

GRAND ISLAND MEMORIAL LIBRARY

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

BOARD OF TRUSTEES SPECIAL MEETING

THURSDAY, JANUARY 3RD, 2019 5:30 P.M.

Library Meeting Room

AGENDA

- I. Minutes
 - A. November 1, 2018 regular meeting
 - B. December 6, 2018 special meeting
- II. Financial Reports
- III. Correspondence
 - A. Monetary donations
- IV. Reports
 - A. President
 - B. Director
 - 2018 Library Statistics Report
 - Event calendar draft
 - C. Friends
- IV. Old Business –
 - A. Update on Progression of Patron Discipline Procedure
 - B. Reappointment of Library Board Officers for 2019
 - C. 2019 Volunteer Luncheon planning update
- V. New Business
 - A. Current list of set library policies and last updates – review and discussion
 - B. Conflict of Interest Policy – review and discussion
 - C. Conflict of Interest Annual Disclosure statements
 - D. Claims Audit Policy - discussion

Next Regular Meeting Date: Thursday, March 14th, 2019 @ 5:30 pm

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

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

GRAND ISLAND MEMORIAL LIBRARY

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MINUTES FOR BOARD OF TRUSTEES MEETING

THURSDAY, JANUARY 3RD, 2019 5:30 P.M.

Library Meeting Room

CALL TO ORDER: The meeting was called to order at 5:38 by President Banaszak.

ROLL CALL: Present were:

President Jill Banaszak

Library Director Bridgette Heintz

Vice President Richard Crawford

Friends' Liaison Carole Joseph

Treasurer Richard Earne

Town Liaison Mike Madigan

Trustee Pat Rizzuto

Absent: Trustee Agnes Becker

MINUTES:

The minutes of the meetings held on November 1 and December 6, 2018 were approved. Motion by President Banaszak, seconded by Trustee Crawford. Motion passed 4-0.

FINANCIAL REPORTS:

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

CORRESPONDENCE:

A donation was made to the Friends by Cynthia Hoover. It was matched by Praxair. The total contribution was \$2205.50. There was no designation for the use of the funds. A donation for \$5000 was also made by the Tower Foundation. The money is designated for programming use as approved by Carol Blair of the Blair Law Group which oversees the Tower Foundation. A donation of \$100 to be used for Children's programming was made by Rhonda Monin.

DIRECTOR'S REPORT:

The complete Director's Report, including the 2018 Library Statistics Report and a draft of the calendar of events from January-May 2019, is attached.

FRIENDS REPORT:

Friends Liaison Carole Joseph reported that the next Friends' meeting will be on Monday, January 7. The Spring Book Sale will be held from March 7-9. She also reported that the Friends recently approved the purchase of some wooden bookshelves, and additional children's programming.

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OLD BUSINESS:

- A. Director Heintz reported that we are still waiting for the Town Attorney to approve the Progression of Patron Discipline Procedure.
- B. Trustee Earne made a motion to accept, as presented, the Reappointment of Library Board officers for 2019, excepting the office of Secretary, which will change from Trustee Becker to Trustee Rizzuto, with the Secretary casting a single vote. Trustee Crawford seconded. Secretary Rizzuto cast the vote in favor of the slate.
- C. Trustee Rizzuto gave a report on the plans for the Volunteer Luncheon to be held on January 19.

NEW BUSINESS:

- A. Director Heintz informed the board that the list of signatories for checks had to be updated. Former Director Patricia Covely's name needs to be removed, and replaced by the name of Director Heintz. The other signatories must be updated. President Banaszak made the motion to update the list. The motion was seconded by Trustee Crawford. Motion passed, 4-0.
- B. President Banaszak presented a current list of policies, with the dates of the latest updates.
- C. After a discussion of the Conflict of Interest Policy, President Banaszak made a motion to approve the policy with a few minor changes for typing errors. Trustee Crawford seconded. The motion was approved 4-0.
- D. The Conflict of Interest Annual Disclosure Statements were passed out. The trustees present and Director Heintz signed them, as required.
- E. Director Heintz led a discussion about the need for a Claims Audit Policy. Town Liaison Madigan reported that the town has no actual written Audit Policy. It was decided that we will study the Claims Audit Policies of other system libraries. Trustee Rizzuto motioned and President Banaszak seconded that the board appoint Trustee Crawford Claims Auditor. The motion was approved, 4-0.
- F. Director Heintz reported that part-time clerk typist Celia Jones has retired. Caitlin Conlon has been selected to replace her. President Banaszak made the motion to approve the appointment; Trustee Crawford seconded. Motion passed, 4-0.

ADJOURNMENT:

The meeting was adjourned at 7:15 PM.

Respectfully submitted,

Pat Rizzuto
Secretary

Grand Island Memorial Library Board Meeting

January 3, 2019

Correspondence

- 12/22/18: Cynthia Hoover/Praxair donation in the amount \$2205.50. Check was made out to the Friends. Gave them the check for deposit. No designation given for use of funds. Will approach the Friends with ideas for use of the funds.
- 12/14/18: 2018 Tower Donation in the amount of \$5000. Designated for programming use as approved by Carol Blair of the Blair Law Group who oversees the Tower Foundation. Funds were deposited into the library's private checking account.
- 12/27/18: Rhonda Monin donation in the amount of \$100. She asked for the funds to be used for the children's programs. Funds were deposited into the library's private checking account.

Director's Report

- 12/12/18: we received the check for the \$10,000 from State Senator Chris Jacobs. The funds were deposited into the library's private checking account on 12/14/18. The funds are to be use toward the matching portion of the NYS Construction Grant we applied for this year. Funding awards will be announced in July.
- Volunteer Luncheon invites: invitations were mailed on 12/26/18. I contacted Peggy Koppmann who will assist me with getting the invitation out to the Cinderella Isle Garden Club. RSVPs have started coming in.
- Event calendar draft for January-May 2019
- The following meetings/trainings were attended by Director Heintz in November and December:
 - 11/1/18: Growing Readers at the GI Schools District Office.
 - 11/8-11/9: NYLA Convention in Rochester (report attached)
 - 11/14/18: November Manager/Director Meeting at the Central Library
 - 11/14/18: Emergency Action Planning at the Central Library
 - 11/17/18: ACT meeting at the West Seneca Library
 - 11/19/18: Mental Health in the Workplace Training #1 at the Central Library
 - 11/26/18: Mental Health in the Workplace Training #2 at the Central Library
 - 12/10/18: Springshare Training (new online event calendar) at the Central Library
 - 12/12/18: December Manager/Director Meeting at the Central Library
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
 - 11/7/18: NY Library Association Convention in Rochester

- 12/5/18: Youth Services Group meeting at the Central Library
- 12/5/18: Empowerment Advocacy Leadership Academy Webinar
- 12/6/18: Springshare Training (new online event calendar) at the Central Library
- 12/18/18: 2019 Battle of the Books Title Selection Committee meeting at the Julia Boyer Reinstein Library

- Goals for this month:
 - Work with the Board President to get a comprehensive list of policies for GRI and update policy binder. Make review list for 2019.
 - Reached out to the GI Chamber of Commerce to see about a summer program collaboration regarding a scavenger hunt. I am waiting to hear back and to get more information about what is involved in getting the library set up with a chamber membership.
 - Working on a collaboration with the IRS through their Volunteer Income Tax Assistance (VITA) program to become a tax assistance site this season.
 - Continue to work on programming options for Jan-May. The next Friends meeting is Monday, January 7th @ 6:30pm and I will ask for program funding again through them.

Respectfully submitted,

Bridgette Heintz

Old Business

- New laptops received 11/26/18 and the older laptop has been switched over to a public use one. Total expenditure was \$1707. 2017 \$1000 Hoover donation, rest of the 2017 Tower Donation (\$572.82), and \$134.18 of the 2018 Discard Book Sale proceeds were used. There is \$383.82 left of the Discard sale proceeds.
- The Highway Department and our caretaker, Harold Duck, installed the new book drop slot on 12/3/18. The new slot is a great improvement. Thank you to all involved for your assistance.

New Business

- Conflict of Interest Disclosure forms

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

NOVEMBER-DECEMBER 2018

Balance County Funds

11/30/2018

\$8,703.93

December

December bank statement not received yet

Deposits

1/1/2018

Fines and Print

\$119.10

11/9/2018

Fines and Print

\$291.89

11/15/2018

Fines and Print

\$138.00

11/23/2018

Fines and Print

\$156.01

11/30/2018

Fines and Print

\$285.60

11/30/2018

interest

\$0.18

Total November Deposits: \$990.78

12/6/2018

Fines and Print

\$147.95

12/14/2018

Fines and Print

\$206.90

12/20/2018

Fines and Print

\$143.90

12/31/2018

Fines and Print

\$296.45

monthly interest amount pending

Total December Deposits: \$795.20

Total Deposits November-December:

\$1,785.98

Disbursements

11/7/2018

U.S. Postal Service

\$100.00

11/19/2018

Town & Country Office Machines

\$37.10

Total November Disbursements: \$137.10

Total December Disbursements: \$0

Total Disbursements November-December:

\$137.10

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

NOVEMBER-DECEMBER 2018

Balance Private Checking Account

October	**bank statement received 11/10/18**	\$13,874.15	
November		\$13,845.29	
December	**December bank statement not yet received**		

Deposits Private Checking

11/20/2018	Town Reimbursement: HD Supply - LED Exit signs	\$299.99	Total November Deposits: \$299.99
12/14/2018	2018 Chris Jacob's money	\$10,000.00	
12/27/2018	Monin donation	\$100.00	
12/27/2018	2018 Tower Donation	\$5,000.00	Total December Deposits: \$15,100.00

TOTAL

\$15,399.99

Disbursements Private Checking

11/1/2018	ST-131 NYS Sales Tax (Discard Book Sale)	\$45.33	
11/7/2018	Brodart: book covers	\$55.30	
11/20/2018	Dell: Office 2019 and computrace for laptops	\$228.22	
11/26/2018	SCW: 2 laptops/2 mice (2017 Hoover, 2018 book sale, 2017 Tower funds)	\$1,478.78	Total November Disbursements: \$1807.63

Total December Disbursements: \$0

TOTAL

\$1,807.63

Balance Money Market Account

October	**bank statement received 11/10/18**	\$130,794.65	
November		\$130,821.53	
December	**December bank statement not yet received**		

Disbursements Money Market Account

None

Deposits Money Market Account

11/2/2018	Interest	\$27.77	
12/4/2018	Interest	\$26.88	

TOTAL

\$54.65

Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2018	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: 2018 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			
03/05/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE - HD SUPPLIES, ACT DUES, ACT MEETING REGISTRATION		123466	43145		0.00	20.00	
04/02/18	0001000927	BRIDGETTE HEINTZ REIMBURSE LIBRARY ASSOC DUES / TRAINING WEBINAR		123709	43451		0.00	25.00	
04/02/18	0001000927	BRIDGETTE HEINTZ REIMBURSE LIBRARY ASSOC DUES / TRAINING WEBINAR		123709	43451		0.00	(25.00)	
05/02/18	0001000927	BRIDGETTE HEINTZ REIMBURSE LIBRARY ASSOC DUES / TRAINING WEBINAR		123709	43451		0.00	25.00	
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	45.00	55.00
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			
03/05/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE - HD SUPPLIES, ACT DUES, ACT MEETING REGISTRATION		123466	43145		0.00	60.00	
04/02/18	0001000927	BRIDGETTE HEINTZ REIMBURSE LIBRARY ASSOC DUES / TRAINING WEBINAR		123709	43451		0.00	25.00	
04/02/18	0001000927	BRIDGETTE HEINTZ REIMBURSE LIBRARY ASSOC DUES / TRAINING WEBINAR		123709	43451		0.00	(25.00)	
05/02/18	0001000927	BRIDGETTE HEINTZ REIMBURSE LIBRARY ASSOC DUES / TRAINING WEBINAR		123709	43451		0.00	25.00	
08/20/18	0001000954	NEW YORK LIBRARY ASSOCIATION NYLA MEMBERSHIP		125061	44397		0.00	120.00	
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	205.00	95.00
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				48,664.00			
03/05/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE - HD SUPPLIES, ACT DUES, ACT MEETING REGISTRATION		123466	43145		0.00	31.06	

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2018 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 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				48,664.00			
04/02/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY FIRE SAFETY ALARM SYSTEM MAINTENANCE AGREEMENT		123634	43281		0.00	200.00	
04/16/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT GRAINGER PURCHASE		123762	43378		0.00	165.36	
05/21/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY VACUUM BAGS, FLOOR STRIPPER		124068	43621		0.00	64.86	
06/04/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE FOR FLAG AND MAINTENANCE SUPPLIES		124210	43722		0.00	74.99	
08/06/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE - HD SUPPLY URINAL BLOCK SCREENS		124852	44189		0.00	30.99	
08/06/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE - HD SUPPLY SPRINKLER, CHROME KNOB, WEED KILLER		124853	44189		0.00	80.93	
08/20/18	0000073591	PIONEER MFG CO / PIONEER ATHLETICS ACCT TO9191 PAINT STRIPING		125078	44342		0.00	93.00	
09/17/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE LIBRARY FOR SUPPLIES		125349	44539		0.00	71.95	
09/24/18		JE CORRECTION - PAY FROM LIBRARY ACCT - JE CORRECTION FOR DV	31465				0.00	2,000.00	
10/01/18	0000073591	PIONEER MFG CO / PIONEER ATHLETICS ACCT TO9191 ROAD PAINT		125478	44650		0.00	46.50	
10/15/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY LOCK BAR AND PAD LOCK, STEEL CHUTE		125575	44732		0.00	1,111.30	
10/15/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE WALL DOOR STRIP, BATTERIES		125576	44732		0.00	74.68	
11/05/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE LED COMBO EXIT/EMERGENCY FIXTURE		125774	44865		0.00	299.99	
11/19/18	0000000220	ELWOOD FIRE PROTECTION FIRE EXTINGUISHER INSPECTION		125954	44960		0.00	58.00	
12/03/18	0000000342	D V BROWN & ASSOC INC CIRCULATION PUMP		126110	45092		0.00	1,978.91	

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2018 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 0422		REP/MAIN. BLDGS. & GROUNDS							42,281.48
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				48,664.00	0.00	6,382.52	42,281.48
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
06/04/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE FOR FLAG AND MAINTENANCE SUPPLIES		124210	43722		0.00	102.77	
09/17/18	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSE LIBRARY FOR SUPPLIES		125349	44539		0.00	21.99	
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	124.76	175.24
Grand Total						49,364.00	0.00	6,757.28	42,606.72

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

Expense Control Report Parameters

Report ID:	LIBSUMMARY	Overbudget Only:	No
Year:	2018	Include Beg. Encumbrance:	Yes
Period:	1	To:	12
		Apply to Budget Columns:	No
Description:	Display	Apply % to Original Budget:	No
Spacing:	Single	Print Parent Account:	No
Acct Status:	Active	Use Alt Fund:	No
Suppress Zero Accts.:	All	Encumber Personal Services:	No
Summary Only:	No	Grand Totals on Separate Page:	No
		Include Req:	N

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

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

Print Display Description: No

TOWN OF GRAND ISLAND**Expense Control Report**

Fiscal Year: 2018 Period From: 1 To: 12

Account No.	Description	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 001	GENERAL FUND								
001.7410.0408	DUES & SUBSCRIPTIONS.LIBRARY	0.00	100.00	100.00	45.00	55.00	0.00	55.00	45.00
001.7410.0412	TRAINING & EDUCATION.LIBRARY	0.00	300.00	300.00	205.00	95.00	0.00	95.00	68.33
001.7410.0422	REP/MAIN. BLDGS. & GROUNDS.LIBRARY	1,978.91	32,450.00	48,664.00	6,382.52	42,281.48	0.00	42,281.48	13.12
001.7410.0434	LANDSCAPING MATERIALS.LIBRARY	0.00	300.00	300.00	124.76	175.24	0.00	175.24	41.59
Grand Total		1,978.91	33,150.00	49,364.00	6,757.28	42,606.72	0.00	42,606.72	13.69

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