

Grinnell Public Library District (GPLD)

Board Meeting Minutes

January 18, 2017

Present: District Trustees Christie, Devine, Gannon, Halvey, Lowney, Ruggiero, and Sassmann
Also present: Director Harrison (also Notary Public), Friends' President Evaul, and Proposed Trustee Shephard, Town of Wappinger Supervisor Jiava, Town Historian Cavaccini
Excused Absence: Trustee Pells

Dates to Consider – Here are the dates of some meetings/events you may want to consider attending.

Next GPLD Audit Committee Meeting – Wednesday, February 15, 2017, at 6:30 pm at the Library

Next GPLD Board Meeting – Wednesday, February 15, 2017, at 7:00 pm at the Library

Next friends' Meeting – Thursday, March 2, 2017, at 6 pm at the Library

Dutchess County St. Patrick's Parade – Saturday, March 4, 2017 at 1 pm in Village

Call to Order - The meeting was called to order by President Devine at 7:00 pm.

Enter Executive Session – The Board unanimously agreed to enter Executive Session to address a personnel matter on a motion made by Trustee Halvey and seconded by Trustee Gannon.

Exit Executive Session - The Board unanimously agreed to exit Executive Session on a motion made by Trustee Ruggiero and seconded by Trustee Gannon.

Trustee Vacancy - The Board unanimously agreed to accept Ivette O'Sullivan's letter of resignation from the Board on a motion made by Trustee Ruggiero and seconded by Trustee Gannon.

The Board unanimously agreed to have Fran Shephard fill the Trustee vacancy on a motion made by Trustee Ruggiero and seconded by Trustee Christie.

TO DO: President Devine will send a letter accepting Ivette O'Sullivan's letter of resignation.

Oath of Office – Notary Public Harrison administered the Oath of Office to new Trustees Lowney and Shephard and the proper documents were signed and notarized.

Conflict of Interest - Notary Public Harrison administered the Conflict of Interest to all the Trustees present and the proper documents were signed and notarized.

Welcome - President Devine welcomed Trustee Lowney and Trustee Shephard to the GPLD Board.

Thank-You - President Devine read a letter from Trustee Emeritus thanking the Board for the title and gift at his last meeting in December 2016.

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2017 Slate of Officers – After discussion, the Board established the following Slate of Officers:

President – Trustee Devine

Vice President – Trustee Halvey

Secretary – Trustee Sassmann

Vice President, Finance – Trustee Ruggiero

Treasurer – Diane Levitt

Deputy Treasurer – Roger Higgins

The Board unanimously agreed to accept the 2017 Slate of Officers on a motion made by Trustee Ruggiero and seconded by Trustee Gannon.

Minutes – The Board made several editorial corrections to the December 2016 GPLD minutes. **The Board unanimously agreed to approve the amended Minutes of the GPLD December 2016 Board meeting on a motion made by Trustee Halvey and seconded by Trustee Gannon. The Board unanimously agreed to approve the Minutes of the GPLD January 3, 2017 Special Board meeting on a motion made by Trustee Ruggiero and seconded by Trustee Christie.**

VP of Finance's Report & Monthly Bills

After discussion, the Board unanimously agreed to authorize voucher signing by President Devine and directed the Treasurer to pay the January 2017 reviewed bills (bills as of January 19, 2017) for a total of \$17,699.90) contingent on a completed review by the Audit Committee on a motion made by Trustee Ruggiero and seconded by Trustee Halvey. Trustee Halvey was pleased with the way the monthly report handled the recurring bills issue (by using a later recurring bill creation date).

Director's Report – Director Harrison highlighted the following items:

Auditor – President Devine signed the contract with DaPonte & Company of Mahopac and Danbury, to perform 2016 audit duties for the library.

Tyco/Simplex Grinnell – The annual fee for fire alarm, emergency exit light and extinguisher systems testing is \$1283. Director Harrison recommended that this service be cancelled as she believed it was a duplicate of other testing services. After discussion, the Board was not sure it was a duplicate of all other testing services. **To DO: Director Harrison** will contact Art Platt, who installed our alarm system, to determine who tests the smoke detectors.

Dutchess County Regional Chamber of Commerce (DCRCC) - **The Board unanimously approved not renewing membership for DCRCC for 2017 on a motion made by Trustee Christie and seconded by Trustee Gannon.**

Staff Healthcare (CDPHP) – Premiums will increase in 2017 but considering the uncertainties of this market the Board agreed to continue with the current plan for 2017. **TO DO: Director Harrison** will investigate 2018 staff healthcare options later in 2017.

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Citibank Credit Card – A copy of the December 2016 minutes authorizing payment of the balance on the parent account was submitted to RBT along with a check for the bill.

Public Computers - Director Harrison reported that the computers have been ordered and installation will be coordinated with the replacement of the first floor copier to minimize customer inconvenience and to maximize our on-site visits by MHLS. **TO DO: Director Harrison** will include addressing bundling of Internet and phone service in the Technology plan because of the configuration of the wiring. (This makes it a longer term item rather than just a cost saving measure.)

Personnel – A temporary hire set up an XCEL spreadsheet to make it more accurate and efficient to capture benefit calculations for 2017. Outreach Coordinator, Jessica Simmons has asked to delay her return date. On her return her part time hours will be solely devoted to the Summer Reading Program. The budget has money for a full time position here. The Board recommended attempting to fill the full time position. **TO DO: Director Harrison** will attempt to fill the full time position.

Committee Reports – The following items were discussed.

Drainage – No report at this meeting

Children's Room – No report at this meeting

Buildings and Property – President Devine pointed out the ragged carpet in the first floor computer area and recommended replacement. Director Harrison agreed that it needed replacement but that our customers were in greater need for updated functioning computers. It was suggested that something might be worked out as a change order to the Children's Room project. **TO DO: The Strategic Plan Committee** should carry replacing this carpet.

Finance – **TO DO: Director Harrison** will check with RBT to see if the monthly report could list the charges by vendor.

Audit Committee for 2017 – This year the Audit Committee members are: Trustees Ruggiero, Halvey, Lowney, Christie and Gannon. At least 3 members must attend each monthly meeting at 6:30 at the Library.

Strategic Plan Committee – No report at this meeting

Personnel – No report at this meeting

Governance – **TO DO: The Governance Committee** will address the issue of accrued sick time.

Liaison Reports – The following items were discussed.

Town of Wappinger – No report at this meeting

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Village of Wappingers Falls – The Village will hold its 1st Annual Restaurant Week from Monday, January 16 through Sunday, January 22. Some restaurants will have price fix offerings and others will honor discount cards. Trustee Devine has coupons.

Friends of GPLD – Friends' President Evaul reported that:

all Board members are on the Friends' list and expected to pay annual dues (\$5);
baskets will be called gift baskets – Library and Valentine will be pulled February 11;
consideration is being given to *Support a Bookshelf* and *Support a Carpet Square* programs;
"Occupied" door locks are in and will be installed but the priority is low.

Old Business

Spring Street - Rod MacLeod is waiting to hear from Village Attorney, Lou Viglotti. The Village is working on a survey map.

Appreciation Dinner – Since *Paychek* has not completed the Staff Handbook update, the dinner has not been scheduled.

New Business

Agenda Change – Secretary Sassmann recommended that the yearly major projects (2017: Drainage and Children's Room) be reported among the *Committee Reports* since they represent the major expenditures for the year. This change will help in following the projects by month in the minutes. The Board agreed to accept the recommendation.

Adjournment - At 8:30 pm the Board unanimously agreed to adjourn on a motion made by Trustee Halvey and seconded by Trustee Gannon.

Respectfully Submitted,

Eileen C. Sassmann,

Secretary of Grinnell Public Library District (GPLD) Board