

## Grinnell Public Library District (GPLD)

### Board Meeting Minutes

January 16, 2019

Present: District Trustees Cheetham, Christie, Devine, Gannon, Halvey, Lowney, Pells, and Shepherd  
(Excused: Trustee Sassmann)

Also Present: Director Harrison, Friends President Evaul, and Village of Wappingers Falls Mayor Alexander

**Call To Order** – The meeting was called to order at 7:01 pm by President Devine

**Oath of Office** – The oath of office was administered to newly elected Trustees Cheetham, Halvey and Pells. It was notarized by Notary Public Harrison. The board welcomed Trustee Cheetham to his first official meeting.

**Conflict of Interest** – The conflict of interest was signed by all present trustees and will be filed as noted in the GPLD policy.

#### **Liaison Reports** –

*Town of Wappinger* – No report

*Village of Wappingers Falls* – Mayor Alexander spoke of the possibility of sharing personnel. Director Harrison and Mayor Alexander are still brainstorming this idea, but it could be a custodian up to potentially boiler repair/roofer. The village has contracted rates for plumbers, boiler repair, etc. Director Harrison said this is something to keep in mind as we craft the 2020 budget. Mayor Alexander also spoke of the Brownfield Opportunity Program which included all items needed in the future for revitalization. The three main points are putting back buildings that have been lost to collapse or fire, a continued commitment to County Players and parking. It was noted that the village would need parking for 1000 when at “full capacity” and currently has plans for or physical parking for 710. The village could add the possibility of working together with GPLD on the possible community room expansion. Director Harrison and Mayor Alexander will continue dialogue about shared staff and Brownfield Opportunity Program. Director Harrison will meet with the personnel committee to discuss potential job sharing.

*Friends of the Grinnell Library* – President Evaul highlighted some recent events. The border blocks surrounding the gardens in front of the library have been finished. Roger Higgins and committee will do plantings and cleanup in the spring. The Friends were pleased with the signage on the new book drop which they donated. They also discussed the letter of thanks from GPLD Board President Devine. The joint meeting between the Friends and GPLD was discussed and is planned for the Friends Meeting on February 7 at 6 pm. After much discussion, it was also decided to keep the wording of the Memo of Understanding between the GPLD and the Friends, which will be signed at the joint meeting. President Evaul also spoke of the next fundraiser for the Friends. On March 31, 2019 the Friends will host an Outback Fundraiser at Outback Steakhouse in Wappingers Falls. Tickets are \$25 per person and are available for purchase at the circulation desk. The Friends will receive back \$17 of each \$25 ticket from Outback.

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**Executive Session** – The board unanimously agreed to enter into Executive Session with Director Harrison on a motion made by Trustee Gannon and seconded by Trustee Halvey. Mayor Alexander and President Evaul were asked to leave the room.

**The board unanimously agreed to leave Executive Session with a motion made by Trustee Christie and seconded by Trustee Gannon.**

**2019 Slate of Officers** –

After a brief discussion, the board established the following slate of officers:

President – Trustee Gannon

Vice President – Trustee Cheetham

Vice President of Finance – Trustee Halvey

Secretary – Trustee Sassmann

**The board unanimously agreed to accept the slate of officers for 2019 as proposed on a motion made by Trustee Pells and seconded by Trustee Shepherd.**

**Minutes** – The board unanimously agreed to accept the minutes of the December 19, 2018 GPLD meeting on a motion made by Trustee Pells and seconded by Trustee Devine.

**Vice President of Finance Report and Monthly Bills** – The board unanimously agreed to authorize voucher signing by President Gannon and directed the Treasure to pay the December 2018 Audit Committee reviewed bills (as of January 16, 2019) for a total of \$20,459.32 on motion made by Trustee Shepherd and seconded by Trustee Pells.

**Executive Director's Report** –

Director Harrison touched on the New Year for the GPLD and the need to review and update the trustee contact list. Reminded trustees to use their GPLD e-mail address and stated we should start to review library policies.

*Building-*

The Fire Panel replacement is scheduled to start January 22. Because of the new panel, a full inspection will be done. The need for Simplex Grinnell to perform their annual inspection can be pushed off a year. Hudson Valley Handyman has completed work to the circulation desk, children's room computer desk and OPAC laptop shelf in the children's room. The next project will be repurposing bookcases for the staff to lockers/cubbies.

The elevator has been out of service since December 17, 2018. The part has been located and repair should be completed in February. Director Harrison noted the elevator is 20 years old and something to think about as future budgets are crafted. **The board unanimously approved GPLD to pay for the part and repair in the amount of \$1700.00 on a motion made by Trustee Pells and seconded by Trustee Christie.**

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Director Harrison noted staff and patron complaints about static on the phone system. Director Harrison will begin research on replacement options.

Director Harrison noted that exterior work should try to be scheduled between March 25 and April 19 for the least programming disruption. Trustee Devine will reach out to Swartz Architecture to relay this message.

#### *Financial -*

Director Harrison noted the need to clean up a few of the financials for year end. **The board unanimously agreed to move money as suggested by the finance committee on a motion made by Trustee Gannon and seconded by Trustee Pells.** (5050.00 Operation and Maintenance of Building: move \$843.00 from 5050.04 Cleaning/Grounds to 5050.01 Electricity/Gas; 5070.00 Telecommunications: move \$516.00 from 5030.01 Equipment to \$271.00 for 5070.01 Telephone and \$245.00 for 5070.02 Internet; 5600.00 Miscellaneous: move \$138.00 from 5600.02 Programs to 5600.01 Special Events and move \$630.00 from 5600.03 Dues to 5600.09 Payroll Service Fees)

CDPHP 2019 monthly premium has decreased by \$28 since the GPLD has switched to a higher deductible plan. Director Harrison noted the GPLD should continue the 58% contribution towards the monthly health insurance premium. The board unanimously approved to continue the 58% contribution on a motion made by Trustee Pells and seconded by Trustee Cheetham.

#### *Personnel -*

Director Harrison noted the newly updated employee handbooks have been distributed. The annual staff performance evaluations will begin on January 25. The annual Civil Service audit for payroll certification has also been completed. Brian Sullivan will be interning (no pay) with the library for 10 weeks. Kim Cirulli has agreed to renew her cleaning contract with no change in price.

There was a recap of the discussion with Mayor Alexander. There will be a lot of logistics to be worked out and it is something that will need to be in place for the 2020 budget. Director Harrison has confirmed with Civil Service this is a viable option.

### **Committee Reports –**

*Governance and Finance Committees –* Nothing to report

*Building and Grounds Committee –* It was recapped that Trustee Devine will reach out to Swartz Architecture about the exterior plans.

*Personnel Committee –* will meet in the future to discuss the possibility in sharing employees in the future.

### **Old Business –**

Nothing to report

### **New Business –**

Trustee Shepherd agreed to organize a trip to visit and view the recent renovations at Kinderhook Library.

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Director Harrison said the old book drop was donated to Pleasant Valley Library's temporary location while they deal with their recent fire.

**Adjournment – At 8:09 pm the board unanimously agreed to adjourn on a motion made by Trustee Gannon and seconded by Trustee Halvey.**