

Grinnell Public Library District (GPLD)

Board Meeting Minutes

September 16, 2020

Present via video: District Trustees Ed Cheetham, Helen Christie, Beth Devine, Bridget Gannon, Bill Halvey, Jane Pells, Eileen Sassmann (arrived at 7:14), and Fran Shepherd. Trustee Danny Lowney was absent with notice.

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

Call to Order - The meeting was called to order by President Gannon at 7:02 pm.

Wednesday, October 21, 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 October 1, 2020 7:00 pm in the backyard.

Votes: All votes were unanimous, unless otherwise noted.

Minutes –The Board agreed to accept the August 19, 2020 meeting minutes as amended on a motion made by Trustee Shepherd and seconded by Trustee Cheetham.

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 August 2020 Audit Committee reviewed bills (bills as of September 16, 2020) for a total of \$24,321.73 on a motion made by Trustee Halvey and seconded by Trustee Devine.

Liaison Reports

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

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

Friends – Trustee Christie stated the last meeting got rained out.

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

Audit

An engagement letter was returned to PKF O'Connor Davies on August 27. After Jeff Shaver gets supporting documentation from Joe DaPonte, our previous auditor, a field visit will be scheduled. Director Harrison is hoping that will be by the end of September.

Building

The tree hanging over Michael Martin's building was taken down September 2. The cost was \$1,100.00. There is a rotting tree in the Village's right of way that was also removed at the Village's expense.

The Community Room floors have been cleaned, stripped and finished.

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Some broken gutters in the back have been repaired.

The AC in the Fiction Room has stopped working.

The library is only operating six days a week. They are at 1/3 of the people coming in compared to last year at this time. At the Director's Meeting, Director Harrison found out that next to Arlington, Grinnell is open the most hours. Many libraries are not doing weekends or evening hours. Once the library goes to 7 days a week, the library will need to be cleaned Saturday night or Sunday morning. Jon is not interested in doing this. Kim Cirulli has expressed an interest in adding a day to her cleaning schedule once the Sunday hours are reinstated. Director Harrison will meet with her in October to discuss the responsibilities and the cost and will amend her contract accordingly. Trustee Halvey asked if there has been any patron response to not having Sunday hours and Director Harrison said no patrons have asked for Sunday hours at this time. The schools aren't fully running yet, so they are not sure how much need there will be once the schools are fully reopened. Trustee Devine asked how many weekly cleanings were being done currently. Kim does two deep cleanings and two superficial cleanings and Jon does two cleanings per week, but that will have to increase to three deep cleanings when the library opens on Sundays.

Calendar for Days Closed in 2021:

Friday, January 1
Sunday, April 4 (Easter)
Sunday, May 30
Monday, May 31 (Memorial Day)
Sunday, July 4
Sunday, September 5
Monday, September 6 (Labor Day)
Wednesday, November 24 close at 3 pm
Thursday, November 25 (Thanksgiving)
Friday, November 26
Friday, December 24
Saturday, December 25 (Christmas)
Friday, December 31 (New Year's Eve)

Director Harrison said this is based on the calendar she has used for the past two years. On a motion by Trustee Devine and seconded by Trustee Halvey, the closed days schedule was accepted as proposed. Motion carried.

Finance

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If the library pays the 2021 Regular Pension Contribution of \$34,378.00 by December 15, there will be a discount. **Trustee Halvey made a motion to prepay this invoice and it was seconded by Trustee Christie. Motion carried.**

There are three months remaining on the Lime Energy Savings Contract. This was a three year contract.

Fall Programs

GED/ESL classes are limited to 8 students, who must use the exterior entrance/exit and abide by policy attached. They are meeting at Grinnell five days a week for two-hour sessions. Their safety policy is very much in line with the library's philosophies. They have offered to bring salt to put down by the door in the winter. The door and window are all open two inches each during these sessions. Most of the ESL sessions are being done via zoom and the GED is six to eight students. Mary from the school will be supplying umbrellas in case anyone needs to step outside for a mask break. They are wiping down every high touch surface when they leave.

Director Harrison stated AAPC is on the Calendar for November 7, 2020 and they have been since last year. This is an outside group and they will be here for approximately seven hours. Trustee Sassmann would like to encourage this type program as medical coding is something that makes it possible for people to work from home. President Gannon suggested asking the group to pay the cost for a deep cleaning when they are done with the use. Trustee Halvey stated they need to be consistent with charging people for these services. Director Harrison stated she could ask them to clean up after themselves like the school does, but she prefers to have policies in writing to refer to. Maybe the policy could be amended to address when space is used for over a two-hour period during a pandemic. This is the only outside group on the calendar. She does agree that anything that teaches skill sets is part of the library's mission. President Gannon asked if Jon could do a deep cleaning in the morning after this group is in and Director Harrison said yes. She can also have the employee in charge check the monitor to make sure that masks are being worn. President Gannon said she will need to be given guidelines if those rules aren't being followed. Trustee Cheetham asked how many people would be there and Director Harrison said it will be eight students and the proctor. They can use the side door, so they don't even come into the main library. **Trustee Sassmann made a motion to allow this group to use the Community Room as scheduled. Seconded by Trustee Devine and carried.** Trustee Sassmann suggested that the Director get in touch with the contact person and explain the policies that are in place due to COVID. Trustee Halvey asked if the Governance Committee needs to meet to amend the policy. Director Harrison said she could use the wording on the schools safety policy and create something to send out to the committee tomorrow for their review.

It was agreed that there will be no tutoring during the pandemic because it is impossible to maintain social distance.

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Technology

With the Dutchess Reads grant, 4 children's computers were replaced and a color copier for the Children's Room was purchased.

With the MHLS Outreach grant, 3 iPads that will be used as part of our targeted Technology Workshops will be purchased as soon as confirmation of the funding availability is received.

Vote – Trustee and Budget

Candidate Informational Packets were promoted on the library website, social media outlets, our bulletin board, and submitted as a press release for the Southern Dutchess News. Two packets were picked up, but not returned by the deadline of Saturday, September 5, 2020.

A roster of newly registered voters will be requested at the end of the month to supplement the existing list.

The VOTE tab was added to the website and includes the proposition, the candidate bios, and a link to download an application for an absentee ballot. Executive Order 202.58 expands absentee ballot rules to include any registered voter who is not comfortable voting in person due to the risk of contracting or spreading illness including COVID19. This information will also be included in the next e-newsletter.

The legal notice was sent to SDN.

Promotional bookmarks will be given to patrons at the Circulation Desk.

The electors have asked for some sort of separator, so the plexiglass from the upstairs circ desk will be used for them that day. They will be using the side door and have benches set out as they will only be allowing seven people at a time into the Community Room to vote since there are three inspectors.

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

Building Committee – President Gannon stated the village is paying for their tree that was taken down. She had suggested the Friends use the funds that are in memory of Helen Fuimarello to plant a new tree. Trustee Sassmann stated the Friends also discussed adding a bench or two. They have close to \$1,700.00. Director Harrison stated a tree and shade is a wonderful idea, but they need to be cognizant of the area that gets used for programming. President Gannon said the tree could be placed anywhere and if the Director had any other thoughts on what to use those funds for,

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to let them know. Trustee Sassmann said the committee in charge of this project will just need to discuss the location with the Director to make sure it doesn't conflict with programming space.

Old Business –

There was no old business at this time.

New Business –

There was no new business at this time.

Adjournment – At 7:48 PM Trustee Halvey made a motion to adjourn and it was seconded by President Gannon.

Respectfully Submitted,

Julie J. Beyer

Recording Secretary