

Grinnell Public Library District (GPLD)

Board Meeting Minutes

February 17, 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 7:00 PM.

Wednesday, March 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.

Minutes – The Board agreed to accept the January 20, 2021 meeting minutes on a motion made by Trustee Sassmann 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 January 2021 Audit Committee reviewed bills (bills as of February 16, 2021) for a total of \$21,286.73 on a motion by Trustee Halvey and seconded by Trustee Cheetham. 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 – There was no report at this time.

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

COVID19

Quarantine procedures are falling out of favor as studies have ruled out the need. In response to a staff poll, the library will continue to quarantine items for 48 hours but will revisit the issue at the end of the month. Grinnell is one of the only libraries continuing to do this, but it is a safety measure the staff is comfortable with, which is why it is going to continue for now. President Gannon asked if it was causing any issues. Director Harrison stated it takes up space and impacts the timeliness of fulfilling holds, but the

staff would like it to continue. President Gannon stated that is a small price to pay for the comfort and safety of the staff.

February 19 is the deadline to complete the [online advocacy form](#) to add library workers to Phase 1B of the vaccination schedule. Thanks for your support!

Annual Report

Director Harrison thanked the board members who confirmed their contact information. It must be submitted on the annual report, so she asked that any trustees who didn't update their information email confirmation/corrections as soon as possible. **President Gannon made a motion to accept the Annual Report as presented. Seconded by Trustee Pells and carried.** Director Harrison stated that the staff has really stepped up to the plate. They are very competent people and she appreciates that.

Audit

PKFOD will be coming March 1 to start the 2020 audit. The Governance Committee will need to work on a Purchasing Policy. Director Harrison has sent them samples of purchasing policies from other libraries for them to review.

Building/Facilities

Silvestri replaced the thermocouple on boiler #2.

Plass replaced the fill valve in the community room toilet.

The 2nd floor bathroom floor was replaced. The staff is very happy with this. It looks really good. Jon still needs to do some caulking.

The lift got stuck between floors. No one was on it when it happened. Director Harrison asked if the board wanted to continue to make these repairs. It has been a while since Albany Lift has been here. President Gannon stated without the lift the staff would have to carry the books up and down the stairs and that may not be feasible for everyone. The board was in agreement to continue to get the repairs done.

There is a raccoon in the library. Director Harrison had gotten mouse traps and baited them with peanut butter, but pawprints and the damage done with overturned bins, eaten decorative gourds and corn pointed to something much larger. She has called Waverly who confirmed it was a raccoon by the paw prints. There is a window pane that has been knocked out with a fan propped up against in beyond the boiler room in the small opening that goes under the turret. Jon cannot fit through the opening, but has offered to drop in from the grate outside. The Director is not sure that is the way to go, but first they will need to trap the raccoon to make sure it isn't stuck inside once the window is closed. Trustee Cheetham stated it can be very costly to have an animal removed. President Gannon asked if there were any traps outside and Director Harrison said no, just inside.

Finance

The library has not received the monthly statements from Trustco. The minutes appointing Ed and Julie as signers were forwarded to Trustco, with a follow-up call on February 8 and email on February 11.

Director Harrison has asked RBT for a new contract reflecting the work as a result of the change to the chart of accounts and how the fees would be assessed once the changeover has been completed, i.e. in 2022.

Both RBT and PKFOD appear on Forbes Americas Best Tax Firms 2021 list.

Personnel

Open Enrollment for health insurance has ended. As of March 1, there are 3 employees enrolled in single coverage, and 1 in family coverage.

Board gifts in memory of Walter Willis were deposited to line 4230 (Board Donations) to underwrite the monthly data plan for an additional hotspot. See attached photo of the hotspot, case and gift tag.

Renee Pasquale has completed another piece of art that she will donate to hang alongside the three pieces in the Children's Room.

Programming

Dutchess County libraries will apply for the Dutchess Reads grant together in hopes of increasing the OverDrive collection for children and teens.

Both the Chess program and the Ukulele program have adults in attendance.

A month-long celebration of Earth Day includes seed giveaways, craft kits, and an outdoor scavenger hunt. If anyone has spare seeds, they would be greatly appreciated. Trustee Pells stated Tractor Supply has opened and they might be willing to make a donation. President Gannon stated that could also be a great location for off-site programs. Director Harrison stated she will go introduce herself to them.

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

Strategic Planning – Director Harrison stated the revised survey will be sent out tomorrow for review so it can be voted on at the March meeting. It will be able to be sent out the day after the meeting via Constant Contact. We will extend the response time for the print survey due to COVID and the limited amount of people coming into the library. Trustee Sassmann suggested sending something to the Southern Dutchess News stating that a survey is being done so there is more awareness of it. Director Harrison stated they will hand out pen and ink sketches of the turret to people who submit the

survey. All the information from the print copies will have to be entered manually and there is a comment section, so that will take a little while to do.

Old Business –

Trustee Sassmann stated the board talked about doing something for Library Workers Day on April 6th. The board decided they will discuss this amongst themselves.

New Business –

There was nothing at this time.

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

Respectfully Submitted,

Julie J. Beyer
Recording Secretary