

Grinnell Public Library District (GPLD)

Board Meeting Minutes

December 20, 2017

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

*Also present:* Director Harrison, Trustee Elect Cavaccini, Treasurer Levitt and Friends' President Evaul

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

**Next GPLD Audit Committee Meeting** – Wednesday, January 17, 2018, at 6:30 pm at the Library

**Next GPLD Board Meeting** – Wednesday, January 17, 2018, at 7:00 pm at the Library

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

**Minutes** – The November minutes were not available. **TO DO: Secretary Sassmann** will complete the November 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 reviewed bills (bills as of December 21, 2017) for a total of \$144,907.03) on a motion made by Trustee Pells and seconded by Trustee Gannon.**

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

*Town of Wappinger* – No report this meeting

*Village of Wappingers Falls* – No report this meeting

*Friends of GPLD* – The following items were discussed:

Director Harrison has requested KIOSKs for iPads.

Trustee Christie and Friends' member said that the Friends still feel that the Board dictates to them and they want to proceed without that feeling. She suggested a joint meeting at least once each year. This idea was combined with a discussion with Rebekkah from MHLS and that meeting is scheduled for February 21.

Friends are going ahead with funding for shelves. Discussion included placing a donor tree on the wall coming up the stairs.

As a member of the Library Association Board, he located the 2008 expansion plans.

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

**Audit** – Per the Board's request, we have received an engagement letter from Joe DaPonte for the 2017 audit. **The Board unanimously agreed to engage DaPonte and Company for the 2017 audit on a motion made by Trustee Ruggiero and seconded by Trustee Pells.**

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#### ***Building/Facilities***

- Basement - Once ServPro settles with Utica, they will reimburse us the \$1500 they were paid in August. (This was the manual check of 8/31/17 that is still outstanding.) The basement bathroom reconstruction has been completed.
- Boilers - We did not have heat in the community room and the apartment; Silvestri found the breaker feeding the boilers had a broken feed wire. It was also determined that the vents, expansion tanks and relief valves needed to be replaced to avoid a no heat/hot water situation. As of December 14, 2017 all necessary repairs have been made. Per Diane's recommendation, a maintenance contract for the boilers and air conditioning units is attached. **The Board unanimously agreed to engage DaPonte & Company for the 2017 audit on a motion made by Trustee Ruggiero and seconded by Trustee Pells.**
- Drainage Project - Nannini and Callahan repaired the sinking blacktop on November 30, 2017. The AC unit remains disconnected from the project; we may want to consider replacing rather than repairing and reconnecting.
- Gutters - The work was completed on December 8. We received a check for \$500 from the Friends to help defray the cost of the copper.
- Lights - We have contracted with Lime Energy to replace current interior and exterior lights with LED lights. Two meters were installed on December 7; the lights will be installed in a few weeks. The number of interior lights has been decreased since *Lime* cannot replace the bulbs in the large reading room lights. This changes the length of time to pay off the changes from 2 to 4 years. **The Board unanimously approved the *Lime Energy* contingent on a 3 year term on a motion made by Trustee Gannon and seconded by Trustee Halvey. TO DO:** Per the Board's request, **Director Harrison** will negotiate with *Lime* for a 3 year term.

#### ***Finance***

\$64,334.79 had been deposited into the Drainage Account. Nannini and Callahan's November invoice was for \$80,273.50. We withheld \$2,070 for the sidewalk to be completed in the spring. \$78,203.50 was paid: \$64,334.79 came out of the Drainage Fund, and the balance was paid out of Operating Fund.

Both the Children's Renovation Account and the Drainage Account have zero balances.

In future, Trustee Ruggiero suggested for new funding that Director Harrison prepares a resolution including the need and the cost and present that to the Board for approval.

#### ***Insurance***

Marshall & Sterling is currently the agent of record for all of our policies, including Worker's Compensation. We have an agent who can help with claims and certificates. However, the premium is always estimated, and we are subject to an annual year-end audit with the Hartford to reconcile the difference. If we switch to *Paychex*, the premium is calculated on actual wages per pay period, minimizing year-end adjustments and budgeting errors. There is no cost to the library as the broker's fee is paid by Hartford. **The Board unanimously approved the moving the Worker's**

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#### **Compensation policy to *Paychek* on a motion made by Trustee Ruggiero and seconded by Trustee Shepherd.**

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

- Deferred Compensation Plan: Because of the relatively high asset management fees for the American Funds Plan, consider moving to the New York State Deferred Compensation Plan, a State sponsored voluntary retirement savings plan. The Plan leverages its size to drive down expenses. One drawback is that it is available through salary reduction only; no employer match. Depending on what funds employees choose, however, they may still see more contributions directly into investments – even without the Library match. We budgeted \$4,000 in 2018 for the match. What is perceived as a loss of benefit will be counteracted if the library helps absorb some of the increase in health insurance premium. **The Board unanimously approved moving to the New York State Deferred Compensation Plan on a motion made by Trustee Ruggiero and seconded by Trustee Gannon.**
- Health insurance **TO DO:** follow up on 2018 premiums for CDPHP in January when numbers are finalized. Compare to NYSHIP premiums.
- Early Literacy Cohort Project 2018-2019: As part of our Strategic Plan to increase and improve early literacy services, we have applied to participate in the MHLs Early Literacy Cohort Program which will include training and support to incorporate research based methods into our story times.
- Hierarchy: Once the hierarchy is established, the handbook will be amended to include the chart.
- Librarian Trainee Position: Also as part of our Strategic Plan to improve children's services, a staff member is interested in pursuing an MLS degree. A Librarian Trainee position must be created with Board approval, and a test must be requested from Civil Service. This will have a slight impact on the salary budget. **The Board unanimously approved the creation of Librarian Trainee on a motion made by Trustee Ruggiero and seconded by Trustee Shepherd. TO DO: Director Harrison** will continue to set up this position.
- Online Time clock: the affordable options allow for wide margins of error. Tabled.
- Staff Development: As part of the Strategic Plan to improve technical competencies, we will hold quarterly staff development meetings. In order to maximize staff participation, I would like to close the library at 5 pm four Fridays a year. **The Board unanimously adopted the proposed library early closings for staff development on a motion made by Trustee Ruggiero and seconded by Trustee Pells.**

#### ***Programs***

Thanks to a committed staff, the llama program, Storytime with Santa and ASL interpreter, and Gingerbread programs were huge successes.

Rebekkah is available on February 21 (March 21) from 6-8 pm to present a refresher on Board Basics, and will discuss, among other things, finance, and the relationship with the Friends. We can

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customize the agenda, but we do have to provide her with a timeframe. This will be a joint meeting of the Friends and the Board.

***Technology***

The loss of wireless connectivity in November has accelerated the timetable to implement the first phase of our Technology Plan, which includes new wireless access points.

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

*Buildings and Property* – (See Director’s Report item above)

*Finance* – Trustee Ruggiero reported that although his Board term is complete, he is willing to be contacted with questions.

*Strategic Plan* – No report at this meeting

*Personnel* – No report at this meeting

*Governance* – **The Board unanimously adopted the Order of Succession policy on a motion made by Trustee Halvey and seconded by Trustee Christie.**

**Old Business** – No report at this meeting

**New Business** –

President Devine offered sincere thanks to Trustee Ruggiero for his service to the Board especially in the areas of finance and municipal law.

The January meeting will include investing newly elected trustees and signing Conflict of Interest policies which require a notary public. Director Harrison is a Notary. Also selection of officers will take place and President Devine indicated she will not serve as President in 2018.

**Adjournment** – **At 8:36 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 GPLD Board