

GRAND ISLAND MEMORIAL LIBRARY

1715 BEDELL ROAD * GRAND ISLAND, NEW YORK 14072-1796 * 716-773-7124

BOARD OF TRUSTEES REGULAR MEETING

THURSDAY, JANUARY 9, 2025 @ 4:00 PM

LIBRARY MEETING ROOM

AGENDA

- I. Call to Order
- II. Minutes:
 - a. 11/14/24 Regular Library Board Meeting
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
 - a. Library Improvement Projects
 - b. Jan-May 2025 Events
- VIII. Unfinished Business
 - a. Trustee reappointment
- IX. New Business
 - a. 2025 Slate of Trustees
 - b. Conflict of Interest disclosure statements for 2025
 - c. Whistleblower compliance report for 2024
 - d. 2025 Approval of BECPL Policy & Procedure Manual
 - e. Policy review list for 2025
 - f. Funding requests
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: March 13, 2025 @ 4:00pm

Adjournment

If you have additional agenda items, please contact Bridgette Heintz or Richard Crawford.

****Please RSVP Bridgette Heintz, 716-773-7124 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, NOVEMBER 14, 2024 @ 4:00 PM
LIBRARY MEETING ROOM
DRAFT MINUTES

CALL TO ORDER: The meeting was called to order by President Crawford at 4:00 PM.

ROLL CALL: Present were:

Trustee Russ Person

Treasurer Pat Rizzuto

Vice President Jill Banaszak

Library Director Bridgette Heintz

Secretary Agnes Becker

President Richard Crawford

MINUTES

Trustee Banaszak made a motion to approve the minutes of the September 5, 2024 Library Board of Trustees meeting with one correction: the date of the next meeting should be November 14th, not 4th. Trustee Rizzuto seconded the motion. Motion approved 5-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

Trustee Person moved to approve the financial reports. Trustee Becker seconded the motion. Motion approved 5-0. The financial reports will be filed for audit.

CLAIMS AUDIT ABSTRACT REPORT

The audited reports were reviewed and will be authorized by Trustee Banaszak. Motion made to approve the reports was made by Trustee Rizzuto and seconded by Trustee Banaszak. Motion approved 5-0.

CORRESPONDENCE

Director Heintz reported the following correspondence:

June McCall donated \$400 to be used for anything the library needs. It will be put aside for either furniture or wall décor in the children's area.

Patron Richard Gurbacki has volunteered to assist with selling a large donation of sports cards. To date \$110 has been received to be used for collection development in 2025.

John and Ann Williams have donated \$150. It will be put aside for purchases in 2025.

DIRECTOR'S REPORT

The complete Director's report is attached.

UNFINISHED BUSINESS

- a. Children's area construction project

Sterling Glass will be installing the glass sound wall on December 2, 2024.

- b. Policy Reviews

Ethics Policy

Trustee Banaszak moved to approve the Ethics Policy with the addition of the phrase "included in the definition of key person" in sentence two, replacing "defined". Trustee Becker seconded the motion. Motion approved 5-0.

Gift Policy

Gift Policy

Trustee Banaszak moved to table review of the Gift Policy to the January meeting. Trustee Rizzuto seconded the motion. Motion approved 5-0.

NEW BUSINESS

- a. Disposal of Obsolete or Surplus Property Policy
Trustee Banaszak moved that this policy be referred to in #5 and #7 of the Gift Policy. Trustee Person seconded the motion. Motion approved 5-0.
- b. 2025 Board meeting dates
Trustee Becker moved to approve the following 2025 Board meeting dates. Trustee Rizzuto seconded the motion. Motion approved 5-0.
 - January 9
 - March 13
 - May 8
 - July TBD
 - September 11
 - November 13
- c. 2025 Library hours of Operation Proposal
Trustee Person moved to approve the library hours of operation as proposed by Director Heintz. Trustee Banaszak seconded the motion. Motion approved 5-0.
Trustee Banaszak moved to approve the observed holiday closings as proposed by Director Heintz. Trustee Person seconded the motion. Motion approved 5-0.
- d. Funding Requests
 - i. Winter Programs
Trustee Banaszak moved to approve \$1,550 for 2025 youth winter and spring programs. Trustee Rizzuto seconded the motion. Motion approved 5-0. Tower funds will be the source.
 - ii. Collection Development
Trustee Banaszak moved to approve \$435 for collection development. Trustee Rizzuto seconded the motion. Motion approved 5-0. The source will be funds from the Discard Book Sale.
 - iii. Empire Passes
Trustee Rizzuto moved to approve up to \$200 for 2 Empire passes for 2025 season. Trustee Person seconded the motion. Motion approved 5-0. Tower funds will be the source.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

Trustee Person made a motion to adjourn the meeting at 5:15. Trustee Becker seconded the motion. Motion approved 5-0.

Next regular meeting: Thursday, January 9th, 2025 at 4:00.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Dec-24

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	0	0			
502000	Fringe Benefits	0	0	0	0			
Utility Charges:								
515000	Water	200	0	147	53			
515000	Sewer	250	0	220	30			
515000	Telephone - Maintenance	0	0	0	0			
510200	Dues and Fees	600	0	95	505			
545000	Rental Charges	0	0	0	0			
506200	Repairs & Maintenance Chgs.	1,500	0	883	617			
555050	Insurance Charges	0	0	0	0			
510000	Travel & Mileage Expenses	450	0	358	92			
530000	Other Expenses & Charges	700	0	925	(225)			
530000	Contingency (Bullet Aid)	0	0	0	0			
TOTAL EXPENSES		3,700	0	2,628	1,072			

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	60	40			
Copy Machines	0	0	0	0			
Print Cost Recovery	1,700	0	2,194	(494)			
Other Income	0	0	26	(26)			Other income: usb drives/headphones
State Funding	0	0	0	0			
Municipal Support	0	0	0	0			
Donations (priv. persons/foundations)	0	0	0	0			
Fundraising (events/booksales)	0	0	0	0			
Interest Income	0	0	0	0			
Misc Income	0	0	0	0			
Use of Fund Balance	0	0	0	0			
TOTAL DIRECT INCOME	1,800	0	2,280	(480)	0	0	

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

NOVEMBER-DECEMBER 2024

Deposits

12/2/2024	Fines & Printing	\$126.40	Total November Deposits: \$126.40
12/31/2024	Fines & Printing	\$77.40	Total December Deposits: \$77.40

Total Deposits November-December: \$203.80

Disbursements

11/5/2024	NC61: Town of Grand Island - water/sewer 7/16/24-10/15/24	\$96.50	Total November Disbursements: \$96.50
	NC63: transfer to PVT/Local to pay off cc - Amazon purchase of metal detector bag, toy bin label pockets/cord hidens/furniture sliders		
12/10/2024		\$60.65	
12/11/2024	NC64: Carly Spatar - mileage	\$36.98	
12/12/2024	NC65: Bridgette Heintz - mileage	\$89.61	
12/12/2024	NC67: Elizabeth Schultz - mileage	\$17.69	
12/17/2024	NC62: USPS - postage stamps	\$146.00	Total December Disbursements: \$350.93

Total Disbursements November-December: \$447.43

Balance County Funds

11/30/2024	\$1,760.33
12/31/2024	\$1,613.20

GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

NOVEMBER-DECEMBER 2024

Balance Private/Local Checking Account

11/30/2024	\$23,603.00
12/31/2024	\$23,828.20

Deposits Private/Local Checking

11/12/2024 John & Ann Williams donation	\$150.00	Total November Deposits: \$150.00
12/2/2024 Bake Sale proceeds from 11/7/24-11/9/24 sale (Reading Garden fundraiser)	\$297.00	
12/2/2024 Sports card sale fundraiser	\$660.00	
Transfer from county for Amazon order on 12/7/24: toy bin label pockets/cord		
12/10/2024 hidere/furniture sliders	\$60.65	
12/18/2024 Douglas Zerby donation	\$50.00	Total December Deposits: \$1067.65

TOTAL Deposits November-December: \$1,217.65

Disbursements Private/Local Checking

N215: NYS Dept. of Taxation & Finance - sales tax for 9/20/24-9/21/24 discard book		Additional October
10/10/2024 sale (missed in the October financial report)	\$41.78	Disbursement: \$41.78
11/4/2024 N214: Cris Johnson - NY Spirits program on 10/26/24 (Tower-Adult)	\$350.00	
11/5/2024 N210: Bryan Hayden - author talk on 10/24/24 (Tower-Adult)	\$50.00	
11/16/2024 N219: Explore Buffalo - Buffalo Murals presentation on 11/16/24 (Tower-Adult)	\$80.00	
N218: Adele Upton - Wine Bottle Craft workshop (2 sessions) on 11/23/24 (Tower-Adult)		Total November Disbursements: \$580.00
11/23/2024 Adult)	\$100.00	
12/3/2024 N220: Liz Bauld - Holiday Cupcakes program on 11/30/24 (Tower-Youth)	\$195.00	
N223: Amazon - metal detector and checkers (to be reimbursed by 2023 Year End		
12/9/2024 Appeal funds thru CEN)	\$80.71	
12/16/2024 N212: Miss Melissa's Sprouts program on 12/13/24 (Youth-Tower)	\$175.00	
N221: Oriental Trading - winter 2024/spring 2025 youth services program supply order		
12/17/2024 (Tower-Youth)	\$301.10	
N224: Amazon - metal detector bag (Tower-Adult) and toy bin label pockets/cord		Total December Disbursements: \$842.45
12/17/2024 hidere/furniture sliders (operating funds).	\$90.64	

TOTAL Disbursements November-December: \$1,464.23

Balance Money Market Account

11/30/2024 \$136,436.39

12/31/2024 \$121,411.64

Deposits Money Market Account

11/30/2024 interest \$248.93

12/31/2024 interest \$250.25

TOTAL:

\$499.18

Disbursements Money Market Account

12/24/2024 MM1: Sterling Glass - children's area wall installation

\$ 15,275.00

**Total November-December
Disbursements: \$15,275.00**

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2024 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			
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	0.00	100.00
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			
10/07/24	0001000927	BRIDGETTE HEINTZ REIMBURSEMENT FOR REGISTRATION FEE 10.11.2024		146727	59679		0.00	35.00	
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	35.00	265.00
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				22,995.00			
01/16/24	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 12/1/23- 2/29/24		144165	57850		0.00	493.00	
01/16/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE FEE		144205	57933		0.00	65.00	
02/15/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE - MONTHLY FEE		144498	58132		0.00	65.00	
03/18/24	0000039750	GUI'S LUMBER FEBRUARY PURCHASES- LIBRARY		144719	58286		0.00	31.97	
03/18/24	0001001262	GREAT LAKES EXTERMINATING OF WNY RODENT MONTHLY FEE -		144806	58350		0.00	65.00	
04/01/24	0001001162	MARTY'S SEAL COATING, LLC 50% DEPOSIT FOR PARKING LOT SEALING/STRIPING		144886	58413		0.00	2,497.50	
04/15/24	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 3/1/24- 5/31/24		144917	58435		0.00	493.00	
04/15/24	0000032993	FIRE SAFETY SYSTEMS, INC. ANNUAL FIRE ALARM SYSTEM TESTING		144943	58461		0.00	200.00	
05/06/24	0000038570	GRAINGER LIGHT BULD ORDER PART 1		145137	58579		0.00	124.74	
05/06/24	0000038570	GRAINGER LIGHT BULB ORDER PART 2		145138	58579		0.00	45.36	

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Fund 001		GENERAL FUND							
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				22,995.00			
05/06/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AQUASENSE CENTERSET SENSOR FAUCET		145144	58580		0.00	1,549.48	
05/06/24	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD FAUCET		145229	58633		0.00	66.32	
05/06/24	0001001093	RJM CONTRACTING & PLUMBING, INC. SNACK 2 SETS OF SINKS		145234	58638		0.00	340.00	
05/06/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE		145253	58651		0.00	65.00	
05/16/24	0000039750	GUI'S LUMBER APRIL PURCHASES - LIBRARY		145310	58692		0.00	165.75	
05/16/24	0000039750	GUI'S LUMBER APRIL PURCHASES - LIBRARY		145310	58692		0.00	(165.75)	
05/20/24	0000039750	GUI'S LUMBER APRIL PURCHASES - LIBRARY		145310	58692		0.00	165.75	
05/20/24	0001001262	GREAT LAKES EXTERMINATING OF WNY MONTHLY COMMERICAL RODENT SERVICE		145395	58746		0.00	65.00	
05/20/24	0001001262	GREAT LAKES EXTERMINATING OF WNY ANT SERVICE		145396	58746		0.00	195.00	
06/03/24	0001001162	MARTY'S SEAL COATING, LLC REMAINDER OF PYMT OWED FOR SEALING PARKING LOT		145515	58830		0.00	2,497.50	
06/17/24	0001001262	GREAT LAKES EXTERMINATING OF WNY SERVICE EXT RODENT BAIT STATIONS		145655	58930		0.00	65.00	
07/01/24	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 6.1.2024- 8.31.2024		145690	58953		0.00	493.00	
07/01/24	0000010120	ACE FLAG CO INC FLAG POLE SERVICE		145709	58968		0.00	812.89	
07/15/24	0000000207	JOHN W DANFORTH CO. SERVICE - CONDENSER DAMPERS DEFECTIVE		145853	59070		0.00	325.00	
07/15/24	0000000207	JOHN W DANFORTH CO. SERVICE - UNIT 1, UNIT 2		145854	59070		0.00	1,288.45	
07/15/24	0001001262	GREAT LAKES EXTERMINATING OF WNY RODENT SERVICE		145958	59140		0.00	65.00	

TOWN OF GRAND ISLAND

Expense Ledger

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Fund 001		GENERAL FUND							
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				22,995.00			
08/21/24	0000028460	DOBMEIER JANITOR SUPPLY RUG CLEANER		146189	59300		0.00	63.21	
08/21/24	0000032993	FIRE SAFETY SYSTEMS, INC. SERVICE - REPLACED CAMERA		146194	59303		0.00	840.00	
08/21/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE		146282	59362		0.00	65.00	
09/16/24	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE - PERFORMED QUARTERLY PLANNED MAINTENANCE 9/1/24-12/31/24		146455	59483		0.00	558.75	
09/16/24	0001001262	GREAT LAKES EXTERMINATING OF WNY MONTHLY CEMMERICAL RODENT SERVICE		146574	59565		0.00	65.00	
09/16/24	0001001262	GREAT LAKES EXTERMINATING OF WNY BEE SERVICE		146575	59565		0.00	225.00	
10/07/24	0000022370	CIR ELECTRICAL CONST CORP SERVICE		146645	59619		0.00	1,488.00	
10/21/24	0000022370	CIR ELECTRICAL CONST CORP SERVICE @ LIBRARY		146809	59736		0.00	409.08	
10/21/24	0000039750	GUI'S LUMBER SEPTEMBER 2024 PURCHASES - LIBRARY		146820	59742		0.00	14.58	
10/21/24	0001001093	RJM CONTRACTING & PLUMBING, INC. SERVICE		146907	59798		0.00	262.15	
10/21/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE - MONTHLY FEE		146925	59807		0.00	65.00	
11/04/24	0001000894	BULL'S CONCRETE CONSTRUCTION, LLC CONCRETE		147047	59893		0.00	2,500.00	
12/02/24	0000032993	FIRE SAFETY SYSTEMS, INC. NEW INTERIOR CAMERA		147239	60035		0.00	1,120.00	
12/02/24	0001000579	WB MASON CO INC UTLITY CART		147276	60062		0.00	190.10	
12/02/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERCIAL RODENT SERVICE MONTHLY FEE		147309	60083		0.00	65.00	
12/16/24	0001001183	AMAZON CAPITAL SERVICES, INC. PURCHASES FOR LIBRARY		147478	60209		0.00	1,417.99	

TOWN OF GRAND ISLAND

Expense Ledger

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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 0422		REP/MAIN. BLDGS. & GROUNDS							1,572.18
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				22,995.00	0.00	21,422.82	1,572.18
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
05/16/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AMAZON PURCHASE - SPREADER		145309	58691		0.00	44.34	
05/16/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AMAZON PURCHASE - SPREADER		145309	58691		0.00	(44.34)	
05/20/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AMAZON PURCHASE - SPREADER		145309	58691		0.00	44.34	
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	44.34	255.66
Grand Total						23,695.00	0.00	21,502.16	2,192.84

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

Abstract of Audited Vouchers for Money Market Account (Northwest – MM)

Grand Island Memorial Library

Date of Audit: 12/20/24 December 2024 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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
MM1	Sterling Glass: Children's Area glass wall installed 12/2/24-12/3/24 (funds approved at 9/5/24 library board meeting)	\$15,275.00	3021	12/20/24

Total: \$15,275.00

Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 12/10/24 December 2024 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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
NC62	USPS: postage stamps	\$146.00	150	12/2/24

Total: \$146.00

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 12/10/24 December 2024 Total Claims (# of invoices): 3

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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N221	Oriental Trading: winter 2024/spring 2025 youth services program supply order (Tower-Youth)	\$301.10	3243	12/2/24
N222	Miss Melissa's Sprouts program on 1/14/25 (Tower-Youth)	\$200.00	3244	1/14/25
N223	Amazon: order placed 11/20/24 for metal detector (library of things) and extra checkers for library chess table. To be reimbursed by 2023 Year End Appeal funds (request submitted 11/20/24).	\$80.71	cc	12/7/24 (cc paid off)

Total: \$581.81

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 12/10/24 December 2024 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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N224	Amazon: order placed 12/7/24 for metal detector bag (\$29.99 Tower - Adult) and toy bin label pockets/cord hidens/furniture sliders (\$60.65 transferred from operating)	\$90.64	cc	12/10/24

Total: \$90.64

Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 12/10/24 December 2024 Total Claims (# of invoices): 5

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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
NC63	Transfer to PVT/Local to pay off cc for Amazon purchase made 12/7/24 of bag for metal detector, toy bin labels pockets/cord hiders/furniture sliders	\$60.65	transfer	12/10/24
NC64	Carly Spatar: mileage	\$36.98	151	12/10/24
NC65	Bridgette Heintz: mileage	\$89.61	152	12/10/24
NC66	Donald Klein: mileage	\$37.39	153	12/10/24
NC67	Elizabeth Schultz: mileage	\$17.69	154	12/10/24

Total: \$242.32

Grand Island Memorial Library Board Meeting

January 9th, 2025 @ 4:00 pm

Library Meeting Room

Director's Report

Minutes

- Regular Library Board meeting 11/14/24

Financial Report

Claims Audit

- 5 audits

Correspondence

- Annual Financial Document (aka Comptroller's Report) extension set thru 5/15/25.

Director's Report

- Library improvement projects
 - Water fountain: installation was completed 12/18/24
 - Copier situation
 - Fax Machine
 - Wireless tabletop charging stations and charging stand. Funding request is under New Business.
- Children area construction project: installation was completed on 12/2/24. One of the glass panes was damaged and a replacement was installed on 2/20/24. Payment was mailed the next day. Additionally, one of the children's computers was swapped out with a self-check out station in that area by Central IT for patron convenience.
 - Next steps:
 - a single sided shelving unit from the JBR library has been promised to us. As of 1/3/25, the Central Shipping Department is anticipating delivery on 1/8/24.
 - We have a tentative order prepped for ceiling baffles with GS Acoustics. See funding request under New Business.
- Jan-May 2025 Events – see separate handout
- The following meetings/trainings were attended by Director Heintz November and December:
 - 11/15/24 - Public Library Administration Certification class #4 via Zoom
 - 12/6/24 – Public Library Administration Certification class #5 @ WNY Library Resources Council
 - 12/11/24 – BECPL Manager/Director meeting @ the Central Library
 - 12/11/24 - WNY Library Resources Council Legislative Library Advocacy meeting with Assemblymember Morinello @ Grand Island Library
 - 12/13/24 - WNY Library Resources Council Legislative Library Advocacy meeting with Senator Ryan @ UB

(over)

Unfinished Business

- Trustee reappointment: Jill Banaszak

New Business

- 2025 Slate of Trustees
- Conflict of Interest assurances for 2025
- Whistleblower compliance report for 2024
- 2025 Approval of BECPL Policy & Procedure Manual
- Policy review schedule for 2025 – see separate handout
- Funding requests - Breakdown
 - Funding source: Tower-Adult
 - **\$850.00** budget for KwikBoost EdgePower Desktop Charging Station System (cordless power packs to be used at patron tables out on the library floor) – Funding source: Tower-Adult
 - Bundle includes 3 port charging station, 3 table clamps and 6 batteries: <https://www.schooloutlet.com/products/luxor-kbep-6b3c3-medium-use-bundle-kwikboost-edgepower-desktop-charging-station-system-free-shipping-kbep-6b3c3#product-details-tab>
 - 1 extra table clamp: <https://www.schooloutlet.com/products/luxor-kbep-cgr-kwikboost-edgepower-clamp-on-desktop-charging-unit-free-shipping-kbep-cgr>
 - **\$500.00** budget for standalone charging stand for phones and tablet <https://tinyurl.com/ybhjswnr>
 - **\$105.00** to renew GI Chamber of Commerce membership for 2025
 - Funding source: Money Market account
 - **\$2000** budget for cloud and sun shaped acoustic ceiling panels for children’s area – see separate proposal handout
 - Funding source: Tower-Youth
 - **\$600.00** budget for Easter program supplies (Oriental Trading order)

Total requests: \$1455.00 from Tower-Adult
\$2000.00 from Money Market
\$600.00 from Tower-Youth

Period for Public Expression (any library related topic)

- Reading Garden Committee

Respectfully submitted,
Bridgette Heintz

GRI Events January – May 2025

TBD = to be determined. Either a change to the program is in the works, or a funding request is pending.

Working document. More to be added.

Ongoing

Book Club: meets monthly – Tuesdays at 6:00 pm

1/14/25 Remarkably Bright Creatures by Shelby Van Pelt

2/11/25 Hello Beautiful by Ann Napolitano

3/11/25 Only Woman in the Room by Marie Benedict

4/8/25 The Waters by Bonnie Jo Campbell

5/13/25 Demon Copperhead by Barbara Kingsolver

Read to a Dog (SPCA Therapy Dogs): one Saturday/month 1:00-3:00 pm

1/11/25, 2/8/25, 3/8/25, 4/12/25, 5/10/25

Preschool Story Time (ages 3-5 years): Tuesdays 10:00-10:45 am

2/4/25, 2/11/24, 2/18/24, 2/25/24

4/1/25, 4/8/25, 4/15/25, 4/22/25

5/20/25, 5/27/25, 6/3/25, 6/10/25

Itty Bitty Story Time (ages 0-2 years): Thursdays 10:00-10:30 am

2/6/25, 2/13/25, 2/20/25, 2/27/25

4/3/25, 4/10/25, 4/17/25, 4/24/25

5/22/25, 5/29/25, 6/5/25, 6/12/25

Pint-Sized Playgroup (ages 0-5) – one Saturday/month 10-11:30am

1/25/25, 2/22/25, 3/22/25,

Lego: one Saturday/month 1:00 - 2:00 pm

1/18/25, 2/1/25, 3/1/25, 4/5/25, 5/3/25

Senator Ryan Outreach (info table in the lobby): one Tuesday/month 10am-2pm

2025 dates **TBD**

Outreach

Carly: Kiddos Korner Daycare – one Friday/month 10-11:30 am

(3 groups: 2, 3 & 4 year olds)

1/3/25, 2/7/25, 3/7/25, 4/4/25, 5/2/25, 6/6/25

Jack and Jill Preschool – one Tuesday/month 10-11am

1/7/25, 2/4/25, 3/4/25, 4/1/25, 5/6/25

St. Timothy's Preschool

1/17/25, 2/21/25, March **TBD**, 4/25/25, 5/16/25

Just For Kids Afterschool Program – as requested

1/14/25 (Sidway), 1/15/25 (Huth), 1/16/25 (Kaegebein)

Bridgette: Golden Age Center – one Friday/month 11:00-12:30 pm

1/10/25, 2/7/25, 4/4/25, May **TBD**

January

- 1/4/25 Local author: Budd Bailey – Buffalo Bills talk (Sat. @ 1pm)
1/14/25 Miss Melissa's Sprouts (Tues. @ 10am)
1/17/25 Homeschool Lego (Fri. @ 1pm)

February

- 2/1/25 Tech class: Free Streaming Alternatives (Sat. @ 10am) **TBD**
2/12/25 Waterways of Change: 200 Years of the Erie Canal with Douglas Kohler
(Wed. @ 6:30pm)
2/14/25 Homeschool Lego (Fri. @ 1pm)
2/22/25 Audubon Society: Cold-Blooded Critters (Sat. @ 1pm)

March

- 3/1/25 Tech class: Internet Safety & Privacy (Sat. @ 10am) **TBD**
3/4/25 Miss Melissa's Sprouts (Tues. @ 10am)
3/15/25 Master Gardeners of Erie County: Gardening on a Dime (Sat. @ 1pm)
3/19/25 Local author: Rick Falkowski – Spirit of Buffalo Women: Society & Business
(Wed. @ 6:30pm)
3/21/25 Homeschool Lego (Fri. @ 1pm)

April

- 4/11/25 Homeschool Lego (Fri. @ 1pm)
4/18/25 Easter Program with GI Rec. Dept. **TBD**
4/24/25-4/26/25 Donated Book Sale

May

- 5/16/25 Homeschool Lego (Fri. @ 1pm)

In the works:

- More Adult programming (speakers, crafts, etc.)
- Monthly kid's specials
- More kid's/family specials during February and Spring breaks

Holidays:

- 1/1/25 New Year's Day
2/20/25 Martin Luther King Jr. Day
2/17/25 Presidents' Day
4/18/25 Good Friday (Library open for Easter program)
5/26/25 Memorial Day

Summer Hours begin 5/27/25. First closed Saturday is 5/31/25.

**CONFLICT OF INTEREST POLICY
OF THE
GRAND ISLAND MEMORIAL LIBRARY**

**ARTICLE I
Purpose**

The purpose of this Conflict of Interest Policy is to protect the Grand Island Memorial Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Person of the Grand Island Memorial Library. It provides guidelines for handling perceived, potential or actual Conflicts of Interest and addresses procedures and disclosures of Related Party Transactions. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflict of Interest applicable to nonprofit and charitable organizations.

**ARTICLE
II
Definitions**

2.1. Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

2.2. Disinterested Trustee. A Disinterested Trustee is any trustee who is not an Interested Person.

2.3. Relative. A Relative of an individual means his or her spouse or domestic partner as defined in Section 2994-a of the Public Health Law, 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.

2.4. Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

(A) An ownership or investment interest in any entity with which the Grand Island Memorial Library has a transaction or arrangement;

(B) A compensation arrangement with the Grand Island Memorial Library or with any entity or individual with which the Grand Island Memorial Library has a transaction or arrangement; except for compensation payable to a Trustee of the Grand Island Memorial Library for service on the Board that is to be made available or provided to all Trustees of the Grand Island Memorial Library on the same or substantially similar terms;

or

(C) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Grand Island Memorial Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

2.5. Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

2.6. Related Party. A Related Party includes:

(A) any trustee, officer or Key Person of the Grand Island Memorial Library or any Affiliate of the Grand Island Memorial Library or any other person who exercises the powers of trustees, officers or Key Person over the affairs of the Grand Island Memorial Library or any Affiliate of the Grand Island Memorial Library;

(B) any Relative of an individual described in clause (A) of this section; or

(C) any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

2.7. Key Person means any person, other than a director or officer, whether or not an employee of the Grand Island Memorial Library, who

(A) has responsibilities, or exercises powers or influence over the Grand Island Memorial Library as a whole similar to the responsibilities, powers, or influence of directors and officers;

(B) manages the Grand Island Memorial Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or

(C) alone or with other controls or determines a substantial portion of the Grand Island Memorial Library's capital expenditures or operating budget.

2.8. Affiliate of the Grand Island Memorial Library. An Affiliate of the Grand Island Memorial Library means any entity controlled by or in control of the Grand Island Memorial Library.

2.9. Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Grand Island Memorial Library or any Affiliate of the Grand Island Memorial Library is a participant, except that a transaction shall not be a Related Party Transaction if:

(A) the transaction or the Related Party's Financial Interest in the transaction is de minimis;

(B) the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar items; or

(C) the transaction constitutes a benefit provided to a Related Party solely as a member of a class of beneficiaries that the Grand Island Memorial Library intends to benefit as part of the accomplishments of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

2.10. Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Grand Island Memorial Library.

ARTICLE III Disclosure

3.1. Initial Disclosure. Prior to the initial appointment or hiring, and annually thereafter, a trustee, officer, member of a committee with powers delegated by the Board, or Key Person shall complete, sign and submit to the secretary of the Board of Trustees of the Grand Island Memorial Library, a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

(A) any entity of which such prospective trustee, officer, committee member, or Key Person is an officer trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Grand Island Memorial Library has a relationship; and

(B) any transaction in which the Grand Island Memorial Library is a participant and in which the prospective trustee, officer, committee member, or Key Person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

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3.2 Annual Disclosure. Each trustee, officer, member of a committee with powers delegated by the Board of Trustees, and Key Person shall annually submit to the Secretary of the Board of Trustees the written Disclosure Statement, attached as Appendix A, in which such person:

(A) identifies, to the best of his or her knowledge, the information specified in Paragraphs (A) and (B) of section 3.1 of this Article;

(B) affirms that he or she has received a copy of the Conflict of Interest policy, read and understands the policy, agrees to comply with the policy, and understands 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.

3.3 Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transactions which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the Financial Interest

and be given the opportunity to disclose all material facts to the Board of Trustees. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made and given to the Board of Trustees for review in accordance with Article IV, Section 4.2.

ARTICLE IV
General
Procedures

4.1. General Prohibitions.

(A) An Interested Person is precluded from being present at or participate in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. Notwithstanding the foregoing, the Board of Trustees may request that an Interested Person present information to the Board prior to the commencement of deliberations of voting relating thereto.

(B) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

4.2. Determining Whether a Conflict of Interest or Related Party Transaction Exists.

(A) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees and the Interested Person regarding the facts and circumstances of the Financial Interest, the Board of Trustees, excluding the Interested Person, shall discuss and make a determination for each of the items as required by Paragraphs (C) and (D) of this Section 4.2. Alternatively, if the existence of the Financial Interest initially arises at a meeting of the Board of Trustees, then the Board of Trustees can directly make the determination required provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.

(B) Upon due discussion and consideration, the Board of Trustees shall make each of the determinations required by Paragraphs (C) and (D) of this Section 4.2.

(C) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.

(D) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the

transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.

ARTICLE V

Procedures for Addressing Conflicts of Interest & Related Party Transactions

5.1 Consideration of Alternatives

(A) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees. After disclosure and discussion with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or a committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.

(B) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the Grand Island Memorial Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

5.2 Board Decision

(A) If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the Grand Island Memorial Library's best interest, for the Grand Island Memorial Library's own benefit, and whether it is fair and reasonable.

(B) In conformity with the above determination, in accordance with the Grand Island Memorial Library's bylaws the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.

(C) If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

5.3 Documentation Required. In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

(A) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of

Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.

(B) The names of the persons who were present for discussion and votes relating to the transactions or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.

(C) The determination as to whether the transaction or arrangement is fair, reasonable and in the Grand Island Memorial Library's best interest.

(D) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also include the basis for such approval.

(E) A record of any votes in connection with the proceedings.

ARTICLE VI Oversight & Reviews

6.1 Oversight Responsibility. The entire Board of Trustees shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest policy in accordance with the procedures contained herein and within the process and authority granted under the Bylaws.

6.2 Violation of the Conflict of Interest Policy.

(A) If the Board of Trustees has reasonable cause to believe a trustee, officer, or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

(B) If, after hearing the response of the trustee, officer or Key Person and after making further investigations as warranted by the circumstances, the Board of Trustees (excluding the person who appears to have violated this policy) determines that the trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall recommend the appropriate disciplinary and corrective action, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226.

6.3 Periodic Reviews. To ensure the Grand Island Memorial Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

(A) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

(B) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Grand Island Memorial Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible or excessive benefit.

6.4. Use of Outside Experts. When conducting the periodic reviews as provided for in Article VI, Section 6.3, the Grand Island Memorial Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

Adopted 7/1/14

Minor corrections – adopted 1/3/19

Re-approved with amendments 9/12/19

Re-approved with amendments 9/9/21

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, if applicable.}*

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

Name: _____

Position: _____

Signature: _____

Date: _____



Grand Island Memorial Library

Grand Island Memorial Library Whistleblower Policy

The Grand Island Memorial Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication.

Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Grand Island Memorial Library's own policies and procedures in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, officers, employees and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

ARTICLE I Reporting Responsibility

Section 1.1. Duty to Report. It shall be the Grand Island Memorial Library's policy that all trustees, officers, employees and volunteers of the Grand Island Memorial Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Grand Island Memorial Library that is illegal, fraudulent or in violation of any policy of the Grand Island Memorial Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Grand Island Memorial Library finances and governance, include but are not limited to the following:

- (A) Incorrect financial reporting;
- (B) Unlawful activity;
- (C) Activities that are inconsistent with Grand Island Memorial Library policies; and
- (D) Activities which otherwise amount to serious improper conduct.

ARTICLE II Procedure

Section 2.1. Oversight. The Board of Trustees shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.

Section 2.2. Compliance Officer. The Compliance Officer shall be the President of the Board of Trustees. Should the Compliance Officer be the subject of the report, then the Board of Trustees shall appoint another Trustee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the Board of Trustees. The Compliance Officer shall report to the Board at least annually on compliance activity.

Section 2.3. Reporting Violations. All reports should be made using the Whistleblower Reporting Form, attached as Appendix A, which will be available on Grand Island Memorial Library website. Trustees, officers, employees and volunteers should promptly report alleged violations to the Compliance Officer. If reporter deems it inappropriate to file the report with the Compliance Officer, the report may be submitted to another member of the Board of Trustees. Any such reports received by a Trustee, including the completed Whistleblower Reporting Form shall be forwarded to the Board of Trustees, subject to the restrictions of Section 2.2.

Section 2.4. Email Reporting. As an alternative to the reporting procedure specified in Section 2.3, trustees, officers, employees and volunteers may submit the Whistleblower Reporting Form via email to grimlib@gmail.com. Submissions to said email account will be reviewed by the Grans Island Memorial Library Board of Trustees.

Section 2.5 Anonymous Reporting. With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on said form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

Section 2.6 Handling Reports.

- A) The Board of Trustees shall provide the reporter a timely acknowledgement of receipt of the report, whether submitted in person or otherwise. All reports submitted will be placed on the agenda for the next scheduled meeting of the Grand Island Memorial Library Board of Trustees. An appropriate investigation will be undertaken by the Board of Trustees, or legal counsel or other designee if deemed appropriate by the Board. A report summarizing the findings will be given to the reporter within 10 business days of the meeting, if a name is provided on the Whistleblower Reporting Form. If more than 10 business days from the date of the meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.
- B) The person who is the subject of a whistleblower complaint shall not be present at or participate in any Board deliberations or vote on the matter relating to such complaint, provided that nothing in this subparagraph shall prohibit the Board from requesting that the person who is subject to the complaint present information as background or

answer questions at a Board meeting prior to the commencement of deliberations or voting relating thereto.

Section 2.7. Results of Investigation. If the investigation establishes that a violation of law, external regulation or Grand Island Memorial Library policy has occurred, then the Board of Trustees shall determine the appropriate action based upon law and Grand Island Memorial Library policy and make a recommendation. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Grand Island Memorial Library policy has occurred, then the Board of Trustees shall report its findings and determination. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the Board of Trustees has approved a recommendation for a resolution and/or corrective action.

Section 2.8. Documentation. The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the Whistleblower Reporting Form, and the resolution and/or corrective action taken shall remain in the Grand Island Memorial Library's records for at least five years.

Section 2.9. Confidentiality. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the Board of Trustees can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Section 2.10. Protection against Retaliation. Any Grand Island Memorial Library trustee, officer, employee or volunteer who reports a suspected or actual violation(s), in good faith shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

ARTICLE III Regulations

Section 3.1. Discipline for Retaliatory Conduct. Retaliation is a serious violation of this policy and should be reported immediately to the President of the Grand Island Memorial Library Board of Trustees. Depending on the nature and seriousness of the offense, the Grand Island Memorial Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including

dismissal or termination, and referral to the New 4 York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226. Volunteers that engage in any such conduct will not be permitted to volunteer in Grand Island Memorial Library activities.

Section 3.2. Good Faith Reporting. Any Grand Island Memorial Library trustee, officer, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The Grand Island Memorial Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. Volunteers that engage in any such conduct will not be permitted to volunteer in Grand Island Memorial Library activities.

ARTICLE IV Applicability and Distribution of Policy

This policy shall apply to all trustees, officers, employees, and volunteers of the Grand Island Memorial Library. A copy of this Whistleblower Policy shall be made available to all trustees, officers, employees and to volunteers who provide substantial services to the Grand Island Memorial Library via the Grand Island Memorial Library's website or at the Grand Island Memorial Library in a conspicuous location accessible to employees and volunteers.

Adopted by Grand Island Memorial Library Board of Trustees at a meeting on September 12, 2019.

Reviewed and approved with minor corrections at regular meeting of the GIML Library Board of Trustees on September 9, 2021



Grand Island Memorial Library

Appendix A

WHISTLEBLOWER REPORTING FORM

Date of Report: _____

REPORTER'S CONTACT INFORMATION: <i>Not required if being submitted anonymously.</i>	
Name	Position/Title
Dept./Location	Work #
Home Address	Home/Cell #
Best time to reach you	Email
Preferable method of communication:	

Person against whom the report of actual or suspected wrongful conduct is being made: <i>If more than one, please complete additional form(s).</i>	
Name	Position
Dept/Location (if applicable)	Phone # (if known)

Witness(es) to actual or suspected wrongful conduct: <i>Attach additional sheets if necessary.</i>	
Name	Position
Dept/Location (if applicable)	Phone # (if known)
Name	Position
Dept/Location (if applicable)	Phone # (if known)



Grand Island Memorial Library

Description of known or suspected wrongful conduct: (Please be as specific as possible including who, what, where, when and how?) *Attach additional sheets of paper if necessary.*

Return completed form to:

Grand Island Memorial Library Director, 1715 Bedell Rd. Grand Island, NY 14072, or
President of GIML Board of Trustees, 1715 Bedell Rd. Grand Island, NY 14072

The Grand Island Memorial Library Whistleblower Policy and Reporting Form provides an avenue for all staff, board members and volunteers to report actual or suspected wrongful actions without fear of retaliation.

Acoustic Ceiling Panels for Children's Area Funding Proposal

14 panels total

- 1 sun-shaped, sized at 4'x4'
- 13 cloud shaped, sized at:
 - nine at 2'x2'
 - four at 4'x4'

Vendor: GS Acoustics <https://gsacoustics.com/>. Pictures are from their website.

- Initial pricing for the Serenade material at 1" thick: \$10-\$12 per sq foot of material. This option can be custom cut into shapes and comes in a variety of color options.
- 14 panels at the sizes listed above at \$12 per sq foot: \$1,392

\$2000 budget requested to cover installation hardware, shipping and any price difference

Funding source: Money Market Account



DRAFT RESOLUTION FOR CONTRACT LIBRARY BOARDS OF TRUSTEES

PERSONNEL POLICIES AND PROCEDURES

GRAND ISLAND MEMORIAL LIBRARY MEETING DATE: January 9th, 2025

AGENDA ITEM NUMBER: IX d

RESOLUTION: 2025-01

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. It is the recommendation of this Board for an annual review of the changes made by Human Resources to the Manual and Handbook in the twelve (12) months prior and subsequent adoption by this Board.

ACTION REQUIRED: Motion to approve Resolution 2025-01.

PROPOSED RESOLUTION 2025-01

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 9th, 2025 the GIML Board states that it has reviewed the changes made by the B&ECPL Human Resources Department to the policies since January 1, 2024 and recommends approval of 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 GIML reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook in its current form, and adopts the amendments made since January 1, 2024, and be it further

RESOLVED, that the 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 _____

Grand Island Memorial Library Policies Due for Review in 2025

With recommended review dates, subject to board approval.

1. Bulletin Board: last reviewed 3/8/2018
For review at 3/13/25 meeting
2. Conflict of Interest: last reviewed 9/12/2019
For review at 3/13/25 meeting
3. GIML Trustee By-Laws: last reviewed 5/13/2021
For review at 3/13/25 meeting
4. Investment Policy: last reviewed 9/9/2021
For review at 5/8/25 meeting
5. Materials Selection Policy: last reviewed 11/4/2021
For review at 5/8/25 meeting
6. Open Meeting Policy: last reviewed 3/11/2021
For review at 5/8/25 meeting
7. Petition Policy: last reviewed 7/25/2019
For review at 9/11/25 meeting
8. Procurement Policy: last reviewed 11/4/2021
For review at 9/11/25 meeting
9. Progression of Patron Discipline Policy: last reviewed 5/17/2019
For review at 9/11/25 meeting
10. Public Health Emergency Operations Plan: last reviewed 3/11/2021
For review at 11/13/25 meeting
11. Whistleblower Policy: last reviewed 9/9/2021
For review at 11/13/25 meeting
12. Telecommuting Policy: last reviewed 11/19/2020
For review at 11/13/25 meeting