

Grinnell Public Library District (GPLD)

Board Meeting Minutes

September 19, 2018

Present: District Trustees Cavaccini, 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.

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

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

Next GPLD Board Meeting – Wednesday, October 18, 2018, at 7:00 pm at the Library

Call to Order - The meeting was called to order by President Devine at 7:00 pm

Minutes - The Board unanimously agreed to adopt the GPLD August 2018 minutes on a motion made by Trustee Halvey and seconded by Trustee Gannon.

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 2018 Audit Committee reviewed bills (bills as of September 20, 2018) for a total of \$31,494.21 on a motion made by Trustee Christie and seconded by Trustee Halvey.

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

Town of Wappinger – Trustee Cavaccini reported that Town Supervisor Thurston and his Board were happy to host one of the Gala banners.

Friends – Friends' President Evaul reported the following.

Garden – Belguim block has been installed to prevent continual mulch loss in rain storms

Gala – Decorators and set up crew will report to the Library at noon. The library actually closes at 12:30 pm.

(Friends' President Evaul leaves the meeting for a personal commitment.)

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

Budget/Vote

The Legal Notice and Candidate bios have been submitted to Southern Dutchess News. The Constant Contact e-newsletter has been sent out and the Vote Tab on our website went live on September 13. Vote Reminder bookmarks are being given out with check out receipts.

Building

CIA's proposal to replace and monitor the fire panel is attached. CSS made a site visit on August 28 to evaluate the situation. Their proposal to replace the burglary and fire panel and monitor both alarms is also attached. They are also available for annual inspections – our contract with Simplex Grinnell is up for renewal February 1, 2019.

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Belt and alarm replacement for the lift was completed September 12, 2018.

Masonry work: Jake left the porridge coating rather than filing it in with stone. I have not yet received an adjusted invoice.

Inspection on September 11: Simplex Grinnell missed a few fire extinguishers in the basement. The door from the Community Room into the hallway opens the wrong way. Also, because Silvestri used the existing electrical feeds, they treated the installation of the two units in the Children's Room as a replacement for the 4 ton Carrier; consequently, we did not get a permit nor have an electrical inspection. The Village insists upon both.

Phone system: we have encountered problems with dropped calls, excessive static and a phone tree that doesn't work.

Calendar

The November Board meeting is currently scheduled for Wednesday, the 21st at 7 pm; however, the Library is scheduled to close at **5 pm**. (Once the meeting is rescheduled, the new date will be posted on our website.) **The Board unanimously approved rescheduling the meeting to November 14th on a motion made by Trustee Gannon and seconded by Trustee Cavaccini.**

Finance

Move \$208,000 from the Non-Capital Reserve Fund to the Capital Reserve Fund in order to remain in compliance with our Fund definitions. In compliance with our Fund Definitions, **the Board unanimously agreed to move \$208,000.00 from the Non-Capital Reserve Fund to the Capital Reserve Fund on a motion made by Trustee Halvey and seconded by Trustee Gannon.**

Capital Improvement: Exterior Rehabilitation. Need at least \$2,750.00 to cover Swartz Architecture's preliminary analysis and any deposit necessary for the project. A new capital improvement line (Swartz Project) has been created to track the funds. **The Board unanimously agreed to move \$2,750.00 from the Capital Reserve Fund to the new Swartz Project line on a motion made by Trustee Halvey and seconded by Trustee Gannon.**

*Oppenheimer investments sold and income will be moved into the Money Market Account.

We have carried over the debt from our previous ILS to Millennium, our current library fine management system. We need a Board resolution to write this off as uncollectible debt and purge all pre-Millennium fines before June 2002. **The Board unanimously agreed to write off the ILS uncollectible debt before June 2002 on a motion made by Trustee Gannon and seconded by Trustee Pells.**

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Roger Higgins has indicated that he does not want the responsibility of being a user on bill.com, but is willing to come in to write the occasional check. Wayne Beaumont, patron, retired IBM engineer and amateur photographer, is willing to step into that role. We should also consider that the Deputy Treasurer appointment could segue into the Treasurer role upon Diane's retirement. There are other possible candidates for the Deputy Treasurer position and resumes will be provided for the October meeting. **TO DO: Director Harrison and Trustee Devine** will secure these resumes.

The role of the treasurer is clarified in the updated version of the Trustee Handbook:

<http://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>

Personnel

Arnold Williams has started working as an unpaid intern at the Library twice a week as part of the Dutchess BOCES Work-Based Learning Program.

Programming/Publicity

Registration for Fall Programs, including After School Enrichment (Introduction to Chess, Introduction to American Sign Language, Homework Help Center) has started. We welcome the donation of complete chess sets!

Police have started reinforcing the 2 hour parking limit on Spring Street. 3 staff members were ticketed as well as the ESL students who were in class from 9:30 – Noon. I met with an officer from the Police Department who suggested our patrons and staff park at the Homestead during the day, or use Park Street. I emailed Mayor Matt regarding a business permit or employee parking permits. He suggested parking on Gold Star Way or Satterlee Place as neither have time restrictions. Patrons who continue to park on Spring Street will be compelled to curtail the length of their visit to the library. This will also impact attendees of our longer programs such as Card Making and Defensive Driving.

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

TO DO: The Building Committee will continue to meet on the Swartz Project.

Old Business – No items were discussed at this meeting.

New Business – No items were discussed at this meeting.

Adjournment – **At 8:41 pm the Board unanimously agreed to adjourn on a motion made by Trustee Gannon and seconded by Trustee Cavaccini.**

Respectfully Submitted, Eileen C. Sassmann, Secretary of GPLD Board