

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

August 19, 2020

*Present via video:* District Trustees Ed Cheetham, Helen Christie, Beth Devine (arrived at 7:08), Bridget Gannon, Bill Halvey, Danny Lowney (arrived at 7:10), Jane Pells, Eileen Sassmann, and Fran Shepherd.

*Also Present:* Director Fran Harrison and Board Recorder Julie Beyer.

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

**Wednesday, September 16, 2020** – The next GPLD Board meeting is at 7:00 pm with the location to be determined.

**Dates of Interest:** Friends of the Library – meeting September 3, 2020 7:00 pm in the backyard, but will be virtual in the event of inclement weather.

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

**Minutes** –The Board agreed to accept the July 15, 2020 meeting minutes as amended with deletion of the second half of the sentence regarding the cost of the windows not being recovered soon and the deletion of the “a” in front of signatories in the motion regarding the bank accounts on a motion made by Trustee Sassmann 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 July 2020 Audit Committee reviewed bills (bills as of August 18, 2020) for a total of \$25,603.96 on a motion made by Trustee Halvey and seconded by President Gannon.

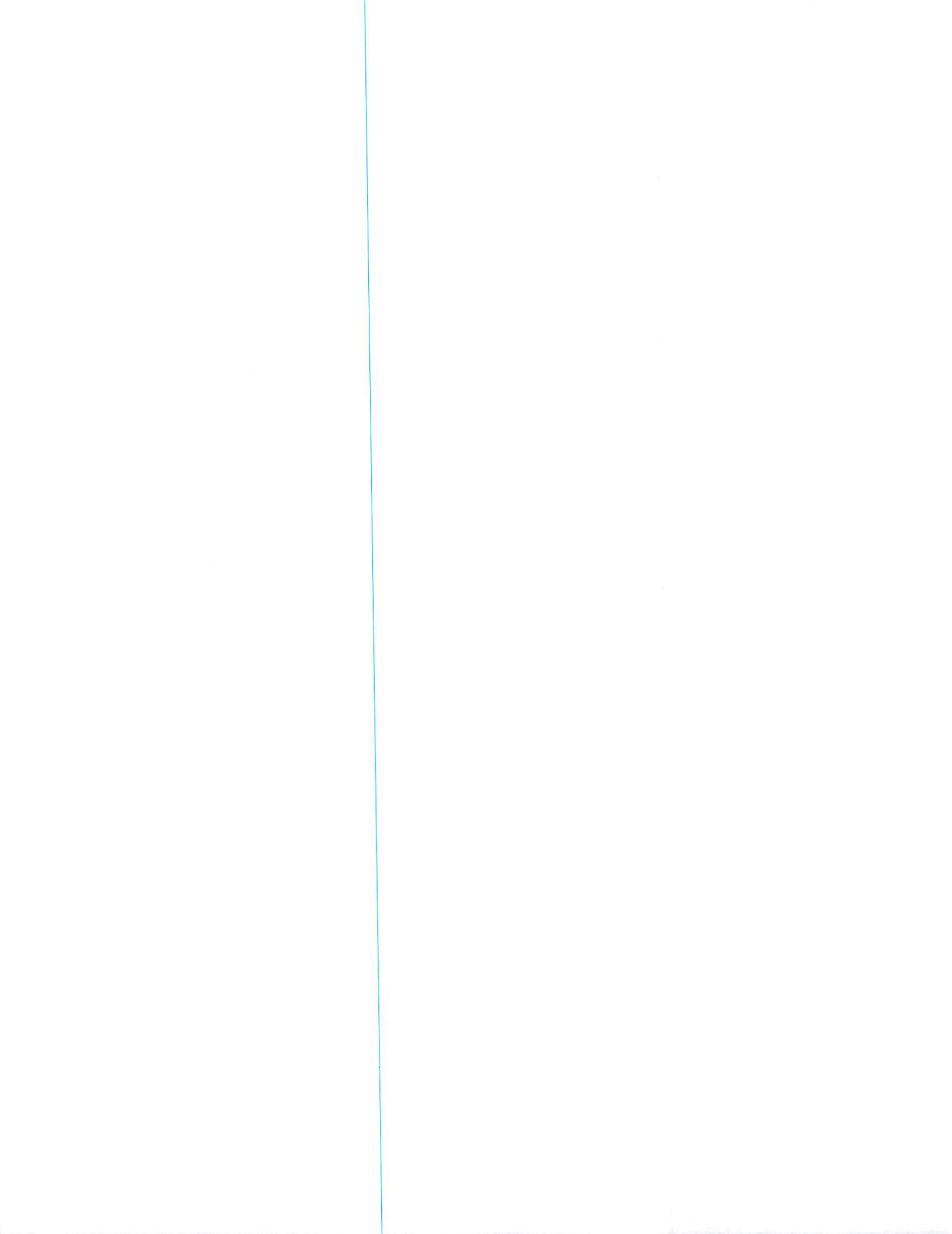
### **Liaison Reports**

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

*Village of Wappingers Falls* – Director Harrison stated that the Village check had come in. Director Harrison stated it has been deposited

*Friends* – Trustee Sassmann stated the Friends have agreed to set aside funds that have been made in memory of Helen Fuimarello. She was a trustee for 51 years and very active in the library.

Director Harrison stated that the Friends have set the date for the Gala as the first Saturday in October, 2021. That will be two days before the library vote. President Gannon stated there could be a negative perception of the library spending the funds. People don’t see the separation between the Friends and the library. Trustee Cheetham asked about having the event at an outside location. The Friends need to have a more independent presence moving forward and do things strictly as Friends so people understand the separation. Trustee Devine stated part of the problem is that people like to come into the library for the event. President Gannon stated maybe the Friends should be titled the “Charitable Arm” of the Grinnell Library. Director Harrison stated this is a Friends issue.



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Director Harrison stated that the library does have to be cleaned and prepped after the event for the vote.

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

### **COVID19 Update**

The library is currently in the phase of restricted use where patrons can:

- Browse the collection, check out materials, and use one of three public computers on a first-come, first served basis.
- Make photocopies and fax documents.
- Make an appointment for socially distanced tech assistance in the Community Room.
- Participate in two socially distanced book groups to be held in our backyard.
- Ask reference questions via chat, email, phone or in-person.

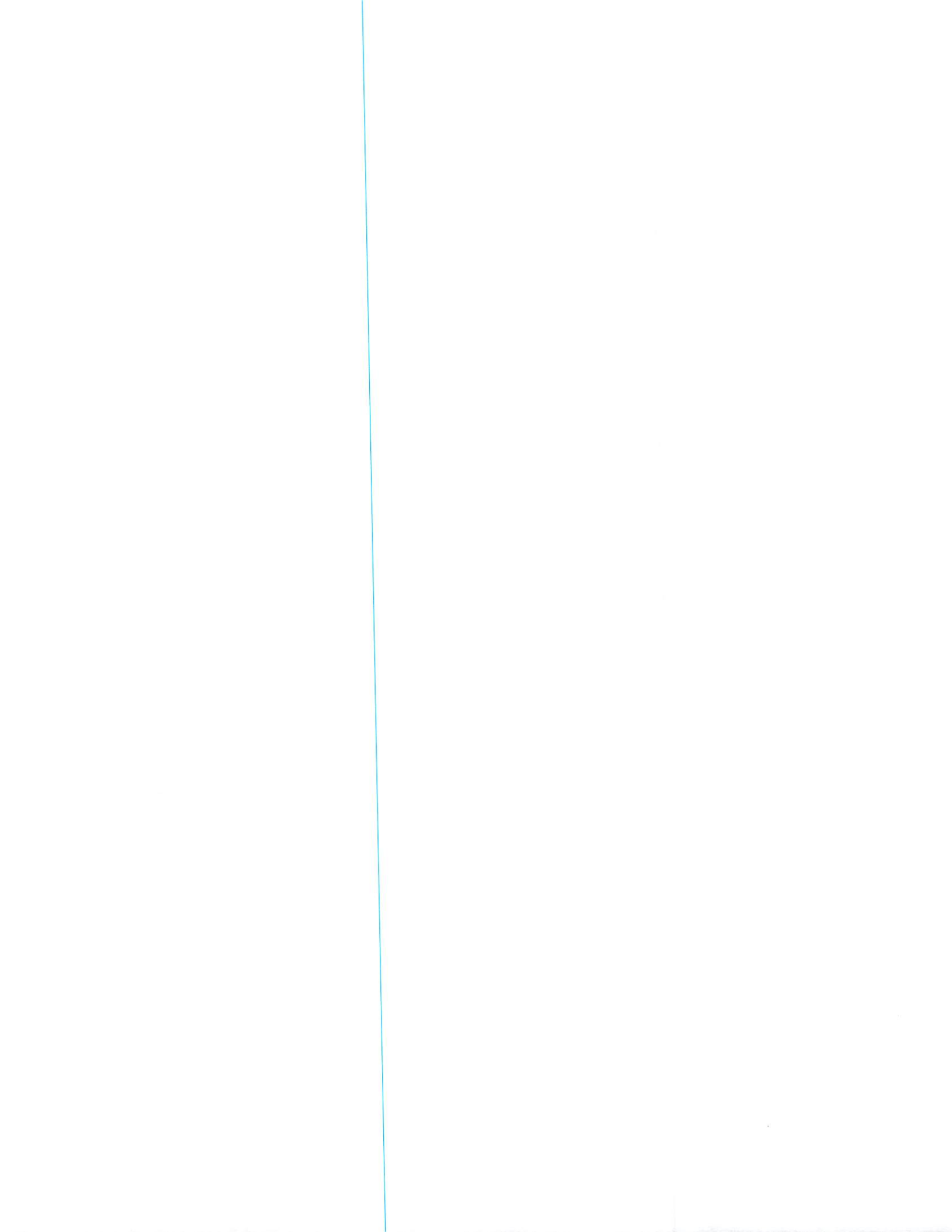
There is no public computer access in the Children's Room, and chairs for reading and studying at the tables are still unavailable. Both of these factors have helped minimize body density. and will be revisited once WCSD October plans are finalized. There was discussion regarding the library being used for tutoring. President Gannon stated most parents that hire tutors have them come to their homes. Trustee Devine stated school tutors can't be in homes if parents aren't there. Trustee Halvey asked if tutors could make appointments to use library space. The board should also revisit the Tutoring Policy to take different options into consideration while also accommodating the social distancing issues.

Director Harrison stated that once the library reopens on Sundays, they will need to pay the cleaning position for an additional day of work as well as the staff. President Gannon stated funds are going to be very tight this year. The Director suggested closing the library on weekdays at 8:00 PM and staying closed on Sundays for now and revisiting this next month. **On a motion by President Gannon and seconded by Trustee Pells the library will extend the change of the 8:30 PM closing time to 8:00 PM and will remain closed on Sundays through the end of September.**

With the ability to apply for a library card online and utilize our e-resources, the number of library cards issued in July was strong, and the number of patrons using their cards was actually higher in July 2020.

In 2019, total circulation of e-books was 9,367. Through July 31, 2020, 7,192 items on Overdrive were circulated. The circulation of wi-fi hotspots continues to be robust, and the devices were especially appreciated in the aftermath of Isaias.

The library is in a good spot as far as meeting the needs of the community. Only 40% of libraries are open to the public at this time. Many factors will be reviewed to see how community needs can be



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met once school starts. The community needs to feel that the library has been a part of the solutions during this time.

### **Audit**

RFPs were mailed to BST, Cooper Arias and PKF O'Connor Davies. BST responded with interest; the verbal estimate was approximately \$15,000, but Director Harrison has not received a written proposal. The proposal from Cooper Arias is attached. The Board will note that they are not available to conduct the audit until November 2020, but the library would be put on the calendar for the first quarter in 2021, bringing everything back on schedule. The proposal from PKF O'Connor Davies is also attached. PKF O'Connor Davies is the auditor for the Poughkeepsie Library District, and the Pawling Library. The library will need an annual audit done if they are going to use bonding for any building projects in the future. Trustee Sassmann asked if the fee for Cooper would change between the 2019 audit and the 2020 audit. The Director will verify that. She also stated that auditors are usually kept for three to five years at the most. Trustee Cheetham stated PKF did have the bonding experience. President Gannon felt they would be the most helpful with the library's goals. **On a motion by President Gannon and seconded by Trustee Cheetham PKF will be the auditor of record for the 2019 and 2020 audits. Motion carried.**

### **Building/Facilities**

Silvestri replaced the motor on the first floor AC unit on July 16; unfortunately, the exterior fan died the very next week. Replacement parts were located quickly, and the unit was repaired on July 27.

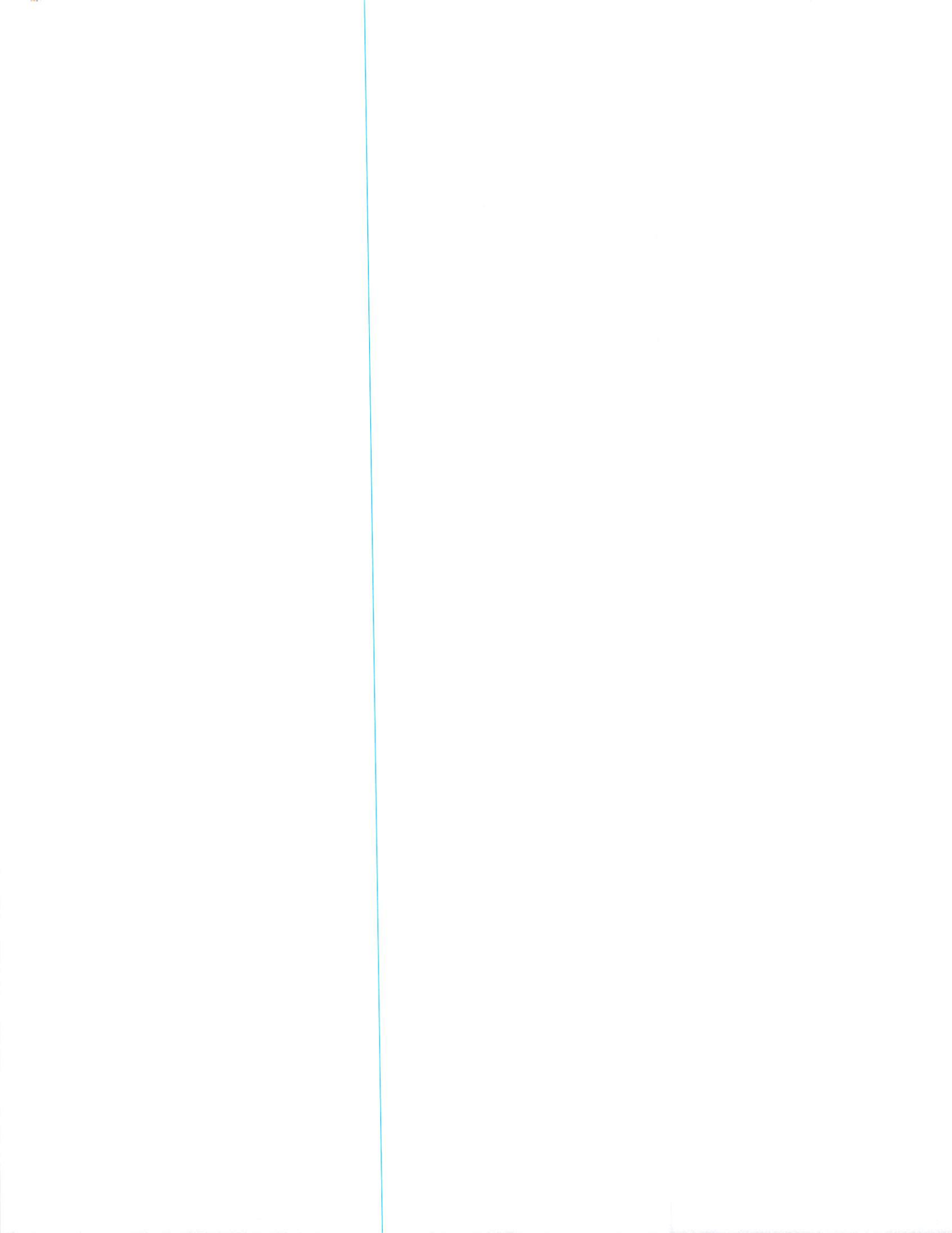
Plass came to repair the water shut off valve and gasket in the first-floor toilet. Their recommendation is to replace the entire unit the next time.

Jon has completed the staff coat racks.

The Community Room floors will be cleaned and stripped between the summer and fall GED sessions.

MMG inspected the fire extinguishers and emergency lights on August 10.

Michael Martin pointed out some dead/damaged branches on our tree that are hanging over his roof. James Baisely was called and will charge \$650.00 to trim the tree, but if it is found to be dead, the cost to remove it fully will be \$1,100.00. President Gannon stated it's a good thing the fence is down for now, but she does have someone coming in next week to give a price to put it back up. **Trustee**



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**Christie made a motion to spend up to \$1,100.00 to trim or remove the tree as necessary. Seconded by Trustee Pells and carried.**

### **Finance**

The Treasurer bond has been issued in Julie's name and the one issued in Diane's name was cancelled. A credit of \$1254.00 has been applied against the annual invoice for \$2750. Julie started paying bills July 21.

Per correspondence with Jessica McMahon, Village Treasurer, checks will be printed August 13, and we can expect our check by month end.

### **Personnel**

The Director would like the Policy book to have a section called "Order of Succession", to be included in the employee handbook that goes in the following order, in the absence of the Director: Full -Time Reference Librarian, Full-Time Library Assistant, Hourly Reference Librarian. **On a motion by Trustee Pells and seconded by Trustee Halvey, this policy was approved as presented.**

Director Harrison has reviewed emergency protocol with Rachael, Nancy and Brian, and has compiled a written list of procedures to be followed.

### **Carryover of Floating Holidays and Personal Days**

- All staff members who work on Martin Luther King Day, Presidents Day, Columbus Day and Veterans Day are entitled to a Floating Holiday. Per the employee handbook, unused floating holidays cannot be carried over to the following year.
- Full Time Staff members are eligible for three paid personal days per year. Per the employee handbook, unused personal days cannot be carried over to the following year.

In light of the pandemic, the Director is asking if an exception can be made regarding carry over. Efforts to "use up" days in the last quarter could lead to staffing shortages – especially around the holidays. **Trustee Pells made a motion to allow the carryover of all unused floating holiday and personal days for 2020. Seconded by Trustee Halvey and carried.**

### **Programming/Publicity**

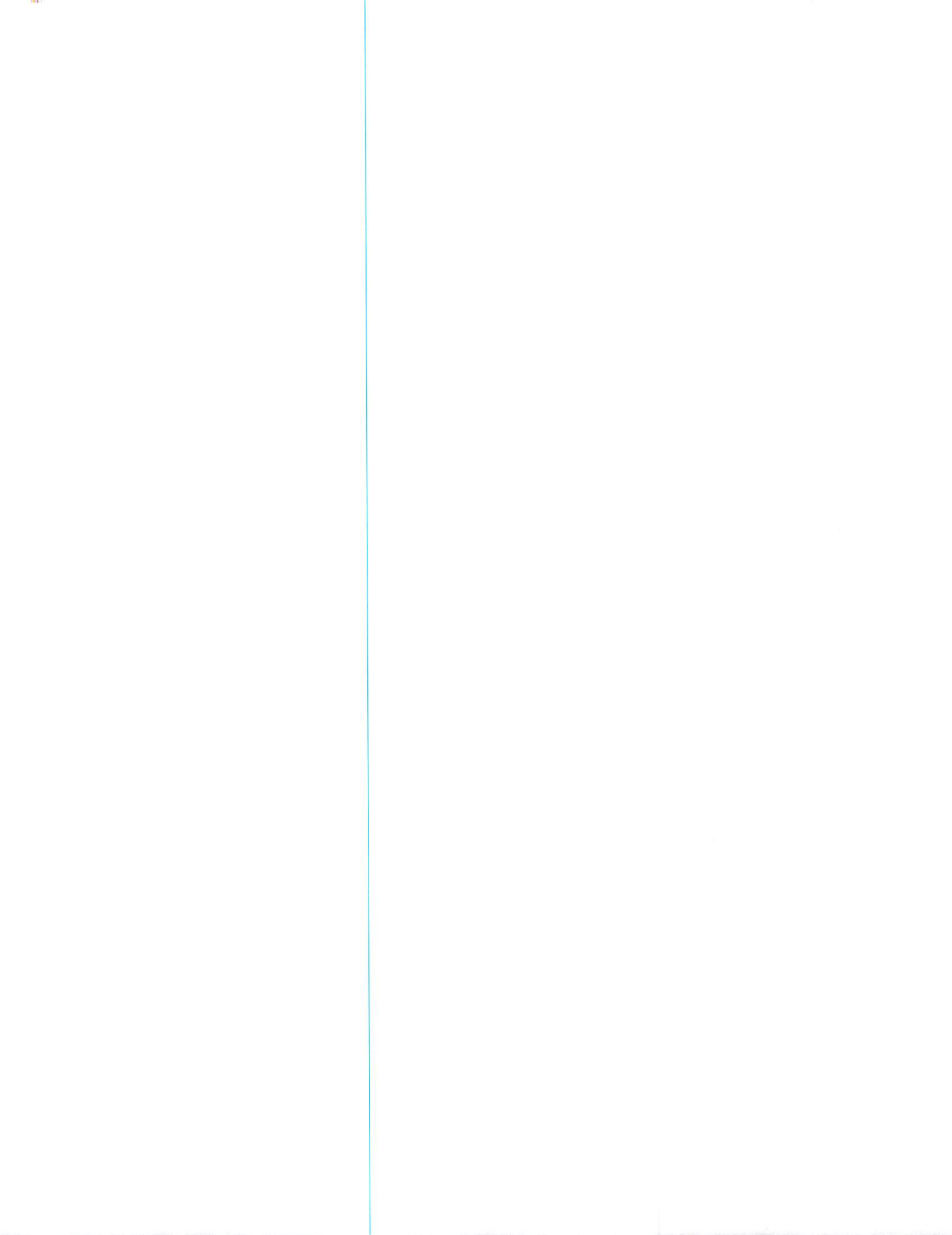
Virtual programs ended August 6. However, the library will continue to offer Take and Make Craft Kits, and the Summer Reading Logs through the end of the month.

Based upon a poll of Storytime families, there is absolutely NO interest in returning to the building for fall programming. Molly will host a Zoom meeting with those families to discuss the possibility of holding outdoor programs in September.

Rachael has streamlined the website.

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### **Technology**

With the Dutchess Reads grant, the library will replace 4 children's computers and purchase a color copier for the Children's Room.

With the MHLS Outreach grant, 3 iPads that will be used as part of our targeted Technology Workshops will be purchased.

### **Vote – Trustee and Budget**

Candidate Informational Packets were promoted on the website, social media outlets, the library bulletin board, and submitted as a press release for the Southern Dutchess News. To date, no packets have been claimed. On September 8, the VOTE tab will be added to the website and will include the proposition, the candidate bios, and a link to download an application for an absentee ballot. A roster of eligible voters has been requested from the Board of Elections. Given the combination of the pandemic and a low-stakes election a small voter turnout is expected. Privacy booths will not be borrowed and corrugated tri-fold panels will be used instead. Since little foot traffic is anticipated and the library closing at 8 pm, Director Harrison is asking that the board consider changing the voting hours from 12 – 7 PM. Also, because the first floor is being used to quarantine library material, she would like the board to consider using the Community Room as the voting site. The emergency exit door can be kept open and patrons can enter from the side entrance. This will also help with ventilation. Patrons can also use the staircase from the first floor. **President Gannon made a motion to change the location and reduce the hours to 12 PM – 7 PM. Seconded by Trustee Pells and carried.** Trustee Sassmann asked to make sure these changes are noted on the website. Director Harrison stated there will be a brief overview of what's going on, the budget amount, the candidate information, the time and location. Trustee Devine wants to be sure the hour reduction is highlighted to make sure people are aware of it.

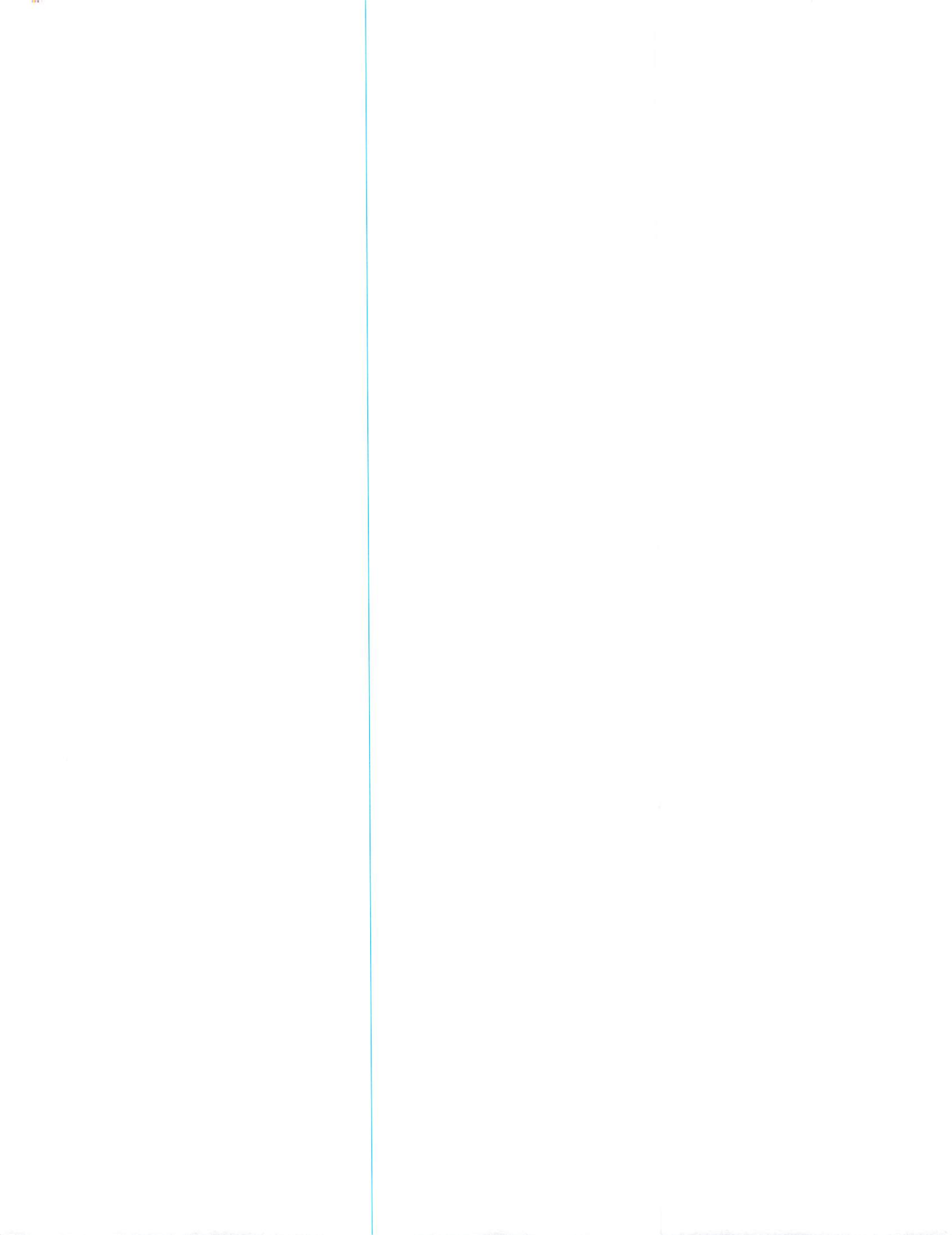
**Committee Reports** – There were no Committee Reports from any of the committees that hadn't already been addressed in the Director's report.

### **Old Business** –

There was no old business.

### **New Business** –

Trustee Sassmann noticed that Elaine Snowden was not on the list as a Trustee Emeritus. This is something that hasn't been done much since the library has become a public district library. There is not a policy in place, so she will have the Governance Committee work on that. The old definition was someone who had been on the board for a long time and was now a nonvoting member who continued to give guidance to the board. Trustee Devine stated that no one on the list actually met those requirements. Trustee Sassmann agreed, but stated there needed to be a way to honor those people and include them. She would like to table this discussion until the next meeting. President



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Gannon suggested having the Director check to see if this is something that Mid-Hudson Library System has information on. Director Harrison said she had checked into this and it is something that seems to have fallen out of favor, especially in libraries where trustees are elected officials. Only the Buffalo Library still has Trustee Emeritus used. She thinks the intent is valiant, but there are other ways to honor past trustees. Trustee Devine stated this was always very subjective and never had specifics. Trustee Sassmann said that is why it will be tabled for now and the Governance Committee will work on it for next month.

**At 8:03 PM President Gannon made a motion to enter into executive session to discuss a safety issue. Trustee Halvey seconded the motion.**

**At 8:07 PM President Gannon made a motion to adjourn the executive session and resume the regular meeting. Seconded by Trustee Halvey.**

As a result of the executive session, Director Harrison will create a policy regarding the safety issue for the Board to review at the next meeting.

**Adjournment – At 8:08 PM Trustee Halvey made a motion to adjourn and it was seconded by President Gannon.**

Respectfully Submitted,

Julie J. Beyer

Recording Secretary

