21: Senator Sean Ryan's 'Listening Tour' at the Central Library

Unfinished Business

• Investment Policy – follow-up to 9/9/21 board meeting discussion – Dick Earne

New Business

- Selection of Officers for 2022
- Approval of BECPL Personnel Policies for 2022
- Annual Update Document (Comptroller's Report) request for 60 day extension letter to be signed by the Treasurer
- COI Disclosures for 2022
- Program Funding proposals: Funding source 2020 Tower Funds
 - Adult: \$500 budget request to include the following two programs and an extra program TBD.

- Botanical Gardens on 1/29/22: \$255.00
- Local author Rick Falkowski on 2/3/22: \$75.00
- Youth Services: \$500 budget request to include the following two items.
 Remainder to be used for unforeseen youth service program expenditures before the March Board meeting.
 - Explore & More mini golf program on 4/13/22: \$300.00
 - Storytime/Itty Bitty/Outreach supplies for Feb-Apr: \$145.68
- Funding for more spring programming will be proposed at the March meeting.

Upcoming - FYIs

• Current Long Range Plan ending in 2022

Respectfully submitted, Bridgette Heintz

GRI Events January - April 2022

**TBD = to be determined.

Either a change to the program is in the works,

or a funding request is pending.**

Ongoing

Book Club: meets monthly on various Monday evenings @ 6:30 pm 1/24 *The Horse Dancer* by Jojo Moyes 2/28 The Four Winds by Kristen Hannah 3/21 The Midnight Library by Matt Haig 4/18 Faithful Place by Tana French Knitting Club: meets last Monday of the month from 1:00-4:00 pm 1/31, 2/28, 3/28, 4/25 Read to a Dog (SPCA Therapy Dogs): Saturdays 1:00-3:00 pm 1/15, 2/12, 3/12, 4/19 Itty Bitty Toddler Time (ages 0-2 years): Tuesdays 10:00-10:30 am 1/11, 1/18, 1/25, 2/1 3/8, 3/15, 3/22, 3/29 Preschool Story Time (ages 3-5years): Wednesdays 10:00-10:45 am 1/12, 1/19, 1/26, 2/2 3/9, 3/16, 3/23, 3/30 Crafternoons (ages 5-12 years): Saturdays 1:00-2:30 pm 2/19: craft TBD 3/19: craft TBD 4/16: craft TBD Lego: Saturdays 1:00-2:00 pm 1/8, 2/5, 3/5, 4/2 Mindfulness Group with Spectrum Health/NY Project Hope: Thursdays 5:30-6:00 pm 1/20, 1/27, 2/3, 2/10, no meeting 2/17, 2/24, 3/3, 3/10, 3/17, 3/24, 3/31

Outreach

Carly: Kiddos Korner Daycare - First Fridays 10:30-11:30 am (2 & 3 year olds), 2-2:45pm (4 year olds) 3/4, 4/1

St. Timothy's Child Care Center –Second Fridays 10:30-11:30 am Dates TBD

Bridgette: Golden Age Center – Third Fridays 11:00-12:30 pm 1/21, 2/18, 3/18, 4/22

January

1/29/22 Botanical Gardens: Succulent Garden Workshop (Sat. @ 1pm)

February

2/3/22	Local author: Rick Falkowski – Profiles Volume II – Historic & Influential People from Buffalo & WNY – the Early 1900s (Thurs. @ 6:30 pm)
2/7/22	Computer Class: Home Internet Set up (Mon. @ 2pm)
2/14/22	Computer Class: iPads & iPhones (Mon. @ 2pm)
2/23/22	Ben Berry: Hula Hoop Making program (Wed. @ 1pm)
2/24/22	Hawk Creek: Animal program (Thurs. @ 1pm)
2/25/22	Science Museum: Super Scientist program (Fri. @ 1pm)
2/26/22	Diamonds in the Ruff: Family Day/Adoption Event (Sat. @) TBD

March

3/3/22	Local author: Elizabeth Licata – Buffalo Spree Editor
	Secret Buffalo – A Guide to the Weird, Wonderful, and Obscure
	(Thurs.@6:30pm)
2/7/22	

3/7/22 Computer Class: Zoom (Mon. @ 2pm)

April

4/4/22	Computer Class: Libby App (Mon. @ 2pm)
4/13/22	Explore and More: Mini Golf workshop (Wed. @ 1pm)

In the works:

Alzheimer's Association partnership – on hold because of COVID concerns Tax Assistance through VITA/Niagara University Sal/Linda spring cooking class(es) April break children's/family programming Easter Program collaboration with GI Rec on Good Friday (4/15/22) Library of Things STEM Kits: Legos, Duplos, Snap Circuits, Little Bits Instagram account

Holidays:

1/1/22:	New Year's Day
1/17/22:	Martin Luther King Jr. Day
2/21/22:	Presidents' Day

Investment Policy – Grand Island Memorial Library

This policy applies to all of the Library's money which is available for investment on its own behalf.

The objectives of the investments are:

- a) to conform with all applicable legal requirements
- b) to safeguard principal
- c) to provide sufficient liquidity to meet operating requirements
- d) to obtain a reasonable rate of return

As provided by General Municipal Law Section 11, the Library Board of Trustees authorizes the treasurer, director or chair having custody of money to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following type of investments:

- Special time deposit accounts in or certificates of deposit issued by a bank or trust company authorized to do business in the State of New York
- Financial institution shall be FDIC insured or equivalent

Responsibility for administering the investment program is delegated to the treasurer, director or chair, who shall maintain a record of investments, including descriptions and amounts, transaction dates, earnings and any other pertinent information. Investments shall be those which a prudent person would make under prevailing circumstances in the best interests of the Library.

Approved August 20, 2015

Reviewed and re-approved without changes 9/9/2021

DRAFT RESOLUTION FOR CONTRACT LIBRARY BOARDS OF TRUSTEES PERSONNEL POLICIES AND PROCEDURES GRAND ISLAND MEMORIAL LIBRARY MEETING DATE: JANUARY, 13TH, 2022 AGENDA ITEM NUMBER: RESOLUTION: 2022-01

Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual

BACKGROUND:

On December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual), which contained approximately 100 policies drafted by the Human Resources Department, and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015. Thereafter, the Grand Island Memorial Library (GIML) Board adopted the Manual for application to its employees.

Since January 1, 2015, a number of Personnel Policies and Procedures have been modified by the Human Resources Department at the direction of the Chief Operating Officer, several of which were necessary based on changes to the applicable laws or governing collective bargaining agreements. Other changes were minor and incidental. As stated in the Introduction of the Manual, changes made by Human Resources are distributed electronically to all library departments and contract libraries (including GIML). It is the recommendation of the B&ECPL Board that changes made by Human Resources to the Manual and Handbook be reviewed by the GIML Director and Board and the Manual and Handbook including updates be re-adopted at the beginning of each year. Note: some of the policies are supplemented by a GIML specific version of the policy containing library specific information (e.g. Whistleblower Policy).

ACTION REQUIRED: Motion to approve Resolution 2022-01.

PROPOSED RESOLUTION 2022-01

WHEREAS, the Board of Trustees of the Grand Island Memorial Library (GIML) has the power and duty to determine and carry out all policies and principles pertaining to operations of the GIML library; and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter, the GIML Library Board adopted same for application to its employees, and

WHEREAS, the B&ECPL Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on January 13, 2022, the GIML Board states that it has reviewed the changes made by the Human Resources Department to the policies since January 7, 2021 and recommends approval of the same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation of adoption of the Manual, and adoption of the amendments, now therefore be it

RESOLVED, that the Board of Trustees of the Grand Island Memorial Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since January 13, 2022, and be it further

RESOLVED, that the B&ECPL Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the GIML endorses the annual review of the revisions made by the B&ECPL Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook and the annual reaffirmation of adoption by the GIML Board.

Board of Trustees Vote: _____Yes _____No

Signature of Secretary _____



January 13, 2022

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

January 13, 2022

To Whom It May Concern:

The Grand Island Memorial Library (Municode 144633700100) would like to request a 60 day extension to file our 2021 Annual Update Document (AUD).

Thank you for your assistance with this matter.

Sincerely,

Richard Earne Treasurer Grand Island Memorial Library

Appendix A

DISCLOSURE STATEMENT

OF

THE GRAND ISLAND MEMORIAL LIBRARY

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

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

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

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

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

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

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

Name:_____

Position:_____

Signature:

Date: