

Grinnell Public Library District (GPLD)

Board Meeting Minutes

January 17, 2018

*Present:* District Trustees Cavaccini, Christie, Devine, Gannon, Halvey, Lowney, Pells, Shepherd, and Sassmann

*Also present:* Director Harrison (Notary Public) and Friends' President Evaul

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

**Next Friends' Meeting** – Thursday, February 1, 2018, at 6:00 pm at the Library

**Next GPLD Audit Committee Meeting** – Tuesday, February 20, 2018, at the Library

**Next GPLD Board Meeting** – Wednesday, February 21, 2018, at 6:00 pm at the Library for the joint Friends and Board meeting with Rebekkah

**Friends' Gala @ Grinnell Fundraiser** – Saturday, September 22, 2018, at 5:30 pm

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

**Oath of Office** – Notary Public Harrison administered the Oath of Office to newly elected Trustees Devine, Lowney and Shepherd for 3 year terms and Trustee Cavaccini for a one year term and the proper documents were signed and notarized.

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

**Welcome** - President Devine welcomed Trustee Cavaccini to the GPLD Board.

**Enter Executive Session** – Director Harrison and Friends' President Evaul were asked to leave the room. **The Board unanimously agreed to enter Executive Session to discuss the 2017 Slate of Officers on a motion made by Trustee Pells and seconded by Trustee Christie.**

**Exit Executive Session** - **The Board unanimously agreed to exit Executive Session on a motion made by Trustee Cavaccini and seconded by Trustee Lowney.** Director Harrison and Friends' President Evaul were invited to return to the room.

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

**President** – Trustee Devine                      **Vice President** – Trustee Gannon

**Secretary** – Trustee Sassmann              **Vice President, Finance** – Trustee Halvey

**The Board unanimously agreed to accept the 2018 Slate of Officers on a motion made by Trustee Cavaccini and seconded by Trustee Shepherd.** President Devine indicated that this was absolutely the last year that she was willing to serve as President of the GPLD Board.

**Minutes** – **The Board unanimously agreed to accept the minutes of the November 2017 GPLD on a motion made by Trustee Halvey and seconded by Trustee Gannon.** The Board amended the December minutes in the Friends' Liaison report to change the words "Trustee Christie and Friend" to be "Trustee Christie and Friends' member". **The Board unanimously agreed to**

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**accept the amended minutes of the December 2017 of the GPLD Board on a motion made by Trustee Gannon and seconded by Trustee Cavaccini. TO DO: Secretary Sassmann will update the December 2017 minutes.**

**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 December 2017 Audit Committee reviewed bills (bills as of January 17, 2018) for a total of \$17,476.32) on a motion made by Trustee Lowney and seconded by Trustee Gannon.**

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

*Town of Wappinger* – Supervisor Thurston will be the liaison to the Board but was not able to attend this meeting

*Village of Wappingers Falls* – No report this meeting

*Friends of GPLD* – The following items reported by Friends' President Evaul were discussed:

Director Harrison has requested KIOSKs for IPADs to secure the IPADs. This item has caused great discussion among the Friends but a conclusion has not been reached.

Friends' Secretary Reva will try to have the Friends meeting minutes distributed before the GPLD Board meeting.

Trustee Devine reported that the Gala caterer, *Simply Gourmet*, has reserved the date. Friends' President Evaul reported he was restoring an oak desk and chair for use at the Library.

Friends' Treasurer Higgins is processing IBM Matching Grants.

Amazon Smile monies this month were \$28. The Board was encouraged to use Amazon Smile whenever possible and to encourage their family and friends to do do.

**Director's Report** – Director Harrison reported on the following items:

**Building/Facilities**

- Lime Energy agreed to a 3 year contract. LED lights have been installed; contractor will be back to install photo cells on exterior lights.
- Gutters – because of the weather, we have not been able to identify weaknesses.
- *For \$1625, L & S Energy Services will develop a strategy to make the building more energy efficient. We spent \$17,000 in 2017 for electricity/gas. We will see savings from the change to LED lights. L & S is confident we can save an additional 10% with some low cost modifications. After discussion, the Board unanimously agreed to not proceed with the L & S Energy Services proposal at this time.*

**Contracts**

- Cleaning services contract renewed – no change in price in 2018.
- WHO (Attorney Schoffield) – change from retainer billing to hourly billing effective January 1, 2018.

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- Maintenance contract for boilers and air conditioning units tabled in light of potential change to AC.

### ***Personnel/Benefits***

- Performance evaluations have been scheduled for the beginning of February.
- The Employee Handbook will be amended in light of the addition of the hierarchy, the change in the carryover of vacation days, and the change in the deferred compensation plan.
- We will be switching to a 457 plan March 1 to coincide with the change in the health insurance. Joe Ruggiero had asked whether we were obligated to stay with the New York State Deferred Compensation plan once enrolled; I have confirmed that we are not.
- *We will stay with the current health insurance carrier, but will switch to a plan with higher deductibles and co pays in order to minimize the increase in premium. Last year's split was 58% Employer/42% Employee. (The cost of dental insurance is borne entirely by the employee.) I propose that since we have eliminated the match to the deferred compensation plan, we keep the current split. With the higher deductibles and co pays, the cost to the Library will remain the same as 2017.* After discussion, **the Board unanimously agreed to stay with the current health coverage but with higher deductible and keep the employer/employee (58%/42%) split on a motion made by Trustee Gannon and seconded by Trustee Lowney.**

### ***Programs***

Rebekkah will discuss the relationship between the Board of Trustees and the Friends of the Library on February 21. The Friends have been invited to attend the meeting at 6 pm. Immediately after that portion of her presentation, we will discuss the financial responsibilities of the Board. She has allotted two hours for her two presentations, so Board business can be conducted afterward. The snow date is March 21.

### ***Technology***

One new wireless access point has been set up and has improved connectivity already. The ESL classes have been able to use the tablets purchased with grant money last year, and the staff have been able to participate in webinars in the apartment.

**Committee Reports** – The following 2018 Committee members were identified.

*Buildings and Property* – Trustees Cavaccini, Devine, and Gannon

*Finance* – Trustees Christie, Halvey, and Lowney

*Audit* – Trustees Christie, Halvey, and Lowney

*Strategic Plan* – Trustees Gannon, Halvey, and Pells

*Personnel* – Trustees Gannon and Pells

*Governance* – Trustees Cavaccini, Pells, and Shepherd

**Old Business** – President Devine reported that she had spoken with Attorney MacLeod who expects to complete work on the Spring Street project in the next couple of months. **NOTE:** Trustee Sassmann notes that according to the April 2017 minutes the Board authorized a payment of \$2,000 to the Village for extra maps. The May minutes indicate that President Devine was going to send a

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letter to the Village requesting an invoice for that amount. The ongoing TO DOs for Spring Street indicate that Attorney MacLeod recommended that the letter requesting the invoice wait until the project is complete.

**New Business** – Trustee Gannon suggested the Library consider offering some type of “card” for our youngest patrons where the fine could be time spent “reading”.

**Adjournment** – **At 8:36 pm the Board unanimously agreed to adjourn on a motion made by Trustee Cavaccini and seconded by Trustee Gannon.**

*Respectfully Submitted,*

*Eileen C. Sassmann,*

Secretary of GPLD Board