

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES SPECIAL MEETING

THURSDAY, May 3, 2018 5:30 P.M.

Meeting Room

### AGENDA

- I. Minutes of March 8<sup>th</sup> and Special Meeting March 29<sup>th</sup>
- II. Financial Reports
- III. Correspondence
- IV. Reports
  - A. President
  - B. Director
  - C. Friends
  
- IV. Old Business
  - A. Rules of Conduct – Central Policy Adopted 3/8/18
  - B. Bulletin Board Policy – Central Policy Adopted 3/8/18
  
- VI. New Business
  - A. Maker Space presentation: Pamela Edholm
  - B. Special Collections discussion: Pat Rizzuto
  - C. Petty Cash policy draft discussion
  - D. Display Policy review
  - E. Distribution of Community Information Policy review

\*if you have additional items please contact Bridgette or Jill Banaszak

\*\* Please RSVP Bridgette 773-2089 if you can NOT make the meeting

**GRAND ISLAND MEMORIAL LIBRARY**

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MINUTES FOR BOARD OF TRUSTEES MEETING

THURSDAY, MAY 3, 2018, 5:30 P. M.

LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order at 5:30 by President Banaszak.

ROLL CALL: Present were:

President Jill Banaszak	Trustee Pat Rizzuto
Vice President Richard Crawford	Library Director Bridgette Heintz
Treasurer Richard Earne	Librarian Pam Edholm
Secretary Agnes Becker	Friends' Liaison Carole Joseph

NEW BUSINESS:

- A. Before the business meeting was started Librarian, Pam Edholm, presented Maker Space to Board members. She explained that, if adopted, it would provide hands on opportunities to children and young adults. The equipment she would like to purchase to start our Maker Space includes: a 3-D printer, Ozobots, Littlebits, a Button Maker and 2 I pads. Moved by Trustee Rizzuto, second by Trustee Crawford to dedicate \$5,000 of grant money for Maker Space. Motion approved 5-0.

MINUTES:

The minutes of the meetings held on March 8 and March 29, as corrected (Pat Rizzuto was not present) were approved. Motion by President Banaszak, second by Trustee Rizzuto. Motion approved 5-0.

FINANCIAL REPORTS:

Attached financial reports were approved as presented.

CORRESPONDENCE:

President Banaszak received a correspondence from NY State Assemblyman Robin Schimminger regarding \$1 million increase in the Library budget.

Thank you notes were received from retiring staff members.

A thank you was received from Linda Critelli who recently presented a cooking program at a Friends' meeting.

The Grand Island Lions requested the opportunity to do vision screening of children during Story Times. Preregistration would be necessary.

A patron is interested in setting up a Chess Club.

REPORTS:

- A. FRIENDS: On May 24 the Annual Meeting will be held. Guest author, Sophie Knab, will discuss her book, *Wearing the Letter P*.
- B. DIRECTOR: Report attached.

OLD BUSINESS:

Updated copies of Rules of Conduct and Bulletin Board Policy were distributed. Both were adopted on 3-8-18.

NEW BUSINESS, continued:

- B. Trustee Rizutto shared information about the possibility of purchasing video games for one-week rental. They could be used on the X Box and would not include role playing or violence. Director Heintz will research the possibility. She will also research the possibility of making lawn games available to patrons.
- C. Petty Cash Policy draft was briefly discussed. Director Heintz and President Banaszak will meet to finalize the policy for review at next meeting.
- D. Display Policy was tabled.
- E. Distribution of Community Information Policy was readopted with corrections. Moved by President Banaszak, second by Trustee Earne. Motion approved 5-0.

ADJOURNMENT: The meeting was adjourned at 7:16 PM.

Next meeting: September 6, 2018 at 5:30 PM.

Respectfully submitted

Agnes Becker

Secretary

## Grand Island Memorial Library Board Meeting

May 3, 2018

### Correspondence

- Spoke with Tom Witkowski from the GI Lions about offering vision screenings for children during story time and toddler time during the third week of April. It ended up being cancelled as no one signed up and he needed pre-registration.
- Spoke with John Mirolovich who is interested in starting a chess club in the library. He plans on approaching the school as well for a collaboration on this. At this point, we are looking at a good day/time each week to meet.

### Director's Report

- After checking with the staff to figure out attendance, it has been determined that the library will be open regular hours during Staff Development Day, May 9. Pamela, myself, and our page Caitlin will be attending. We have more than enough staff to cover the shift.
- The Friends had their Donated Book Sale on April 13<sup>th</sup> and 14<sup>th</sup>. They made \$1195 to benefit the library. I plan on asking them to help schedule a used book sale for later this year.
- Mary Jean Jakubowski is looking for volunteers to join a committee to brainstorm strategies to bump up library card registration numbers system-wide. I've decided to join the committee. The first meeting is May 16<sup>th</sup>.
- NYS Construction Grant update:
  - Dick Crawford and I watched the related webinar on 3/13/18 and got an overview of the process.
  - Harold and I contacted Fire Safety Systems to see about getting a first bid for inside security cameras on 4/3/18. Dick Crawford and Mike Madigan were emailed.
  - What I would like to do is see about getting partial funding for the following projects: carpeting, new circulation desk that is ADA complaint, and security cameras. I plan on working with Harold, Dick Crawford, Mike Madigan through the Town and Ken Stone at the Central Library. The deadline to submit projects to the Central Library for review is September 1<sup>st</sup>. Awards are decided and disbursed the following June/July.
- The following meetings/trainings were attended by Director Heintz between March and May:
  - 3/10/18: Annual ACT meeting at the Central Library
  - 3/13/18: NYS Construction Grant Webinar hosted by the NYS Division of Library Development

- 3/14/18: March Manager/Director meeting at the Central Library
- 3/20/18: Best Practices for Managing a Friends Group webinar hosted by NYLA
- 3/20/18: Growing Readers Committee at the GI Schools District Offices
- 4/11/18: April Manager/Director meeting at the Central Library
- 4/18/18: Contract Manager/Director meeting at the Eden Library
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
  - 3/21/18: Youth Services Group meeting at the Central Library
  - 4/13/18: NYLA Youth Services Section Spring Conference
- The 2017 State Report was submitted on 3/29/18.
- The 2017 State Comptroller's Report was reviewed by Director Heintz and Treasurer Dick Crawford on 4/26/18. It was submitted 4/27/18. Copies are in your folders.
  - Fixed Asset Analysis: As per the \$5000 minimal dollar amount decided by the Board at their November 2017 meeting and after consultation with the Business Office, it has been determined there is nothing to add to the analysis portion of the report with the possible exception of the Island Dispatch microfilm collection. As a value was unable to be determined before the 4/30/18 deadline for submittal, the Business Office has added a note stating it will be assessed and added to the report for 2018 if applicable. In the meantime, a draft list of every moveable asset in the building is being worked on anyway for insurance and day to day purposes.
- We were open on Good Friday and held events to tie-in with the Recreation Department's Easter Egg Hunt. They included a scavenger hunt, Easter crafts, a visit from the Library mascot Reada Book, a magic show with Charlie & Checkers, and an Easter basket raffle. There were 350 in attendance for the scavenger hunt and Reada visit, and 100 for the magic show.
- Our staff meeting was held on 4/3/18. It was a step in the right direction. 13 of the 16 staff members were in attendance.
- Current projects include:
  - Continuing to work on the library's collection to weed items that have not circulated in years and determining areas that need to be addressed for collection development purposes.
  - Planning an adult lecture series to run on Thursday evening throughout the rest of the year. I plan on approaching the Friends for any presentation fees.
  - Planning the Health Fair on May 12<sup>th</sup> from 1-3pm.
- Goals for this month:
  - Finish up planning for summer programming and creating all of the advertising materials.

- Get a start on the NYS Construction Grant. I would like to see about using the Chris Jacobs' funds toward the matching portion required by the library/town, if necessary.
- Event Calendar May-August 2018: see folders

Respectfully submitted,

Bridgette Heintz

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

**MARCH-APRIL 2018**

**Deposits**

3/1/2018	Fines and Print	\$153.15
3/9/2018	Fines and Print	\$326.55
3/15/2018	Fines and Print	\$127.20
3/23/2018	Fines and Print	\$348.36
3/29/2018	Fines and Print	\$186.33
3/30/2018	interest (on statement)	\$0.05
4/5/2018	Fines and Print	\$264.24
4/12/2018	Fines and Print	\$289.79
4/20/2018	Fines and Print	\$262.40
4/26/2018	Fines and Print	\$222.20

**Total Deposits March-April: \$2,180.27**

**Disbursements**

3/13/2018	Fire Safety Systems monitoring annual contract	\$240.00
3/19/2018	Fire Safety Systems security annual contract	\$200.00
4/9/2018	U.S Postal Service - stamps	\$100.00
4/25/2018	Town Clerk - water/sewer	\$76.80
4/25/2018	Bridgette Heintz - mileage	\$119.98

**Total Disbursements March-April: \$736.78**

**Balance County Funds**

*As of 3/31/18 statement.* **\$2,377.95**  
*Have not received April statement yet.*

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## GRAND ISLAND MEMORIAL LIBRARY PRIVATE MONEY FINANCIAL REPORT

MARCH-APRIL 2018

### Deposits Private Checking

3/20/2018	Carol Aronica memorial donation (Beis)	\$25.00
3/20/2018	Town reimbursement (HD supplies: bathroom maintenance, ACT dues, ACT meeting registration)	\$111.06
4/9/2018	Town reimbursement: Fire Safety Systems - alarm maintenance contract	\$200.00
4/25/2018	Town reimbursement: Grainger-relay clock tower parts	\$165.36

**TOTAL**

**\$501.42**

### Disbursements Private Checking

3/8/2018	Pat Rizzuto: volunteer luncheon reimbursement	\$294.58
3/19/2018	Fire Safety Systems (alarm maintenance contract)	\$200.00
3/29/2018	Grainger: relay - clock tower parts	\$165.36
3/29/2018	Carole Joseph: volunteer luncheon reimbursement	\$28.28
4/9/2018	Amazon: shredder/microwave/laminator	\$463.11
4/25/2018	BECPL: Aronica memorial purchases	\$18.13

**TOTAL**

**\$1,169.46**

### Balance Private Checking Account

**\$17934.33** *(as of 3/31/18. Have not received April statement yet.)*

### Deposits Money Market Account

3/2/2018	Interest Credited	\$25.04
4/4/2018	Interest Credited	\$27.27

**TOTAL**

**\$52.31**

### Disbursements Money Market Account

None

### Balance Money Market Account

**\$130,603.09** *(as of 4/4/18. Have not received April statement yet.)*