

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES REGULAR MEETING

THURSDAY, MARCH 13, 2025 @ 4:00 PM

LIBRARY MEETING ROOM

AGENDA

- I. Call to Order
- II. Minutes:
 - a. 1/9/25 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
- VIII. Unfinished Business
 - a. Funding request - Acoustic Ceiling Tiles project
- IX. New Business
 - a. Copier replacement discussion and proposal
 - b. Policy Reviews
 - i. Bulletin Board
 - ii. Conflict of Interest
 - iii. GIML Trustee By-Laws
 - c. 2024 Annual Report to the Community – discussion and approval pending
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: May 8, 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 SPECIAL MEETING
THURSDAY, JANUARY 9, 2025 @ 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:

President Richard Crawford
Vice President Jill Banaszak
Secretary Agnes Becker

Treasurer Pat Rizzuto
Library Director Bridgette Heintz
Trustee Russ Person

MINUTES

Trustee Banaszak made a motion to approve the minutes of the November 14, 2024 meeting with an amendment to Unfinished Business b - Gift Policy to read "Trustee Banaszak moved to approve the Gift Policy with the addition of a reference to the (new) Disposal of Obsolete or Surplus Property Policy in items #5 and 7". The motion also included an amendment to New Business a – Disposal of Obsolete or Surplus Property Policy to read "Trustee Banaszak moved that this draft policy be approved with the deletion of 1.a (donations not applicable to this policy) and the addition of \$500 as the value above which the disposal plan will be reviewed with the Trustees".

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

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

CLAIMS AUDIT ABSTRACT

The audited reports were reviewed and will be authorized by Trustee Banaszak.

CORRESPONDENCE

Director Heintz reported that the Comptroller's Report extension is set through 5/15/25.

DIRECTOR'S REPORT

The complete Director's Report is attached.

UNFINISHED BUSINESS

- a. Trustee reappointment

Trustee Banaszak has submitted her letter to the Town Board expressing her interest in being reappointed as a Trustee.

NEW BUSINESS

- a. 2025 Slate of Trustees

Trustee Person moved to approve the following Slate of Trustees. Trustee Banaszak seconded the motion. Motion approved 5-0.

President	Richard Crawford
Vice President	Jill Banaszak
Secretary	Agnes Becker
Treasurer	Pat Rizzuto
Trustee	Russ Person

- b. Conflict of Interest disclosure statements for 2025

Statements were signed by Trustees and submitted to Director Heintz.

- c. Whistleblower compliance report for 2024

Compliance officer, Director Heintz, reported that there were no whistleblower activities in 2024.

- d. 2025 Approval of BECPL Policy & Procedure Manual

Trustee Banaszak moved to approve and adopt the 2025 BECPL Policy & Procedure Manual. Trustee Rizzuto seconded the motion. Motion approved 5-0.

- e. Policy review list for 2025

Director Heintz presented a list of policies and 2025 dates on which each will be reviewed.

f. Funding requests

Trustee Rizzuto moved to approve \$1350 for a desktop charging station system and a charging stand. Trustee Becker seconded the motion. The source of funds will be Tower Fund-adult. Motion approved 5-0.

Trustee Banaszak moved to approve \$600 for Easter program supplies. Trustee Person seconded the motion. The source of funds will be Tower-youth. Motion approved 5-0.

PERIOD FOR PUBLIC EXPRESSION

Director Heintz reported that she is waiting for call backs re Reading Garden quotes.

Trustee Crawford made a motion to adjourn the meeting at 4:58. Trustee Person seconded the motion. Motion approved 5-0.

Next regular meeting: Thursday, March 13, 2025 @ 4:00 pm.

GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2025

Balance Private/Local Checking Account

1/31/2025	\$23,316.51
2/28/2025	\$22,406.29

Deposits Private/Local Checking

1/9/2025 Debbie Beis donation - Reading Garden	\$100.00	
1/9/2025 paint can donations and bottle returns - Reading Garden	\$30.00	
1/9/2025 2023 Year End Appeal reimbursement: Amazon order for metal detector and checkers	\$80.71	
1/15/2025 transfer from Operating to cover Amazon order of laminate and two 5'x8' US flags	\$86.44	
1/24/2025 Sandy Beach Yacht Club Auxiliary donation	\$250.00	
1/24/2025 Grand Island Lions BMYF grant funds	\$825.00	Total January Deposits: \$1372.15
2/12/2025 transfer from Operating to cover Amazon order of 3 replacement vacuum plugs	\$10.74	
2/19/2025 Shawn Vaine memorial (Beis)	\$50.00	Total February Deposits: \$60.74

TOTAL Deposits January-February: \$1,432.89

Disbursements Private/Local Checking

1/9/2025 N229: NYS Parks Store - renewal of two Empire Passes for 2025 (Tower-Adult)	\$144.00	
1/14/2025 N222: Sprouts NY LLC - Miss Melissa's Sprouts program on 1/14/25 (Tower-Youth)	\$200.00	
1/15/2025 N230: School Outlet - Kwikboost Edgepower Desk Clamp bundle (Tower-Adult)	\$936.75	
N231: Amazon - Kwikboost freestanding cell phone/tablet charging station (Tower-Adult)	\$454.41	
1/15/2025 N232: Amazon - laminate and two 5'x8' US flags (funds transferred from Operating)	\$86.44	
1/16/2025 N236: Amazon - 4 cable locks for clamp-on charging stations (Tower-Adult)	\$62.24	
1/23/2025 N233: Oriental Trading - Easter program craft order (Tower-Youth)	\$368.25	Total January Disbursements: \$2252.09
2/8/2025 N237: Amazon - GI Lions BMYF Grant purchases - kit items	\$411.58	
N238: Amazon - supplies for rock painting program on 2/19/25 (Tower-Youth) and 3		
2/8/2025 replacement vacuum plugs (Operating)	\$134.95	
2/8/2025 N239: BECPL - private book orders - Norman Cerrillo memorial and Packard donation	\$56.18	Total February Disbursements: \$602.71

TOTAL Disbursements January-February: \$2,854.80

Balance Money Market Account

1/31/2025	\$121,635.20
2/28/2025	\$141,831.79

Deposits Money Market Account

1/31/2025 interest	\$223.56	
2/19/2025 2024 Grants in Aid funding	\$20,000.00	
2/28/2025 interest	\$196.59	Total Jan-Feb deposits: \$20,420.15
TOTAL:	<u>\$20,420.15</u>	

Disbursements Money Market Account

Total Jan-Feb Disbursements: \$0

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2025

Deposits

1/31/2025	Fines & Printing	\$279.55	Total January Deposits: \$279.55
2/12/2025	2025 County Appropriation	\$3,550.00	
2/28/2025	Fines & Printing	\$131.50	Total February Deposits: \$3681.50

Total Deposits January-February: \$3,961.05

Disbursements

1/13/2025	NC66: Donald Klein - mileage	\$37.39	
1/15/2025	NC68: transfer - from Operating for Amazon purchase of laminate and two 5'x8' US flags	\$86.44	Total January Disbursements: \$123.83
2/6/2025	NC69: town of Grand Island - water/sewer 10/16/24-1/15/25	\$81.80	
2/12/2025	NC70: transfer to private acct for Amazon order of replacement vacuum plugs	\$10.74	Total February Disbursements: \$92.54

Total Disbursements January-February: \$216.37

Balance County Funds

1/31/2025	\$1,768.92
2/28/2025	\$5,357.88

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Mar-25

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		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	200	0	31	169		200	
515000	Sewer	300	0	50	250		300	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	300	0	20	280		300	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,500	0	11	1,489		1,500	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	450	0	37	413		450	
530000	Other Expenses & Charges	2,750	0	86	2,664		2,750	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		5,500	0	235	5,265	0	5,500	

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	1	99			
Copy Machines	0	0	0	0		0	
Print Cost Recovery	1,900	0	410	1,490			
Other Income	0	0	0	0		0	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	2,000	0	411	1,589	0		

Date Prepared: 03/10/2025 10:47 AM
Report Date: 03/10/2025
Account Table: LIB
Alt. Sort Table:

TOWN OF GRAND ISLAND
Expense Ledger

Fiscal Year: 2025 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			
01/21/25	0000000280	GI CHAMBER OF COMMERCE 2025 ANNUAL CHAMBER OF COMMERCE MEMBERSHIP		147741	60345		0.00	105.00	
									(5.00)
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	105.00	(5.00)
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			
									300.00
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	0.00	300.00
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				18,100.00			
01/21/25	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 12/1/24- 2/28/25		147740	60344		0.00	558.75	
01/21/25	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE		147800	60420		0.00	65.00	
02/03/25	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD GRAB BAR		147927	60503		0.00	42.99	
02/03/25	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD GRAB BAR		147928	60503		0.00	37.99	
02/14/25	0001001262	GREAT LAKES EXTERMINATING OF WNY RODENT SERVICE		148054	60593		0.00	65.00	
03/03/25	0000000207	JOHN W DANFORTH CO. SERVICE AT LIBRARY		148082	60614		0.00	635.12	
03/03/25	0000022370	CIR ELECTRICAL CONST CORP INSTALLED OUTLET		148127	60644		0.00	877.00	
									15,818.15
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				18,100.00	0.00	2,281.85	15,818.15
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
									300.00
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	0.00	300.00

Date Prepared: 03/10/2025 10:47 AM
Report Date: 03/10/2025
Account Table: LIB
Alt. Sort Table:

TOWN OF GRAND ISLAND
Expense Ledger

Fiscal Year: 2025 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 0434		LANDSCAPING MATERIALS							
Grand Total						18,800.00	0.00	2,386.85	16,413.15

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: 1/9/25 January 2025 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
N225	Buffalo Audubon Society: Cold Blooded Critters program on 2/22/25 (Tower-Youth)	\$400.00	3245	2/22/25
N226	Sprouts NY LLC: Miss Melissa's Sprouts program on 3/4/25 (Tower-Youth)	\$200.00	3246	3/4/25
N227	CCE-Master Gardeners of Erie County: Gardening on a Dime program on 3/15/25 (Tower-Adult)	\$75.00	3247	3/15/25
N228	Rick Falkowski: Spirit of Buffalo Women – Society & Business talk on 3/19/25 (Tower-Adult)	\$100.00	3248	3/19/25
N229	NYS Parks Store: renewal of two Empire Passes for 2025 - Library of Things (Tower-Adult)	\$144.00	cc	1/9/25

Total: \$919.00

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

Grand Island Memorial Library

Date of Audit: 1/29/25 January 2025 Total Claims (# of invoices): 2

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
N230	School Outlet: Kwikboost Edgepower Desk Clamp bundle (Tower-Adult)	\$936.75	cc	1/15/25
N231	Amazon: Kwikboost freestanding cell phone charging station (Tower-Adult)	\$454.41	cc	1/15/25
N232	Amazon: laminate and two 5'x8' US flags (funds transferred from Operating)	\$86.44	cc	1/15/25

Total: \$1,391.16

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

Grand Island Memorial Library

Date of Audit: 1/29/25 January 2025 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
NC68	Amazon: laminate and two 5'x8' US flags (transfer to PVT/Local account to pay off cc)	\$86.44	transfer	1/15/25

Total: \$86.44

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

Grand Island Memorial Library

Date of Audit: 1/29/25 January 2025 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
N233	Oriental Trading: Easter program craft order (Tower-Youth)	\$368.25	3249	1/23/25
N234	Theresa Wiater: true crime talk on 3/4/25 (Tower-Adult)	\$25.00	3250	3/4/25
N235	Liz Bauld – The Storybook Cook: Mocktails & Appetizers cooking demo on 3/29/25 (Tower-Adult)	\$265.00	3251	3/29/25
N236	Amazon: 4 cable locks for clamp-on charging station bundle (Tower-Adult)	\$62.24	cc	1/16/25

Total: \$720.49

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

Grand Island Memorial Library

Date of Audit: 1/29/25 January 2025 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
NC69	Town of Grand Island: water/sewer 10/16/24-1/15/25	\$81.80	155	1/23/25

Total: \$81.80

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

Grand Island Memorial Library

Date of Audit: 2/13/25 February 2025 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
N237	Amazon: GI Lions BMYF grant purchases – kit items	\$411.58	cc	2/6/25
N238	Amazon: supplies for Rock Painting program on 2/19/25 (\$124.21 – Tower-Youth) and 3 replacement vacuum plugs (\$10.74 - funds transferred from Operating)	\$134.95	cc	2/8/25
N239	BECPL: private book orders – Norman Cerrillo memorial and Packard donation	\$56.18	3252	2/8/25

Total: \$602.71

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

Grand Island Memorial Library

Date of Audit: 2/13/25 February 2025 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
NC70	Transfer to PVT/Local for Amazon order of three replacement vacuum plugs	\$10.74	transfer	

Total: \$10.74

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

Grand Island Memorial Library

Date of Audit: 2/26/25 February 2025 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
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Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N240	Alan Nowicki: Architectural Treasures presentation on 4/2/55	\$50.00	3253	4/2/25

Total: \$50.00

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

Grand Island Memorial Library

Date of Audit: 2/26/25 February 2025 Total Claims (# of invoices): 2

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
NC71	2025 ACT membership dues	\$20.00	156	2/21/25
NC72	BECPL: 2024 Return to System	\$1588.70	157	

Total: \$1608.70

Grand Island Memorial Library Board Meeting

March 13th, 2025 @ 4:00 pm

Library Meeting Room

Director's Report

Minutes

- Regular Library Board meeting 1/9/25

Financial Report

Claims Audit

- 9 audits

Correspondence

- 1/14/25: GI Lions Club Grant in the amount of \$825.00 received. 10 Vox Books and items to create 4 activity kits were purchased to add to the collection. The items are geared toward children with low vision or who are blind, yet can be enjoyed by anyone.
- 1/14/25: Sandy Beach Yacht Club Donation in the amount of \$250.00 for "general support" of the library. Funds are stored in the private/local account until a use is determined.
- 2/19/25: Grants in Aid funding from Assemblymember Morinello received 2/19/25 in the amount of \$20,000. Funds are stored in the money market account until a use is determined.

Director's Report

- Power outage 1/31/25
- Library Advocacy Day in Albany 2/5/25
- The following meetings/trainings were attended by Director Heintz in January and February:
 - 1/8/25 – BECPL Manager/Director meeting via Zoom
 - 1/9/25 – GIML Board meeting
 - 1/21/25 – Friends of GIML Board meeting
 - 1/30/25 – NYLA Advocacy Day prep meeting via Zoom
 - 2/4/25-2/5/25 – Library Advocacy Day in Albany

Unfinished Business

- Acoustic Ceiling tiles project – updated proposal

New Business

- Copier replacement – discussion
 - Public faxing - discussion
- Policy reviews:
 - Bulletin Board policy
 - Conflict of Interest policy
 - GIML Trustee By-Laws
- 2024 Annual Report to the Community – discussion and approval pending

Period for Public Expression (any library related topic)

- Reading Garden Committee meeting – need to set a date
 - Agenda items: 2025 Chicken BBQ planning and Phase II landscaper quotes
 - Recommendation: making the beginning of this meeting a special board meeting as the 2024 State Report, once completed, must be approved no later than April 10th.
- Reminder: ACT Annual meeting @ the Central Library Sat. 3/22/25 8:30am-1:00pm

Respectfully submitted,
Bridgette Heintz

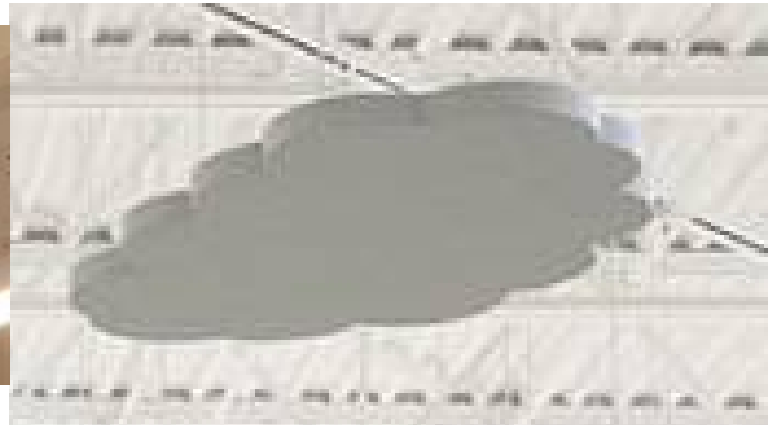
Acoustic Ceiling Panels for Children's Area Funding Proposal

Updated for 3/13/25 Library Board Meeting

14 panels total

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

**see pictures below from GS Acoustics website for reference of what we are looking to order



Vendors approached:

- 1) GS Acoustics <https://gsacoustics.com/>.
 - Final quote of \$3139.00 (includes hanging hardware and shipping) received 1/6/25
- 2) Sound Proof Cow <https://soundproofcow.com>
 - Requested a quote on 1/10/25. They asked for CAD drawings of what we were looking for. Informed them we would not be able to provide that due to lack of software/training on our end.
- 3) Skutchi Designs <https://skutchi.com>
 - Received a quote of \$3118.52 on 2/12/25 (includes hanging hardware and shipping)

The GS Acoustics product are fabric wrapped 1" fiberglass panels.

The Skutchi product is less than 1/2" and made of Polyethylene Terephthalate (same plastic as soda bottles).

Recommend the GS Acoustics product. Funding source: Money Market Account.



No Library Cost • No Staffing Required



Send Faxes • Scan to e-mail • Self-Service

No Cost to You:

We own the equipment. All long distance charges are billed directly to us.

Revenue Sharing:

We have a compensation plan in exchange for your hosting our self-service fax/scan kiosk in your library.

Easy to Use:

Voice instructions from the handset guide the user effortlessly through the entire transaction. To enhance customer satisfaction, our toll-free customer service is accessible directly from the FAX24 kiosk.

Reliable:

State of the art software and electronics make downtime extremely rare. If a replacement is ever needed, you'll have one within 72 hours.

Use Credit Cards or Fax Cards:

(Visa, MC, AMEX, Discover and Faxcash) The option of using our prepaid fax cards or credit cards, (via our PCI compliant platform) provides your patrons with greater payment variety and convenience.

Proven Service:

We have been fulfilling the public's demand for our FAX24 service at many public libraries since 1989. We have numerous references available for you.

877 329 8363

www.faxscan24.com

Bulletin Board Policy

The Grand Island Memorial Library (GIML) recognizes its role as a source of community information. It is the policy of the library that bulletin boards within the library are available for the posting of notices related to library business, library-sponsored or partnered activities, and items of educational, cultural or civic interest to the Erie County community. Posting of notices does not indicate Grand Island Memorial Library endorsement of the ideas, issues or events promoted by those notices.

1. GIML bulletin boards are intended for items such as announcements of educational, social, cultural, or entertainment activities, fliers, brochures, or schedules sponsored by nonprofit organizations or government agencies related to services provided to citizens, etc. Bulletin boards are not intended to be used as a forum for the expression of the views or opinions of individuals or groups.
2. Any notice to be considered for posting must be submitted to the GIML Library Director for approval. Only authorized GIML personnel may post or remove notices. Notices posted without authorization will be removed.
3. In fairness to the numerous community groups, the GIML may limit the frequency and volume of posting notices from the same organization.
4. All notices posted on GIML bulletin boards must contain the name and contact information of the sponsoring agency and/or its authorized representative.
5. Notice size (physical dimensions) may be restricted to maximize available space.
6. Notices will be removed when they are no longer timely or when space is required for more current items.
7. The GIML assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.
8. The following will not be accepted for posting:
 - Materials endorsing or opposing the election of any candidate for public office;
 - Materials endorsing or opposing the adoption of federal, state or local legislation;
 - Materials promoting commercial products or services.
9. Posting authorization is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to post notices.
10. Failure to comply with this Policy may result in the denial of posting privileges.

Adopted by the Buffalo and Erie County Public Library (BECPL) on May 18, 2006.

Reviewed by the BECPL Policy Committee August 11, 2009 – no changes.

Amended by the BECPL October 17, 2013 per Res. 2013-36.

Amended by the BECPL March 16, 2017 per Res. 2017-8.

Adopted by the Grand Island Memorial Library Board of Trustees March 8, 2018.

This policy supersedes the bulletin board stipulations of all previously adopted Grand Island Memorial Library Board resolutions.

Policy adapted from the BECPL policy, which was last reviewed and reaccepted with no changes on 4/15/21.
Language is still the same as this policy. -BAH

**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: _____

***BOARD OF TRUSTEES OF THE GRAND ISLAND MEMORIAL
LIBRARY***

BY-LAWS

Article I: Name

- a. The name of this organization shall be "The Board of Trustees of the Grand Island Memorial Library" (GIML).

Article II: Purpose

- a. To provide library service to the residents of the Town of Grand Island and Erie County as a contracting library within the Buffalo and Erie County Public Library System (B&ECPL).
- b. To set policy which strive for superior library service.
- c. To hire and periodically evaluate a qualified Director to direct and supervise all staff members, and to assemble, organize and make available expertly selected books and other materials which will support the B&ECPL mission to enrich, enlighten, and entertain. The Board will approve other library staff members as selected by the Director.
- d. To approve the annual budget, and to contract with the Buffalo and Erie County Public Library annually for its services.
- e. General review and evaluation of the development, programs and maintenance of the Library

Article III: Board of Trustees

- a. Pursuant to the requirements of New York State Laws regarding libraries and the Charter of the Grand Island Memorial Library (GIML), the GIML Board of Trustees shall consist of five members appointed by the Town Board of the Town of Grand Island for a term of 5 years.
- b. One trustee shall be elected annually by the Town Board of Grand Island to serve for five years (see language in GIML Charter).
 - 1. At the end of the year, the GIML trustees may make a recommendation to the Town Board for the re-appointment of a trustee whose term is expiring or suggest the name of a new trustee.
 - 2. During the first Town Board meeting of the new year (usually the first week in January), the Town Board approves the Re-Organization of personnel and duties, including the appointment of a GIML trustee for a term of five years.

- c. The library trustees shall be residents of the Town of Grand Island.
- d. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned
- e. If a trustee resigns during the year, the vacancy shall be filled for the remainder of the resigning trustee's term by a Grand Island resident designated by the Library Board of Trustees
- f. In addition to the five trustees appointed by the Town of Grand Island:
 - 1. A Town Board liaison may be appointed yearly by the Town Supervisor.
 - 2. The Friends of the Grand Island Memorial Library may appoint a liaison to the Board.
- g. The Library Director shall be a non-voting ex officio member of the Board as executive director of the policies adopted by the Board.
- h. Each trustee will have one vote. If the meeting is held electronically in accordance with the NYS Open Meeting Law and its applicable regulations, voting will be by roll call. A majority of the trustees participating in the meeting is required for any motion to pass unless otherwise stated elsewhere in these by-laws.
- i. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

Article IV: Officers

- a. The officers of the Board shall be a President, a Vice President, a Secretary, and a Treasurer.
- b. Officers shall be nominated and elected at the first meeting of the year to serve for one year. A simple majority of votes cast is necessary for election.
- c. In the event of a vacancy in office, a special election shall be held at the next regular meeting of the Board to fill the vacant office for the remainder of the unexpired term.

Article V: Duties of the Officers

- a. The President shall preside at meetings of the Trustees. The President shall bring to the attention of the trustees for action all matters necessary for adequate and efficient conduct of the library. The President shall have the power to appoint the chairman and members of all committees. The President shall be a member ex officio of all committees. The action of all committees shall be subject to the approval of the Board of Trustees.
- b. The Vice President shall, in the absence of or at the direction of the President, conduct meetings and perform the duties of the President.

- c. The Secretary shall keep an accurate record of all correspondence and business transacted by the Board of Trustees. The Secretary or Director will notify trustees of meetings and elections,
- d. The Treasurer shall have charge of all receipts and funds of the Library, whether appropriations or gifts, and shall disburse such funds as directed by the Board. The Treasurer shall also report receipts, disbursements and budget status to the Board on a at least a quarterly and annual basis. The Treasurer shall make the financial records of the Board available for annual audit. The Treasurer's duties may be performed with the assistance of the Library Director.

Article VI: Director

- a. The Board shall appoint a Director who shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the building and equipment; for the employment and direction of the staff; for the efficiency for the library's service to the public and the operation of the library under the financial conditions contained in the annual budget.
- b. The Director shall attend all Board meetings except for the portion of the meeting at which the Director's appointment or salary is discussed.
- c. Among his/her duties and responsibilities shall be the submission of periodic reports and recommendations to the Board of such policies and procedures that, in the opinion of the said Director, will promote the efficiency of the library in its service to the people of Grand Island.
- d. A Director may request a special meeting of the Board of Trustees to consider items that need to be addressed before the next scheduled Board meeting.

Article VII: Committees

- a. Committees for specific purposes may be appointed by the President. Such committees shall serve until completion of the work for which they were appointed.
- b. Committees shall make a progress report to the Board at each meeting.

Article VIII: Meetings

- a. Regular meetings shall be held at least quarterly with the date and time to be set by the Board at the Library or electronically, when necessary.
- b. Public notice of all board meetings shall be given in accordance with the NYS Open Meeting Law (posted at the library, on GIML website). Minutes of Board meetings shall be posted at the Library, at the Town Hall, on the GIML website and on the Town of Grand Island website.
- c. A Special meeting may be held at any time at the call of the President or the request of the Director provided that notice and agenda be given to all Trustees and the public at least seventy-two hours in advance of the special meeting.

d. A quorum at any meeting shall consist of a majority of the members of the board.

e. The order of business at all regular meetings of the Board shall be as follows:

Call to Order

Roll Call

Approval of prior meeting minutes

Period for public expression (agenda items)

Financial Reports

Claims Audit Abstract Report

Correspondence

Director's Report

Unfinished Business

New Business

Period for public expression (any library related topic)

Date, time and place of next board meeting

Adjournment

f. The rules contained in the current edition of Robert's Rules of Order shall govern the parliamentary procedures of the Board in all cases in which they are applicable and in which they are not inconsistent with these by-laws or any law of the State of New York.

Article IX: Indemnification of Trustees

- a. Each person who is or has been a Trustee of the Board of Trustees of the Grand Island Memorial Library shall be indemnified by the Grand Island Memorial Library and the Town of Grand Island against expenses, including attorneys' fees necessarily incurred by such person in connection with the defense or settlement of any action, suit, or proceeding to which he or she is a party, alone or together with others, by reason of his or her being or having been a Trustee of this Board.
- b. Each such person shall be reimbursed by the Grand Island Memorial Library and the Town of Grand Island for any amount paid by such person in satisfaction of any judgment or settlement in connection with any such action, suit, or proceeding, unless the amount of such judgment or settlement is payable to the Grand Island Memorial Library itself or unless such person shall be adjudged in such action, suit, or proceeding to be liable for misconduct in the performance of his or her duties to the Board of Trustees of the Grand Island Memorial Library, the Grand Island Memorial Library and/or the Town of Grand Island.
- c. The foregoing right of indemnification shall be in addition to any other rights to which such person may be entitled as a matter of law.

Article X: Amendments

- a. Amendments to these by-laws shall be introduced at a regular meeting. Notification of such amendments shall be sent to all board members at least 10 days prior to the meeting. The amendment must be approved by a majority vote of the entire Board. The amendment shall take effect immediately unless modified by the terms in the amendment.

Article X: Conflict of Interest

- a. All Trustees and Officers shall abide by the GIML Conflict of Interest Policy adopted by the Board and as amended from time to time. The entire Board shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy.

GI Memorial Library By-laws
Revised and Approved 1/15/2015
Revised and Approved 5/13/21

Board of Trustees

Richard Crawford Jr. - President

Jill Banaszak

Agnes Becker

Pat Rizzuto

Russell Person

Visit us online

<https://www.buffalolib.org/locations-hours/grand-island-memorial-library>

Follow 'Grand Island Memorial Library' on Facebook

Downloadable materials available through



with your library card!



Children's mural by Terry Klaaren and Anita Long



Friends of the Grand Island Memorial Library Book Store and Shelves



Grand Island Memorial Library



*Connecting our diverse community
with library resources that enrich,
enlighten and entertain.*

1715 Bedell Rd. Grand Island, NY 14072

716-773-7124

Bridgette Heintz, Library Director

Library Hours

Monday, Tuesday & Thursday 9:30-8:00

Friday, Saturday 9:30-5:00

***Between Memorial Day
and Labor Day:*

*Open Monday 9:30-5:00 & Closed Saturday ***

2024 Annual Report

2024 Key Statistics

- Circulation: 127,858
- Collection size: 55,977
- Programs conducted: 502
- Total Program attendance: 7,632 (up 3.3%)
- Registered borrowers: 11,061
- Patron visits: 52,705 (up 9.7%)
- Reference Questions: 491
- Website visits: 21,755 (up 11%)

Sample of Program Offerings in 2024

- Story Times: Itty Bitty, Preschool and Fitness Fun & Reading in collaboration with the GI Recreation Dept.
- Monthly Pint-Sized Playgroup
- Battle of the Books
- Adult Book Club
- Cooking Classes with The Storybook Cook
- Monthly Tech Trainer Appointments
- Summer Kick Off event with the Buffalo Zoo
- End of Summer party with WNY Tiny Petting Zoo and the GI Recreation Dept.
- Monthly Lego Club
- SPCA serving Erie County's Read to a Dog program
- Easter program in collaboration with GI Recreation Dept.
- YMCA Fitness in the Parks location
- Trunk or Treat Halloween Party

Upcoming Projects in 2025

- Richard Earne Memorial Reading Garden Phase II planning.

Special Thanks

Thank you to Senator Sean Ryan, Assemblymember Angelo Morinello, the Town of Grand Island, the Friends of the Library, the Cinderella Isle Garden Club and all the Grand Island residents for their continued support.

About the Grand Island Memorial Library

- Part of the Buffalo & Erie County Public Library system.
- Serves a population of 21,445 (July 1, 2023 Census estimate).

Services Offered

- Free Wi-Fi 24/7 - username: BECPL2
password: librarywifi
- Downloadable materials are available through the Libby and Hoopla apps.
- Library By Mail: Call 716-858-7156 to register.
- Curbside Service is available during open hours.
- Check out the Library of Things.
- 11 public access workstations, 1 public use laptop
- 4 study rooms
- 3 digital scanners
- **PC Printing:** b/w \$0.10, color \$0.25
- **Copier:** 8.5x11 b/w \$0.15, color \$0.50
8.5x14 b/w \$0.25, color \$0.75
- **New in 2024:** anyone with a NYS Drivers License is eligible for a Buffalo & Erie County Public Library card.

Friends of the Grand Island Memorial Library

- Join the Friends and support your library! An Individual Annual membership is \$5. An Individual Lifetime Membership is \$30.
- **New for 2024:** Book Store Loyalty Card Program for Friends members.

Also

- Island Dispatch: 1894 to 2014 available digitally via www.nyshistoricnewspapers.org. 2014 to present are available in print at the library.
- Complete run of the Grand Island High School year book available (1966-current).

