

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES SPECIAL MEETING

THURSDAY, September 6, 2018 5:30 P.M.

Meeting Room

AGENDA

- I. Minutes of May 3rd and Special Meetings July 17th & August 30th
- II. Financial Reports
- III. Correspondence
- IV. Reports
 - A. President
 - B. Director
 - Report highlights:
 - Summer 2018 follow-up report
 - 2017 vs. 2018 Statistical Comparison
 - Library Construction Grant update
 - Albright Knox partnership update
 - C. Friends
- IV. Old Business
 - A. Petty Cash Policy draft – review and discussion
 - B. Display Policy and application draft – review and discussion
- VI. New Business
 - A. Meeting Room Policy suggested updates – review and discussion
 - B. Book Drop Slot discussion

*if you have additional items please contact Bridgette Heintz or Jill Banaszak

** Please RSVP Bridgette 773-2089 if you can NOT make the meeting

GRAND ISLAND MEMORIAL LIBRARY

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MINUTES FOR BOARD OF TRUSTEES MEETING

THURSDAY, SEPTEMBER 6, 2018, 5:30 P. M.

LIBRARY MEETING ROOM

CALL TO ORDER: Present were:

President Jill Banaszak

Treasurer Richard Earne

Vice President Richard Crawford

B&ECL Liaison Elaine Panty

Trustee Pat Rizzuto

Library Director Bridgette Heintz

Secretary Agnes Becker

Friends' Liaison Carole Joseph

MINUTES:

The minutes of the meeting held on May 3, 2018 were corrected as follows: the program presented by Linda Critelli was a "library program" not a "Friends' program". Trustee Rizzuto's name was misspelled. Motion to approve by Trustee Crawford, second by Trustee Earne. Motion approved 5-0.

In the minutes of the meeting on July 17, 2018 Trustee Rizzuto's name was misspelled. Motion to approve by Trustee Rizzuto, second by Trustee Earne. Motion approved 5-0.

FINANCIAL REPORTS:

Financial reports were reviewed and approved.

CORRESPONDENCE:

Correspondence is included in the Director's Report.

REPORTS:

- A. PRESIDENT: All of President Banaszak's items are included in the agenda.
- B. DIRECTOR: Report attached.
- C. FRIENDS: The annual meeting was successful
A discard sale will be held October 19-20.
The Book Sale Room is averaging \$700-1,000 monthly.
- D. ACT: The next ACT meeting will be held on September 29 at the Collins Library.

OLD BUSINESS:

- A. PETTY CASH POLICY: A proposal will be made to the Friends Group to contribute \$100 from book sales to start the petty cash fund. They will be asked to financially maintain the petty cash fund with \$100 as needed.
- B. DISPLAY POLICY: The Display Policy and Application draft were reviewed. One correction: a revision date should be 12/2/03, not 12/2/30. Motion to approve Trustee Rizzuto, second Trustee Crawford. Motion approved 5-0.

NEW BUSINESS:

- A. MEETING ROOM POLICY: The meeting room policy was reviewed with an added grid showing the regular and summer hours. Motion to approve Trustee Rizzuto, second Trustee Becker. Motion approved 5-0.
- B. BOOK DROP SLOT: Trustee Crawford will have his staff check out the current book drop slot that allows rain to damage materials. They may be able to add a rain shield. If they are unable to correct the drop slot, Director Heintz will purchase a new Book Drop Slot from American Book Returns at a cost with installation of no more than \$2,000. Motion by Trustee Banaszak, second by Trustee Crawford. Motion approved 5-0.

NEXT MEETING: Thursday, November 1, 2018 at 5:30.

Meeting adjourned at 6:50 P.M.

Respectfully submitted,

Agnes Becker
Secretary

Grand Island Memorial Library Board Meeting

September 6, 2018

Correspondence

- 6/14/18: Harold received a call from the Erie County DA bureau chief, Lyn Reda, regarding the break in on 12/26/17. She stated an arrest has been made and the case is closed. She left her contact information for any follow-up.
- 7/16/18: BECPL HR is developing a breastfeeding policy for employees. NYS Labor Law requires a designated "lactation area" for staff as the need arises. I am working with Judy Fachko in HR on this to be in compliance. After looking at the requirements, the staff room is compliant for this purpose should the need arise.

Director's Report

- 6/25/18: Todd from DV Brown came in to assess the issues with the economizer control and compressor wiring issues and will forward repair estimates to myself as well as the Town Engineering Dept.
 - 7/30/18: proposed work was approved via the Town and completed on this day. Library caretaker Harold Duck was in attendance.
- 6/13/18: At the Manager/Director's meeting, Ken Stone informed the group of which libraries will be receiving Bullet Aid for 2018. Chris Jacob's has generously allotted another \$10,000 to the Grand Island Library. Mr. Stone says the funds should come through in the next few months. The funds have already be set aside to be used as part of the matching funds for the Library Construction Grant.
- 6/30-7/1: the library was open 12-4 pm on 6/30 and 10-6 pm on 7/1 after an appeal from Mary Jean Jakubowski to the libraries to open as cooling stations due to predicted record heat index for that weekend. Central is covering the staffing costs for those two days.
- All Maker Space gadgets have been received as of 7/20/18 and it is anticipated the space will open this month. Pamela has plans to approach the teachers at the high school and middle school to see if anyone would like to present programming that would enhance what is being taught at the schools (we would approach the Friends for a presenter honorarium if this ends up working out).
- Battle of the Books 2018 wrap-up: as we all know by now, Grand Island (team 2) placed second! Thank you to our coaches Stephanie Pritchard and Marie Volpe-Bailey, as well as all the kids and their families for working really hard this summer.
- Monthly Statistics, including summer reading numbers:
 - See separate report attached
- NYS Construction Grant update:
 - As of 1:05 pm today the project has been submitted to our Public Library System and Ken Stone starts his review process. Final submission to the state will be by

October 3rd via Ken's office. Thank you to Nathan Taylor at Rotella Grants for all of his assistance.

- Albright-Knox partnership update: a site visit with Zack Boehler (AKAG contact) was held at the library on 8/20 to assess the building, go over the project, see a sample of the proposed art pieces, and determine a space for them. Mike Madigan, Dick Earne, myself, and caretaker Harold Duck were in attendance. It was determined that, once approved, posts would be put into the ground next to the garden on the parking lot side of the building and possibly up to three aluminum signs (2'x2' or 3'x3') would be bolted to the posts. The 'signs' are actually the art pieces which are silk-screened onto the aluminum. I will request a final design mock-up from Zack once the final agreement is received from the Town and forwarded to him.

- The following meetings/trainings were attended by Director Heintz between May and September:
 - 5/9/18: Staff Development Day at the Central Library
 - 5/7/18: Friends of the Grand Island Memorial Library regular meeting
 - 5/24/18: Friends of the Grand Island Memorial Library annual meeting
 - 6/5/18: Growing Readers at GI School District Office
 - 6/6/18: Library Card Committee meeting at the Central Library
 - 6/13/18: June Manager/Director meeting at the Central Library
 - 6/13/18: 2019 Budget Preparation Training at the Central Library
 - 7/11/18: July Manager/Director Meeting at the Central Library
 - 7/11/18: Library Card Committee meeting at the Central Library
 - 7/31/18: Library Card Month marketing sub-committee meeting at the Central Library
 - 8/8/18: Manager/Director Meeting at the Central Library
 - 8/20/18: Library Card Updating Records sub-committee at the Central Library
 - 8/20/18: site visit with Zack Boehler (AKAG) at the Grand Island Library

- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
 - 5/9/18: Staff Development Day at the Central Library
 - 5/7/18: Friends of the Grand Island Memorial Library
 - 5/14/18: meeting with GI School Librarians
 - 6/4/18: "Ooey Gooey Squish Plop!: The Importance of Early Experiences" training at the Central Library
 - 6/13/18: June Manager/Director meeting at the Central Library
 - 7/31/18: Book Club In A Bag Committee meeting at the Central Library
 - 8/8/18: Manager/Director Meeting at the Central Library (presenter)

- 8/15/18: School Library Journal Teen Live! Virtual Conference at the Central Library
- Goals for this month:
 - Finish weeding project in the Adult Non-Fiction section in time for the Discard Book Sale on 10/18-10/20
 - Begin to shift the weeded part of the collection to create room for an Inspirational section and make room for an Adult Graphic Novel collection.
- Event Calendar September-December 2018: see folders

Respectfully submitted,

Bridgette Heintz

Old Business

- Policies: Display/Exhibit Policy

New Business

- Policies:
 - Petty Cash-Jill has the draft
 - Meeting Room: suggestion by the Director to update policy to include the summer hours.
- New Book Drop slot: Book Drop: heavy rains on 7/24. Water leaking into drop box as chute door will not close by itself. Current slot opens downward and allows rain to come in. New handle was put on the existing slot after the original handle broke off a few years ago. They made the slot door heavy so it stays open unless patrons consciously close it. If this happens when it rains, rain comes in and damages returned materials. Suggest a new slot with a rain cover that opens upward or have Harold assess to see if it can be adjusted/altered so it closes by itself. A replacement would require masonry work. Town Building Maintenance funds suggested for any adjustment/replacement.

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

MAY-AUGUST 2018

Deposits

5/4/2018	Fines and Print	\$257.45	
5/10/2018	Fines and Print	\$140.60	
5/18/2018	Fines and Print	\$363.90	
5/24/2018	Fines and Print	\$94.65	
5/31/2018	Fines and Print	\$120.85	Total May Deposits: \$977.45
6/7/2018	Fines and Print	\$182.51	
6/14/2018	Fines and Print	\$190.00	
6/21/2018	Fines and Print	\$198.85	
6/28/2018	Fines and Print	\$235.90	Total June Deposits: \$807.26
7/6/2018	Fines and Print	\$187.50	
7/13/2018	Fines and Print	\$354.52	
7/19/2018	Fines and Print	\$190.70	
7/26/2018	Fines and Print	\$218.26	
7/31/2018	interest	\$0.11	Total July Deposits: \$951.09
8/2/2018	Fines and Print	\$224.30	
8/9/2018	Fines and Print	\$211.69	
8/16/2018	Fines and Print	\$248.15	
8/28/2018	Fines and Print	\$240.00	
8/30/2018	Fines and Print	\$223.85	Total August Deposits: \$1147.99

Total Deposits May-August:

\$3,883.79

Disbursements

5/2/2018	GI Memorial Library-Private acct: reimbursement for security mirrors	\$298.95	Total May Disbursements: \$298.95
	<i>**No disbursements in June**</i>		Total June Disbursements: \$0
7/24/2018	Town Clerk: water and sewer	\$109.60	Total July Disbursements: \$109.60
8/16/2018	HD Supply: flush/tilt tv wall bracket	\$32.72	
8/30/2018	mileage - Pamela Edholm	\$23.05	
8/30/2018	mileage - Bridgette Heintz	\$164.11	Total August Disbursements: \$219.88

Total Disbursements May-August:

\$628.43

Balance County Funds

5/31/2018	\$3,798.44
6/30/2018	\$4,605.80
7/31/2018	\$5,556.89

August August bank statement not received yet as of 9/4/18.

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

MAY-AUGUST 2018

Deposits Private Checking

5/8/2018	County acct: reimbursement HD Supply/security mirrors	\$298.95
5/17/2018	Amazon Smile	\$5.00
5/30/2018	Town reimbursement: Dobmeier - vacuum bags, floor stripper	\$64.86
6/12/2018	Town reimbursement: flag, hooks and outdoor maintenance supplies	\$177.76
	<i>**no deposits in July**</i>	

Total May Deposits: \$368.81
Total June Deposits: \$177.76
Total July Deposits: \$0

TOTAL

\$546.57

Disbursements Private Checking

5/2/2018	Dobmeier: vacuum bags, floor stripper	\$64.86
5/2/2018	HD Supply: security mirrors	\$298.95
5/10/2018	HD Supply: Flag	\$74.99
5/10/2018	HD Supply: hooks/outdoor maintenance supplies	\$102.77
6/27/2018	Amazon.com: Maker Space Supplies (2017 Tower Donation)	\$646.27
6/27/2018	American Button Machines: Maker Space Supplies (2017 Tower Donation)	\$369.95
7/9/2018	Amazon.com: 3D Printer and supplies (2017 Tower Donation)	\$1,339.62
7/9/2018	Apple: iPads (2017 Tower Donation)	\$598.00
7/20/2018	HD Supply: urinal cakes	\$30.99
7/23/2018	HD Supply: sprinkler/weed killer/doorknob	\$80.93
8/6/2018	Amazon.com: Makerspace Ozobots (2017 Tower Donation)	\$1,315.95

Total May Disbursements: \$541.57

Total June Disbursements: \$1016.22

Total July Disbursements: \$2049.54

Total August Disbursements: \$1315.95

TOTAL

\$4,923.28

Balance Private Checking Account

5/31/2018	\$17,452.05
6/30/2018	\$17,629.81
7/31/2018	\$14,564.05

August August bank statement not received yet at of 9/4/18.

Deposits Money Market Account

6/4/2018	Interest	\$25.95
7/3/2018	Interest	\$26.85
8/5/2018	Interest	\$28.64

TOTAL

\$81.44

Disbursements Money Market Account

None

Balance Money Market Account

6/4/2018

\$130,657.67

7/4/2018

\$130,684.52

8/5/2018

\$130,713.16

August

August bank statement not received yet at of 9/4/18.