

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 15, 2020

Present: District Trustees Ed Cheetham, Helen Christie, Beth Devine, Bridget Gannon, Bill Halvey, Janes Pells, Eileen Sassmann, and Fran Shepherd. Trustee Danny Lowney was absent with notice.
Also Present: Director Fran Harrison and Board Recorder Julie Beyer.

Wednesday, May 20, 2020 – The next GPLD Board meeting is at 7:00 pm at the library.

Dates of Interest:

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 February 19, 2020 minutes as amended with the word “not” added onto page 4, paragraph 1, line 3 regarding not banning tutoring on a motion made by Trustee Pells and seconded by Trustee Christie.

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 March 2020 Audit Committee reviewed bills (bills as of April 15, 2020) for a total of \$15,186.27 on a motion made by Trustee Devine and seconded by Trustee Pells. Trustee Halvey stated the prior month’s bills were paid in the amount of \$39,935.16.

Liaison Reports

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

Village of Wappingers Falls – There was no report at this time.

Friends – There was no report at this time.

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

COVID19 UPDATE:

The library is closed until April 29, 2020 per NY PAUSE.

This is, of course, a moving target. The plan is to stagger the staff on the 29th and the 30th to process the delivery bins, run holds and catch up on collection maintenance. On Fridays, the Library closes at 6 pm, on Saturdays at 5 pm and on Sundays at 4 pm – this will enable staff to ease into the reopening to the public on May 1st.

There were be safety measures in place prior to closing: storing the toys, cancelling programs, wiping down books, turning on every other public computer. All surfaces will continue to be wiped down regularly.

Director Harrison is also looking into additional safe practices: staffing only two people at each end of the Circ Counter, cancelling all Circ Desk volunteer shifts until further notice, marking the floor

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with tape to maintain safe distances and using a book cart in front of the counter to create space. Plexiglass shield may be an option. Director Harrison has asked Jon to look into it. They would need four sections of it for downstairs and upstairs. Then they will need to find somewhere to store it once it is no longer needed. There was much discussion about how this could be done, with sliding pieces, clamps, or hanging from the ceiling.

Hand sanitizer, disinfecting wipes, and antibacterial soap are all backordered. There are two boxes of nitrile gloves for the Circ staff. Director Harrison has some masks being sewn for staff and they should be available by May 1st.

On a positive note: online applications for Library cards, the use of Overdrive, Kanopy, and Universal class have risen exponentially and our Virtual Staff meetings have a higher attendance than their in-person counterpart. The staff have been participating in webinars ranging from Collection Maintenance Tips to Social Media Best Practices. One of our staff members has been learning Spanish via Mango. All staff are required to complete the annual Sexual Harassment Prevention Training.

Building

- The new cushions for the Storytime Room will be ready this week. These are from the Friends.
- The staff kitchen has been painted.
- All surfaces have been disinfected (and will be redone prior to opening).
- The A/C was installed in February.

Trustee Sassmann asked about the Trustee Meetings mentioned in the prior meeting's Directors Report. Director Harrison said the meeting was cancelled, but the April 23rd webinar regarding construction projects was something that may be of interest to the Board. Sign up is available through Mid-Hudson. Trustee Sassmann stated the attendees usually get copies of the program that can be shared with the other trustees.

Financial

The library has received the taxes collected by the Town. The check for \$823,060.41 was deposited on March 26.

Programming/Publicity

- Virtual Open Mic, Ukulele Strumalong, Gallery@Grinnell, Storytime, Homework Help Center
- Book talk of selections for this summer's Battle of the Books
- Masked Librarian: weekly PSA to promote handwashing
- YouTube

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- What I Miss About the Library Raffle Contest: we are using the responses for both the Friends raffle and for crafting our next Long-Term Strategic plan.

Technology

Two of the Children's computers have been replaced per our technology plan.

Director Harrison stated she is still working on the Personnel Handbook. She is waiting to incorporate a Pandemic Policy, as well as some other items to be added.

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

Governance –The Governance Committee has been working on a Tutoring Policy for the library. They have reviewed it and Trustee Sassmann has made a suggestion for a wording change. Trustee Halvey will make the change and submit it to the Board for review.

Building – President Gannon said trustees should attend the April 23rd webinar. A presentation for the Village and Town Boards will be worked on. She asked Director Harrison if the information from the annual report was in a format to be presented yet and the Director will have the graphics and statistics ready for the next meeting. Trustee Sassmann stated she will take information to the Village Board. At the last meeting they were very interested in the information and included in the meeting that is showing on the local channel. Trustee Devine asked Trustee Sassmann to let them know the next time she is going to a meeting and some others will attend with her. Trustee Sassmann stated the meeting is usually the 2nd Monday of the month.

Old Business – President Gannon stated there was no old business at this meeting.

New Business – President Gannon stated there was no new business at this time.

Adjournment – At 7:29 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Devine.

Respectfully Submitted,

Julie J. Beyer

Recording Secretary

