

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES REGULAR MEETING

**NEW DATE: THURSDAY, JULY 25<sup>TH</sup>, 2019 @ 5:30 PM**

**New location: Staff Room – GI Library**

### AGENDA

- I. Minutes: May 16, 2019 regular meeting
- II. Financial Reports
- III. Claims Audit Abstract Report
- IV. Correspondence
- V. Reports
  - a. President
  - b. Director
    - i. Staffing Updates
    - ii. NYS Construction Grant update
    - iii. Tax Exemption discussion
    - iv. Golden Age Center partnership
    - v. Cooling Location
  - c. Friends
- VI. Old Business
- VII. New Business
  - a. 2019 BECPL Contract – approval pending
  - b. Policies
    - i. Rules of Conduct – approval with updates pending
    - ii. Petition Policy – approval with updates pending
    - iii. Conflict of Interest – approval with updates pending
    - iv. Whistleblower
  - c. Outdoor reading area - discussion

Next Regular Meeting: Thursday, September 5<sup>th</sup> @ 5:30 pm

\*If you have additional items, please contact Bridgette Heintz or Jill Banaszak.

\*\*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, July 25, 2019 @ 5:30 PM

Staff Room – GI Library

CALL TO ORDER: The meeting was called to order at 5:35 by President Banaszak.

ROLL CALL: Present were:

President Jill Banaszak

Secretary Pat Rizzuto

Vice President Richard Crawford

Treasurer Richard Earne

Library Director Bridgette Heintz

Town Liaison Mike Madigan

Excused: Trustee Agnes Becker

### MINUTES

The minutes of the meeting held on May 16 were approved. Motion by Trustee Banaszak, seconded by Trustee Earne. Motion passed 4-0.

### FINANCIAL REPORTS

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

### CLAIMS AUDIT ABSTRACT REPORT

The audited vouchers were reviewed and authorized.

### CORRESPONDENCE

- 7/10/19: Director Heintz was invited by the GI Farmer's Market to host a table at their Thursday weekly market at the Welcome Center from 4-7pm. She will try to accommodate, but she would look to just do once a month.
- 6/6/19: The Growing Readers Committee was honored by the Erie County Association of School Boards with the Hodgeson Russ Excellence in Collaboration Honor Award for 2019-2020. The Library and the Friends of the Library were members of that committee. The library received the committee's trophy and plaque in rotation for photo ops.

### DIRECTOR'S REPORT

The complete Director's Report and the Financial Reports are attached.

### FRIENDS REPORT

Trustee Banaszak reported that the next meeting of the Friends of the Library will be on September 9. Carole Joseph has resigned as our Library Liaison. The Friends are looking for a volunteer to replace her.

## ACT REPORT

Trustee Earne reported that the next ACT meeting will be held on October 19. Other meetings will be held on January 11, March 7 (most likely the annual workshop), and May 9, 2020. The ACT board will meet with contract library directors at the Grand Island Memorial Library on September 18 at 9:30 am.

## OLD BUSINESS

There was no pending business left from our last meeting.

## NEW BUSINESS

- **2019 BECPL CONTRACT**

A resolution adopting the 2019 contract was approved by the board by a vote of 4-0.

- **POLICIES**

- **Rules of Conduct**

- The Rules of Conduct Policy with updates was reviewed. Trustee Banaszak made a motion to approve the policy. Trustee Earne seconded. Motion passed 4-0.

- **Petition Policy**

- After a discussion, Trustee Banaszak moved, and Trustee Crawford seconded the motion to adopt the policy. Motion passed 4-0.

- **Conflict of Interest**

- Trustee Banaszak made a motion to table this policy. Trustee Crawford seconded. Motion tabled 4-0.

- **Whistleblower**

- The Trustees reviewed the new policy, which is part of the BECPL's Personnel Procedures and Policy Manual. We are only required to review and be aware of changes that have been made to BECPL's policy.

- **OUTDOOR READING AREA:** Discussion was tabled due to time restraints

## EXECUTIVE SESSION:

At 6:57 PM the board went into Executive Session

ADJOURNMENT: The meeting was adjourned at 7:08 pm.

Next Regular Meeting: Thursday, September 5 @ 5:30 pm.

## Grand Island Memorial Library Board Meeting

July 25, 2019

### Financial Report

#### Claims Audit

- Northwest Account
- M&T Account

#### Correspondence

- 7/10/19: was invited by the GI Farmer's Market to host a table at their Thursday weekly market at the Welcome Center from 4-7pm. Will do my best to accommodate, but would look to just do once a month.
- 6/6/19: the Growing Readers Committee was honored by the Erie County Association of School Boards with the Hodgeson Russ Excellence in Collaboration Honor Award for 2019-2020. The Library and the Friends of the Library were members of that committee. The library received the committee's trophy and plaque in rotation for photo ops.

#### Director's Report

- Update on staff changes: effective June 22<sup>nd</sup> Elizabeth Schultz has been appointed FT Library Clerk, Nancy Vizzi has been promoted to PT Clerk-Typist, Lucas Duck has been promoted to PT Senior Page, Rachel Martinic has been appointed as a PT Page. Caitlin Conlon resigned as of 6/14/19.
- Update on NYS Library Construction Grant: corresponded with Lynn Dingey and D. Crawford via email on 6/21. Lynn is currently looking to see if any of the projects "are pre-qualified from other projects". I have not heard anything from the system regarding grant awards as of yet. My goal is to get most if not all of the projects going and set by Halloween.
- Tax exemption issue (Walmart and Russell's purchases)
- The library is further partnering with the Golden Age Center to host their once a month (2<sup>nd</sup> Wednesday) Dementia Respite with Jen Menter in the library meeting room through November. They usually meet at the Rec Center, but it is under renovation until that time.
- The system was asked by the Erie County Health Dept. to open libraries on July 20<sup>th</sup> and 21<sup>st</sup> to be cooling stations. We were open 9:30-2pm on the 20<sup>th</sup> and 11-4pm on the 21<sup>st</sup>. Thank you to the staff for taking on the extra shifts.
- Update on Albright Knox partnership: no updates to report since the email correspondence with Zach Boehler on 5/22/19 where he stated the artist was coming to town to plan the final implementation and that he would keep me posted.

- Budget Process: the staffing hours spreadsheet was submitted 6/28, the personnel budget request was submitted 7/11, and the operating budget request was submitted 7/23.
- The following meetings/trainings were attended by Director Heintz in May and June:
  - 5/29/19: Census 2020 committee meeting at the Central Library
  - 6/12/19: June Manager/ Director Meeting at the Central Library
  - 6/12/19: Volunteer Policy workshop at the Central Library
  - 6/12/19: Budget 2020 Training at the Central Library
  - 6/12/19: Contract Member Library Director Training at the Central Library
  - 6/19/19: Contract Library Manager Meeting at the Orchard Park Library
  - 7/10/19: July Manager/Director Meeting at the Central Library
  - 7/10/19: Census 2020 Committee Meeting at the Central Library
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
  - 6/3/19: Early Childhood Literacy Training Part I at the Central Library
  - 6/10/19: Early Childhood Literacy Training Part II at the Central Library

Respectfully submitted,

Bridgette Heintz

### **Old Business**

### **New Business**

- 2019 BECPL Contract
- Rules of Conduct
- Petition Policy
- Conflict of Interest
- Whistleblower
- Outdoor reading area - discussion

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

**MAY-JUNE 2019**

**Deposits**

5/3/2019	Fines and Print	\$175.55	
5/9/2019	Fines and Print	\$154.70	
5/17/2019	Fines and Print	\$212.99	
5/28/2019	Fines and Print	\$287.44	
5/31/2019	interest	\$0.06	<b>Total May Deposits: \$830.74</b>
6/5/2019	Fines and Print (end of May revenue)	\$213.25	
6/14/2019	Fines and Print	\$344.84	
6/21/2019	Fines and Print	\$149.61	
6/28/2019	interest	\$0.07	<b>Total June Deposits: \$707.77</b>

**Total Deposits May-June: \$1,538.51**

**Disbursements**

5/30/2019	Service Bridges: ASL Interpreter on 5/24/19	\$110.00	
5/30/2019	Richard Crawford: HD supply/ACE Hardware	\$43.49	<b>Total May Disbursements: \$153.49</b>
6/13/2019	Deaf Access Services; ASL Interpreter on 4/3/19	\$85.00	
6/13/2019	Service Bridges Inc.; ASL Interpreter on 5/10/19	\$110.00	<b>Total June Disbursements: \$195.00</b>

**Total Disbursements May-June: \$348.49**

**Balance County Funds**

5/31/2019	\$3,057.81
6/30/2019	\$3,417.09

**As of 7/25/19**

	<b><u>Fines</u></b>	<b><u>Print</u></b>
YTD revenue accrued:	\$4,326.00	\$1,260.00
To be realized:	\$4,776.00	\$747.00
Budgeted:	\$9,102.00	\$1,953.00

# GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

MAY - JUNE 2019

## Balance Private Checking Account

5/31/2019	\$26,724.93
6/30/2019	\$25,487.50

## Deposits Private Checking

5/9/2019 Amazon Smile donation	\$5.00	<i>Total May Deposits: \$5.00</i>
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*Total June Deposits: \$0*

**TOTAL Deposits May-June:**

**\$5.00**

## Disbursements Private Checking

5/3/2019 BECPL: Christopher Shores Memorial book purchases	\$26.72
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5/30/2019 Amazon: Summer children's programming supplies (Tower funds)	\$188.05
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5/30/2019 Fun Express: Summer children's programming supplies (Tower funds)	\$349.59	<i>Total May Disbursements: \$564.36</i>
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6/18/2019 HD Supply: task lamp installation supplies (town voucher submitted for reimbursement)	\$134.79
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6/18/2019 Tina Ames; Simplify Your Life series (2018 Tower Donation)	\$565.00
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6/18/2019 Mad Science of WNY: Science Exploration program for Summer Reading Kickoff (2018 Tower Donation)	\$250.00
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6/19/2019 Walmart: Bikes/helmets for bike raffle: CHECK DECLINED BY WALMART - CHECK VOIDED		<i>Total June Disbursements: \$949.79</i>
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**TOTAL Disbursements May-June:**

**\$1,514.15**

## Balance Money Market Account

May	\$130,984.69
June	\$131,011.60

## Disbursements Money Market Account

None

## Deposits Money Market Account

6/4/2019 interest	\$26.91
7/4/2019 interest	\$26.91

**TOTAL:**

**\$53.82**

## Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2019	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	Yes
	2	Item	Yes	Yes

Print Display Description: No



# TOWN OF GRAND ISLAND

## Expense Ledger

Fiscal Year: 2019 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			100.00
<b>Total Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>				<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>							
<b>001.7410.0412</b>		<b>TRAINING &amp; EDUCATION.LIBRARY</b>				300.00			300.00
<b>Total Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>				<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</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>				18,450.00			
03/04/19	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE - LIBRARY		126941	45737		0.00	470.85	
03/04/19	0000032993	FIRE SAFETY SYSTEMS, INC. SERVICE CALL - REPROGRAM USER CODES FOR SECURITY PANEL		126978	45764		0.00	210.00	
03/04/19	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD AMERICAN FLAG		127068	45829		0.00	74.99	
04/01/19	0000000325	CROSS CONTROLS & ELECTRIC, INC. REPLACED LED WALLPACK & TRUCK CHARGE		127234	45951		0.00	417.28	
06/03/19	0000000325	CROSS CONTROLS & ELECTRIC, INC. WIRING ASSESSMENT		127904	46374		0.00	206.00	
06/03/19	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD DEPT SUPPLIES		127905	46446		0.00	290.17	
06/17/19	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE CONTRACT 2019		127938	46464		0.00	470.85	
07/01/19	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR PURCHASED SUPPLIES		128111	46607		0.00	134.79	
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>18,450.00</b>	<b>0.00</b>	<b>2,274.93</b>	<b>16,175.07</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			300.00
<b>Total Item 0434</b>		<b>LANDSCAPING MATERIALS</b>				<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>

Date Prepared: 07/19/2019 10:31 AM

Report Date: 07/19/2019

Account Table: LIB

Alt. Sort Table:

# TOWN OF GRAND ISLAND

## Expense Ledger

GLR0125 1.0

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Prepared By: GINA

Fiscal Year: 2019 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>Grand Total</b>						<u>19,150.00</u>	<u>0.00</u>	<u>2,274.93</u>	<u>16,875.07</u>

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