

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

January 15, 2020

*Present:* District Trustees Cheetham, Christie, Devine, Gannon, Halvey, Lowney, Pells, and Sassmann. Trustee Shepherd was absent with notice.

*Also Present:* Director Harrison, Board Recorder Beyer, and Denny Evaul – Friends Liaison

**Wednesday, February 19, 2020** – The next GPLD Board meeting is at 7:00 pm at the Library.

### **Dates**

#### **of Interest:**

**Thursday, February 6, 2020** – Friends of Grinnell at 6 pm at the Library

**Call to Order** - The meeting was called to order by President Gannon at 7:00 pm.

**Votes:** All votes were unanimous, unless otherwise noted.

**Oath of Office:** The Oath of Office was issued by Director Harrison to Trustees Christie, Gannon, and Sassmann. All Conflict of Interest Statements were returned to Trustee Sassmann.

**At 7:10 PM Trustee Sassmann made a motion to enter into executive session for the purpose of succession planning. Seconded by Trustee Lowney and carried. At 7:15 PM, on a motion by Trustee Halvey and seconded by Trustee Pells, the executive session was adjourned and the regular meeting continued. On a motion by Trustee Devine and seconded by Trustee Cheetham the following people were seated as officers:**

President: Bridget Gannon  
Vice-President: Ed Cheetham  
Vice-President of Finance: Bill Halvey  
Secretary – Eileen Sassmann  
Treasurer – Diane Levitt  
Friends Liaison – Helen Christie

**Minutes** – Corrections were made to the attendance, the change from the wording “town employee” to “WFBPA employee”, addition of wording that someone will talk to Cindy Latino and two grammatical errors. **The Board agreed to accept the December 18, 2019 minutes as amended on a motion made by Trustee Devine and seconded by Trustee Halvey.**

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

**The Board agreed to authorize the voucher signing by President Gannon and directed the Treasurer to pay the December 2019 Audit Committee reviewed bills (bills as of January 15, 2020) for a total of \$20,348.23 on a motion made by Trustee Devine and seconded by Trustee Pells.**

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

January 15, 2020

### **Liaison Reports**

*Town of Wappinger* – President Gannon and Trustee Devine met with Dick Thurston, Town Supervisor to see if he was supportive of the bond proposal to rehab the exterior and install an elevator. He is very supportive and would like to have an outline of the project and rough estimates so he can present it to the Town Board. President Gannon would like to get a small committee together to make a presentation to give to the Town Board to market the Library. Trustee Sassmann feels the Library needs to be more present at all the meetings before going in to request funding assistance. She also felt they should wait until the Annual Report is done so the Director can get them concrete numbers. Trustee Devine felt they need to have a more concrete plan and figures before going to ask for bond assistance. Trustee Halvey stated he thought the Library paid some of the professional fees to get those numbers and then got reimbursed by the bond funding. Trustee Pells stated if the Library moves forward with getting the professionals and then doesn't get the bond approval, they have spent money unnecessarily. President Gannon stated they did not need to have concrete numbers to go to the Town and see if they would support the bond issue. The Library would give the presentation to the Supervisor and he would discuss it with his Board. She also stated when they go for the bond they need to remember they only get one shot and cannot add additional funds to it later. She asked for the consensus of the Board. Trustee Christie stated they need estimates from an electrician and general contractor. Trustee Devine stated they need someone hired to help them market this project. She suggested Libby Post. Trustee Sassmann said they need to get attorneys involved. Trustee Halvey said the Library needs to be a presence at the Town and Village meetings. Director Harrison stated they should be able to support statements with statistics and returns on investments should be quantifiable. President Gannon stated there is a section on the Mid-Hudson Library System website that covers many of these areas. She was hoping to have each Trustee take a section and work on it and bring back their efforts at the next meeting. They also need to schedule a Building Committee meeting. Trustee Halvey asked if the two attorneys they have been discussing could be contacted to get estimates so the Building Committee has something to work with. He said they need to take concrete steps to show they are making some progress on this project and that will require the commitment of the entire Board. President Gannon stated the Town meetings are the second and fourth Mondays of each month. The Director can get them a broad strokes script with 2018 numbers by the 27<sup>th</sup> and Trustees Gannon, Halvey, Devine, Pells, and Sassmann will go to the Town meeting. Trustees Sassmann and Devine will go to the Village meeting on the second Wednesday of the month. President Gannon stated the next Town meetings are February 24, March 23 and April 20. Supervisor Thurston had suggested the Library do a bigger presentation at the April meeting and again at the September meeting. The Building Committee meeting was set for Tuesday, January 21<sup>st</sup> at 10:00 AM.

*Village of Wappingers Falls* – There are three options for a new playground being proposed for installation in Bain Park. They would like to display the designs at the Library for 4-6 weeks so the public can vote on their choice. The Board was fine with having the playground options displayed.

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

January 15, 2020

*Friends* – Denny Evaul stated there was a pre-k holiday party for 17 children today. Everyone seemed to have fun. Director Harrison stated this type of event raises the profile for the Friends, especially with younger families. Mr. Evaul said the Friends were going to do a gift basket for February but since there seems to be so much going on already, they will hold off until possibly April. They also may do something with Kinderhook in April or May. There was some discussion regarding whether Board members being Friends is a conflict of interest and the Director stated they should be Friends, but could not be officers of the Friends and maybe participate more in the background.

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

### **Annual Report**

The deadline for filing is February 14, 2020. Once it is approved, it can be used for an infographic that the Board members can use for reference.

### **Building**

Kim Cirulli has agreed to renew her contract without changes. Jon is doing a great job also.

### **Financial**

CDPHP had proposed a 5.8% increase for the existing health insurance policy. The Library had switched to a plan with increased deductibles in 2018 to make the monthly premium more manageable. The Library currently pays 58% of the premium. Director Harrison recommended that the Library absorb the cost of the increase in health insurance premium so that the employee's contributions amount remain unchanged. She had a comparison chart as to what other libraries pay for the Board to review. **On a motion by President Gannon and seconded by Trustee Devine, the library will absorb the increase in premium.**

### **Personnel**

Yearly staff performance evaluations are underway.

### **Programming/Publicity**

There have been many favorable comments about the renovated computer area.

There is a Census 2020 Recruiting Officer at the Library on Fridays. President Gannon suggested having the Southern Dutchess News do an article on this. The Director will contact them.

### **Technology**

The Library is switching from Cablevision to FIOS as the internet provider.

**Committee Reports** – There were no Committee Reports from any of the Committees at this meeting, however the following committee members were established:

Grinnell Public Library District (GPLD)

Board Meeting Minutes

January 15, 2020

Governance: Trustee Sassmann, Trustee Halvey, President Gannon – ex officio

Finance: Trustee Halvey, Trustee Christie, Trustee Lowney, President Gannon – ex officio

Personnel – Trustee Shepherd, Trustee Pells, President Gannon – ex officio

Strategic Planning – Trustee Cheetham, Trustee Lowney, President Gannon – ex officio

Building – Trustee Devine, Trustee Halvey, Trustee Pells, Trustee Shepherd, Trustee Cheetham,  
President Gannon – ex officio

**Old Business** – There was no old business at this meeting.

**New Business** - Trustee Sassmann suggested having the Southern Dutchess News do an article on the difference between the Friends and the Board of Trustees.

The Friends will be invited to the next meeting on February 19, 2020.

**Adjournment** – **At 8:20 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Pells.**

Respectfully Submitted,

Julie J. Beyer

Recording Secretary