

Grinnell Public Library District (GPLD)

Board Meeting Minutes

March 22, 2017

*Present:* District Trustees Christie, Devine, Gannon, Halvey, Lowney, Pells, Ruggiero, Shephard, and Sassmann

*Also present:* Director Harrison, Treasurer Levitt, Friends' President Evaul, Chazen representative, Amy Haight, and Town of Wappinger Historian, Cavaccini

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

**Next GPLD Audit Committee Meeting** – Wednesday, **April 19, 2017, at 7:00 pm** at the Library

**Next GPLD Board Meeting** – Wednesday, **April 19, 2017, at 7:30 pm** at the Library

**Next Friends Meeting** – Thursday, May 4, 2017, at 6 pm at the Library

**Annual MHLS Trustees' Dinner** – Tuesday, **May 2, 2017, at 6 pm** at the CIA

**Historic Society Fundraiser** – **Sunday, May 7, lunch at Outback.**

**Gala @ Grinnell** – **Saturday, September 16, 2017, at 5:30 pm**

**Call to Order** - The meeting was called to order by President Devine at 7:30 pm.

**Minutes** - The Board made several corrections to the February 2017 GPLD minutes: remove the entire motion from the *Chazen Drainage Project* item (since the motion was withdrawn in later discussion); change the "f" to "g" in the text of the *Arnoff* item; change the text of the *Annual Report TO DO* item to "**Director Harrison** will prepare the report for Board approval in March"; in the *motion of the Tyco/Simplex Grinnell, Contract section of the Director's Report* change "sever the duplicate services" to "accept the services" and change "CSEA" to "Civil Service" in the *TO DO section of the Outreach coordinator, Personnel section of the Director's Report*. **The Board unanimously agreed to approve the amended Minutes of the GPLD February 2017 Board meeting on a motion made by Trustee Ruggiero and seconded by Trustee Halvey. The Board unanimously agreed to approve the Minutes of the GPLD March 10, 2017 Special Meeting on a motion made by Trustee Halvey and seconded by Trustee Shepherd. TO DO: Secretary Sassmann will update the February GPLD minutes for the web site.**

**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 February 2017 reviewed bills (bills as of February 28, 2017) for a total of \$16,709.31 on a motion made by Trustee Ruggiero and seconded by Trustee Christie. TO DO: Director Harrison will investigate the Culligan overcharge of \$59.78.**

**Liaison Reports** – The following items were discussed.

*Town of Wappinger* – No report at this meeting

*Village of Wappingers Falls* – No report at this meeting

*Friends of GPLD* – Friends' President Evaul reported that:

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Friends purchased 1 ticket to the Children's Museum to be used by GPLD patrons (for a returnable security deposit) and hope to add other museums in the future.

"Smile Amazon", is now being used by GPLD and has already earned Friends over \$125. Friends President Evaul suggested LEDs for Children's Room lighting.

**Director's Report** – (The Director's Report was prepared for the March 15<sup>th</sup> meeting but the meeting needed to be rescheduled to the 22<sup>nd</sup> because of the blizzard.) Director Harrison highlighted the following items.

*Annual Report* – was submitted to the Board for approval. After discussion, **the Board unanimously approved the Annual Report on a motion made by Trustee Gannon and seconded by Trustee Ruggiero. TO DO: Director Harrison** will prepare an electronic newsletter with highlights of the Annual Report for electronic distribution and print copies available at the circulation Desk.

*Building* – *Central Hudson* will be replacing metal pipes in April.

*Finance* – *RBT* sent a letter to the Board suggesting a weekly review and approval of bills. (There are 8 bills that prompted this suggestion). After much discussion, the Board decided not to implement the suggestion but rather have some one from the Audit Committee be authorized to the bill.com application to review the 8 bills as they happen. Trustee Ruggiero volunteered for the responsibility. **TO DO: Director Harrison** will ensure that Trustee Ruggiero has access to the bill.com application. **TO DO: Director Harrison** will follow up with the Town of Wappinger to provide GPLD's budget and get the town money (\$634,367.50) for GPLD.

*Technology* – The six computers and copier are scheduled to be replaced by the end of March. Rich Harlin (Children's Room IT) is going to try to repurpose a discarded laptop into an OPAC for the Children's Room.

*Personnel* – Staff reviews were rescheduled because of weather. Judith Giampietro resigned as of March 15<sup>th</sup>. Certification of eligibles has been requested for position vacancies. **TO DO: Director Harrison** will discuss the handbook with the Personnel Committee.

**Committee Reports** – The following items were discussed.

*Governance* – No report at this meeting.

*Children's Room* – Director Harrison reported that Children's Room progress will be reported and *Southern Dutchess News* writer, Ray Fashona, has agreed to write an article on this project.

*Drainage Project* – *Chazen* representative, Amy Haight, and the Board discussed the project (including cost in excess of the estimate). Amy explained in detail the bids and how *Chazen* had to perform additional work attempting to get information one bidder did not provide. She also indicated why Nannini and Callahan was the contractor recommended to GPLD. Trustee Halvey questioned why

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GPLD had not been notified of additional charges before they were presented. Amy indicated that she was responsible and would correct that in the future. **The Board unanimously agreed to accept Nannini and Calhoun as the Drainage Project contractor and authorize President Devine to communicate the decision to Chazen on a motion made by Trustee Ruggiero and seconded by Trustee Pells. TO DO: President Devine** will notify Chazen that GPLD has accepted their recommendation of contractor.

*Buildings and Property* – No report at this meeting

*Spring Street Property* – The Board received an email from Attorney MacLeod regarding the Spring Street project. Now individual maps are required for the property owners which raises the cost from GPLD by \$2,000. **The Board unanimously agreed to provide up to \$2,000 from the non-capital reserve fund for the Spring Street project on a motion made by Trustee Ruggiero and seconded by Trustee Shepherd. TO DO: President Devine** will send a letter to Mayor Alexander and Attorney MacLeod communicating this motion.

*Finance* – No report at this meeting

*Strategic Plan Committee* – The Board discussed several items that needed to be addressed and agreed that all should be included in the Strategic Plan. **TO DO: Director Harrison** will convene the Strategic Plan Committee to prepare additions to the Plan (making sure that Larson's report is included).

*Personnel* – **TO DO: Director Harrison** will call a meeting of the Personnel Committee.

**Old Business** – The following items were discussed:

Director Harrison reminded the Board about the Dutchess County Trustee Dinner on May 2, 2017. **TO DO: Director Harrison** will resend the information to the Board.

**TO DO: President Devine** will write a Thank –You to Trustee Emeritus Helen Fuimrello for paying for the recovering of the chairs.

**New Business** - No report at this meeting

**Adjournment** - At 9:30 pm the Board unanimously agreed to adjourn on a motion made by Trustee Christie and seconded by Trustee Halvey.

Respectfully Submitted,

Eileen C. Sassmann,

Secretary of Grinnell Public Library District (GPLD) Board