

Grinnell Public Library District (GPLD)

Board Meeting Minutes

June 20, 2018

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

Also present: Director Harrison

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

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

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

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

GPLD end of Summer Event – Thursday, August 9, 2018, at 5:30 pm at the Library

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

GPLD Vote – Tuesday, October 2, 2018 at the Library

Call to Order - The meeting was called to order by President Devine at 7:04 pm

Minutes - After discussion, the Board amended the May 16, 2018 GPLD Board minutes as follows: Dates section, "Conlet" should be "Conley". **The Board unanimously agreed to adopt the amended minutes on a motion made by Trustee Halvey and seconded by Trustee Shepherd.**

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 May 2018 Audit Committee reviewed bills (bills as of June 21, 2018) for a total of \$18,760.99) on a motion made by Trustee Halvey and seconded by Trustee Pells.

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

Friends – Although Friends President was unable to attend this meeting, Director Harrison reported that the Friends had purchased two additional museum passes to be available to library patrons: *Danbury Railroad Museum* and *Boscobel House and Gardens*.

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

Audit - Joe DaPonte and Nick DiMarco have started working on the 2017 audit.

Building

1. John Lombardi, *Commercial Instruments & Alarms* out of Fishkill, will honor our existing contract with Platt's; he has asked for a three-year contract to monitor and service our alarm system. He would honor Platt's yearly price for 2018 through 2020. His company would replace *Alarm Central USA* as our response center. Locksmith is not in his suite of services. We will continue to use O'Toole for locksmith services. **After discussion, the Board unanimously agreed to use *Commercial Instruments & Alarms* for three years to monitor and service GPLD alarm system on a motion made by Trustee Gannon and seconded by Trustee Christie.** Since the price of this

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contract is likely to increase in 2021, Trustee Halvey recommended that in 2020 the Board research other alarm companies to ensure we are getting the best service for the price.

2. The ductless units for the children's room are scheduled to be installed on June 18, 19 and 20. While Silvestri is here, we will get replacement and lifespan estimates for boilers and other ac units for the Facilities Plan. Director Harrison reported that she "only had good things to say about Silvestri".

3. Walkway: Nannini and Callahan have sealed the crack. A message was left for Jon Joseph on May 31 regarding installation of the fence.

4. John Lauffer, our *Utica Insurance* representative, recommends the Friends sign be moved to the empty corner of the flower beds to serve as a guard against tripping. **TO DO: Trustee Gannon** will relocate the sign as recommended. Also, he has recommended trimming the tree in the backyard that is entangled with wires.

Finances

1. Mr. James Conley's bequest (\$314,223.40) has been deposited into our Board Funds account. Opening a CD would yield a higher return: 14 months 1.75%, 24 months 2%, or 36 months 2.25%. (As point of comparison, our money market accounts earn .35%) After discussion, the Board decided to leave the funds in the Board Funds account until at least the July meeting.

2. The estimated initial annual cost for participation in the NYS Retirement System is \$46,886. The annual cost is a percentage of the salaries of employees who already are members or who become members of the system. The percentages payable under the various plans are calculated and may change yearly. Should we elect to become a participating employer, we can never terminate participation. Details can be forwarded to the Finance Committee and/or Personnel Committee. Since GPLD's lack of participation in the NYS Retirement System has been the reason for loss of personnel and candidates for positions, the Board wants to consider offering this benefit in 2019. **TO DO: Director Harrison** will prepare the 2019 Draft budget for July including and excluding this plan.

Personnel

1. Al Ford is on a medical leave from June 13 – July 31. Dale Kelly, who shovels and mows for the Library, will take care of the trash and the recycling. Kim Cirulli, who cleans the Library, has agreed to clean one extra night a week. Jeremy Lovelett has been recruited to set up for the summer reading programs in our backyard.

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2. Rhianna Ruxton has been hired as a page effective June 27, 2018.

Programming

1. Registration for our Summer Reading programs starts on June 22; programs will run through August 9. Molly has been visiting schools to promote the program. Audrey Willis and her musical group will perform for the End of Summer event on August 9 at 5:30 pm.
2. Tales & Ales, the debut of our book discussion at *Cousins Ale Works*, is scheduled for July 8 at 3 pm. Copies of the book are available at the Circulation Desk and seem to be in demand.

Technology

1. As part of the improvement of our infrastructure as outlined in our Technology Plan, we will be changing from a 100 megabit 24 port switch to a gigabit POE.
2. In light of the results of the community survey and as a first step in executing our Strategic Plan, Director Harrison met with Rich Harlin to discuss viable ways to reconfigure the public computer space.
3. We have modified the layout of the library's website to make it a more mobile friendly experience, and have started using calendar wiz, which is not ad-driven, to promote our programs.

Trustees

1. Upcoming workshop information is attached.
2. Director Harrison urged those who attended this year's Dutchess County Trustee Annual Dinner to complete this survey: <https://www.surveymonkey.com/r/SY87RVW>

Library Vote – Director Harrison recommends hiring Ray and JoAnne Reinhardt and Velma Colon (Spanish speaker) as Election Inspectors for the Library Trustee and Budget Vote on October 2, 2018. **The Board unanimously agreed to hire JoAnne and Ray Reinhart and Velma Colon as Election Inspectors for the Library Trustee and Budget vote on October 2, 2018 on a motion made by Trustee Gannon and seconded by Trustee Pells.**

Committee Reports – The following Committee items were discussed.

Governance – Trustee Cavaccini asked the Board to consider changing the Library Trustees and Budget vote to be on the November ballot rather than a separate vote thus ensuring a larger turnout. The Board has considered this item several times in the past. The conclusion reached was to NOT move to November because a separate vote is customary for most of the district libraries in the MHLS

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system, and placing the vote on both Town of Wappinger and Town of Poughkeepsie November ballots would involve organizing petitions for both constituencies and a large programming cost. During this discussion the need for more publicity for the Library was identified. **TO DO: Director Harrison** will work with Anna Barton (*Southern Dutchess News - SDN*) and **Friends' President Evaul** about a "large" SDN article on museum passes and other "new" offerings at the Library and the workings of Friends.

Building – Trustee Gannon presented four bids to re-point the bricks on the exterior. After discussion, the Board agreed to accept the bid from *All Phase Masonry*. **The Board unanimously agreed to move \$29,000 from the Capital Reserve fund to the Operating fund under a "Re-pointing" subaccount on a motion made by Trustee Halvey and seconded by Trustee Shepherd.** The Board also discussed the possibility of using Don Swartz as General Contractor. **TO DOs:** The **Building Committee** will meet on Thursday, July 28, 2018 at 10 am at the library to discuss the building items to be included in the 2019 budget. **President Devine** will invite Don Swartz to attend the July meeting.

Finance, Personnel and Strategic Planning - Nothing to report.

Old Business – The Board discussed possibilities for increasing capacity and handicapped access to the Community Room which is used for programming. (According to the Community Survey, many responders requested additional programming and handicapped access to programming -which is held in the Community Room.) Alternatives included a new Programming space on the property. **TO DOs:** The **Board** will forward to President Devine the three questions each would like to ask Don Swartz at the July meeting.

New Business – No items were discussed.

Adjournment – **At 8:28 pm the Board unanimously agreed to adjourn on a motion made by Trustee Gannon and seconded by Trustee Christie.**

Respectfully Submitted,

Eileen C. Sassmann,

Secretary of GPLD Board