

Grinnell Public Library District (GPLD)

Board Meeting Minutes

August 16, 2017

Present: District Trustees Christie, Gannon, Halvey, Lowney, Pells, Shepherd, and Sassmann
Also present: Director Harrison; Friends' President Evald and Town of Wappinger Historian, Joey Cavaccini

Excused Absence: Trustees Devine and Ruggiero

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

Next Friends' Meeting – Thursday, October 5, 2017, at 6 pm at the Library

Next GPLD Audit Committee Meeting – Wednesday, October 18, 2017, at 6:30 pm at the Library

Next GPLD Board Meeting – Wednesday, October 18, 2017, at 7:00 pm at the Library

Library Vote – Tuesday, October 3, 2017 from noon – 8 pm at the Library

Call to Order - The meeting was called to order by Vice President Halvey at 7:03 pm.

Minutes – The Board unanimously agreed to approve the Minutes of the GPLD July 2017 Board meeting on a motion made by Trustee Christie and seconded by Trustee Gannon. The Board unanimously approved the Minutes of the GPLD August 9, 2017 Special Meeting on a motion made by Trustee Sassmann and seconded by Trustee Lowney.

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 August 2017 reviewed bills (bills as of August 19, 2017) for a total of \$76,035.89) on a motion made by Trustee Gannon and seconded by Trustee Pells.

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 – No report this meeting

Director's Report – Director Harrison highlighted the following items:

Audit – Some journal entries need to be completed before the final report is complete. We anticipate end of month completion.

Building & Facilities –

Children's Room - Simplex Grinnell has yet to respond to the question of whether we can install the emergency light batteries ourselves without voiding our contract.

The new configuration of bookcases could not accommodate the entire collection, so we are in the midst of reorganizing the non-fiction room in an effort to accommodate the juvenile non-fiction books. At completion, signage will be ordered and installed.

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Drainage Project – Nannini and Callahan will excavate, run the camera, and install the basin. They will also coordinate with Jon Joseph regarding the fence installation. **TO DO: Director Harrison** will have a deeper and wider shelf hung in the dungeon to ensure connectivity during the project.

Finance –

2018 Health Insurance – Several options have been investigated: not possible through the Town of Wappinger since the payrolls are separate; individual coverage through the marketplace – would cause staff to lose credits, pre-tax benefits and difficult to administer. **TO DO: Director Harrison** will continue to investigate.

Village tax levy - We received \$115,732.50 check on 8/14.

Subaccounts have been established for the Children's Room and Drainage projects. **TO DO: Director Harrison and Trustee Ruggiero** will work on determining the correct amounts to put in the subaccounts using.

Budget/Vote – After discussion, the Board adopted the 2018 budget of \$838,578. This is a tax increase of 8.9% which is above this year's tax growth is capped at 1.84%, our budget is above the cap. This requires the budget be adopted in special wording noting the intent to exceed the cap. (This special resolution can be found at the end of these minutes.)

Technology

Technology Plan was distributed at the Special Board meeting on 8/9/17.

Personnel – Jackie Hammond will not continue her Throwback Thursdays after September.

The employee handbooks were reordered since we received handbooks for a different company.

Interviews with Homework Help Assistants are scheduled.

Canvas letters for Circulation Clerks have gone out.

The current method of recording work hours is inefficient and difficult to verify. **TO DO: Director Harrison** will investigate *Paychex PST1000*.

Programming – The Mohonk Preserve donates passes to libraries and GPLD got 4.

Homework Help Center will resume in September. Upcoming events: In addition to Story Time, we are planning some STEM activities, some children's book groups, a llama visit, and gingerbread house decorating.

Committee Reports – The following items were discussed.

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Drainage – (See the same topic in the Director’s Report above.)

Children’s Room – (See the same topic in the Director’s Report above.)

Buildings and Property – (See the Director’s Report above.)

Finance – (See the Director’s Report above.)

Spring Street – No report at this meeting

Strategic Plan Committee – **TO DO: The Strategic Plan Committee** needs to meet to establish long term and measureable goals.

Personnel – **TO DO: The Personnel Committee** (Trustees Devine, Gannon, and Pells and Director Harrison) needs to meet to establish long term and measureable goals.

Governance – No report at this meeting

Old Business – All Old Business topics were reported in the Director’s and Committee reports above.

New Business –

Trustee Halvey recommended that after the election the Board examine the By-laws in the area of terms of “replacement” Trustee.

Adjournment – At 7:48 pm the Board unanimously agreed to adjourn on a motion made by Trustee Gannon and seconded by Trustee Lowney.

Respectfully Submitted,

Eileen C. Sassmann,

Secretary of Grinnell Public Library District (GPLD) Board

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BUDGET VOTE RESOLUTION

Whereas, the adoption of the 2018 budget for the Grinnell Public Library District requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved that the Board of Trustees of the Grinnell Public Library District voted and approved to exceed the tax levy limit for 2018 by at least sixty percent of the Board of Trustees as required by state law on August 16, 2017.

All Trustees present (Christie, Gannon, Halvey, Lowney, Pells, Shepherd, and Sassmann – 7/9) approved adopting the budget and accepting the tax levy growth increase