

# GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING  
THURSDAY, NOVEMBER 14<sup>th</sup>, 2024 @ 4:00 PM  
LIBRARY MEETING ROOM  
AGENDA**

- I. Call to Order
- II. Minutes:
  - a. 9/5/24 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. Future library improvement projects
- VIII. Unfinished Business
  - a. Children's area construction project
  - b. Policy reviews – discussion, pending approval of any updates
    - i. Ethics Policy
    - ii. Gift Policy
- IX. New Business
  - a. Disposal of Obsolete or Surplus Property Policy
  - b. 2025 Board meeting dates
  - c. 2025 Library hours of operation proposal
  - d. Funding requests
    - i. winter programs
    - ii. collection development
    - iii. Empire Passes
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: TBD

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

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

ROLL CALL: Present were:

Trustee Russ Person

Vice President Jill Banaszak

Secretary Agnes Becker

Treasurer Pat Rizzuto

Library Director Bridgette Heintz

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 14<sup>th</sup>, not 4<sup>th</sup>. 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.

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

**SEPTEMBER-OCTOBER 2024**

<b>Deposits</b>			
9/30/2024	Fines & Printing	\$132.00	<b><i>Total September Deposits: \$132.00</i></b>
10/31/2024	Fines & Printing	\$326.15	<b><i>Total October Deposits: \$362.15</i></b>
<b>Total Deposits September-October:</b>		<b>\$458.15</b>	
<b>Disbursements</b>			
			<b><i>Total September Disbursements: \$0</i></b>
10/30/2024	NC60: Transfer to PVT/Local to pay off cc for Amazon order on 10/16/24 of sale scoop, magazine rack labels and voltage tester.	\$22.42	<b><i>Total October Disbursements: \$22.42</i></b>
<b>Total Disbursements September-October:</b>		<b>\$22.42</b>	
<b>Balance County Funds</b>			
9/30/2024		\$1,517.10	
10/31/2024		\$1,494.68	

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Nov-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			
<b>Utility Charges:</b>								
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	822	678			
555050	Insurance Charges	0	0	0	0			
510000	Travel & Mileage Expenses	450	0	176	274			
530000	Other Expenses & Charges	700	0	779	(79)			
530000	Contingency (Bullet Aid)	0	0	0	0			
<b>TOTAL EXPENSES</b>		<b>3,700</b>	<b>0</b>	<b>2,239</b>	<b>1,461</b>			

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	1,991	(291)			
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			
<b>TOTAL DIRECT INCOME</b>	<b>1,800</b>	<b>0</b>	<b>2,077</b>	<b>(277)</b>	<b>0</b>	<b>0</b>	

# GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

SEPTEMBER-OCTOBER 2024

## Balance Private/Local Checking Account

9/30/2024	\$26,606.74
10/31/2024	\$24,055.42

## Deposits Private/Local Checking

9/17/2024 Lengyel donation (Cerrillo memorial)	\$50.00	
9/27/2024 Reading Garden deposit: paint can (\$29) and bottle returns (\$26.65)	\$55.65	
9/25/2024 Discard Book Sale (\$431.00)/Sports card sale (\$46.50) proceeds (9/20/24-9/21/24)	\$477.50	
9/25/2024 Bake Sale proceeds (9/20/24-9/21/24 - Reading Garden fundraiser)	\$233.00	<b>Total September Deposits: \$816.15</b>
10/18/2024 June McCall Obler donation	\$400.00	<b>Total October Deposits: \$400.00</b>

**TOTAL Deposits September-October:** \$1,216.15

## Disbursements Private/Local Checking

9/20/2024 N208: Marie Volpe-Bailey - Battle of the Books expenses (Tower-Youth)	\$63.86	
9/24/2024 N207: Stephanie Pritchard - Battle of the Books expenses (Tower-Youth)	\$28.92	<b>Total September Disbursements: \$92.78</b>
10/5/2024 N209: Adele Upton: Pumpkin Craft Workshop on 10/5/24 (Tower-Adult)	\$100.00	
10/25/2024 N211: Sprouts NY LLC - Miss Melissa's Sprouts program on 10/25/24 (Tower-Youth)	\$175.00	
N217: BECPL - private library materials invoice #24028 (2023 Sept Discard		
10/16/2024 sale/Bommaraju/Packard/Wierzba/Zerby donations)	\$1,175.80	<b>Total October Disbursements: \$1,450.80</b>

**TOTAL Disbursements September-October:** \$1,543.58

## Balance Money Market Account

9/30/2024	\$135,930.71	
10/31/2024	\$136,187.46	<b>Total September-October Disbursements: \$0</b>

## Deposits Money Market Account

9/30/2024 interest	\$248.01
10/31/2024 interest	\$256.75

**TOTAL:** \$504.76

## Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2024	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: 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
<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			
10/07/24	0001000927	BRIDGETTE HEINTZ REIMBURSEMENT FOR REGISTRATION FEE 10.11.2024		146727	59679		0.00	35.00	
<b>Total Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>				<b>300.00</b>	<b>0.00</b>	<b>35.00</b>	<b>265.00</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>				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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<b>Fund 001</b>		<b>GENERAL FUND</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>				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

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<b>Fund 001</b>		<b>GENERAL FUND</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>				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			0.00	2,500.00	
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>22,995.00</b>	<b>0.00</b>	<b>18,629.73</b>	<b>4,365.27</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			
05/16/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AMAZON PURCHASE - SPREADER GRAND ISLAND MEMORIAL LIBRARY		145309	58691		0.00	44.34	

# 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			
05/16/24	0000038600	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	
<b>Total Item 0434</b>		<b>LANDSCAPING MATERIALS</b>				<u>300.00</u>	<u>0.00</u>	<u>44.34</u>	<u>255.66</u>
<b>Grand Total</b>						<u>23,695.00</u>	<u>0.00</u>	<u>18,709.07</u>	<u>4,985.93</u>

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



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

Grand Island Memorial Library

Date of Audit: 10/2/24 Sept 2024 Total Claims (# of invoices): 4

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
N213	Amazon order on 9/12/24: tacky glue, lamination sheets, outdoor light sensor, checkers (7/10/24 cc credit from returned rolling cart from Amazon being used to cover expense). Credit: \$59.98.	\$40.52	cc	9/17/24
N214	Cris Johnson: NY Spirits program on 10/26/24 (Tower – Adult)	\$350.00	3236	10/26/24
N215	NYS Sales Tax for Discard Book Sale on 9/20/24-9/21/24	\$41.78	3237	9/25/24
N216	Oriental Trading: Fall craft order – outreaches, storytimes, Trunk or Treat (Tower – Youth)	\$1499.16	3238	9/28/24

Total: \$1931.46









## **Grand Island Memorial Library Board Meeting**

**November 14th, 2024 @ 4:00 pm**

**Library Meeting Room**

**Director's Report**

### **Minutes**

- Regular Library Board meeting 9/5/24

### **Financial Report**

### **Claims Audit**

- 5 audits

### **Correspondence**

- 10/15/24: the library received a \$400 donation from June McCall Obler stating it to be used for anything the library needs. The funds will be put aside for either furniture or wall décor for the children's area. A request will be submitted to the Board once determined.
- Over the summer, the library received a large donation of sports cards. A patron, Richard Gurbacki, volunteered to be intermediary on selling the cards to benefit the library. As of now, \$110 has been received (\$50 through Mr. Gurbacki and \$60 from a table set up at the September Discard Book Sale). These funds will be used for collection development in 2025.
- 10/26/24: A \$150 donation was received from John and Ann Williams. It will be put aside for collection development purchases in 2025.

### **Director's Report**

- Parking Lot drain project was completed 10/15/24 by Bull's Concrete. Funding was through the Town.
- Discard Book Sale 9/20/24-9/21/24: \$477.50 was made at the Book Sale, which will be requested to be used for collection development in 2025. \$233.00 at the Bake Sale, which will benefit future phases of the Richard Earne Memorial Reading Garden. \$41.78 in state tax was paid within the required 30 days. Leftovers from the sale were picked up by Sustainablebooks.com.
- Donated book Sale 11/7/24-11/9/24: \$1,962.75 was made by the Friends between book sale and new memberships, which will stay in the Friends account for future library benefit. \$297 was made from the Bake Sale to benefit the Richard Earne Memorial Reading Garden. Sustainablebooks.com has been approached again to take the sale leftovers.
- Future Library improvement projects for 2025
  - Update the copier
  - Try adding a public fax machine through Fax/Scan 24
  - Update the water fountain
- The following meetings/trainings were attended by Director Heintz September and October:
  - 9/11/24 – Manager/Director meeting @ the Central Library
  - 9/12/24 – *Increasing Resources in Libraries* grant committee meeting via Zoom
  - 9/13/24 – Public Library Administration Certificate Program class @ WNY Library Resources Council
  - 10/10/24 - Public Library Administration Certificate Program class via Zoom
  - 10/11/24 – Intersect Unconference @ the Central Library

- 10/17/24 – WNY Library Resources Council Library Advocacy prep meeting via Zoom
- 10/29/24 – Friends of the GI Memorial Library Board meeting

### Unfinished Business

- Children area construction project: as of 10/21/24, Sterling Glass has stated the glass was ready, but they were waiting for completed fabrication of the wall frame. Another status check email was sent on 11/8/24.
- Policy reviews: see separate notes handout
  - Ethics Policy
  - Gift Policy
  - Disposal of Property – new policy up for review and pending approval

### New Business

- 2025 proposed Board meeting dates – all Thursdays @ 4:30pm (verify start time with the Board)
  - 1/2/25 OR 1/9/25
  - 3/13/25
  - 5/8/25
  - Special meeting in July TBD
  - 9/11/25
  - 11/13/25
- 2025 Library hours of operation proposal –see separate handout
- Funding requests:
  - Winter program budget
    - Youth Services – source: Tower- Youth *[Carly's request to be added Wed. when she returns to work.]*
    - Adult – source: Tower-Adult **\$500**
  - Collection development
    - Source – September 2024 Discard Book Sale **\$435**
  - Empire passes renewal – source: Tower-Adult **\$160** for two for 2025 season
    - 2024 circulation between July and this date: 15 and 9

### Period for Public Expression (any library related topic)

- Jill's term is up at the end of this year
- Reading Garden Committee

Respectfully submitted,  
Bridgette Heintz

## Notes on Policies moved to Unfinished Business for the 11/14/24 GIML Library Board Meeting

### GIML Ethics Policy

The Ethics Policy was moved to Unfinished Business for the 11/14/24 meeting so as to determine a definition of the term “Key Employee”.

**Action recommendation: we should be able to take action on this policy at the 11/14/24 meeting.**

The term ‘Key employee’ is referred to in BECPL Employee Handbook on page 35 under *Ethics Policy*. The handbook then mentions ‘Key Employees as defined in the Bylaws’ (meaning BECPL’s Bylaws). The handbook then includes a link to the BECPL Ethics Policy which covers City/Central (links below).

Employee Handbook:

<https://www.buffalolib.org/sites/default/files/shared%20files/policies/BECPL%20EMPLOYEE%20HANDBOOK%202021.pdf>

Ethics Policy (City and Central): [https://www.buffalolib.org/sites/default/files/library-system/policies/Ethics\\_Policy\\_Amended\\_9\\_17\\_2020\\_Final\\_for\\_Website.pdf](https://www.buffalolib.org/sites/default/files/library-system/policies/Ethics_Policy_Amended_9_17_2020_Final_for_Website.pdf)

**‘Key person’ as defined in the BECPL bylaws (Article V, Section B, subset iii):** *(iii) “Key Person” means any person, other than a director or officer, whether or not an employee of the Buffalo & Erie County Public Library, who (A) has responsibilities, or exercises powers or influence over the Buffalo & Erie County Public Library as a whole similar to the responsibilities, powers, or influence of directors and officers; (B) manages the Buffalo & Erie County Public Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or (C) alone or with others controls or determines a substantial portion of the Buffalo & Erie County Public Library’s capital expenditures or operating budget.* <https://www.buffalolib.org/board-trustees/bylaws>

### GIML Gift Policy

The Gift Policy was moved to Unfinished Business for the 11/14/24 meeting because of the GIML ‘Materials Selection Policy’ referenced in #1 and #3. The question came up whether the Material Selection Policy duplicates the system-wide Collection Development policy. There was also a question of whether to add in a reference to the Disposal of Obsolete or Surplus Property Policy which is pending approval (see below). If the Disposal of Obsolete or Surplus Property Policy is approved, it is recommended that policy be referenced in #5 and #7 of the Gift Policy.

**Action recommendation: move to January meeting so the Board has more time to review and offer feedback. Propose agenda items under Unfinished Business for the approval of the Disposal of Obsolete or Surplus Property Policy, determination of the Materials Selection Policy and, finally, approval of Gift Policy with proposed changes.**

GIML Gift Policy:

<https://drive.google.com/file/d/1wbYYshPPByRvblwOwbFrjTCAI2Y1SDbP/view?usp=sharing>

GIML Materials Selection Policy: [https://drive.google.com/file/d/1p\\_73BUX6TUptdBsEYErxm0S3K\\_-RhPio/view?usp=sharing](https://drive.google.com/file/d/1p_73BUX6TUptdBsEYErxm0S3K_-RhPio/view?usp=sharing)

BECPL Collection Development Policy: <https://www.buffalolib.org/sites/default/files/library-system/policies/Collection%20Development%20Policy%20-%20Amended%207-20-2023a.pdf>

### **Disposal of Obsolete or Surplus Property Policy**

**This policy/procedure was mentioned at the September meeting, but has not been fully reviewed and approved yet. As it ties in with the Gift Policy (see above), it should either be New Business for this meeting or moved to January's meeting and considered for approval before final action on the Gift Policy.**

Proposed GIML Disposal of Obsolete or Surplus Property Policy:

[https://docs.google.com/document/d/1VI7QmA5ULd8\\_022EVIpIJ8JPk0uQSK8n/edit?usp=sharing&oid=102907395959462998032&rtpof=true&sd=true](https://docs.google.com/document/d/1VI7QmA5ULd8_022EVIpIJ8JPk0uQSK8n/edit?usp=sharing&oid=102907395959462998032&rtpof=true&sd=true)

Respectfully submitted,

Bridgette Heintz  
Director  
Grand Island Memorial Library  
11/14/24

## Ethics Policy

The Grand Island Memorial Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and Key Employees, as defined in the Conflict of Interest Policy, conduct business on behalf of the Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

### **Guiding Principles:**

- Board members and Key Employees shall uphold the integrity of the Grand Island Memorial Library and shall perform their duties impartially and diligently.
- Board members and Key Employees shall not engage in discrimination of any kind including that based on gender, race, color, national origin, ancestry, religion, creed, age, disability, familiar status, marital status, pregnancy, sexual orientation, gender identity, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.
- Board members and Key Employees shall protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and Key Employees shall not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or Key employees.
- Board members and Key Employees shall not use or attempt to use their position with the Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and Key Employees shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and Key Employees shall not denigrate the organization or fellow Board members or Key Employees in any public arena.
- Board members shall distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- A Board member shall respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Board members shall be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by special interest groups or individuals.
- Board members who accept appointment to a library board are expected to perform all the functions of library Board members.
- Board members and Key Employees shall act in accordance with the Conflict of Interest Policy adopted by the Board.

### **Compliance:**

If any Board member appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Board President to discuss the issue. The President will make a recommendation to the Board based on the findings. Key employees who are or appear to be in

conflict of the “Guiding Principles” will be asked to meet with the Library Director, who will make a determination as to discipline or termination based on his or her findings.

Approved March 14, 2019

# Grand Island Memorial Library

## Gift Policy

The Grand Island Memorial Library values its donors and will accept monetary gifts and donations of library materials in good condition under the following conditions.

1. Gift materials will be judged by the same materials selection standards that apply to purchased materials. (See Materials Selection Policy).
2. The Library makes every effort to honor the wishes of the donors. Gifts on which the donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Board of Trustees or its designee.
3. Monetary gifts will be accepted for purchase of materials and/or equipment. Funds will be subject to the Material Selection Policy of the Grand Island Memorial Library.
4. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Library Trustees or their designees in accordance with this policy.
5. Gift materials (books, magazines, tapes, etc.) will be accepted with the understanding that they may be added to the collection, sold, given to other libraries, or discarded.
6. Gift items will be formally acknowledged, if the donor wishes. Neither the Grand Island Memorial Library staff nor the Trustees will estimate the value of the gift donations. The responsibility for this process lies with the donor.
7. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Library Trustees and the Library Director.

*This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.*

Adopted Grand Island Library Board of Trustees 5/3/90

Revised 9/10/98

Revised 10/30/03

Revised 07/19/07

Revised September 2016

Donor Form added 11/1/2018

# Donor Form

## Grand Island Memorial Library

Date Received: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_

\_\_\_\_\_

In Memory of: \_\_\_\_\_

Description of or Amount of Donation: \_\_\_\_\_

Donation Designation (please check one):

\_\_\_\_\_ Memorial Book

\_\_\_\_\_ Donation to be used for programming at the Grand Island Memorial Library

\_\_\_\_\_ Unrestricted use by the Grand Island Memorial Library

\_\_\_\_\_ Other designation: \_\_\_\_\_

Memorial Book Special Requests (i.e. Title of book, type of book):

\_\_\_\_\_

Acknowledgement to be sent to:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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### Receipt for Donation

Date: \_\_\_\_\_

Received from: \_\_\_\_\_

In Memory of: \_\_\_\_\_

Amount or item: \_\_\_\_\_

Received by: \_\_\_\_\_

“The Grand Island Memorial Library will not be responsible for replacing lost, damaged or out of print memorials should the case arise.”





## Grand Island Memorial Library

### Disposal of Obsolete or Surplus Property Policy

**DRAFT**

#### **Purpose**

It is the Grand Island Memorial Library's (GIML) objective to ensure a fair and accessible manner of disposal of items deemed no longer functional or useful for the running of the library. The following procedure is to be followed by the GIML when disposing of library materials, furniture and equipment that are deemed obsolete or surplus.

#### **Procedure**

1. Library materials in the collection in fair or better condition deemed to be no longer needed by the library will be removed from the collection and put into a separate Discarded Book Sale open to the general public. Any library materials leftover from said sale will be donated to a non-profit or charitable organization, to the BECPL for use in their discarded book sale or recycled.
  - a. When patrons donate books or other materials, these may be added to the library collection or given to the Friends of the GIML for sale at their Donated Book Sale, which is also open to the general public.
  - b. Any library materials deemed to be in poor or bad condition, and non-salable, will be recycled or discarded.
2. Property purchased with funds from Erie County (computers, furniture, equipment etc.) and marked with a county property sticker will follow Erie County guidelines for disposal. Consultation with the Buffalo & Erie County Public Library's Maintenance Department will occur in these instances.
3. For property purchased with local library funds deemed obsolete but in fair or better condition in excess of \$xxx:
  - a. A list will be presented to the GIML Board of Trustees by the Director.
  - b. Once approved for disposal, an attempt will be made to see if other non-profit agencies in the community have use of the equipment. If none are found, an attempt will be made to donate the property.
  - c. Any property deemed to be in poor or bad condition may be recycled or discarded.
4. For property purchased by the Friends of the GIML for the library deemed obsolete but in fair or better condition in excess of \$xxx:

- a. A list will be presented to the Friends Board by the Director.
  - b. Once approved for disposal, an attempt will be made to see if other non-profit agencies in the community have use of the equipment. If none are found, an attempt will be made to donate the property.
  - c. Any property deemed to be in poor or bad condition may be recycled or discarded.
5. Property purchased by the Town of Grand Island for use in the library and deemed obsolete:
  - a. Consultation with the Town of Grand Island Maintenance Department will be made to determine the best mode of disposal based on their guidelines.
6. A list of the fixed assets of the library will be kept on file by the Library Director and updated annually as part of the Office of the NY State Comptroller's Annual Financial Report.

Draft of a Disposal of Obsolete or Surplus Property Policy for consideration by the Board of Trustees for the Grand Island Memorial Library.

**NOTES**

Outline of the policy. Describes what happens to:

- Library collection materials
- County property
- Property purchased with local library funds
- Property purchased by the Friends of the GIML
- Property purchased by the Town of GI
- Ends with a disclaimer about a Fixed Assets log

**Further considerations for future versions of this draft:**

- Referencing the collection development policy and the gift policy in the Library Materials section? Recommendation is to not as this policy is about disposal and those policies are about intake and vetting collections.
- Property value amounts (\$xxx) would be discussed with the board first before choosing a number. The x's are a placeholder for the purposes of this draft. My opinion is in excess of \$500.

**Library policies reviewed for this draft:**

BECPL: Town of Collins Public Library and Boston Free Library

Mid-Hudson: Catskill Public Library, Grinnell Public Library, Plattekill Public Library

Onondaga: Marcellus Free Library

Southern Adirondack: Clifton Park Halfmoon Public Library

**Other resource consulted:**

Handbook for New Public Library Directors in New York State

[https://midhudson.org/directors\\_handbook.pdf](https://midhudson.org/directors_handbook.pdf)

Respectfully submitted,  
Bridgette Heintz  
Director  
Grand Island Memorial Library

## Grand Island Memorial Library 2025 Hours and Holiday Proposal

### Regular Hours

#### (46.5 hours)

Mondays	Closed
Tuesdays	9:30 am - 8:00 pm
Wednesdays	9:30 am - 8:00 pm
Thursdays	9:30 am - 8:00 pm
Fridays	9:30 am - 5:00 pm
Saturdays	9:30 am - 5:00 pm
Sundays	Closed

### Summer Hours (5/27/25 - 9/2/25)

#### (46.5 hours)

Mondays	9:30 am – 5:00 pm
Tuesdays	9:30 am – 8:00 pm
Wednesdays	9:30 am – 8:00 pm
Thursdays	9:30 am – 8:00 pm
Fridays	9:30 am – 5:00 pm
Saturdays	Closed
Saturdays	Closed

First Sat. Closed – 5/31/25

First Sat. Open – 9/6/25

### County Observed Holiday Closings

New Year's Day	Wednesday, 1/1/25
Martin Luther King, Jr. Day	Monday, 1/20/25
Presidents' Day	Monday, 2/17/25
Memorial Day	Monday, 5/26/25
Juneteenth Independence Day	Thursday, 6/19/25
Independence Day	Friday, 7/4/25
Labor Day	Monday, 9/1/25
Veterans Day	Tuesday, 11/11/25
Thanksgiving Day	Thursday, 11/27/25
Christmas Day (observed)	Thursday, 12/25/25

### Recommendations

Good Friday                      Friday, 4/18/25

A recognized county holiday. However, recommend staying open in 2025 again due to GI Recreation Dept. Easter program tie-in. This collaboration has been going on very successfully since 2018.

(over)

Halloween Friday, 10/31/25

Not a county holiday, but recommend closing at 5pm as has been the practice for numerous years.

Christmas Eve Wednesday, 12/24/25

Not a county holiday, but recommend closing for the day as has been the practice for numerous years.

New Year's Eve Wednesday, 12/31/25

Not a county holiday, but recommend closing at 5pm as has been the practice for numerous years.

# Youth Services Winter & Spring 2025 Programs & Supplies

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## Performers/Special Programs

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### **Miss Melissa's Sprouts**

**January date & time TBD and March date & time TBD**

Miss Melissa helps little ones grow and learn through music.

**Program total: \$400 (for two sessions)**

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### **Untitled Craft Program**

**Wednesday, February 19 at 1 pm**

I'm going to do a craft program for kiddos 3 to 12. Unsure what I'm exactly going to do, but I'm thinking about making it a "bucket of junk" type program and have kids create whatever they want.

**Program total: \$200 (for miscellaneous art supplies)**

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### **Buffalo Audubon Society Presents Cold-Blooded Critters**

**Saturday, February 22 at 1 pm**

Discover fascinating facts about the characteristics of reptiles, native and non-native species, invasive species, and the various adaptations these animals possess to thrive in their natural habitats. Participants will be able to meet 2-3 turtles and a snake!

**Program total: \$400**

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**Performers/Special Programs total: \$1,000**

## Supplies

**Jack & Jill Community Preschool Outreach**

**January 7, February 4, March 4, April 1, May 6**

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**Kiddos Korner Preschool Outreach**

January 3, February 7, March 7, April 4, May 2, June 6

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**St. Timothy's Childcare Center Outreach**

January 17, February 21, March 21, April TBD, May 16

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**Preschool Storytime**

February 4, February 11, February 18, February 25

April 1, April 8, April 15, April 22

May 20, May 27, June 3, June 10

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**Itty Bitty Storytime**

February 6, February 13, February 20, February 27

April 3, April 10, April 17, April 24

May 22, May 29, June 5, June 12

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**Craft supply order for the above through Oriental Trading for  
the months of February - June: \$350**

**Extra budget for more fall youth services programming: \$200**

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**Youth Services Winter & Spring 2025 Program  
funding request total: \$1550**