

Grinnell Public Library District (GPLD)

Board Meeting Minutes

October 17, 2018

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

*Also present:* Director Harrison, and Trustee-Elect Edward Cheetham

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

**Next Friends' Meeting** – Thursday, November 1, 2018, at 6:00 pm at the Library

**Next GPLD Audit Committee Meeting** – Tuesday, November 13, 2018, at the Library

**Next GPLD Board Meeting** – Wednesday, November 14, 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 September 2018 minutes on a motion made by Trustee Shepherd 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 September 2018 Audit Committee reviewed bills (bills as of October 18, 2018) for a total of \$23,029.41 on a motion made by Trustee Halvey and seconded by Trustee Pells.

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

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

**Budget/Vote**

Results from the Trustee and Budget Vote on October 2, 2018:

- 51 Yes Votes, 11 No Votes
- Ed 51 votes, Bill 54 votes, and Jane 53 votes

**In accordance with the Board resolution to adopt the budget and exceed the tax cap, and the October 2, 2018 vote outcome, the Board unanimously agreed to adopt the GPLD 2019 budget of \$899,873 on a motion made by Trustee Halvey and seconded by Trustee Gannon.**

The 2019 budget includes the funds to offer employees retirement through the New York State Retirement System. **"At a meeting of the Board of Trustees of the Grinnell Public Library District held at Wappingers Falls, New York, on October 17, 2018 Trustee Bridget Gannon offered the following resolution: BE IT RESOLVED that the Board of Trustees of the Grinnell Public Library District, does hereby elect to participate as an employer in the New York State and Local Employees Retirement System and approves inclusion of its officers and employees in such a system, in accordance with any and all of the laws**

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**governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing the same.**

**BE IT FURTHER RESOLVED that the effective date of such shall be the 1<sup>st</sup> day of January 2019.** State on New York, County of Dutchess, I, Eileen Sassmann, clerk of the Board of Trustees of the Grinnell Public Library District of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such Board, at a legally convened meeting held on the 17<sup>th</sup> day of October 2018 on file as part of the minutes of such meeting, and that the same is a copy thereof and the whole of such original. I further certify that the full Board of Trustees consists of nine members, and that seven of such members were present meeting and that seven of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand.

Employer, Grinnell Public Library District, on the 17<sup>th</sup> day of October 2018. *Eileen C. Sassmann*

**The Board unanimously agreed to discontinue providing employer match for retirement through American Funds effective January 1, 2019 on a motion made by Trustee Shepherd and seconded by Trustee Gannon.**

### **Building**

There has been no response from Vector so that leaves CIA and CSS regarding the fire panel. After discussion, **the Board unanimously agreed to contract with CIA regarding the fire panel on a motion made by Trustee Shepherd and seconded by Trustee Gannon.**

All Phase has not sent an adjusted invoice for the masonry work as of October 15.

Still waiting on written report from the 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. Silvestri used the existing electrical feeds and treated the installation of the two units in the Children's Room as a replacement and did not get a permit nor have an electrical Inspection.)

The condenser fan motor on the PTAC units have been recalled. Parts are covered, but labor is not. Call to Silvestri whether we should replace at this point in time.

A burner unit had fallen off; Silvestri will address it when they do fall maintenance.

### **Finance**

Per his request, Roger Higgins has been removed as a user on bill.com

The Public Official Bond is specific to Diane Levitt and does **not** transfer the risk to a deputy treasurer.

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### **Personnel**

Audrey Willis will be going out on a non-work related medical leave effective October 19, 2018.

Aisha Kearney will be going out on a non-work related medical leave effective October 27, 2018.

Mandatory Sexual Harassment Prevention Policy and Training: will investigate options for the state mandate including partnering/piggybacking with the Town of Wappinger or other Dutchess County libraries. Per earlier Board approval, we will close early on a Friday to ensure maximum participation.

Handbooks will be updated to reflect sexual harassment prevention policy mandates and the change in retirement plans.

### **Programming/Publicity**

Signs on Spring Street have been changed to read 4 hour parking from 8 am – 8 pm.

We are partnering with Dutchess Outreach and will be hosting a Diaper Drive from November 1 – 16.

### **Technology**

Five wireless access points = 10,123 wireless sessions in September!

### **Trustee Survey from Rebekkah:**

The Public Library Systems Directors Organization (PULISDO) has developed a **proposed** Trustee Education Regulation: *90.20 Trustee education requirements for library trustees in registered public, free association and Indian libraries.*

The full draft of the proposed regulation as well as FAQs may be accessed here: [https://drive.google.com/drive/folders/0BywBRYx\\_hAitOWYyVnBvQ3R4LU0](https://drive.google.com/drive/folders/0BywBRYx_hAitOWYyVnBvQ3R4LU0)

This regulation, if approved, would fall within the official compilation of codes, rules and regulations of the NYS Education Department (Title 8, Chapter II, Subchapter D, and Part 90).

**ACTION:** We are seeking feedback from library directors and trustees on the proposed regulation changes to ensure an open dialogue with appropriate library stakeholders. To facilitate this, PULISDO has created this survey which directors and trustees are encouraged to use to submit their feedback: <https://www.surveymonkey.com/r/YK52ZR6>

Survey Deadline: November 2, 2018

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

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

*Building* – After the Building Committee reported on their recommendation on the costs for partial window replacement and associated exterior painting and after discussion, **the Board approved proceeding with the Exterior Project under the direction of Architect Donald Schwarz on**

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**a motion made by Trustee Gannon and seconded by Trustee Pells. Trustee Halvey abstained.**

**TO DO: The Building Committee** will continue to meet on this item to further refine the details.

**Old Business** – No items were discussed at this meeting.

**New Business** – Secretary Sassmann reported that Article 4 Finances, Section 4 of our *Governing Legislation* indicates that a bond request needs to be approved by the GPLD voters and then the GPLD Board needs to send a letter to the Town of Wappinger Board requesting that such a bond be obtained.

**Adjournment** – **At 8:03 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