

Grinnell Public Library District (GPLD)

Board Meeting Minutes

October 16, 2019

Present: District Trustees Cheetham, Devine, Gannon, Halvey, Lowney, Pells, Shepherd, and Sassmann. District Trustee Christie was excused.

Also Present: Director Harrison and Board Recorder Beyer

Wednesday, November 20, 2019 – The next GPLD Board meeting is at 7:12 pm at the library.

Dates of Interest – Here are the dates of some events you may want to attend:

Thursday, November 7, 2019 – 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.

Minutes – The Board agreed to accept the September 18, 2019 minutes 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 September 2019 Audit Committee reviewed bills (bills as of October 16, 2019) for a total of \$15,825.60 including the Lime, on a motion made by Trustee Halvey and seconded by Trustee Gannon.

Liaison Reports

Town of Wappingers - President Gannon stated she and Director Harrison met with Supervisor Thurston regarding shared services. He suggested they have a liaison attend one of the monthly meetings. They could also do a presentation in May promoting the library and again before the budget meeting. The library would get a lot of exposure that way. He also offered use of the Sr. Center if the library needs additional space.

At this meeting there were no Liaison Reports from the Village of Wappingers Falls or WHS.

Friends – Trustees Sassmann said the official Gala report has not be done yet. President Gannon stated there were 109 attendees. They made approximately \$4,000 after expenses, excluding expenses paid by the individual members.

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

Audit – a final copy of the audit has been delayed as it has been chosen for peer review for the auditors.

Budget/Trustee Vote – There were 72 yes votes and 7 no votes. Helen Christie received 68 votes, Bridget Gannon received 71 votes, and Eileen Sassmann received 68 votes. One of the Friends

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commented that the vote was under promoted. The library relied upon the e-newsletter, with links to the VOTE tab on the website, social media, two articles in the Southern Dutchess News, and in-house promotion, which included bookmarks and flyers. It was suggested that they post signage around town and include a notice with the Village water bill. Director Harrison reviewed the meeting with Supervisor Thurston and Trustee Gannon. They will need to make it clear to the public that money raised from the Gala does not support the services and function of the library. She can tell how many people actually open and read sections of the newsletter so they will continue to promote using that. There was also discussion regarding putting a notice in with the tax bills or advertising on the local TV channels. **On a motion by President Gannon and seconded by Trustee Devine, a request to publicize on the local channels will be made for the next budget cycle.**

Building

Director Harrison said the AC/heat pump proposal for the Non-Fiction Room will use the existing electric and ductwork. **On a motion by President Gannon and seconded by Trustee Devine this work was approved to be done before the increase in Prevailing Wage.**

Sean O'Toole recommended removing the current deadbolt and installing a panic bar in its place on the front door. The key in the Knox box will have to be replaced by the fire inspector. Installation cost is \$605.00 with additional keys at \$5.00 each. Jon will fill the gaps left by removed hardware. **This replacement was approved on a motion by President Gannon and seconded by Trustee Cheetham.**

The lift is being used for books and supplies per the instructions from Albany Lift. When new locks have to be installed, Trustee Gannon will supply in-service training. The regular repairman from Albany Lift will be to the library on Friday. He wants to see it before he orders any parts.

Financial

The final payment from the Conley estate in the amount of \$18,000 was received October 1, 2019.

Interest on the MMA accounts will be dropping from .65% to .55%.

RBT's fees are increasing to \$1,100 per month and the library's fee, with discount, will be \$920.00.

Trustee Halvey made a motion to accept this change and President Gannon seconded.

Director Harrison stated the CD is up for renewal. There is a 14-month one at 1.6% and a 3-year one for 1.7%. **President Gannon made a motion to renew the CD for 14 months at 1.6%.**

Seconded by Trustee Halvey.

Personnel

Rachael Jelley was provisionally appointed as Full Time Librarian 1 effective October 14, 2019. **The appointment was accepted by the Board on a motion by Trustee Devine and seconded by Trustee Halvey.**

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Programming/Publicity

Universal Class: 500 courses in over 30 subject matters will be available October 15.

Kanopy streaming will commence November.

2020 MHLS Turning Outward Program Introductory Webinar will be October 29, 2019 from 10 to 11 AM. Libraries interested in applying for the 2020 Turning Outward Program are invited to join this introductory webinar that will outline the value of "turning outward" to seek public knowledge about community aspirations to better guide the future design of library services, programs, partnerships and resource allocation.

Technology

Windows 10 updates are needed for the public computers.

Committee Reports – There were no Committee Reports from the following Committees at this meeting: *Governance, Finance, and Personnel.*

Strategic Planning – President Gannon stated they needed to set a meeting date. It was decided the committee will meet October 21st at 3:30 PM.

Buildings and Property – Trustee Halvey will call to get a replacement parts list and a stop gap repair for the lift. **On a motion by President Gannon and seconded by Trustee Shepherd the library will renew the extended warrantee on the lift.** Director Harrison said there have been children riding their bikes thru the back yard since there is no fence.

Old Business – In January they discussed having the floors done in the computer room. President Gannon has been researching different floors. There is commercial grade flooring they may consider replacing downstairs, everywhere except the stacks. There is an LVT floating floor. They have spoken with Fitzgerald & Associated Carpets. The flooring has a cork backing and a 12 year commercial use guarantee. Associated Carpet came out today and said they did not carry the right kind of flooring for the high use that the library, especially the Circ. Desk, gets. Trustee Devine asked if the flooring would scratch and President Gannon said the high density should not scratch. The tile is more maintenance friendly. The Circ. Desk will not come out, but the shelves will all be taken out. The needs of the computer area are different than the rest of the first floor. There would need to be a maintenance schedule for the tiles if they were to go in that direction. It would need a commercial grade wax and to get stripped every few months. Director Harrison said they have a budget for the computer area only. If they only do that area the rest of the library could stay open, but if they move forward with the rest of the replacement, the library would need to be closed for several days. Trustee Halvey asked about the staff during a close down and President Gannon said they would get paid. There may be some CE that they could participate in. This will be an ongoing project for now.

THE FIRST OF THE TWO PARTS OF THE
REPORT IS A SUMMARY OF THE
RESULTS OF THE STUDY. THE
SECOND PART IS A DETAILED
DESCRIPTION OF THE STUDY
METHODS AND PROCEDURES.

THE STUDY WAS CONDUCTED IN
THE LABORATORY OF THE
DEPARTMENT OF PHYSICS AT THE
UNIVERSITY OF CALIFORNIA, BERKELEY.
THE STUDY WAS SUPPORTED BY
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New Business – There was none at this meeting.

Adjournment – At 7:55 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Lowney.

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board

