Grinnell Public Library District (GPLD)

Board Meeting Minutes

July 17, 2019

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

Wednesday, August 21, 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, September 5, 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 7:03 pm

Minutes – The Board amended the June 2019 GPLD meeting minutes to correct several editorial/spelling errors. **The Board unanimously agreed to accept the amended minutes on a motion made by Trustee Devine and seconded by Trustee Pells.**

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 June 2019 Audit Committee reviewed bills (bills as of June 18, 2019) for a total of $19,990.10 on a motion made by Trustee Halvey and seconded by Trustee Christie.

Liaison Reports – At this meeting there were no Liaison Reports from the Town of Wappinger, or the Village of Wappingers Falls.
Friends – Director Harrison reported that the Friends donated $100 to purchase a gift certificate to Farmers and Chefs for volunteer Mary Lynn Hartmann in recognition of her 25 years as a volunteer.
WHS – A patron donated a complete set of *Harper's Bazaar* magazine to the Historical Society.

Director's Report – Director Harrison's Report covered the following items.
Audit – Our financial audit is scheduled for July 22, 2019.

Budget/Trustee Vote – The Board discussed the draft budget. **The Board unanimously agreed to adopt the proposed 2020 budget ($989,860) on a motion made by Trustee Halvey and seconded by Trustee Pells.**
Whereas, the adoption of the 2020 budget for the Grinnell Public Library District requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in *General Municipal Law Section 3-c* as adopted in 2011; and
Whereas, *General Municipal Law Section 3-c* expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now be it

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Resolved, that the Board of Trustees of the Grinnell Public Library District voted and approved to exceed the tax levy limit for 2020 by at least sixty percent of the Board of Trustees as required by state law on July 17, 2019.

Building

Silvestri cleaned and checked the drip pans in the attic. As we have started our Summer Reading Program, the ceiling work has been postponed.

Silvestri is scheduled to install the unit on the first floor the last week of July.

We've had multiple problems with the alarm panel; the transmitter was replaced on June 28. When we continued to receive attic distress signals, *CIA* came out on July 1 to replace the base unit. We continued to receive attic distress signals. A site visit on July 8 indicated that the firmware needs to be updated. That will be done on July 15, with 10% testing to follow.

Mark Loncto will coordinate installation of the fence with Jon Joseph – we have asked that it be done on a Monday since that is the only day we do not have a program.

Financial

Jennifer Leigh, Village Treasurer, was emailed on July 1 regarding the status of the check from the Village.

Diane Levitt will be out of the country from 8/27 to 9/14 and will be unable to handle the transfers the weeks of 8/26, 9/2 and 9/9. **The Board unanimously approved having *RBT* handle the transfers for the three weeks of 8/26, 9/2, and 9/9 on a motion made by Trustee Halvey and seconded by Trustee Devine.**

We currently do not have a disposal of goods policy. An antique dealer expressed interest in the two original light fixtures in the attic. **TO DO: Director Harrison** will solicit a similar policy from other *MHLS* libraries and then work with the **Governance Committee** to prepare a GPLD policy.

Personnel

Canvassing for the Library Clerk position vacated by Aisha Kearney has been postponed until August. Director Harrison will meet with the Personnel Committee to revisit the maintenance position in light of Al's pending retirement tentatively scheduled for the end of September/the beginning of October. The *Employee Handbook* will be updated to reflect the opportunity to participate in the Deferred Compensation Plan. Submitting a draft has been postponed until a decision has been made about the maintenance worker position, as titles and salaries are included in the handbook.

Programming/Publicity

Offsite programming: The debut of *Corpses, Coffee and Cannoli* at *Mamma Musetti's* was successful. The Summer Reading Programs have all been well attended; there is a wait list for nearly every program.

Technology

We received a grant for the mobile hotspots; 5 devices have been purchased and are currently circulating.

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In our ongoing cycle to replace computers, the Children's Reference Computer and one of the Circ computers are scheduled to be replaced in August when the Summer Reading Program is over. As we have one more year on the lease of our copier/printer, switching to a color copier/printer with wireless printing has been moved to 2021.

Committee Reports – There were no Committee Reports from the following Committees at this meeting: *Buildings and Property, Governance, Finance, and Personnel.*
Strategic Planning – This Committee presented an outline of the Scope of Work for a potential bond. During the discussion, the Board gave the Committee several suggested changes. **TO DO:** The **Strategic Planning Committee** will continue to refine the document.

Board Self-Evaluation – The discussion of this topic was tabled until the August meeting.

Old Business – There was none at this meeting

New Business – There was none at this meeting

Adjournment – **At 7:50 pm the Board unanimously agreed to adjourn on a motion made by Trustee Devine and seconded by Trustee Halvey.**

Respectfully Submitted,

Eileen C. Sassmann, Secretary of GPLD Board