

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

June 19, 2019

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

*Also Present:* Director Harrison, Former Trustee Joe Ruggiero

*Absent:* Trustee Pells

**Wednesday, July 17, 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.

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

**Thursda, July 11, 2019** – Friends of Grinnell 6 pm at the Library

**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

**Bond Discussion** – According to the NYS Act creating the GPLD “The town board of the town shall have the power to authorize, sell, and issue bonds, notes, and other evidences of indebtedness pursuant to the local finance law in order to permit the district to provide facilities or improved facilities for library purposes. Upon written request from the board of trustees of the Grinnell public library district, after approval by the qualified voters of such district, the town board shall authorize, sell, and issue such bonds, notes, or other evidences of indebtedness as are necessary to accomplish the improvements specified in the notice.”

Trustee Cheetham provided the GPLD Board with a book entitled *Bond Basics for Library Districts and Other Municipal Libraries in New York State* prepared by Orrick, Herrington, and Sutcliff, LLP.

Former GPLD Trustee Joe Ruggiero was present to discuss the general activities needed to complete a bond. The major points of the discussion were:

- A strong well articulated purpose for the bong;
- Importance of a bond counsel for the library referendum retained early in the process to help with the definition of purpose and all the materials needed;
- Education (frequent and timely)of the GPLD district and Town Board members of the library needs; and
- Suggestions for possible bond counsrsls.

**TO DO: The strategic Planning and Building Committee** will meet jointly to begin work on the bond purpose definition.

**Minutes** – The Board amended the May 2019 GPLD meeting minutes as follows: in the VP of Finance section, the parenthetical sentence should be removed; in Old Business, “*IMHLS*” should be “*MHLS*”.

**The Board unanimously agreed to accept the amended minutes on a motion made by Trustee Devine and seconded by Trustee Halvey.**

## **VP of Finance’s Report & Monthly Bills**

Grinnell Public Library District (GPLD)

Board Meeting Minutes

June 19, 2019

**After discussion, the Board unanimously agreed to authorize voucher signing by President Gannon and directed the Treasurer to pay the May 2019 Audit Committee reviewed bills (bills as of June 20, 2019) for a total of \$48,131.92 on a motion made by Trustee Halvey and seconded by Trustee Lowney.**

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

**Director's Report** – Director Harrison's Report covered the following items.

**Board**

While there is still some debate whether the mandatory sexual harassment prevention training applies to board members, the MHLS position is that the training must be carried out for all library employees, trustees, and volunteers. **TO DO; All Board members** are **required** to review the training video at <https://www.ny.gov//combating-sexual-harassment-workplace/employers>.

**Budget/Trustee Vote**

**TODO:** Director Harrison needs input from the **Building Committee** on the estimated cost of the anticipated work proposed in 2020 to add to the budget.

**Note:** When the budget is approved, a separate resolution will be needed if the tax cap is overridden (exceeded).

**Building**

*Albany Lift* repaired the pulleys on June 6.

The ceiling on the second floor landing needs to be repaired. Al will check that there is no additional moisture in the attic.

Silvestri is scheduled to install the unit on the first floor, and the external outlet in June.

We've had multiple problems with the alarm panel; CIA/Doyle moved the receiver in hopes of a stronger signal and fewer transmission errors.

Al suggested we spray in light of outdoor programming. The Board consensus was that spraying had the potential of causing problems for attendees. Attendees will be encouraged to use chairs or blankets.

**Financial**

Swartz invoice 2683 was due 3 hours of service from the Architect in Charge ("find two alternate window suppliers walk through with Mark Loncto, and attend the Board meeting"). Swartz invoice 2714 (paid with April audited bills) was for 2 hours of service from the Architect in Charge ("research additional window manufacturer equals, correspondence with *Marvin*; research alternate purchase methods to circumvent payment of prevailing wages."). **The Board unanimously agreed to pay Swartz invoice 2683 (included in this month's audited bills) on a motion made by Trustee Halvey and seconded by Trustee Lowney.**

Grinnell Public Library District (GPLD)

Board Meeting Minutes

June 19, 2019

The RBT additional charges are for research into the *Amazon* situation, and for NYSLRS training. I have been doing the reporting since 1/1/19 and the subsequent transition to the new platform, and am comfortable continuing to do so.

**Personel**

I have requested the list from Civil Service to fill the clerk position vacated by Aisha Kearney. I will meet with the Personnel Committee to revisit the maintenance position in light of AI's pending retirement tentatively scheduled for the end of September/beginning of October. The *Employee Handbook* will be updated to reflect the opportunity to participate in the Deferred Compensation Plan. A draft will be forwarded to the Personnel Committee.

**Programming/Publicity**

Outreach/Offsite Programming: *Molly on the Move*: The Children's Storytime held at *Raymond & Flannigan* had over 45 attendees! Molly has also been out promoting the SRP at local elementary schools.

Registration for Summer Reading Program starts on Monday, June 24.

Our table at *Festival at the Falls* was popular as we served as the first stop on the Scavenger Hunt.

**Technology**

I submitted a grant application to MHLS for circulating mobile hot spots.

---

**Committee Reports** – There were no Committee Reports (*Buildings and Property, Governance, Finance, Personnel, and Strategic Planning*) at this meeting.

**Old Business** – There were none at this meeting

**New Business** – There were none at this meeting

**Adjournment** – **At 8:32 pm the Board unanimously agreed to adjourn on a motion made by Trustee Halvey and seconded by Trustee Lowney.**

*Respectfully Submitted,*

*Eileen C. Sassmann*, Secretary of GPLD Board