

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 17, 2019

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

*Also present:* Director Harrison

**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.

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

**Monday, July 8 – August 10** – Summer Reading Program

**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 Board unanimously agreed to accept the minutes of the March 2019 GPLD meeting on a motion made by Trustee Gannon 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 March 2019 Audit Committee reviewed bills (bills as of April 18, 2019) for a total of \$19,703.72) on a motion made by Trustee Halvey and seconded by Trustee Gannon.

**Liaison Reports** – There were no Liaison Reports (Town of Wappinger, Village of Wappingers Falls, Friends) at this meeting.

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

**Annual Report**

The annual report was sent out via e-newsletter and had a 51 % open rate. Print copies were also made available at the Circulation Desk. The Board suggested that the same annual report cards (available at the Circulation Desk) to the publication table in the Town of Wappinger hallway.

**Building**

Hudson Valley Telephone will be installing a new phone system. To coincide with this upgrade, we are switching from Magna5 to Verizon.

Lift repair is scheduled for Wednesday, April 17. We could not pursue replacement at this time because Albany Lift is NOT a sole source provider:

*Local governments and school districts are required to advertise for competitive bids when procurements exceed certain dollar thresholds. Purchase contracts involving expenditures in excess of \$20,000 and contracts for public work involving expenditures in excess of \$35,000 are generally subject to competitive bidding under the law.<sup>4</sup> When using competitive bidding, contracts are awarded to the "lowest responsible bidder" after public advertisement for sealed bids...Local governments and school districts may elect to award "purchase contracts," which exceed the*

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*monetary threshold, on the basis of "best value," as an alternative to awarding contracts to the "lowest responsible bidder." There are several exceptions to the competitive bidding and competitive offering ("best value") requirements, such as purchases made through the New York State Office of General Services, purchases made through certain county and federal contracts, purchases made through the use of certain contracts let by other states or political subdivisions, emergency purchases, professional services and purchases from a legitimate sole source. In addition, procurements of commodities and services may be required to be made from preferred sources.*

The post-flood vestibule work is scheduled to be completed on Tuesday, April 16.

The ceiling on the second-floor landing needs to be repaired. AI will check that there is not additional moisture in the attic.

Effective June 18, 2019, NY Public Health Law will prohibit smoking within 100 feet of the entrances, exits or outdoor areas of any public library. Signage has been updated accordingly.

Dependent upon the recommendation from the Building Committee regarding the exterior rehab, I will schedule a date for the installation of the ductless AC for the first floor. **After the Building Committee recommended tabling the Exterior Project until further discussion of finances and the plan, the Board unanimously agreed to proceed with the AC installation on a motion made by Trustee Gannon and seconded by Trustee Devine.** (Building Committee discussion is found under the Building Committee report later in this document.)

#### **Financial**

\$5,221.72 Payment in Lieu of Taxes received from the Town of Wappinger on April 5.

#### **Personnel**

A request for an Eligible List of Library Clerks will be made, and canvassing will start in May.

#### **Programming/Publicity**

The Library will have a table at the Festival of the Falls on Saturday, June 8. We are the designated treasure map/prize station; we will also have make and take crafts for the children, and a supply of the turret sketches available.

A small inventory of the Clapp note cards was given to Mesier at cost.

Lab Project: Goal to increase adult programming by 5% this year.

Now that the weather is temperate, we have day care groups dropping in unannounced, which can bring us over the occupancy limit of the Children's Room. We need to draft policy language to support maintaining a safe environment for all our patrons. **TO DO: The Governance Committee** will prepare the policy. **Director Harrison** will research other such policies in the MHLS system.

#### **Technology**

We have earmarked funds to replace one circulation computer per year; currently investigating a Self-Serve/Express Check Out option.

**Committee Reports** – The following report and consideration were discussed at this meeting.

MEMORANDUM

TO :

1. The purpose of this memorandum is to provide information regarding the proposed changes to the company's policy on remote work. The changes are intended to increase flexibility and support work-life balance for all employees.

2. The proposed changes include allowing employees to work remotely up to two days per week, provided that they meet the same performance standards as their on-site colleagues. This policy will apply to all full-time employees who have been in the company for at least one year.

3. The changes are effective starting on January 1st, 2024. Employees who are currently working remotely will continue to do so under the current policy until the end of the year.

4. It is important to note that not all roles are eligible for remote work. Roles that require physical presence, such as those in manufacturing or field sales, are excluded from this policy. Additionally, employees must have a dedicated workspace at home and reliable internet access.

5. If you have any questions or concerns regarding these changes, please contact your direct supervisor or the HR department.

6. The HR department will be providing further details and support resources to help employees transition to the new policy.

7. Thank you for your understanding and support in implementing these changes.

8. We look forward to continuing to work together to achieve our organizational goals.

9. Sincerely,

10. [Signature]

11. [Name]

12. [Title]

13. [Address]

14. [Address]

15. [Phone Number]

16. [Phone Number]

17. [Email Address]

18. [Email Address]

19. [Website]

20. [Website]

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*Buildings and Property –*

Exterior (Swartz) Project – The Building Committee reported to the Board on the status of the Exterior Project and the unknowns about various aspects of the projects and therefore the total expenses. It was the Building Committee's recommendation that the project be tabled for 2019. Further discussions should include elevator repair/replacement as well. **In order to manage the responsibly manage the funds related to the Exterior Project, the Board unanimously agreed to move \$5,000 from the Non-Capital Improvement fund to the Capital Improvement Fund and to place \$200,000 (Conley will money) in a 6 month CD on a motion made by Trustee Halvey and seconded by Trustee Pells. TO DO: President Gannon will call Mark Loncto and Swartz let them him know the decision to table the project.**

*Personnel –*

The Committee needs to consider that the Director's evaluation must be in writing.

**Old Business –**

*MHLS Reception* – Trustees Gannon, Shepherd, Cheetham, and Sassmann will attend. **TO DO: Secretary Sassmann** will RSVP for the group.

**New Business** – None at this meeting

**Adjournment** – **At 8:35 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

Small fish of the genus  
and the species  
of the genus

The first part of the paper deals with the general characteristics of the genus and the species of the genus. The second part of the paper deals with the detailed description of the species of the genus. The third part of the paper deals with the distribution of the species of the genus. The fourth part of the paper deals with the ecology of the species of the genus. The fifth part of the paper deals with the conservation of the species of the genus.

The genus is characterized by the following features: (1) body length up to 10 cm; (2) body depth up to 3 cm; (3) body coloration brownish; (4) body shape elongated; (5) body markings dark spots; (6) body markings light spots; (7) body markings dark spots; (8) body markings light spots; (9) body markings dark spots; (10) body markings light spots.

The species of the genus are distributed in the following areas: (1) the eastern part of the island; (2) the western part of the island; (3) the northern part of the island; (4) the southern part of the island; (5) the central part of the island; (6) the coastal part of the island; (7) the inland part of the island; (8) the mountainous part of the island; (9) the lowland part of the island; (10) the highland part of the island.

The ecology of the species of the genus is as follows: (1) they are found in the coastal waters; (2) they are found in the inland waters; (3) they are found in the mountainous waters; (4) they are found in the lowland waters; (5) they are found in the highland waters; (6) they are found in the shallow waters; (7) they are found in the deep waters; (8) they are found in the clear waters; (9) they are found in the turbid waters; (10) they are found in the polluted waters.

The conservation of the species of the genus is as follows: (1) they are listed in the Red Data Book; (2) they are listed in the IUCN Red List; (3) they are listed in the CITES Appendix; (4) they are listed in the Convention on Biological Diversity; (5) they are listed in the Convention on Wetlands; (6) they are listed in the Convention on Migratory Species; (7) they are listed in the Convention on the Conservation of Biological Diversity; (8) they are listed in the Convention on the Conservation of the Marine Environment; (9) they are listed in the Convention on the Conservation of the Terrestrial Environment; (10) they are listed in the Convention on the Conservation of the Freshwater Environment.

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