

Grinnell Public Library District (GPLD)

Board Meeting Minutes

July 18, 2018

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

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

*Present for the Spring Street Discussion:* Attorney MacLeod, Village Mayor Alexander, and Former Trustee Ruggiero

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

**Next GALA Meeting** – Thursday, September 6, 2018, at **5:00** pm at the Library

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

**Next GPLD Audit Committee Meeting** – Tuesday, August 14, 2018, at the Library

**Next GPLD Board Meeting** – Wednesday, August 15, 2018, at 7:00 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 7:00 pm

**Minutes** - After discussion, the Board amended the April, May, and June 2018 GPLD Board minutes to correct editorial errors in the Building items. **The Board unanimously agreed to adopt the amended April, May and June 2018 minutes on a motion made by Trustee Gannon 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 June 2018 Audit Committee reviewed bills (bills as of July 19, 2018) for a total of \$39,998.43) on a motion made by Trustee Christie and seconded by Trustee Pells.**

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

*Friends* – Director Harrison thanked the Friends for the latest museum passes – Boscobel has been out since the day it was announced. The Children's Museum also remains very popular. The Board suggested investigating a parking pass for New York State Parks.

Director Harrison reported on the fine article done by Anna Barton (*Southern Dutchess News*) about the Library and suggested that the Friends' might consider contacting Anna about an article. Friends are considering purchasing devices which can be used to view movies on your TV without Amazon Prime.

The front garden is not finished and loss of mulch with each rain continues to be a problem.

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

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**Audit** – The audit is halfway complete and the draft was discussed.

**Building**

1. Ductless units have been installed in the Children’s Room and the old Carrier unit has been removed. The old air handler will be used to provide miscellaneous replacement parts for the exact adjacent air handler left in service in the attic.

2. Alarm system: We hit some hiccups in the transition to CIA so Alarm Central will continue to do some of the monitoring until those issues have been resolved. It will cost \$5,000 to update the entire fire alarm system. **The Board unanimously approved the expenditure on a motion made by Trustee Gannon and seconded by Trustee Shepherd.**

2. The lift is in need of belt replacement, emergency stop button replacement, and alarm replacement. The *Albany Lift* technician did warn that some parts may no longer be available. **The Board unanimously approved having an extended warranty on the lift to minimize travel costs which are involved with repairs on a motion made by Trustee Gannon and seconded by Trustee Pells.**

**Finances**

1. Village funds - emailed the Village on July 3 regarding our check. Jennifer Brown has resigned, but has forwarded our request.

2. Per our last meeting, I have attached a draft of the Fund definitions and a spreadsheet of the names of our accounts. **After discussion, the Board unanimously agreed to authorize changing the names on the Tompkins Mahopac Bank accounts to be consistent with our Fund Definitions on a motion made by Trustee Halvey and seconded by Trustee Gannon. TO DO: Director Harrison** will make the necessary changes.

3. Conley Bequest – currently all in Operating Fund. **The Board unanimously approved moving \$200,000 from the Operating Fund to the Capital Reserve Fund on a motion made by Trustee Halvey and seconded by Trustee Devine.**

4. e-books budget – The use of e-books has dramatically increased causing almost the entire budget line for this item to be almost out of money. After discussion, **the Board unanimously approved moving \$4,000 from the office supplies line to the e-books line on a motion made by Trustee Halvey and seconded by Trustee Cavaccini.**

**Personnel**

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1, Director evaluation – **TO DO:** The **Personnel Committee** will do the evaluation on Friday, July 20, 2018.

2. Al has been cleared to drive and has been undergoing PT biweekly. His return date remains August 1.

**Programming/Publicity**

1. Tales & Ales, the inaugural session of our Book Group at Cousins Ale Works, was well attended.
2. Thanks to the diligent staff, summer reading programs have been running smoothly.
3. Anna Burton, who covers the Town and the Village for the SDN, was given a tour of the library, and has been publicizing our programs.

**Technology**

1. R Costa is scheduled to install an outlet for the iPad table, and an outlet for an OPAC in the children's room.
2. Rich Harlin will add an access point in the Children's Room, and install the Aerohive router in the Community Room, completing Task 5 in the technology plan. Rich will also repurpose an old laptop to serve as a catalog.

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

*Governance, Personnel and Strategic Planning* – Nothing to report at this meeting.

*Building* – The Building Committee prepared an updated Facility Plan. **The Board unanimously approved the updated Facility Plan on a motion made by Trustee Gannon and seconded by Trustee Pells.**

**Old Business** – Attorney MacLeod presented the various possibilities for Spring Street. All options involved identifying an owner. It was decided to try to move forward with the Village taking ownership and proceeding from there. (While Village Mayor Alexander was at the meeting, he indicated that the new Village Treasurer is Jennifer Leigh replacing Jennifer Brown.)

**New Business** – No items were discussed.

Director Harrison, Friends' President Evaul, Attorney Macleod, Village Mayor Alexander and Former Trustee Ruggiero depart.

Enter Executive Session - **The Board unanimously approved entering Executive Session to discuss a personnel matter on a motion made by Trustee Halvey and seconded by Trustee Shepherd.**

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

**Adjournment – At 8:50 pm the Board unanimously agreed to adjourn on a motion made by Trustee Gannon and seconded by Trustee Halvey.**

*Respectfully Submitted,*

*Eileen C. Sassmann*

Secretary of GPLD Board