

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

January 20, 2021

*Present via video:* District Trustees Ed Cheetham, Helen Christie, Beth Devine, Bridget Gannon, Bill Halvey, Danny Lowney, 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 7:01 PM.

**Wednesday, February 17, 2021** – The next GPLD Board meeting is at 7:00 PM with the location to be determined.

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

**Oath of Office:** The Oath of Office were read by Trustees Devine, Lowney, and Shepard. These were signed in the view of the Director who will notarize them once they are returned to the library. Director Harrison read her oath of office. All Conflict of Interest Statements will be returned to the library to be stored there.

**Trustee Devine made a motion to nominate Bridget Gannon as President. Seconded by Trustee Christie and carried.**

**Trustee Devine made a motion to nominate Eileen Sassmann as Secretary. Seconded by President Gannon and carried.**

**Trustee Devine made a motion to nominate Bill Halvey as the VP of Finance. Seconded by President Gannon and carried.**

**Trustee Devine made a motion to nominate Ed Cheetham as the Vice-President. Seconded by Trustee Halvey and carried.**

The following trustees were assigned to these committees:

Finance/Audit: Trustees Christie, Halvey, and Lowney

Personnel: Trustees Pells, Shepherd, and Gannon

Governance: Trustees Sassmann, Halvey, and Christie

Strategic Planning: Trustees Cheetham, Halvey, and Devine

Building/Facilities: Trustees Gannon, Cheetham, Shepherd, Devine, and Pells

Trustee Sassmann stated the committees should choose someone to head up each committee, but that could be determined at a later date.

**Trustee Halvey made a motion to appoint Julie Beyer as Board Treasurer. Seconded by President Gannon and carried.**

**Trustee Sassmann made a motion to appoint Julie Beyer as Board Recorder. Seconded by Trustee Pells and carried.**

**On a motion by Trustee Halvey and seconded by President Gannon, PK O'Conner Davies was appointed as the outside auditor.**

**Trustee Halvey made a motion to have Tompkins Mahopac National Bank as the official bank and Ed Cheetham and Julie Beyer as the two signatories. Seconded by Trustee Pells and carried.**

**On a motion by Trustee Sassmann and seconded by Trustee Pells, the Southern Dutchess Newspaper is the official newspaper for the library.**

Trustee Christie volunteered to continue as the liaison for the Friends Group.

President Gannon stated this completed the re-organizational portion of the meeting.

**Minutes – The Board agreed to accept the December 16, 2020 meeting minutes on a motion made by Trustee Pells and seconded by Trustee Devine. Motion carried.**

#### **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 December 2020 Audit Committee reviewed bills (bills as of January 19, 2021) for a total of \$33,867.80 on a motion by Trustee Halvey and seconded by Trustee Christie. Motion carried.**

#### **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 said there was no report as they did not meet.

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

#### **COVID19**

There are currently no cluster action initiative zones even though the infection rates are above the initially defined triggers for zone creation and escalation. The metrics have been adjusted to combine the rate AND the ranking of hospital admissions with infection

rates. Since the library relies upon guidance from NYS and Dutchess County to make operational decisions, for now it is business as usual.

Library workers are not specifically named in any phase of the vaccination schedule; some believe staff might fall under “education workers” or “essential retail workers.”

Below are the headcounts. It appears that as the numbers go up in the county for COVID, attendance is decreasing. Due to this trend, the Director suggested the library keep its 8 PM closing time and continue to remain closed on Sundays, at least through April.

October	November	December
2019: 9203	2019: 11,250	2019: 7115
2020: 2615	2020: 2437	2020: 2146

**On a motion by President Gannon and seconded by Trustee Cheetham the library will continue to close at 8:00 PM and will remain closed on Sundays thru April 2021 and be re-addressed at that time.**

### **Building/Facilities**

The Community Room has been painted. In late March, Jon will build a storage closet by “boxing in” the metal storage cabinets and chairs.

The gutter over the back steps is clean but still not working properly. Director Harrison will follow up with Shant from Lake Carmel Seamless Gutters to come and assess.

Chazen has become part of LaBella Associates, and will be known as “Chazen, a LaBella Company.”

The Director stated a patron came in and commented that the interior looked very nice and well kept.

Jon has to work around the WCSD’s schedule. During the staff reviews it was evident that the staff would like more plexi-glass, so Jon will be making more shields.

### **Finance**

The Trustco account is dormant and we are no longer receiving monthly bank statements. Laura and Diane are listed as the signatories. The Director suggested appointing Trustee Cheetham and Treasurer Beyer as signers for the Trustco account for documentation purposes. Both will need to physically go to Trustco to complete the paperwork; it cannot be done electronically. The second option is to close the account. **Trustee Halvey made a motion to close this account and have the funds added to the CD’s at Tompkins Mahopac National Bank. Trustee Cheetham seconded. After further discussions, Trustee Halvey rescinded this motion.**

At the last meeting the audit firm had suggested the library change to the standard chart of accounts. The one currently being used has been in place since before Director

Harrison started. RBT has stated there is no way they can make the changeover for the 2020 fiscal year, and to do it at all would be outside of their contract outline. There is no annual negotiation with them, but the library may be able to work out different pricing if they do move forward with changing this. Trustee Cheetham stated he remembers Vassar going thru something along these lines and it was work intensive but was to make things more uniform and standard. Trustee Halvey suggested the Director ask some other special district libraries what they use and who they use.

## **Personnel**

### **Health Insurance Benefit Package**

The monthly premium is less for renewal of the current plan; however, the co-pays and in-network deductibles in the existing plan are higher in 2021. In 2018, the library switched to a plan with increased deductibles and co-pays to make the monthly premium more manageable. At that time, the Library contributed 58% toward the monthly premium.

Since staff members will have to pay even more out of pocket in 2021 due to CDPHP's restructuring of the plan, the Director recommended the Library increase its percentage of contribution. Mid-Hudson Library System is conducting a Salary and Benefits Survey in 2021, but that information will not be available until later this year. It will certainly be used for planning in 2022.

An informal point of comparison of other MHLS libraries contribution toward full-time employee coverage in 2019 was provided for the Board to review.

There was much discussion regarding what could be handled by the budget at this point. On a motion by Trustee Halvey and seconded by President Gannon, the library will pay 70% of a full-time employee plan and 70% of the director's family plan. This motion carried.

**Trustee Devine made a motion to authorize Trustee Cheetham and Treasurer Beyer to close the Trustco account. Seconded by President Gannon and carried. Trustee Halvey made a motion to deposit the funds from the closed Trustco account into the General Operating Funds at Tompkins Mahopac National Bank. Seconded by Trustee Pells and carried.**

Annual staff evaluations have been completed.

Josh Negron and Judith Giampietro are scheduled to graduate in 2021. Both are Part-Time Library Clerks who work at Circulation in the evenings and weekends.

## **Programming**

The Director informed the Board of new virtual programs: UKE Can Do It, Play the Teacher.

## **Website Clean Up**

The library is cleaning up the website and the Director asked for guidance as to how to handle the trustee emeritus section. On a motion by Trustee Sassmann and seconded by Trustee Cheetham, this section will be removed from the website. At a later time the names will be recorded somewhere more appropriate.

The Ferris collection has been brought back to the Library and the website has been updated accordingly. Due to their condition, these books will be used in-house only.

Director Harrison stated she supplied the Board with several different dates that the trustees could do something for staff members to show their appreciation. February is Library Lovers Month and April 6<sup>th</sup> is National Library Workers Day.

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

*Building Committee* – President Gannon stated she had a contractor come and look at the library. He is working up an estimate for the front of the library. He will submit a proposal both with and without the turret work. The windows behind the circulation desk will be priced out as well. Director Harrison stated depending on the estimates, this may need an RFP or bid. Trustee Halvey stated the downstairs windows were the reason they wanted to start this process. President Gannon stated the energy consultant had stated that it would be several decades before the library recouped the cost of replacing those windows. The contractor has the Swartz report and may be able to replace the wood and save the glass on the circulation area windows.

Governance will need to meet to review the policies.

## **Old Business** –

There was no old business as this time.

## **New Business** –

Trustee Devine asked if the Board was doing anything for Audrey. President Gannon stated the family will be doing a celebration of life at a later date. The library may get some contribution as it was mentioned in the obituary. Trustee Halvey stated sometimes future memorials like that don't happen, so maybe the trustees could have an envelope in the Director's office for a collection from them. Director Harrison stated she spoke with Audrey and her father was into technology, so maybe they could purchase a hot spot. The cost of that is small, it's the monthly service that adds up. Trustee Halvey asked what the annual cost was, and the Board discussed making donations to cover that cost for a year in his memory. They were all in agreement.

**Adjournment** – at 8:38 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Cheetham.

Respectfully Submitted,

Julie J. Beyer  
Recording Secretary