

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

March 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 7:01 PM.

**Wednesday, April 21, 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 February 17, 2021 meeting minutes on a motion made by Trustee Pells and seconded by Trustee Christie. 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 February 2021 Audit Committee reviewed bills (bills as of March 16, 2021) for a total of \$22,049.82 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**

Effective March 17, public facing government employees will be eligible for the vaccine!

Director Harrison had a staff meeting and it was decided that the library will be quarantining items returned in the book drop and from the delivery bins for 24 hours, and they will start to accept donations again. The Director's goal is to lift the quarantine after the next staff meeting. They have also returned two chairs, one upstairs and one downstairs, for patrons to use.

## **Annual Report to the Community**

An electronic version was sent out via Constant Contact on March 9. The print version (draft sent to the Board on March 8) will be available at each public service desk and has been posted to our website.

## **Audit**

PKFOD completed the 2020 audit. They were onsite for the first week of March to do the onsite testing. Director Harrison will forward a draft of the financial statements for the April meeting. She asked if the Board would like Jeff and Sam to attend the April BOT meeting. Trustee Halvey stated if everything is in order, then they should be asked to attend the meeting.

Sam and I had a conference call with Jenn from RBT to discuss potential changes to the Chart of Accounts, and will run the suggestions past Jeff. Director Harrison was unaware that the Chart of Accounts was set up to match the Mid-Hudson Annual Report and the NYS AUD, so if the Chart of Accounts is changed it will create double work for RBT when they code accounts. That is why there would be an increase in the monthly costs.

Sample Purchasing Policies were sent to the Governance Committee for review and recommendation to the Board.

## **Building/Facilities**

Waverly picked up the raccoon. Jon has been regularly inspecting the dungeon for signs of another presence. The broken window with the fan propped against it was intentionally set up by Al Ford in response to a mold problem in the Fiction Room. The discarded shop light, light bulb and extension cord was intentionally left down there in the event of a recurrence. Denny confirmed that OSHA was called in, and the suggestion was made that we need air circulating underneath the room. Trustee Devine asked if there was a dehumidifier and Director Harrison said no because there was no outlet there. Trustee Devine said at one time she thought there was running water in the dungeon. President Gannon stated that the dungeon is not as wet as it once was. The drainage project they did in 2017 re-routed water away so it should be safe to close that window area so the library isn't heating the outdoors and no additional critters can enter. Director Harrison will have Jon do some kind of repair, possibly with glass or Plexiglas.

The lift requires a new motor. The Director has also called Silvestri to assess whether an upgrade to the electrical panel will accommodate these repairs as it is possible there is not enough power for the building. It appears that every time, something needs to be replaced, it blows the fuse.

A final draft of the Community Survey was sent to the Long-Term Planning Committee for review and recommendation to the Board.

The library has hosted the HSE/ESL classes for decades, but after discussion with the staff, they may need to revise the schedule to accommodate library programs. The Children's Room is very small and tight so to comfortably space people for certain programs, the meeting room would be a better fit. It would also work better for the STEM program and the sensory hands on programs with sand and water. Trustee Devine asked if this would be just for this calendar year. Director Harrison stated the HSE/ESL works on the school year, not the calendar year and there are certain programs that could benefit from the use of the meeting room all the time. President Gannon stated the HSE/ESL has used different locations in the past and during the summer, such as the American Legion Hall, so they could look into those spaces as well.

The library received \$30,000 from the Margaret M. Rudel Donor Advised Fund of the Community Foundations of the Hudson Valley. The award letter indicates it is for General Support, but Trustee Devine stated she wrote the request letter, with the assistance of Trustee Sassmann, and outlined the library's desire for an outdoor area where programming could be done. Rachael is also working on a grant toward an outdoor program meeting space. Director Harrison got the name of an Amish company in Pawling from the Patterson library as she has to have some concise details for the grant application. Patterson has a three season pavilion they use for programs. The cost is approximately \$30,000 for the one the Director was looking at, but that does not include labor or electric. To meet the needs of staff and the community, power and wireless access are essential. Director Harrison doesn't want one with sides, as that would limit the amount of people able to attend. The hardest part will be getting someone to do the labor. Trustee Sassmann suggested using apprentices from local unions, but Director Harrison said they still have to get paid according to the Prevailing Wage tables. President Gannon stated the total project will probably cost around \$60,000. Trustee Halvey asked when the grant was due. Director Harrison said April 1<sup>st</sup> and they should hear back in June and the project would have to be completed this year. She feels when people see a physical structure they are more apt to get behind it and support it. An outdoor program area would also be very helpful when they get to the point that the lift can no longer be repaired if they don't have an elevator yet. There is no guarantee that the library will get the grant or how much it would be awarded. She asked if they want to consider a smaller project or ask the Friends for help with the funding in case the grant doesn't go through. President Gannon stated there are funds available in the capital accounts. Director Harrison asked if they would have to review or hold off on the building front project. President Gannon stated there are probably enough funds to do the outside program area and some of the upgrades to the building. She also feels there will be more funds available from the federal government soon. Director Harrison stated they could start the project with the intention of using capital funds and if the grant comes through, just use those funds instead. Trustee Sassmann suggested acknowledging the donation in the newspaper and say who it's from and what it's proposed use will be. That may encourage additional donations and will promote good will. Director Harrison stated they will also do a ribbon cutting once

the project is complete. President Gannon said something should go in the Southern Dutchess News or the Poughkeepsie Journal.

## **Finance**

Trustee Cheetham and Treasurer Beyer completed the paperwork for Trustco, and the interest summary for November, December, January and February was received. **On a motion by President Gannon and seconded by Trustee Pells, this account will be closed. On a motion by Trustee Halvey and seconded by Trustee Christie the funds will be deposited in the Capital Improvement Account.**

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. She is still waiting to hear from Jeff regarding the proposed changes. In addition to the monthly increase in 2021, the library is being billed quarterly for the use of QB (\$69.00).

The 14-month CD (\$30,443.43) matures on March 16. The new terms were sent to the Finance Committee for review and recommendation to the Board. President Gannon stated the interest on CD's is lower or the same as in the savings account, so the funds should be moved to the capital improvement account. Trustee Halvey reminded the board that if the funds aren't used or earmarked for a specific project by the end of the year they should be moved somewhere else. He stated there should also be funds left over from 2020 to be transferred after Jeff completes the review.

A voucher was submitted to Deana Schmidt on February 19 for our 2021 Tax Payment.

## **Summer Reading Program**

The Middle School and High School Battle of the Books will be virtual this year. We suspect there will be little interest in this format, and will probably not participate this summer.

## **Technology**

The computer in the office will be replaced and outfitted with a webcam. This will be coming out of the budget this year as there was no grant written.

**Committee Reports** – There were no Committee meetings this month.

## **Old Business** –

President Gannon asked if everyone got their money to the Director for Library Workers Appreciation. Everyone did and the cards have been made out.

## **New Business** –

Director Harrison stated at the re-organizational meeting people signed up for committees, but no chairpersons were chosen. She suggested the committees meet and do that as there are items that need to be addressed and it's easier with a point

person. The list of each committee is in the January meeting minutes. President Gannon stated the Building Committee has to meet.

**Adjournment – at 7:51 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Pells.**

Respectfully Submitted,

Julie J. Beyer  
Recording Secretary