

Grinnell Public Library District (GPLD)

Board Meeting Minutes

March 20, 2019

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

Also present: Director Harrison, Friends' President Evaul, *Swartz* representative Michael Bufi, and Contractor Mark Loncto

Absent: Trustees Cheetham, Christie and Shepherd

Wednesday, May 15, 2019 – Next GPLD Board meeting at 7 pm at the library

Dates of Interest – Here are the dates of some events you may want to attend.

Thursday, May 9, 2019 - Dutchess County Public Library Trustees' Reception will be held on at 6 pm at the Morton Memorial Library and Community House in Rhinecliff, NY. Rebekkah Smith Aldrich will speak on "Governing Libraries that inspire Investment". Cost is \$45 and the check (which constitutes RSVP) must be received at the **Rhinecliff Library by April 20.**

Saturday, May 4, 2019 – Wappingers Falls Business and Professional Association (WFBPA) *Clean Sweep* from 8:30 to noon starting at Johnson's fire house. Breakfast and lunch will be available.

Saturday, June 8, 2019 – WFBPA *Festival @ the Falls*

Saturday, September 14, 2019 – Friends' Gala fundraiser at the library

Call to Order - The meeting was called to order by President Gannon at 7:05 pm

Minutes – The February GPLD minutes were amended as follows: correct the date of the Gala from "22, 2018" to "14, 2019". **The Board unanimously agreed to accept the amended minutes of the February 2019 GPLD meeting on a motion made by Trustee Devine and seconded by Trustee Halvey.**

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 February 2019 Audit Committee reviewed bills (bills as of March 18, 2019) for a total of \$20,010.85) on a motion made by Trustee Halvey and seconded by Trustee Gannon.

Exterior (Swartz) Rehab – Swartz representative Michael Bufi and Contractor Mark Loncto (who have been meeting with the Building Committee) were present to answer any questions about the project from the full Board.

Liaison Reports – The following items were discussed.

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

Friends of GPLD – Friends' President Evald reported on the following items.

The *Children's Museum* will no longer be offering passes for loan starting on May 1 so the library will no longer have these passes available to patrons.

Friends paid for the cost of the paint analysis for the rehab project. (The Planning Board indicated that as long as we chose a color of the period- they would be happy.)

Outback fundraiser will be held on Sunday, March 31 and tickets are still available.

Friends received \$950 in donations in memory of Anna Marie Romano.

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

Annual Report

A copy of our 2018 annual report submission is attached for your review, comments and adoption. Highlights in the form of an infographic will be printed on a bookmark and will be available at the Circulation Desk, and will be sent out electronically after adoption by the Board. After discussion, **the Board unanimously agreed to adopt the 2018 Annual Report on a motion made by Trustee Devine and seconded by Trustee Halvey.**

Building

Blink Communication estimate to replace the phone system is attached. Verizon will be sending an estimate.

The traveling cable was replaced on Thursday, March 14. The work was prolonged because we have MANY unlabeled switches, and also because it was discovered that the transformer is bad, as are the locks. A second visit is required to complete the repairs. (\$25,000 estimated replacement cost) **The Board unanimously agreed to go with the replacement parts (\$2,000) on a motion made by Trustee Gannon and seconded by Trustee Devine. TO DO: Strategic Planning Committee** will add transformer replacement to the relevant planning document(s).

The vestibule is still in need of some repair work, and will need to be painted.

The ceiling on the second-floor landing will need to be repaired.

Financial

Courtesy renewals will be available soon, which will be great for customer service. We will track the effect on fines income and assess the impact on our 2020 budget.

Amazon paid in full letter requested and received.

\$745,827.76 received from the Town of Wappinger on March 15.

Follow up from our last meeting: the balance sheet comparing our personnel costs in January 2018 and 2019 used two different methods of accounting. In 2018, we used the accrued basis, and reversed the amount the following month. In 2019, we used the cash basis to better tie in with the annual report. Also, the increase in line 5030.01 (Equipment) is attributed to the fire panel, which has since been reclassified to Building Repairs and Maintenance.

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Personnel

Annual staff performance evaluations have been completed. COLAs were made per Board adoption of Personnel Plan.

Brian Sullivan, our MLS intern, will come on board as a temporary Library Clerk. This will enable us to reassess staffing needs in light of the two resignations and two pending summer graduations. I will be on vacation and unable to attend May 15 BOT meeting, but will have packets sent out on May 10 before I leave. In my absence, Craig McMahon will serve as the Librarian in Charge.

Technology

Harlin Computer Services has set up a peer server which backs up the online storage in the office per Board adoption of Technology Plan

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

Buildings and Property –

Exterior (Swartz) Project – The Building Committee reported to the Board on exterior shingle color. Swatches were presented from several places (including the paint analysis) prompting vigorous discussion but no decisions were made.

Old Business – None at this meeting

New Business – The following items were brought to the attention of the Board.

2019 Committee Assignments as remembered by the Board:

Building – Trustees Devine, Gannon and Halvey

Audit – Trustees Christie, Halvey and Lowney

Finance – Trustees Christie, Halvey and Lowney

Governance – Trustees Christie and Shepherd

Strategic Planning –

Personnel – Trustees Devine, Gannon, Pells and Shepherd

TO DO: Secretary Sassmann will send the Board the 2018 Committee assignments for review prior to the April meeting so the Board can revisit committee assignments.

Dutchess Outreach Volunteer Newsletter lauded GPLD for our Diapers and Wipes drive which included a total of 3,488 wipes; training pants: 53 (2T/3T), 204 (4T/5T); playpen; 37 disposable bed mats; and 2,756 (from newborn to size6).

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