

# GRAND ISLAND MEMORIAL LIBRARY

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

## BOARD OF TRUSTEES MEETING

THURSDAY, November 2, 2017 5:30 P.M.

Meeting Room

### AGENDA

- I. Minutes
- II. Financial Reports
- III. Correspondence
- IV. Reports
  - A. President
  - B. Director
  - C. Friends
  - D. ACT – meeting Nov. 4
- V. Old Business
  - A. Conflict of Interest Policy
  - B. Carpet Update
- VI. New Business
  - A. Fixed Asset Threshold – Comptroller’s Report
  - B. Nominating Committee
  - C. Holiday Schedule for 2017
  - D. Board Meeting Dates 2017
  - E. Volunteer Appreciation

\*if you have additional items please contact Jill Banaszak

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

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MINUTES FOR BOARD OF TRUSTEES MEETING

THURSDAY, NOVEMBER 2, 2017, 5:30 P. M.

LIBRARY MEETING ROOM

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

ROLL CALL: Present were:

President Jill Banaszak	Trustee Pat Rizzuto
Vice President Richard Crawford	Town Liaison Mike Madigan
Treasurer Richard Earne	Library Director Pat Covley
Secretary Agnes Becker	Friends Liaison Carole Joseph

MINUTES: Minutes of the meeting on September 7, 2017 were approved. Motion by President Banaszak, second by Trustee Crawford. Motion approved 5-0.

FINANCIAL REPORTS: \$10,000 in Bullet Aid has been received. Other financial reports were filed for audit.

CORRESPONDENCE: A letter to Director Pat Covley from System Director Mary Jean Jakubowski questioned the need to have summer hours which differ from the rest of the year. The issue was moved to New Business.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Reminded trustees that there will be advertising for the program on November 30<sup>th</sup> with Linda Critelli. The program will include sampling of the foods she prepares. A full Director's Report attached.

FRIENDS: The book sale held on October 27 and 28 was successful. Approximately \$1,400 was raised.

ACT: Trustees Earne and Crawford plan to attend the ACT meeting on November 4.

OLD BUSINESS:

- A. CONFLICT OF INTEREST POLICY: President Banaszak has compared the new Conflict of Interest Policy with the old one. There appears to be only minimal changes. No action needed.
- B. CARPET UPDATE: Discussed the ability to encumber budget items from 2017 and 2018 without a proposal for carpet replacement. Trustees Crawford and Becker will meet with Director Covley to draft a letter to the Town Board requesting that budgeted funds be encumbered for carpet replacement.

NEW BUSINESS:

- A. FIXED ASSET THRESHOLD: Director Covley explained that the Board needs to set the threshold for reportable capital assets. Following a discussion, the fixed asset threshold was set at \$5,000. Motion by President Banaszak, second by Trustee Rizzuto. Motion carried 5-0.
- B. NOMINATING COMMITTEE: Since all trustees agreed to continue in the positions they held in 2017, there will be no need for a nominating committee for 2018 positions. A letter will be sent to the Town Board recommending the appointment of Trustee Becker for a new 5-year term.

C. HOLIDAY SCHEDULE FOR 2018: Regarding the correspondence from System Director Jakubowski, the Board decided that the summer schedule works best for the community and will remain the same. Director Covley will inform Director Jakubowski.

After reviewing the schedule for 2018, pending approval, the library will be open on Good Friday and closed on Christmas Eve day. Moved by President Banaszak, second Trustee Earne. Motion approved 5-0.

D. BOARD MEETING DATES FOR 2018: Meetings for 2018 have been set for the first Thursday of every other month: January 4, March 8 (change from first Thursday), May 3, July as needed, September 6 and November 1 at 5:30.

E. VOLUNTEER APPRECIATION: The Volunteer Appreciation luncheon will be held on Saturday, January 20 at 12:00. Invitations will be sent out at the end of December with an RSVP by January 9<sup>th</sup>.

ADJOURNMENT: The meeting was adjourned at 6:55 PM.

Next meeting: January 4, 2018 at 5:30 PM.

Respectfully submitted

Agnes Becker

Secretary

On September 19 and October 3 I attended meetings chaired by Superintendent Brian Braham to discuss the Books for Kids Initiative. The plan is to present children with board books on their 6 month, 12 month, 18 month and 24 month well child visits at Island Pediatrics. Parents would also be given information about the library and other useful information. I am on the committee to select books. Dr. Graham is looking into fundraising opportunities.

On September 13 and October 11 I attended long range planning committee meetings at the Town Hall. Most of the discussion centered around zoning and the community master plan survey. It was noted that most of those present at the last public meeting who favored a community center favored a Veterans' Park location. The next meeting is November 8.

On September 13 Anne Slater spoke about our library's services to 70 members of the Grand Island Women's Club at Pane's Restaurant in North Tonawanda.

The Library once again had a successful presence at the Taste of Grand Island. On September 23 Anne Slater joined Central Librarian Nicole Jessie to greet over 450 attendees. Library cards were issued to 12 visitors.

Registration for preschool story hour is 13 and 11 for Mondays and Tuesdays respectively. Registration for toddler lapsit is 20.

Lego Club continues to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of the month. We are averaging 17 for the program.

On October 21 Central Librarian John Gaff presented a "Take Flight" for children ages 8 – 12. Ten children built planes and rockets.

On September 27 I received an email from the state comptroller's office inquiring about our annual comptroller's report which is completed by Tracy Palicki of the Business Office. One question was in regard to a number Tracy had transposed. The other two questions: Do you have a 2016 audited statement? and Does the Library own capital assets? The last two questions have been asked to most if not all the libraries in the system. I was instructed by Tracy and Ken Stone to answer the question regarding capital assets with the following: "The Town of Grand Island owns the buildings and major components (and reports those assets on the Town's financial statements) and the B&ECPL purchases/owns books, equipment and other assets (reported on the B&ECPL's and Erie County's Comptrollers

reports), it is likely that the amount of reportable assets actually owned by the Grand Island Memorial Library as an entity governed by the Grand Island Memorial Library Board of Trustees would be minimal. Possible reportable items might include any furnishings or equipment purchased directly by Library funded by donations or grants. It is the intention of the Grand Island Memorial Library to do an assessment to determine what assets are owned by the Library and include the results in the 2017 AUD." What would be counted as assets would be equipment purchased by our private funds or purchased on our behalf by a private entity (Friends Group). Our Library Board will have to set a monetary threshold for reportable capital assets. I know that the Orchard Park Public Library has set their threshold at \$1,000.

On September 28 Dick Crawford and I attended a media event at the Central Library announcing the \$10,000 NYS bullet aid obtained for us by State Senator Chris Jacobs. The check for the aid arrived and was deposited in the Library's private account the following week. Dick is working to get quotes on exterior doors.

In October, the Lions Club donated \$500 to be used for the purchase of large print books. An order for 16 books was placed and the books have started arriving.

The artwork of Grand Island resident Diane Goupil was featured for the month of October. The pencil drawings of Julia Kopravich, an illustration major from Daemen College who graduated from Grand Island High School are featured in November.

On October 11, A-1 Concrete caulked the sidewalks and repaired a previous patch with a synthetic patch for a cost of \$880.50. The cost will be reimbursed by the town.

On Sunday, October 15, IT staff from Central updated our public computers to Windows 10. Aside from a couple of glitches with updating the printing which were solved the following Monday, the public has noticed very little difference. The Microsoft Office Suite (Word, Excel, etc.) was upgraded to 2016.

In November all 3<sup>rd</sup> grade classes from Kaegebein will be visiting the library. Kaegebein Librarian Stephanie Pritchard is assisting us in making sure that each student has or will receive a library card.

On November 13 the Buffalo Music Hall of Fame is going to present “The Business of Music Workshop” in the meeting room. Three presenters will discuss copywriting, setting up a business, distribution and marketing. The program is paid for by Erie County. I have reached out to the music department at the high school to help publicize the event.

Circulation was 8,384, down 9.4% in September. System town libraries' circulation as a whole was down 8.5%. Computer use was 461 sessions, a decrease of 29% (town libraries down 12 %). July's door count was 4,897, a decrease of 8.2% (town libraries down 6%). In October, circulation was 8,478, a decrease of 15%. No other system statistics were available as of this writing.

Respectfully submitted,

Patricia Covley

## Deposits Checking

9/7/17	Memorial from D. Beis	\$25.00
9/22/17	Reimbursement from Town	\$297.50
10/2/17	NYS Bullet Aid	\$10,000
10/16/17	Lions Club Donation	\$500.00
	Total	\$10,822.50

## Disbursements Checking

9/7/17	Cross Controls (outdoor lights)	\$108.00
10/16/17	A-1 Concrete (sidewalk repair)	\$880.50
	Total	\$988.50

Balance checking account: \$11,857.70

## Deposits Money Market

7/3/17	Interest Credited	\$25.90
8/4/17	Interest Credited	\$26.80
	Total	\$52.70

## Disbursements Money Market

None

Balance money market account: \$130,440.40

