

Grinnell Public Library District (GPLD)

Board Meeting Minutes

May 16, 2018

Present: District Trustees Christie, Devine, Gannon, Halvey, Lowney, Pells, Shepherd, and Sassmann
Also present: Director Harrison and Friends' President Evaul

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

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

Next Friends' Meeting – Thursday, June 7, 2018, at 6:00 pm at the Library

Conley Family Visit – Sunday, June 10, 2018, at 2 pm at the Methodist Church

Spirit of Mesier Fundraiser – Friday, June 15, 2018, at 5:30 pm at Mesier Homestead

Next GPLD Audit Committee Meeting – Tuesday, June 19, 2018, at the Library

Next GPLD Board Meeting – Wednesday, June 20, 2018, at 6:00 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 16, 2018 GPLD Board minutes as follows: the header on the top of each page has an incorrect date – "April 20" should be "April 18". **The Board unanimously agreed to adopt the amended minutes on a motion made by Trustee Gannon and seconded by Trustee Christie.**

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 May 17, 2018) for a total of \$17,386.89) on a motion made by Trustee Pells and seconded by Trustee Lowney.

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

Friends (President Evaul) – The Friends of Grinnell became a member of the Wappingers Falls Business and Professional Association (WFBPA) and will be taking part in the WFBPA's June 2, *Festival at the Falls*.

Friends have tabled their Ipad discussion.

An *Outback* fundraiser is being discussed but no date has been set.

Window film project is on hold pending the discussion of new windows.

The front garden upgrade worked for 72 hours and then THE RAINS CAME and washed lots of mulch all over the street. For the 72 hours many compliments were received.

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

Budget/Vote - The 2019 budget will be drafted in July and will take into consideration the Strategic Plan and the items outlined and prioritized in the Facility Plan. A Basic Facility Plan Outline template is attached. Date of vote: October 2, 2018 (10/7/14, 10/6/15, 10/4/16, 10/3/17)

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Building

Handicap ramp access to Community Room: Amy from Chazen has no record of prior proposals nor discussions.

Unidentified smell: Amy also said there is no correlation between the drainage project and the ambient smell. Scott from Silvestri suggested we cap the open pipe under the sink in the apartment. Al has taped it as a temporary fix until he can get the proper part.

AC: units for the children's room have been ordered; Silvestri estimates it will take 3 days for installation. The first floor units have been serviced per our maintenance contract; Scott will be back to inspect and clean the second floor units next week.

Walkway: Nannini & Callahan poured the concrete on Friday, May 11; Jon Joseph has been notified re: fence installation.

"Cooling Centers" <https://www.health.ny.gov/environmental/weather/cooling/countycenters.htm> Bill Beale sent an email to Dutchess County libraries regarding pre-identifying libraries as cooling centers. The Board concurred with Director Harrison's assessment that Grinnell would **not** participate as an identified cooling center as GPLD is still working on properly air conditioning the building. As always people are welcome to come and use the library.

Personnel

Molly Andriola, Ketcham valedictorian and incoming Purdue University freshman, has tendered her resignation as student page June 26.

We are waiting on the cost estimate for participation in the New York State Retirement plan. Meanwhile, American Funds has increased their fees. We have budgeted \$7,000 per year for the Employer match for the current 403(b) plan, but the 3% of the employee contribution cost the Library \$23.22 per pay period. The first quarter total expenditure was \$162.30. **After discussion, the Board unanimously agreed to a 9% employer match for American Funds contributions on a motion made by Trustee Gannon and seconded by Trustee Shepherd.**

Programming - Summer Reading kicks off on June 22 and will run through August 10. We will host events exclusively at the library this year. We are also using more home-grown talent (aka staff) to coordinate programs.

Technology - iPads and locking devices in the Children's Room have been purchased as part of our 2018 Technology Plan. They will be installed this week. A new hard drive has been installed in our security unit; it will now record on a 10 day loop.

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Committee Reports – The following Committee items were discussed.

Strategic Plan - The Board had discussed the draft Strategic Plan before the meeting was called to order. After the meeting was called to order, the Board amended the draft as follows: Value Statement #4 will be modified to include the notion of outstanding service by the staff. **The Board unanimously agreed to adopt the amended *Strategic Plan* on a motion made by Trustee Shepherd and seconded by Trustee Gannon. TO DO:** The **Building Committee** will meet on Thursday, May 24, 2018 at 10 am at the library to draft the *Facility Plan* using the *Strategic Plan* as input.

Old Business – No items were discussed.

New Business – No items were discussed.

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 personnel item on a motion made by Trustee Gannon and seconded by Trustee Halvey.

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 7:45 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