

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 18, 2018

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

*Also present:* Director Harrison and Friends' President Evaul

*Guest:* Mid-Hudson Library System (MHLS) Board Trustee Richard Swerat

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

**Next Friends' Meeting** – Thursday, May 3, 2018, at 6:00 pm at the Library

**MHLS Annual Trustees' Dinner** – Wednesday, May 9, 2018 at the CIA in Hyde Park

**Next GPLD Audit Committee Meeting** – Tuesday, May 15, 2018, at the Library

**Next GPLD Board Meeting** – Wednesday, May 16, 2018, at 6:00 pm at the Library

**Festival at the Falls** – Saturday, June 2, 2018, at 1 pm in Mesier and Zion Parks

**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

**Guest Introduction** – Director Harrison introduced our guest, Richard Swerat from the MHLS Library System Board of Trustees. Mr. Swerat indicated that he had three children who grew up in Dutchess County and often visited Grinnell. His family loved our Library and he was very pleased with the new Children's room. Mr. Swerat explained that the MHLS trustees are visiting member library board meetings to meet the trustees and to observe the meetings in progress. (Usually two or three trustees visit a library but sickness turned our visiting team into only one.)

**Minutes** – **The Board unanimously agreed to adopt the minutes of the February 21, 2018 GPLD Board meeting on a motion made by Trustee Lowney and seconded by Trustee Gannon.**

After discussion, the Board amended the March 28, 2018 Minutes of the GPLD Board meeting as follows: on the top of page 2, the TO DO phrase " will get bids from Home Depot and President Devine's named contractor" should be "will get 2 bids". **The Board unanimously agreed to adopt the amended minutes on a motion made by Trustee Gannon and seconded by Trustee Pells.**

**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 April 2018 Audit Committee reviewed bills (bills as of April 19, 2018) for a total of \$18,445.89) on a motion made by Trustee Christie and seconded by Trustee Halvey.**

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**Liaison Reports** – The following is the Liaison Report at this meeting.

*Friends (President Evaul)* – The first annual Mahjong Day was so successful that the Committee is already planning a similar event for next year. The amount raised will be available by the May meeting. President Evaul was new to the game and expected to only spend a short time at the event but liked it so much he stayed for the whole day.

President Evaul and Treasurer Higgins will lead an effort to prepare the front garden for 2018. The Board offered several suggestions for the garden.

The position of the back garden has to be moved which will be done by Al Ford. **TO DO: President Evaul and Treasurer Higgins** will once again provide tomato and pepper plants for the back garden.

Window film – President had two types of film for the Board to see. After discussion, **the Board agreed to have the project go forward doing downstairs (starting with the widow in the entrance room) before upstairs applying the film in one long sheet in a horizontal orientation by a vote of 7 ayes and 1 abstention on a motion made by Trustee Shepherd and seconded by Trustee Gannon.**

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

**Building**

Children's Room

- *Tek Con* and *LoveEffron/Petro* estimates were obtained in addition to *Silvestri* for the ductless AC in the Children's Room. After discussion of the bids **the Board unanimously approved using Silvestri for the installation of two (2) ductless, wall mounted VRV heat pump units on a motion made by Trustee Gannon and seconded by Trustee Devine. The Board also approved awarding Silvestri a maintenance contract for the air conditioners on a motion made by Trustee Gannon and seconded by Trustee Christie. The Board unanimously approved moving \$20,020 from the Capital Reserve fund to the Operating fund for the VRV heat pump units project the first two weeks of May (between Story Time sessions) on a motion made by Trustee Halvey and seconded by Trustee Christie. TO DO: Director Harrison** will share the Board's decision with the contractors and follow-up with Silvestri. .

O'Toole's has ordered the necessary part to fix the front door.

**Facility Plan** - In order for us to pursue grant funding, we must have a board approved prioritized Facility Plan. A Basic Facility Plan Outline which integrates the Larson Fisher assessment and the findings of the Community Surveys will provide a good start point. I have also attached an outline

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which was done in 2014 but it is unclear from the minutes if the Board ever adopted the outline. The Board must have an adopted Facility Plan before pursuing any grants. *(After the meeting, Secretary Sassmann located the adoption of the Facility Plan in the June 18, 2014 district minutes on a motion made by Trustee Brkich and seconded by Trustee Devine.)*

**Finances** – *Viridian* notice of termination sent, which means we will default to Central Hudson as our energy supplier.

### **Long Range Plan –**

- The Community Survey will be available after Board approval. The print version will be available in English and Spanish at all public service desks. It will also be available for trustees to distribute to non-library users.
- After tabulating results of the surveys, we will be able to draft a Long Range Plan.
- Project Outcome, a part of the Cohort Training Program, will enable us to measure the impact of our programs and services.

### **Personnel**

- The revised Employee Handbook has been printed and shipped and is ready for distribution.
- The NYS Retirement Plan – an employee salary survey has been submitted. While awaiting the cost analysis, we will continue to participate in the 403(b) plan through *American Funds*.

**Technology** – Rich Harlin has taken the security unit out to reinstall a hard drive.

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

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

- Gas odor – President Devine followed up with Mayor Matt Alexander and Wappingers Falls Fire Chief Enson about the procedure to check out the odor (which does not occur at regular times). The procedure is to call 911 who will dispatch the fire department.
- Gutters - After discussion of Mr. Pulicano's comments at the March Board meeting and Building Committee chair Levitt's letter, the Board felt that further discussions were needed with the contractor. **To DO: Trustee Devine** will convey the message to Building Committee chair Levitt.

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

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- 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 members were encouraged to attend and use car pooling when possible.
- The use of pantry boxes on library property was denied since the Zion Church pantry was just across the street.

MHLS Trustee Swerat and Friends' President Evaul left the meeting.

**Enter Executive Session – The Board unanimously agreed to invite Director Harrison to join the Board in Executive Session to discuss a legal item on a motion made by Trustee Devine and seconded by Trustee Pells.**

**Exit Executive Session – The Board unanimously agreed to exit Executive Session on a motion made by Trustee Pells and seconded by Trustee Gannon.**

**Adjournment – At 8:35 pm the Board unanimously agreed to adjourn on a motion made by Trustee Pells and seconded by Trustee Gannon.**

*Respectfully Submitted,*

*Eileen C. Sassmann,*

Secretary of GPLD Board