

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES REGULAR MEETING

NEW DATE: THURSDAY, MAY 16TH, 2019 @ 5:30 PM

New location: Staff Room – GI Library

AGENDA

- I. Minutes: March 14, 2019 regular meeting
- II. Financial Reports
- III. Claims Audit Abstract Report
- IV. Correspondence
 - a. Memorial Donation
 - b. Cinderella Isle Garden Club collaboration
- V. Reports
 - a. President
 - i. ACT meeting follow-up from May 4th meeting
 - b. Director
 - i. Staffing Updates
 - ii. Draft of Summer Events – June through August
 - iii. NYS Construction Grant update
 - iv. ASL Interpreter update
 - v. 2018 Comptroller's Report and fixed asset report
 - c. Friends
- VI. Old Business
 - a. Progression of Patron Discipline – draft update and discussion
- VII. New Business
 - a. Summer Programming funding proposals – 2018 Tower funds
 - i. Children's Programming
 - ii. Adult Programming
 - iii. Battle of the Books co-coach stipend
 - b. Policies
 - i. Cooperation with Organizations and Agencies Policy – review and approval pending

Next Regular Meeting: Thursday, July 25th @ 5:30 pm

*If you have additional items, please contact Bridgette Heintz or Jill Banaszak.

**Please RSVP Bridgette Heintz, 773-7124 if you can NOT make the meeting.

GRAND ISLAND MEMORIAL LIBRARY

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BOARD OF TRUSTEES REGULAR MEETING

THURSDAY, May 16, 2019 @ 5:30 PM

Staff Room – GI Library

CALL TO ORDER: The meeting was called to order at 5:35 by President Banaszak.

ROLL CALL: Present were:

President Jill Banaszak	Secretary Pat Rizzuto
Town Liaison Mike Madigan	Trustee Agnes Becker
Library Director Bridgette Heintz	Treasurer Richard Earne (late)

Excused: Vice-President Richard Crawford

MINUTES

The minutes of the meeting held on March 14 were corrected and approved. Motion by Trustee Becker, seconded by Trustee Banaszak. Motion passed 3-0. (Trustees Becker, Banaszak, Rizzuto)

FINANCIAL REPORTS

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

CORRESPONDENCE

- 3/25/19: a donation in the amount of \$150 was made by Paul & Peggy Koppmann in memory of Maria Connell. 12 books were purchased for the children's collection including poetry books and books about gardening, immigrant children in the US and NY City as per the purchase requests made with the donation.
- Cinderella Isle Garden Club: approached the library to see about a setting up a collaboration on their "Frog Bag" project through a Youth Family Outreach Program in which they are participating.

PRESIDENT'S REPORT

- President Banaszak reported on the ACT Annual Meeting held on May 4.

DIRECTOR'S REPORT

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

OLD BUSINESS

- Signatories: On March 23, 2019, the signatories on the library's bank accounts were updated by Trustees Banaszak, Rizzuto and Director Heintz, as per the 3/14/19 minutes. Trustee Earne finished his portion of the paperwork on March 25.
- Policy: The proposed Progression of Patron Discipline Policy was reviewed, and additional modifications were made. Trustee Rizzuto motioned for approval, Trustee President Banaszak seconded. Motion passed 3-0. (Trustees Becker, Banaszak, & Rizzuto)

Trustee Earne joined the meeting in progress.

NEW BUSINESS

- Summer Programming

The Board reviewed Director Heintz' proposal that the summer programming be funded with money from the 2018 Tower Fund.

 - Children's Programming: Trustee Banaszak proposed that \$1750 be allotted for Children's Programming. Trustee Rizzuto seconded. Motion passed 4-0. (Trustees Becker, Banaszak, Earne, & Rizzuto)
 - Adult Programming: Trustee Earne proposed that \$1640 be allotted for summer programs for adults. Trustee Becker seconded. Motion passed 4-0. (Trustees Becker, Banaszak, Earne, & Rizzuto)
 - Director Heintz spoke with the Blair Law Group who oversee the Tower Foundation and received permission to use funds from the 2018 grant to fund an independent contractor to help coach the Battle of the Books. Trustee Rizzuto proposed that we use \$600 of the 2018 Tower Fund as a stipend for Independent Contractor Stephanie Pritchard to co-coach the Battle of the Books Trustee Earne seconded. Motion passed 4-0. (Trustees Becker, Banaszak, Earne, & Rizzuto)
- Policy

The draft of the Cooperation with Organizations and Agencies Policy was presented and reviewed. After a correction for a typographical error, Trustee Banaszak proposed that the policy be approved. Trustee Becker seconded. Motion passed 4-0.

ADJOURNMENT: The meeting was adjourned.

Next Regular Meeting: Thursday, July 25 @ 5:30 pm.

Grand Island Memorial Library Board Meeting

May 16, 2019

Financial Report

Claims Audit

- Northwest Account
- M&T Account

Correspondence

- 3/25/19: a donation in the amount of \$150 was made by Paul & Peggy Koppmann in memory of Maria Connell. 12 books were purchased for the children's collection including poetry books and books about gardening, immigrant children in the US and NY City as per the purchase requests made with the donation.
- Cinderella Isle Garden Club: approached the library to see about a setting up a collaboration on their "Frog Bag" project through a Youth Family Outreach Program they are participating in. Two bags will be provided for children to check out from the library. The bags will include two picture books on a theme, a craft, a coloring sheet, and parent instructions. The theme for spring is frogs and nature and the craft will be a seed planting kit. The club will provide the funding and all of the materials. The library will catalog the books, provide shelf space, check out the bags to patrons, and replenish the provided supplies as needed. The theme of the bag will change each season.

Director's Report

- Update on staff changes: Julie officially retired on 5/10/19. After much discussion with HR and the Library Board about the Sr. Clerk position, HR posting it twice with no results, it has been downgraded to a Library Clerk position and is currently posted until 5/18. I will keep everyone apprised as I hear more from HR. Caitlin:
- Draft of Summer Events: June through August 2019
- NYS Construction Grant update: Lynn Dingey, Dick Crawford, myself and Harold Duck met at the library on 4/17/19 to have an initial discussion about starting the formal bidding process as the Town Engineering Dept. (i.e. Lynn) will be working on that. Tentatively looking to get request for proposals out by mid to end of May with a 30 day turn around (*double check this with Dick Crawford*). I have been informed by the Central Library that if the RFID gates need to be moved for carpet installation, then Central has to call in their rep from Sirsi to do the work.
- Sign Language Interpreter update: for now, as it is the less costly option, I will be working with Service Bridges for interpreters as they are \$120 per 90 minute minimum.
- 2018 Comptroller's report: conferred over on 4/26/19 with Dick Earne and Tracy Palicki from the Business Office. Approved for submission.
- Harold has been working with Peggy Koppmann and the Rec Dept. to get bushes for the sign. The person in charge of watering the plants around the veterans' memorial has

agreed to water around the sign. Funding for the bushes will come from the Town budget landscaping line for the library, however I need to ask for a check to pay for the plants when I go with Peggy Koppmann on Tuesday, 5/21 to pick them up.

- The following meetings/trainings were attended by Director Heintz in March and April:
 - 3/2/19: Annual ACT Meeting at the Central Library
 - 3/13/19: March Manager/Director Meeting at the Central Library
 - 3/20/19: Growing Readers committee meeting at the GI Schools District Offices
 - 4/3/19: Contract Manager/Director Meeting at the Clearfield Library
 - 4/10/19: April Manager/Director Meeting at the Central Library
 - 4/23/19: Clarence Library Board Meeting – Claims Audit procedure observance and Q&A
 - 5/4/19: ACT meeting – East Aurora Library
 - 5/7/19: Preparing Libraries for the 2020 Census: Digital Security, Privacy, and Access webinar (preparation for BECPL 2020 Census Committee meetings)
 - 5/8/19: May Manager/Director Meeting at the Central Library

- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
 - 3/6/19: Empowerment Advocacy Leadership Academy webinar – Mentoring, Teambuilding, and Leadership
 - 3/6/19: Central Youth Services Group Programmer Showcase at the North Tonawanda Library (teamed up with Nioga system)
 - 3/7/19: Supercharged Storytimes webinar
 - 3/20/19: Youth Services Group meeting at the Central Library
 - 3/20/19: Battle of the Books committee meeting at the Central Library
 - 3/21/19: Supercharged Storytimes webinar
 - 3/28/19: Supercharged Storytimes webinar
 - 4/2/19: Enhancing Your Summer Programs with Out of This World Family Programs webinar
 - 4/4/19: Supercharged Storytimes webinar
 - 4/17/19: Serving Patrons with Disabilities training at UB
 - 4/25/19: NYLA Empowerment Advocacy Leadership Academy seminar – Tarrytown, NY
 - 4/26/19: NYLA Youth Services Section Spring Conference – Tarrytown, NY
 - 5/13/19: Book Club in a Bag Committee meeting at the Central Library

Respectfully submitted,

Bridgette Heintz

Old Business

- 3/23/19: The signatories on the library's bank accounts were updated by Trustees Banaszak, Rizzuto, and Director Heintz as per the 3/14/19 minutes. Trustee Earne finished his portion of the paperwork on 3/25/19.
- Policy: Progression of Patron Discipline – draft update and discussion

New Business

- 2018 Tower Fund: summer programming funding proposals
 - Children's Programming: \$1750.00
 - Adult Programming: \$1640.00
 - Independent Contractor/Battle of the Books/Stephanie Pritchard: \$600.00
 - The Friends pulled their support of funding for this as they feel it will set a precedent and put their 501C3 status in jeopardy. Spoke with the Blair Law Group who oversee the Tower Foundation and asked for permission to use the funds in this manner and permission was granted.
- Policy: Cooperation With Organizations and Agencies –presentation of draft and discussion

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

MARCH-APRIL 2019

Deposits

3/1/2019	Fines and Print	\$199.91	
3/8/2019	Fines and Print	\$212.34	
3/15/2019	Fines and Print	\$260.80	
3/22/2019	Fines and Print	\$161.75	
3/29/2019	Fines and Print	\$237.40	
3/29/2019	interest	\$0.03	Total March Deposits: \$1,072.23
4/5/2019	Fines and Print	\$245.55	
4/12/2019	Fines and Print	\$204.64	
4/12/2019	Reimbursement Fire Safety Systems	\$200.00	
4/25/2019	Fines and Print	\$280.54	
4/30/2019	interest	\$0.04	Total April Deposits: \$930.77
	Total Deposits March-April:	<u><u>\$2,003.00</u></u>	

Disbursements

			Total March Disbursements: \$0
4/12/2019	Bridgette Heintz: mileage	\$121.58	
4/24/2019	Town Clerk: water/sewer	\$85.00	Total April Disbursements: \$206.58
	Total Disbursements March-April:	<u><u>\$206.58</u></u>	

Balance County Funds

3/31/2019	\$1,502.88
4/30/2019	\$2,312.07

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

MARCH-APRIL 2019

Balance Private Checking Account

March	\$27,536.65
April	\$26,746.65

Deposits Private Checking

3/15/2019 Town: reimburse for Fire Alarm System payment (wrong account. Should go to county ac	\$200.00	<i>Total March Deposits: \$200.00</i>
4/2/2019 Koppmann: M. Connell Memorial	\$150.00	
4/5/2019 Friends: reimbursement for Roseann Higgins speaker fee to Petty Cash	\$50.00	<i>Total April Deposits: \$200.00</i>

TOTAL March-April: \$400.00

Disbursements Private Checking

Grand Island Library - County account: Fire Safety Systems (alarm system-town portion-		
4/11/2019 put in this account erroneously 3/15/19)	\$200.00	
4/11/2019 Charlie & Checkers: Library performance: 4/19/19 (2018 Tower funds)	\$265.00	
4/11/2019 Gravitational Bull: Library performance: 4/25/19 (2018 Tower funds)	\$275.00	
4/23/2019 David Wasik: Create a mini-book program: 4/23/19 (2018 Tower funds)	\$200.00	<i>Total April Disbursements: \$940.00</i>

Total March Disbursements: \$0

TOTAL March-April: \$940.00

Balance Money Market Account

March	\$130,929.98
April	\$130,957.78

Disbursements Money Market Account

None

Deposits Money Market Account

3/4/2019 interest	\$25.10
4/4/2019 interest	\$27.79
5/5/2019 interest	\$27.80

TOTAL: \$80.69

Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2019	Include Beg. Encumbrance:	Yes		
Period:	1	To:	12	Apply to Budget Columns:	No
Trans Date:		To:			
Description:	Display	Vendor/Desc:	Both		
Sort by:	Date	Subtotal by Sort by:	No	Use Alt Fund:	No
Spacing:	Single	Print Budget Adj.:	No		
Acct Status:	Active	Print Parent Account:	No		
Summary Only:	No	Suppress Zero Accts:	Yes		
Grand Totals on Separate Page:	No	Open Enc. Only:	No	Include Req:	

Account Table:	LIB	LIBRARY			
	Rule No.	Component	From	To	Acct Type From To
	1	FUND	001	001	
	1	DEPT	7410	7410	

Alt. Sort Table:					
Sort:	Sort	Subtotal	Page Break	Subheading	
	1	Fund	No	No	Yes
	2	Item	Yes	No	Yes

Print Display Description: No

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2019 Period From: 1 To: 12 Trans. Date From: To:

Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
Fund 001		GENERAL FUND							
Item 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			100.00
Total Item 0408		DUES & SUBSCRIPTIONS				<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			300.00
Total Item 0412		TRAINING & EDUCATION				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				18,450.00			
03/04/19	0000000342	D V BROWN & ASSOC INC PLANNED MAINTENANCE - LIBRARY		126941	45737		0.00	470.85	
03/04/19	0000032993	FIRE SAFETY SYSTEMS, INC. SERVICE CALL - REPROGRAM USER CODES FOR SECURITY PANEL		126978	45764		0.00	210.00	
03/04/19	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD AMERICAN FLAG		127068	45829		0.00	74.99	
04/01/19	0000000325	CROSS CONTROLS & ELECTRIC, INC. REPLACED LED WALLPACK & TRUCK CHARGE		127234	45951		0.00	417.28	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				<u>18,450.00</u>	<u>0.00</u>	<u>1,173.12</u>	<u>17,276.88</u>
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			300.00
Total Item 0434		LANDSCAPING MATERIALS				<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
Grand Total						<u>19,150.00</u>	<u>0.00</u>	<u>1,173.12</u>	<u>17,976.88</u>

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

Date Prepared: 05/15/2019 10:35 AM

Report Date: 05/15/2019

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

GLR0125 1.0

Page 2 of 2

Prepared By: GINA

Fiscal Year: 2019 Period From: 1 To: 12 Trans. Date From: To:

Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
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