

Grinnell Public Library District (GPLD)

Board Meeting Minutes

February 15, 2017

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

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

*Not Present:* Trustees Gannon, Ruggiero, and Shephard

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

**Next GPLD Audit Committee Meeting** – Wednesday, **March 22, 2017, at 7:00 pm** at the Library

**Next GPLD Board Meeting** – Wednesday, **March 22, 2017, at 5:30 pm** at the Library

**Next Friends Meeting** – Thursday, April 6, 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*.**

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

**Minutes** – The Board made three corrections to the January 2016 GPLD minutes: add "Campilii" to the *Thank You* item after "Trustee Emeritus:"; *Building and Property* TO DO should have "in the Strategic Plan" deleted at the end of the sentence; *Friends of GPLD* delete "and *Support a Carpet Square program*". **The Board unanimously agreed to approve the amended Minutes of the GPLD January 2017 Board meeting on a motion made by Trustee Pells and seconded by Trustee Halvey.**

**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 February 16, 2017) for a total of \$22,886.09) on a motion made by Trustee Ruggiero and seconded by Trustee Halvey.**

**The Board unanimously agreed to adopt the budget (\$750,000) approved in the October 2016 vote on a motion made by Trustee Halvey and seconded by Trustee Christie.**

**The Board unanimously agreed to approve the Salary Plan presented at the December 2016 meeting on a motion made by Trustee Pells and seconded by Trustee Halvey.**

**Director's Report** – Director Harrison highlighted the following items.

*Annual Report* – will be completed by February 17 and available for Board review and acceptance at the March meeting. **TO DO: Director Harrison** will prepare the report for Board approval in March.

*Building* – Ice in front of the library continues to pose a liability. The Board approved a temporary fix of having a self serve solution of making a salt/sand bucket available in the problem area. The incident report was submitted to our insurance carrier on February 3 but so far the auditor has been unsuccessful in reaching the patron.

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Contracts

*Tyco/Simplex Grinnell* – Director Harrison reported that she had contacted Art Platt and determined that he can test our fire alarm system and submit a separate bill but cannot test emergency exit lights nor extinguishers. GPLD currently has a three year contract (through 2019) with *Tyco/SimplexGrinnell*. Modifications to the existing contract will result in additional charges by way of a cancelation policy or an additional cost to “unbundle” our existing package. The representative has agreed to shave \$203 off the cost to save the account. **The Board unanimously agreed to accept the services with *Tyco/Simplex/Grinnell* on a motion made by Trustee Halvey and seconded by Trustee Christie.**

*CDPHP* – Director Harrison reported that *CDPHP* was renewed for 2017.

*Finance* – *RBT* has suggested streamlining processing of bills that do not coincide with the monthly Board meetings. After Board discussion it was decided that the Audit Committee should discuss the options. **TO DO: The Audit Committee and Treasurer Levitt** will arrange a meeting with *RBT* to continue the discussion. **TO DO: Director Harrison** will change the credit card billing date to match Board meeting dates.

*Technology* - Director Harrison reported that due to staff changes at MHLS the Technology Plan Workshop has been cancelled and the installation of first floor computers has been delayed.

Personnel

Outreach Coordinator, Jessica Simmons, will not be returning from maternity leave but will resign effective February 25. One of her primary responsibilities is the Summer Reading Program. Director Harrison has an action plan in place for the program. **TO DO: Director Harrison** will contact Civil Service for the list for Library Assistants.

*Staff Handbook* –The Staff Handbook will be completed by February 25 and reviewed by the Personnel Committee. The Handbook will be presented to the Staff on Friday, March 10 at the 6 pm Staff meeting. **TO DO: The Board** will hold the Staff Appreciation Dinner at 6:30 pm on Friday, March 10.

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

*Governance* – Reiterated the 2017 policy in the new handbook that part time employees are entitled to sick time but may not cash in any unused sick time at the time of separation. **The Board unanimously agreed to adopt the policy on a motion made by Trustee Pells and seconded by Trustee Devine** The policy is articulated in the updated handbook.

*Children’s Room* – President Devine reported that Swartz had received 3 bids for the project with the lowest bid being \$122,463 (which is lower than the Swartz estimate). Arnoff costs for moving,

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storing, and returning the books were not included in this cost. Story times will be on hiatus until renovations are complete. Homework Helper will be moved to the big reading room.

*Drainage Project* – Chazen has opened the bids and not all have included all the requested material. As Chazen continues to attempt to get all the information from all of the bidders, Amy will contact Attorney Schofield to discuss the bids. **TO DO:** *Chazen* will continue to process the bids to reach a recommendation.

*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 in the Strategic Plan.

*Spring Street Property* – No report at this meeting

*Finance* – Nothing at this meeting

*Strategic Plan Committee* – No report at this meeting

*Personnel* – No report at this meeting

**Liaison Reports** – (Next month this topic will be moved in the Agenda prior to the *Director’s Report*.) The following items were discussed.

*Town of Wappinger – Habitat for Humanity* is soliciting for properties that need intervention, and contractors and volunteers.

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

*Friends of GPLD* – Friends’ President Evald reported that:

Friends of Grinnell can benefit from all *Amazon* purchases if the transaction begins “Smile Amazon”, and enter “Grinnell”. **TO DO: Director Harrison** will ensure that GPLD *Amazon* purchases use this technique.

Cushions on the 4 chairs downstairs are complete.

The 4 chairs with the “stitch” covering are in need of attention and the costs greatly exceeds the estimate. The donor will change the work to do 2 at a time.

The Friends are exploring a museum(s) partnership that would allow GPLD to have community museum passes which could be shared by patrons.

**Old Business** – Nothing at this meeting

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**New Business**

*Thank-You* - President Devine read a note from the Ganci Family for thw Board condolence on the loss of Trustee Emeritus Ganci.

*20<sup>th</sup> Annual Trustees' Dinner* – will be held on Tuesday, May 2, 2017. at the Post Road Brew House at the CIA in Hyde Park (\$55). All Trustees are invited. Trustees Halvey and Sassmann expressed interest. The RSVP date is April 15, 2017.

**Adjournment - At 8:25 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