Grinnell Public Library District (GPLD)

Board Meeting Minutes

February 19, 2020

Present: District Trustees Cheetham, Christie, Devine, Gannon, Halvey, Pells, and Shepherd. Trustees Lowney and Sassmann were absent with notice.
Also Present: Director Harrison, Board Recorder Beyer, and the following Friends Members: Susan Brkich, Denny Evaul – Friends Liaison, Rosemary Evaul, Pam Herbst, and Barb Montross.

Monday, March 23, 2020 – The next GPLD Board meeting is at 7:00 pm at the library. This will be discussed later, as there are several members unavailable for this date.

Dates of Interest:
Thursday, March 5, 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.

Minutes –**The Board agreed to accept the January 15, 2020 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 January 2020 Audit Committee reviewed bills (bills as of February 19, 2020) for a total of $25,829.51 on a motion made by Trustee Halvey and seconded by Trustee Gannon.

Liaison Reports
Town of Wappinger – There was no report at this time.

Village of Wappingers Falls – The posters for the three options for a new playground being proposed for installation in Bain Park are at the library for voting. Voting can also be done online. The playground will be at the park on Clapp Avenue and Lower Henry Street.

Friends – Denny Evaul stated they were having this joint meeting to talk about "brainstorming and updates". The last time a Memorandum of Understanding was signed was in 2016. President Gannon stated they needed to clarify the rolls of the Trustees vs. the Friends and that Trustees could be Friends and assist, but they are not able to do the fundraising. Mr. Evaul stated they could not be an officer either. President Gannon stated there is a Trustee Liaison to the Friends and that is Trustee Christie. She also stated the MOU wording needed to be cleaned up as there are some things the Friends don't do anymore, such as sell books. They did eliminate a line and the MOU was signed by President Gannon and Mr. Evaul. Mr. Evaul stated their last event was a pre-K event and they received a thank you note from one of the attendees. Director Harrison stated the furniture purchased by the Friends came today. The Friends will be supplying refreshments on April 4th for the Artist Reception and have supplied two museum passes. President Gannon asked if there was anything the Board could do for the Friends. Mrs. Evaul stated they want an elevator. Present Gannon stated they

are working on this. Mrs. Evaul asked if the library was part of the Village Improvements HGTV. President Gannon said the library will ask them if they come in. Ms. Herbst stated that having events with seniors may be problematic. President Gannon stated they are working towards being able to bond with the Town and get the project moving forward. Mr. Evaul asked if they had spoken to Libby yet and Trustee Halvey stated they are not to that point yet. They are working on the bonding aspect now. Trustee Cheetham stated he is working to get people who can advise on the actual law that created the district so they can move forward with the bonding process. Ms. Montross's concern was the longer they wait, the more things that need attention. She asked if something should be said to the public such as the library needs assistance. President Gannon stated the Board has made plans to attend Town and Village meetings to sell the plan and let them know what the library does. Friends can help when it is time to vote to make sure there are plenty of library supporters. Ms. Montross asked if either the Town or Village had more influence and Trustee Cheetham said the Town has to do the bonding. Trustee Halvey reminded everyone that when work is done at the library, they have to pay prevailing wage, which greatly increases the cost of any project. President Gannon stated that the elevator is the greatest need, but it is not just the cost of the elevator. There are many parts required to get it installed and working. Ms. Montross asked if the Friends could help with any PSA's to get the public up to speed. Trustee Devine said they aren't to that point yet either. Ms. Herbst suggested doing an article in the Southern Dutchess. Director Harrison stated she gets the Annual Report information and puts the graphics on bookmarks and the library does give those out. President Gannon said maybe the Friends could advocate for the newspaper article and asked if there were other venues they would suggest. Ms. Herbst suggested a flyer at the front desk stating that the Board would be attending Town and Village meetings. Ms. Montross suggested something for the schools for PTA nights. President Gannon thanked the Friends for their assistance and support.

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

Annual Report

The Annual Report is finished. **The Board agreed to accept the 2019 Annual Report minutes on a motion made by President Gannon and seconded by Trustee Christie.**

Building

The ducted unit for the Non-Fishkill Room was scheduled to be installed February 17 and 18. Silvestri had 3 employees out sick so it is now scheduled for February 27 & 28.

There is a proposal for a new heating and cooling maintenance contract that does not include the new ducted unit. **On a motion by President Gannon and seconded by Trustee Cheetham, this proposal was accepted.**

Financial

The Oppenheimer account has been closed and the funds moved to a 14 month CD.

There is a tentative schedule in place for the transition out for the Treasurer. There will need to be cross training, a meeting with RBT for training, and bonding to be done.

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Governance
GPLD is committed to the core values of the ALA. This needs to be accepted formally by the Board. **Trustee Shepherd made a motion to accept the core values of the ALA. Seconded by Trustee Pells and carried.**

The Governance Committee has been working on a Tutoring Policy for the library.

Personnel
Yearly staff performance evaluations have been completed.

Rachael successfully wrote a grant for GPLD to assist patrons with Census 2020 applications and she and Brian have completed their Census 2020 training at Mid-Hudson.

Programming/Publicity

Open Mic Night was well attended.

They will be starting a ukulele strum-a-long.

The Bain Park Playground designs have generated a lot of conversation.

Technology
The computer for the Census 2020 applications is being installed today.

Trustees
Director Harrison encouraged all trustees to participate in the April 23 Applying for Funds Through the State Aid for Library Construction Program webinar.

April 30 at 6 PM is the Annual Trustee Gathering at the East Fishkill Library and Ron Hicks is the speaker.

Mid Hudson Board Member Ric Swierat is looking to come and observe the Board meeting.

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

Governance – Trustee Halvey stated there has been an issue with tutors asking staff to sign off on their time. There is also a concern over who is responsible for the actions of the tutors. There needs to be some sort of policy in effect to give the staff some guidance. The committee has discussed many possibilities, some to include collecting photo id's, installation of more cameras, or just not allowing tutoring. Mr. Evaul suggested additional cameras or the installation of a time clock for the tutors. Director Harrison stating tracking their time is not the library's responsibility. Ms. Montross suggested having the tutors sign in. Director Harrison said there are signs up for them to do that, but

not everyone does. They do want to ban tutoring, but they need guidelines. President Gannon suggested tabling this conversation as Trustee Sassmann was not present and she is on the committee and may have some input. This will be carried over to the next meeting.

Building – Trustee Cheetham stated he has had conversations with Orrick and Douglas Goodfriend, attorneys, regarding the building project. There are some very odd aspects of how this district was formed as it is made up of a village and two towns. There may be other avenues the library can pursue that would not include a bond, but these need to be vetted through the Dormitory Authority.

Ms. Brkich suggested they contact the people who were here when the district was formed. She does remember what a complicated process it was. Trustee Cheetham said that is his next step, as well as to speak with a financial advisor. President Gannon stated the process is moving forward, it's just a slow process.

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

New Business

The Annual Trustee Get Together is April 30th at 6 PM at the East Fishkill Community Library, 348 Route 376, Hopewell Junction, NY 12533.

Board to Board Outreach – the MHLS Board Representatives from Dutchess County have offered to meet with the Board to share information. They will need to receive a reply.

Due to the absence of the President and the Vice-President for the March 18th, 2020 GPLD Board Meeting, it was rescheduled to Monday, March 23rd, 2020 at 7:00.

Adjournment – At 8:14 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Devine.

Respectfully Submitted,

Julie J. Beyer

Recording Secretary

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