

Grinnell Public Library District  
(GPLD)

Board Meeting  
Minutes

February 27,  
2019

Present: District Trustees Christie, Devine, Gannon, Halvey, Pells, Shepherd, and Sassmann Also present: Director Harrison Excused: Trustees Cheetham and Lowney

**NOTE:**– Because of inclement weather, the GPLD Board meeting scheduled for February 20, 2019 was postponed until February 27, 2019.

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

**Next Friends' Meeting** – Thursday, March 7, 2019, at 6:00 pm at the Library **Next GPLD**

**Audit Committee Meeting** – Tuesday, March 19, 2019, at the Library **Next GPLD Board**

**Meeting** – Wednesday, March 20, 2019, at 6:00 pm at the Library

**Friends' Gala @ Grinnell Fundraiser** – Saturday, September 14, 2019, at 5:30 pm

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

**Minutes** – The Board unanimously agreed to accept the minutes of the February 2019 GPLD on a motion made by Trustee Halvey and seconded by Trustee Christie.

**VP of Finance's Report & Monthly Bills** After discussion, the Board unanimously agreed to authorize voucher signing by President Gannon and directed the Treasurer to pay the January 2019 Audit Committee reviewed bills (bills as of February 17, 2019) for a total of \$46,069.71, with Lime Energy but not including CDPHP) on a motion made by Trustee Halvey and seconded by Trustee Christie.

**Liaison Reports**– The following items were discussed. Town of Wappinger and Village of Wappingers Falls – No report this meeting

Friends of GPLD – Director Harrison reported that the Friends were applying for a grant to

study elevator feasibility.

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

**Annual Report** The 2018 annual report was submitted. If approved, a copy will be emailed to the Board for review and adoption at the March meeting. Print versions will be available at the Circulation Desk, and an electronic version will be sent out via Constant Contact.

**Building** Flood remediation/renovation: the insurance claim has been submitted; work on replacing the ceiling and walls in the vestibule will continue over the next two weeks, and the furniture will be moved back to the office on Tuesday, February 19. Per earlier email correspondence, there is a \$1000 deductible; ServPro will be reimbursed directly.

Prepared: March 18, 2019 Page 1 of 3

Grinnell Public Library District  
(GPLD)

Board Meeting  
Minutes

February 27,  
2019

Fire Detection System replacement by CIA has been completed. There were several anomalies which delayed completion: some of the sirens did not work; the four heat sensors in the Non-Fiction Room were non-operational. These modifications were outside the scope of the original estimate. I have attached the Additional Work Authorization. The prior resolution approved moving \$7755 from Capital Reserve Fund to Equipment 5030.01 Capital Asset Class but we now must add \$1400 to that figure. **The Board unanimously agreed to move \$1400 from the Capital Reserve Fund to Equipment 5030.01 on a motion made by Trustee Halvey and seconded by Trustee Shepherd.** Also, new code requires two lines of communication; in addition to the dedicated line, we are also sharing the FAX line. If we upgrade the phone system, there will be an additional site visit to update the fire panel accordingly. (Just an aside: CIA will be merging with Doyle Security.) CIA pointed out that a static line will interfere with communication with the fire panel. VoIP is **not** compatible with the fire panel. Hudson Valley Telephone has made a site visit and will prepare an estimate; I had started to investigate Blink Communication before the flood, and will follow up once remediation has been completed. There is also the question whether changing providers will improve service. **The Board unanimously agreed to table this item until more data was available on the options on a motion made by Trustee Halvey and seconded by Trustee Devine. TO DO: Director Harrison**

will continue to investigate the phone line options and present them at the March meeting. Since we did not renew our Simplex Grinnell contract in light of the new install, we do have to maintain the fire extinguishers independently. Mike from MMG Fire Equipment (recommended by Bryan Murphy) has provided an estimate that includes recommendations for space appropriate extinguishers. **The Board unanimously authorized the payment of \$1,123 to MMG Fire Extinguisher on a motion made by Trustee Gannon and seconded by Trustee Devine.** A larger elevator install trumped our scheduled date for the cable replacement in February, so the lift is now scheduled to be repaired on March 13.

**Financial** Reallocation of funds to RBT per last Board meeting; documentation attached.

Amazon paid in full letter will be requested after the invoices have been approved and paid. I submitted a voucher for 2019 property tax on 2.11.19. We are expecting \$745,827.76 in March.

**Financial** Annual staff performance evaluations have been put on hiatus in light of the flood.

There are 5 reviews left to do. Larissa Luciano has resigned effective February 16. We will start interviewing for a replacement.

**Technology** As part of the Technology Plan adopted previously by the Board, Harlin Computer Services will set up a peer server which will back up the online storage in the office

Prepared: March 18, 2019 Page 2 of 3

Grinnell Public Library District  
(GPLD)

Board Meeting  
Minutes

February 27,  
2019

**Committee Reports**– The following report was discussed at this meeting.

Buildings and Property –

Exterior (Swartz) Project – At the January GPLD Board meeting the Board agreed to “accept the Swartz proposal to replace the windows on the front facade of the building”. With that motion the project was to go out for bid. Between the January and February meeting there were a number of emails rethinking that decision. Swartz was contacted and asked to hold the bid until this item could be discussed in person at the February Board meeting. After extensive discussion about the scope and timing of the project, **a motion was made to rescind the January motion and refer**

**this item back to the Building Committee to come up with a proposal reconsidering scope, timing and cost. The votes were mixed: Trustees Christie, Devine, Gannon, Halvey, Shepherd, and Sassmann voted Aye; Trustee Pells voted Nay and the Ayes prevailed. TO DO: The Building Committee will continue deliberations on this item.**

**Old Business** – None at this meeting

**New Business**– None at this meeting

**Adjournment – At 8:25 pm the Board unanimously agreed to adjourn on a motion made by Trustee Halvey and seconded by Trustee Gannon.**

Respectfully  
Submitted,

Eileen C.  
Sassmann,

Secretary of GPLD  
Board