

Grinnell Public Library District (GPLD)

Board Meeting Minutes

May 15, 2019

Present: District Trustees Cheetham, Christie, Devine, Gannon, Halvey, Lowney, Pells, and Sassmann
Absent: Trustee Shepherd, Director Harrison

Wednesday, June 19, 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 amended the April 2019 GPLD meeting minutes as follows: in the Minutes section the motion was seconded by says "ChristieHalvey" and should say "Christie". **The Board unanimously agreed to accept the amended minutes 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 April 2019 Audit Committee reviewed bills (bills as of May 16, 2019) for a total of \$22,042.61 on a motion made by Trustee Halvey and seconded by Trustee Devine. (The *Lime Energy cost of \$211.91* bill was added to the total but there was no accompanying bill in the packet.)

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:

Budget/Trustee

Confirm election scheduled for Tuesday, October 1, 12 noon – 8 pm. Appoint JoAnne Reinhardt, Ray Reinhardt, and Velma Colon as Election Inspectors. **The Board unanimously approved the Budget/Trustee vote date, time, and Election Inspectors (JoAnne and Ray Reinhardt and Velma Colon) on a motion made by Trustee Halvey and seconded by Trustee Devine.**

Building

Verizon ran phone lines into the building on April 23. Hudson Valley Telephone installed the new phone system on May 2. There are a few glitches that have yet to be resolved with the changeover.

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Albany Lift replaced the transformer on May 6, and the lift is working. The technician recommends that we replace the pulley (\$817 including labor). . **The Board unanimously approved the expenditure of the \$897 for lift pulley replacement on a motion made by Trustee Pells and seconded by Trustee Lowney.** Trustee Pells reported that the lift was now much quieter and that it failed the morning of the meeting. She did not know whether *Albany Lift* had been notified. **TO DO: President Gannon** will call Craig on Thursday morning.

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

Attached is Silvestri's proposal for the AC for the computer/circulation area. I have also asked for a proposal for an exterior outlet, which will enable us to program outdoors without running an extension cord through the window into the building, which is a TRIPPING HAZARD as well as unsightly. **The Board indicated that the Silvestri proposal was not attached to the Director's report but considering that the Board had approved the AC work in an earlier 2019 motion and that his was a safety problem to be addressed as soon as possible that the agreed that this was an important safety hazard to address, the Board unanimously agreed to approved the expense for an outdoor outlet not to exceed \$1,000 on a motion made by Trustee Cheetham and seconded by Trustee Devine.**

Financial

\$200,000 moved from the Operating Fund into a 6-month CD earning 2.25% interest. It has been classed as Other Current Assets.

Swartz Invoice 2683 was for 3 hours of service from the Architect in Charge ("find two alternate window suppliers, walk through with Mark Loncto, and attend Board meeting"). Swartz Invoice 2714 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." Until we receive clarification, I recommend we hold off on paying the second bill. **The Board unanimously agreed to withhold payment of the Swartz bill until further investigation.**

The Amazon situation has been resolved; we have been approved for a Pay-in-Full credit line with net 55-day billing terms to pay-in-full with no interest.

We are not in a position to apply for State Construction Grants this year, but if we intend to do so in the near future, we should consider assembling a TO DO list:

<https://www.youtube.com/watch?v=FtuQmXwSLNg&feature=youtu.be>. **TO DO: ALL Board Members** should review the material found at this web site.

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Personnel

Shannon Driscoll, Page, has resigned effective June 21, 2019. Arnold Williams has been appointed as Page effective June 24, 2019. Jeffrey Fitzsimmons, Page, has resigned effective June 15, 2019. Jodi Fitzsimmons has been appointed as Page effective June 17, 2019. **The Board unanimously agreed to accept the resignations of Pages, Arnold Williams, and Jeffrey Fitzsimmons on a motion made by Trustee Pells and seconded by Trustee Christie.**

Schedule Director annual performance evaluation in June. **TO DO: The Personnel Committee** will prepare a written evaluation of the Director for June delivery. **The Board unanimously approved increasing the Director's yearly salary on a motion made by Trustee Lowney and seconded by Trustee Devine.**

Programming/Publicity

Outreach/Offsite Programming: *Molly on the Move*: Children's Storytime to be held at Raymour & Flannigan. *Corpses, Coffee and Cannolis*: True crime book discussion groups to be held at Mamma Mussetti. The Board felt the locations showed great creativity.

A draft of our Summer Reading Program Calendar is attached; it will be finalized in time for distribution at the Festival of the Falls on June 8. The Summer Reading Program was not attached.

Technology

We have not invested in locking CD cases because of the predicted death of music CDs; however, since we have experienced a rash of CD thefts in the last few months, we will be buying locking cases for the Pop and Rock CD collection. Classical and Folk CDs have not been targeted. We will move \$400 from 5030.01 (Equipment) to 5230 (CDs). **The Board unanimously approved moving \$400 from 5030.01 to 5230 on a motion made by Trustee Halvey and seconded by Trustee Devine.**

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

Old Business –

Trustees Cheetham asked for more information about the *Festival at the Falls* which the Board provided.

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MHLS Reception – Trustees Cheetham, Gannon, Shepherd and Sassmann attended and described how informative the event was, the beautiful Morton library, and the great appetizers. .

New Business –

Trustee Sassmann indicated that thinking about the material presented at the *MHLS Reception*, she felt that she (as the Trustee managing Trustee Candidate information) should prepare an article for the *SDN* about the requirements to be a Trustee and the responsibilities. **TO DO:** **Secretary Sassmann** will draft the article and have it reviewed by the Director and Board. .

Adjournment – **At 7:32 pm the Board unanimously agreed to adjourn on a motion made by Trustee Pells and seconded by Trustee Devine.**

Respectfully Submitted,

Eileen C. Sassmann, Secretary of GPLD Board