

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES REGULAR MEETING

THURSDAY, MARCH 14TH, 2019 @ 5:30 PM

Library Meeting Room

AGENDA

- I. Minutes: January 3, 2019 regular meeting
- II. Financial Reports
- III. Correspondence
 - a. Monetary donations
 - b. GI Zonta Club
- IV. Reports
 - a. President
 - i. ACT Annual meeting
 - b. Director
 - i. Staff Updates
 - ii. Battle of the Books co-coach – proposal to Friends
 - c. Friends
 - i. March Donated Book Sale
- V. Old Business
 - a. Trustee reappointment update
 - b. Bank Signatories, updating – procedure discussion
- VI. New Business
 - a. 2018 Tower Donation initial program purchase proposal
 - b. 2018 State Report – discussion and approval pending
 - c. 2018 Annual Report to the Community – discussion and approval pending
 - d. Policies
 - i. Ethics Policy, updated draft – review and approval pending
 - ii. Claims Audit Policy draft – discussion
 - e. Emergency Closing Procedure – discussion
 - f. NYS Construction Grant and projects – update and discussion

Next Regular Meeting: Thursday, May 2nd @ 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, MARCH 14TH, 2019 @ 5:30 PM

Library Meeting Room

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

Trustee Agnes Becker

Treasurer Richard Earne

Library Director Bridgette Heintz

MINUTES

The minutes of the meeting held on January 3 were corrected and approved. Motion by President Banaszak seconded by Trustee Crawford. Motion passed 4-0

FINANCIAL REPORTS

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

CORRESPONDENCE

- Director Heintz reported that she received a thank you email from Peggy Koppmann of the Cinderella Isle Garden Club thanking the Board for the Volunteer Luncheon.
- Carrie Mesmer from the Golden Age Center sent a thank you email thanking the library for the monthly outreach visits to the center.
- Director Heintz was notified by the Zonta club that she was chosen as a Yellow Rose recipient for 2019.
- The library received a \$100 donation in the memory of Jack and Marge Breier and Marty and Jean Brennan to be used to purchase something of need for the children's area.
- A \$100 donation was also received from Anita Wierzba. Since she is an active participant in our adult programs, Director Heintz wishes to use the funds toward an adult program. Funds from both donations were deposited into the library's private checking account specific plans are determined.

PRESIDENT'S REPORT

- President Banaszak reported on the ACT Annual Meeting held on March 2.

DIRECTOR'S REPORT

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

FRIENDS REPORT

The Friends held a Donated Book Sale on March 8-9. The profit from the sale was \$1194. The Friends Annual Meeting will be held on Thursday, May 9. Author Lissa Marie Redmond will be the speaker.

OLD BUSINESS

- Trustee Earne was reappointed to another 5-year term on the Library Board at the January 17 meeting of the Grand Island Town Board.
- Bank Signatories – After a discussion of the procedure to update the bank signatories, it was decided that the new signatories will be Director Heintz, President Banaszak. Trustee Earne and Trustee Rizzuto will remain signatories.

NEW BUSINESS

- Staff Changes
Director Heintz presented the Board with recent staff changes (See Director's Report). President Banaszak moved that the Board approve the changes, Trustee Rizzuto seconded. Motion carried. 5-0
- 2018 Tower Donation initial program purchase proposal. As per the donor, the 2018 Tower Donation will be used for library programming. See Director's Report for details.
- 2018 State Report and Annual Report to the Community
The 2018 State Report and the Annual Report to the Community have been completed. Copies of the State Report were mailed on 3/6/19. Trustee Banaszak moved and Trustee Becker seconded that the report be approved. Motion carried 5-0
- Policies:
The updated draft of the Ethics Policy was reviewed. President Banaszak made a motion to approve the policy. Trustee Crawford seconded. Policy approved 5-0.
The draft of the Claims Audit Policy was discussed. Trustee Rizzuto made a motion to approve the policy. President Banaszak seconded. Motion approved 5-0.
- There was a discussion of the emergency closing procedure due to winter storms and extreme cold conditions.

- NYS Construction Grant: After a discussion on how to move ahead on the bidding process, it was decided that Trustee Crawford and Town Board Liaison Mike Madigan will meet to discuss how to proceed with the bidding process.

ADJOURNMENT: The meeting was adjourned at 7:18 pm

Next Regular Meeting: Thursday, May 2nd @ 5:30 pm.

Grand Island Memorial Library Board Meeting

March 14, 2019

Financial Report

- 2018 Return to System: \$9281.87

Correspondence

- 1/31/19: I received a thank you email from Peggy Koppmann from the Cinderella Isle Garden Club thanking the Board for the Volunteer Luncheon.
- 1/31/19: I received a thank you email from Carrie Mesmer from the Golden Age Center thanking the library for the monthly outreach visits to the center and to let us know how popular they are with their patrons.
- 2/2/19: received a \$100 donation in memory of Jack & Marge Breier, and Marty & Jean Brennan. It has been requested that the funds are used to purchase something “of need for the children’s area”. The funds have been deposited in the library’s private checking account until a plan is determined.
- 2/11/19: received a \$100 donation from Anita Wierzba. There is no designation given for the funds, but Anita attends all of our adult lectures and craft workshops so I would like to use the funds toward another adult program both she and the community would enjoy. The funds have been deposited into the library’s private checking account.
- 2/27/19: Was notified by the GI Zonta Club that I have been chosen as a Yellow Rose recipient for 2019. March 8 is designated as Yellow Rose Day by Zonta to celebrate women’s achievements.

Director’s Report

- Friends Donated Book Sale 3/8/19-3/9/19: \$1194.00 made. Last April 2018’s donated sale made \$1195.00.
- Staff changes: Lillian Summers and Matthew Kowalski have been promoted to Sr. Pages effective 2/2/19. Jaron Grammer has been hired as a new Page effective 2/2/19. Bradley VeRost has notified us he will be leaving his page position effective April .
- Battle of the Books 2019 proposal to Friends: Stephanie Pritchard, Kaegebein librarian and Battle of the Books co-coach for the last number of years: Would like to hire her as an independent contractor this year to compensate her for her services to the library. The Friends have been consulted on the possibility of a stipend of \$600 based on the Part Time Librarian I 2019 rate of pay (\$21.014/hr) times the number of hours used in 2018 (approximately 25 hours total) to run the library’s battle team and they are supportive. BECPL HR was consulted on procedure and the correct paperwork was forwarded to me to make this scenario possible.
- All board meeting agendas, minutes, and reports from 2017 to present are up on the website as are all of the current board approved policies.

- The following meetings/trainings were attended by Director Heintz in January and February:
 - 1/7/19: Friends of the Grand Island Memorial Library meeting
 - 1/9/19: January Manager/Director Meeting at the Central Library
 - 1/16/19: Contract Library Manager Meeting at the Kenilworth Library
 - 1/23/19: GI High school computer lab faculty training (databases/ebooks)
 - 1/23/19: Growing Readers at the GI Schools District Office.
 - 2/1/19: Local Advocacy Meeting with Assembly Angelo Morinello at NCCC.
 - 2/1/19: Local Advocacy Meeting with Senator Chris Jacobs at the Kenmore Library.
 - 2/13/19: February Manager/Director Meeting at the Central Library
 - 2/25/19: Friends of the Grand Island Memorial Library meeting

- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
 - 1/9/19-1/10/19: Empowerment Advocacy Leadership Academy Seminars – Guilderland NY
 - 1/17/19: Battle of the Books Title Selection Committee meeting at the Kenmore Library
 - 1/23/19: GI High school computer lab faculty training (databases/ebooks)
 - 2/5/19: meeting at GI Library with Help Me Grow WNY about Books, Balls, and Blocks program
 - 2/6/19: Empowerment Advocacy Leadership Academy Webinar
 - 2/28/19: Supercharged Story Times Webinar

Respectfully submitted,

Bridgette Heintz

Old Business

- Dick Earned reappointed to a new 5 year term as Trustee at 1/17/19 Town Board meeting.
- Bank Signatories: discussion of procedure to get updated

New Business

- 2018 Tower Donation initial program purchase proposal. As per the donor, the 2018 Tower donation is to be used for library programming.

- Checkers and Snoozer: Magic Show as part of Easter festivities on 4/19/19 (\$265.00)
- Create a Mini Book with David Wasik on 4/23/19 (\$200)
- Balloon Sculpture Workshop with Gravitational Bull on 4/25/19 (\$275)
 - Total of all three programs: \$740 requested for approval.
- 2018 State Report and Annual Report to the Community – discussion and approval pending – copies emailed out 3/6/19 and are in folders.
- Policies: Ethics Policy and Claims Audit Policy
- Emergency Closing Procedure - discussion based on emails 1/29/19 – closed 1/30 & 1/31 due to winter storm/windchills
- Construction Grant: discussion – possibility of moving ahead with bidding process – Engineering Dept. – Ken Stone conversation

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2019

Deposits

1/11/2019	Fines and Print	\$263.11
1/17/2019	Fines and Print	\$140.50
1/29/2019	Fines and Print	\$179.05
1/31/2019	interest	\$0.22
2/8/2019	Fines and Print	\$396.47
2/14/2019	Fines and Print	\$173.10
2/21/2019	Fines and Print	\$184.80
2/28/2019	interest	\$0.20

Total Deposits January-February: \$1,337.45

Disbursements

1/24/2019	Town Clerk: water/sewer bill	\$76.80
1/29/2019	Fire Safety Systems: monitoring contract	\$240.00
1/20/2019	A.C.T. fees: annual membership dues	\$20.00
1/29/2019	A.C.T registration: annual meeting, 5 people	\$60.00
1/29/2019	U.S. Postal Service: stamps	\$110.00
2/26/2019	Fire Safety Systems: security, fire alarm annual contract	\$400.00

Total Disbursements January-February: \$906.80

Balance County Funds

1/31/2019	\$9,864.75
2/28/2019	\$10,192.52

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2019

Balance Private Checking Account

December	**bank statement received 1/7/19**	\$27,466.51
January		\$27,466.51
February		\$27,627.63

Deposits Private Checking

Breier/Brennan Memorial	\$100.00	<i>Total January Deposits: \$0</i>
Anita Wierzba Donation	\$100.00	
Christopher Shores Memorial	\$25.00	<i>Total February Deposits: \$225.00</i>
TOTAL January-February:	<u>\$225.00</u>	

Disbursements Private Checking

BECPL: M. Connell Memorial Purchases	\$18.88	<i>Total January Disbursements: \$0</i>
		<i>Total February Disbursements: \$18.88</i>
TOTAL January-February	<u>\$18.88</u>	

Balance Money Market Account

December	**bank statement received 1/11/19**	\$130,851.10
January		\$130,877.09
February		\$130,902.19

Disbursements Money Market Account

None

Deposits Money Market Account

1/6/2019 interest	\$29.57
2/4/2019 interest	\$25.99
3/4/2019 interest	\$25.10
TOTAL	<u>\$80.66</u>

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	No	Yes
	2	Item	Yes	No	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
Fund 001		GENERAL FUND							
Item 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			100.00
Total Item 0408		DUES & SUBSCRIPTIONS				<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			300.00
Total Item 0412		TRAINING & EDUCATION				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				18,450.00			18,450.00
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				<u>18,450.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,450.00</u>
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			300.00
Total Item 0434		LANDSCAPING MATERIALS				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
Grand Total						<u><u>19,150.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>19,150.00</u></u>

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