

Grinnell Public Library District (GPLD)

Board Meeting Minutes

March 28, 2018

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

*Also present:* Director Harrison

*Excused Absence:* Trustees Christie and Pells

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

**Next Friends' Meeting** – Thursday, April 5, 2018, at 6:00 pm at the Library

**Friends' Mahjong Day** – Saturday, April 14, 2018, at 10 am at the K of C

**Next GPLD Audit Committee Meeting** – Tuesday, April 17, 2018, at the Library

**Next GPLD Board Meeting** – Wednesday, April 18, 2018, at 6:00 pm at the Library

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

**NOTE:** - The March 21 meeting was cancelled because of snow and rescheduled for March 28, 2018.

**Call to Order** - The meeting was called to order by President Devine at 6:59 pm

**Minutes** – Minutes of the February 2018 GPLD Board meeting were not available for adoption.

**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 March 2018 Audit Committee reviewed bills (bills as of March 21, 2018) for a total of \$23,555.99) on a motion made by Trustee Halvey and seconded by Trustee Gannon.**

**Paul Pulicano's "Gutter" Comments**

Paul Pulicano who has worked on several Library projects over the years is concerned about the gutter/downspout system and the fact that the safety issue with icing is still not resolved. **TO DO:** **President Devine** will contact Treasurer Levitt to speak to Mike Connors about these concerns.

**Liaison Reports** – There were no Liaison Reports at this meeting.

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

**Annual Report** - A copy of our annual report to the state is attached for the Board to review and accept. **After discussion, the Board unanimously agreed to accept our Annual Report on a motion made by Trustee Shepherd and seconded by Trustee Lowney.**

**Building**

An estimate for the replacement of the air conditioning unit in the J Fiction Room is attached. (The E Room and Story time Room are part of the Non-Fiction Room system.) The maintenance contract

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proposal forwarded in December would decrease by approximately \$2,000 if we proceed with a new unit. The estimate will require that 3 bids are obtained. **TO DO: Director Harrison** will get 2 additional bids in addition to Silvestri's and present them to the Board.

Patrons and staff continue to complain about a gas-like odor in the building. After discussion, the Board suggested contacting the Fire Department who have equipment to detect odors. **TO DO: President Devine** will contact Mayor Alexander to get Garner Fire Department's Chief Enson's contact information.

### **Continuing Education**

We have been selected to participate in the MHLS Early Literacy Project, which includes 6 training sessions. I will attend the March 21 session which will help us develop and implement an Early Literacy Action Plan for the community, and our new programmer will attend the rest.

Thomas O'Connell from the Mid-Hudson Library System is scheduled to perform a Workflow Consultation on Monday, March 19 and make recommendations on how we can work more efficiently.

**Finances** - We have modified our system of uploading bills to ensure that we are in compliance with the OSC.

**Long Range Plan** - The Board agreed to begin the process with a community survey. **TO DO: The Strategic Plan Committee** will meet on Wednesday, April 4, at 6pm to work on the survey.

### **Personnel**

- The revised Employee Handbook has been submitted to Paychex; it will be reviewed by Bridget and Jane before being printed.
- Shannon Driscoll, who replaced Justin Antal, started working as a page on March 1.
- Molly Stevens, who will replace Holly Roberts, has been hired as a Library Assistant, and will start on April 10. Her primary responsibility is programming.
- The creation of a Librarian Trainee position was approved at the December board meeting; we will continue to pursue this endeavor.
- The most popular question during the Library Assistant interviews was whether we participate in the NYS Retirement Plan. After discussion the Board felt that it was time to revisit this choice. When the decision was made the Board believed that you couldn't "opt-out". **TO DO: Director Harrison** will investigate.

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**Technology**

- Our second wireless access point has been installed in the Fiction Room, and a router will be installed in the Community Room in late spring.
- Molly will coordinate the purchase and installation of the iPads and the kiosk.
- We need to replace the hard drive in the security camera system, as it no longer records.

**Committee Reports** – There were no Committee Reports at this meeting.

**Old Business** – The Board has discussed having a “Sunshine” fund to acknowledge events (for example, deaths, sickness, births). The Board agreed on a solution: Cards will be sent. **TO DO:** **Trustee Halvey** will provide the cards. **Trustee Shepherd** will mail the cards.

**New Business** – The following items were discussed.

- The Annual MHLS Trustees’ dinner will be held on May 8, 20 at the CIA. Reservations must be made by April 20<sup>th</sup>. The Board was encouraged to attend since it was a great bonding and networking event.

**Adjournment** – **At 8:25 pm the Board unanimously agreed to adjourn on a motion made by Trustee Devne and seconded by Trustee Gannon.**

*Respectfully Submitted,*

Eileen C. Sassmann,

Secretary of GPLD Board