

Grinnell Public Library District (GPLD)

Board Meeting Minutes

December 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, January 3, 2019, at 6:00 pm at the Library

Next GPLD Audit Committee Meeting – Tuesday, January 15, 2019, at the Library

Next GPLD Board Meeting – Wednesday, January 16, 2019, 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 GPLD minutes for November 2018 were amended as follows: :Trustee-Elect Edward Cheetham: should be removed from the *Also Present* item; "ice President Devine" should be "Vice President Gannon"; the *Drainage item* in the Director's Report did not have a resolution passed but rather the item was tabled until after the work is complete in the Spring; and there was no *New Business* at the meeting. **The Board unanimously agreed to adopt the amended GPLD November 2018 minutes on a motion made by Trustee Devine and seconded by Trustee Gannon.**

Vice President 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 November 2018 Audit Committee reviewed bills (bills as of December 20, 2018) for a total of \$98,743.23 on a motion made by Trustee Cavaccini and seconded by Trustee Christie.

Liaison Reports –

Town of Wappinger and Village of Wappingers Falls – No report at this meeting.

Friends of Grinnell – Friends' President Evaul reported the following:

Book Drop – The installation of the new book and media drop is complete and bears a sign that indicates it is a gift from the Friends. **TO DO: President Devine** will write a note of appreciation to the Friends.

Garden – Friends' member Roger Higgins "cleaned up" the garden after a car/truck drove over part of it. Several metal fence sections were destroyed and replaced. Completion of the work will wait until Spring.

Museum Passes – The Empire Parking pass was purchased for 2019 in addition to renewing all other passes.

The Board is looking forward to a joint meeting with the Friends in February how we can cooperate to serve the patrons and staff of the library we all so love.

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

The new book and media drop purchased by the Friends has been installed. The “old” book drop is being donated to the Pleasant Valley Library to use in their temporary location after the fire.

Building

Fire Detection System replacement by CIA; will move \$7755 from Capital Reserve Fund to Equipment 5030.01 Capital Asset Class. The work will take four days and is scheduled for January 22 – 25.

Heating and Cooling: The replacement condenser fan motor shield bracket on the PTAC units in the Children's Room has been installed. The thermostat in the non-fiction room needs to be replaced; because it is inconsistent, the AC sometimes kicks in.

We are still waiting on written report from the Inspection on September 11 and a Village assigned permit code for Silvestri to use for their permit paperwork. In order to comply with code, we must remove the door to the exterior hallway. No decision was made on how to proceed. **TO DOS: Trustee Gannon** will investigate large plastic shower curtains. **Al Ford** will investigate the pivot door.

We will use the leftover shelving from the Children's Room renovation to make a computer counter and a shelf for the OPAC. One of our old laptops will be repurposed to serve as a catalog. **The Board unanimously agreed to approve using no more than \$600 for this project on a motion made by Trustee Devine and seconded by Trustee Gannon.**

Financial

Marshall & Sterling confirmed that we have content insurance, art work insurance, and an interruption of business rider.

The 2019 health insurance rates are expected the second week of January.

Retirement Plan: with lack of employee interest in continuing the 403(b) plan, we will terminate the plan to coincide with the implementation of the New York State Retirement plan. A proposal from RBT to do the monthly reporting is forthcoming. **The Board unanimously agreed to approve using RBT to prepare the monthly retirement reports on a motion made by Trustee Gannon and seconded by Trustee Devine.** Funds need to be moved to cover the invoice before the 2019 budget money comes from the Town of Wappinger. **The Board unanimously agreed to move \$48,000 from the Capital Reserve Fund to 5505.02 on a motion made by Trustee Cavaccini and seconded by Trustee Gannon.**

Personnel

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Ben Wakefield resigned effective December 12, 2018.

Jeffrey Fitzsimmons has been hired as a page effective December 12, 2018.

Both Al and Dale are considering relocating in 2019. Director Harrison is speaking with Village Mayor Alexander about sharing the services of a handyman. One of Al's tasks is moving the garbage up the back steps to the curb and this should be considered in hiring his replacement. **TO DO: Director Harrison** will examine the work flow of this task to determine if there is another way.

The handbooks have been updated to include the minimum standards for sexual harassment prevention policies and forwarded to the Personnel Committee for review. The Personnel Committee reviewed and agreed with the changes. They also noticed that sick leave could only be used for a parent or child and enhanced it to include spouse or domestic partner. The committee recommended approval of the changes. **The Board unanimously agreed to adopt the amended *Employee Handbook* on a motion made by Trustee Gannon and seconded by Trustee Devine.**

Because the sexual harassment prevention training is an annual requirement, and the date for compliance was extended, we postponed training in December to 2019. **TO DO: Trustee Cavaccini** will investigate the cost per student in the training class to be held at the Town of Wappinger to explore a possible sharing opportunity.

Full text of the resolution regarding standard work day can be found at the end of these minutes.

Programs

The November Diaper Drive netted 2756 diapers, 256 pull ups, 3488 wipes and 27 disposable bed mats.

The Great Toy Swap scheduled for Saturday, December 15 was only moderately successful.

Winter Reading Program: children who read over the winter break will be offered a raffle ticket to a drawer full of craft supplies donated by W.B. Mason.

Next year's Summer Reading theme is space, and we will kick off with Starlab!

Technology

On November 19, a patron complained of a pornographic image saved in a folder. Police were summoned, and the video surveillance was inconclusive. The security settings (*Deep Freeze*) which wiped the session were run at the end of the day and now will be run after each patron uses a computer.

Committee Reports – The following Committee items were discussed.

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

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Building – Don Schwartz’s recent bill for 43 hours is to cover the cost of contractor drawings, the next step after preliminary sketches. **TO DO: The Building Committee** will continue to meet on this item to further refine the details.

Trustee Shepherd and President Devine thanked outgoing Trustee Cavaccini for his service on the Board.

Old Business – No items were discussed at this meeting.

New Business – No items were discussed at this meeting.

Adjournment – At 8:02 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

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Standard Work Day Resolution for Employees* (Form RS 2418 revised 7/11

BE IT RESOLVED, that the Grinnell Public Library District, Location code , hereby establishes the following as standard work the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/Day)

On this 19th day of December 2018

Eileen C. Sassmann Date enacted _____
(Signature of Clerk)

I, Eileen C. Sassmann clerk of the governing board of the Grinnell Public Library District
(Employer)

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 19th day of December, 2018 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 9 (nine) members, and that 9 (nine) of such members were present at such meeting and that 9 (nine) of such members voted in favor of the above resolution.

IN WITNESS THEREOF, I hereunto set my hand and seal of the Grinnell Library Public District.
(Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Work Day and Reporting Resoltion for Elected and Appointed Officials