

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 21, 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, May 19, 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.

Dates of Interest - Thursday, May 6, 2021 – Friends of Grinnell at 6 pm at the Library Community Room

Minutes – The Board agreed to accept the March 17, 2021 meeting minutes on a motion made by Trustee Devine 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 March 2021 Audit Committee reviewed bills (bills as of April 20, 2021) for a total of \$19,875.64 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 – Trustee Christie stated the Friends met virtually. They discussed the \$750.00 grant from Stewarts to purchase passes to various parks and museums. Denny and Roger talked about the \$350.00 for the gardens at the library. They also discussed the pavilion project. There are new members in the Friends and they are trying to come up with new fundraisers.

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

COVID19

As of April 24, the library will stop quarantining items from the delivery and from the exterior book drop. They will continue to ask patrons to return items outside to avoid having them handed directly to the staff. Staff morale is much improved as more people get vaccinated. They just have to make sure everyone is still masking up and still taking precautions.

Building/Facilities

There was a plumbing debacle in the Community Room bathroom on March 26. The good news is that by the time T Webber came to snake out the line (April 6), the drains were clear. The bad news is that the floor in the bathroom had to be ripped out and replaced entirely.

The storage area in the Community Room has been completed. It is looking great. They did speak about buying furniture for the area.

The new motor was installed in the lift on March 30. Director Harrison asked them if it is possible that the building doesn't have enough power to run the lift, but she was told that was not the issue. The lift is just old.

There was a question about repairing the Grinnell Library sign. Director Harrison asked Jon if he could fix this and he said for safety reasons, a scaffold would need to be rented. The Director asked if this should be incorporated into the exterior rehab project when a scaffold is already on site. Trustee Devine suggested asking the fire department to come over and remove it. President Gannon will ask them.

The library passed the Village OP inspection on April 13.

Finance

The library received the check from the Town in the amount of \$825,265.13, and a PILOT in the amount of \$5,645.16 on April 1.

Trustee Cheetham closed the Trustco account per the last meeting and the balance (\$29,511.36) was deposited into the Capital Reserve account at Tompkins Mahopac Bank.

RBT's new contract is dependent upon Jeff Shaver's recommendation regarding the revised Chart of Accounts. They are amenable to making the modifications as Jen proposed so the cost may not be as much. They are hoping to have the statements by the May meeting and if they do, then Jeff will attend that meeting as well.

The library qualified for the new Employee Retention Credit in Q4 for 2021. The \$51,757.60 credit was used on the Q1 2021 returns. (The Employee Retention Credit is a refundable tax credit against certain employment taxes equal to 50% of the qualified wages an eligible employer pays to employees after March 12, 2020, and before January 1, 2021. Eligible employers can get immediate access to the credit by reducing employment tax deposits they are otherwise required to make.)

Account 5100.08 has been created so that spending on the pavilion capital improvement project can be tracked. This will make it very transparent to see what is spent against the donation that was gifted. The Budget Aid was also reinstated so the Director has written to Senator Serino asking for assistance with funds for computers.

Publicity

The announcement of the award of \$30,000 was printed in the Southern Dutchess News on March 24, 2021.

Summer Reading Program

Brian successfully wrote a grant to host the Saturdays are for Song concert series. The library will schedule the concerts after there is a better understanding of the timing of the construction of the staging area and the pavilion.

Library programs will be conducted virtually or outdoors dependent upon the state of the backyard.

Survey to the Community

The print and online versions of the survey will be available through the end of April. Patrons on the mailing list received the survey via our e-newsletter, with a follow up to non-responders. The data will be collated and presented at our May meeting. They have received over 270 responses so far and are hoping for 300. Half of the responses received are in print, so they are from people coming in. The number 1 issue is parking and although the library can't do anything directly about that, they can advocate to the new Village Board.

Trustee

The Trustee and Budget Vote is set for October 5. It has traditionally been from 12 noon – 8 PM, but last year was from 12 – 7 PM. Director Harrison asked if there was any reason why it couldn't be done earlier to capture the parents from the morning children's programs prior to them leaving the library. Trustee Sassmann said that the programming schedules were not taken into account when the initial vote schedules were set, and if the day is longer for the workers they may have to adjust their pay. Trustee Cheetham asked why the voting couldn't go for the whole time the library is open that day. Director Harrison stated it can be changed, but they may need to split the workers into 2 separate groups for the day. Trustee Christie asked how many people come in to vote. Director Harrison said last year was low due to the pandemic, a flat budget, and all the trustees were running unopposed. Other past years it has been about 100 people. **On a motion by Trustee Devine and seconded by Trustee Pells the vote will be from 10:30 AM - 7:30 PM.** Motion carried. They will do split shifts for the election workers and Trustee Devine asked if they could tally how many people come in after 7 PM.

Virtual Trustee Workshops:

Trustee Essentials

Presented by Rebekkah Smith Aldrich, MHLS Executive Director

Thursday, May 13th | 10:00-11:30 am

Tuesday, May 18th | 5:30-7:00 pm

Core Values & Ethics

Presented by Rebekkah Smith Aldrich, MHLS Executive Director & Casey Conlin, MHLS Library Sustainability Coordinator

Tuesday, May 25th | 5:30 pm

Thursday, May 27th | 10:00 am

Intermediate Level Workshops:

Financial & Fiduciary Responsibility

Presented by Rebekkah Smith Aldrich, MHLS Executive Director

Tuesday, June 8th | 10:00-11:30 am

Legal Issues: Open Meetings Law Freedom of Information Law (FOIL)

Presented by Kristin O'Neill, Assistant Director, Committee on Open Government

Tuesday, June 15th | 5:30-7:00 pm

Advanced Level Workshop:

Seven Habits of Highly Effective Boards

Presented by Rebekkah Smith Aldrich, MHLS Executive Director & Casey Conlin, MHLS Library Sustainability Coordinator

Wednesday, June 23rd | 10:00-11:30 am

Committee Reports – There were no Committee reports this month from the following committees: *Finance and Personnel*.

Governance – President Gannon asked if everyone read the proposed purchasing policy. Trustee Halvey stated there was a typo on the last bullet point, but he did change it. **Trustee Shephard made a motion to accept the proposed Purchasing Policy as amended. Seconded by Trustee Christie and carried.**

Strategic Planning – President Gannon stated the Building Committee met. They have been talking about what needs to happen with the facilities plan. They are looking to update it. They have had to switch some of the proposed dates for repairs to meet the more pressing needs.

Buildings and Property – When they met with the electrician for the proposed pavilion work he stated he was uncomfortable with the way the electric is. He suggested they switch to 400 amp service. He suggested the library have an electrical engineer come in to evaluate the service. He suggested Rondout Electric. The library currently does not have any dedicated circuit breakers. There is significant work that will need to be done. They should try to get down to one meter for service. It will probably save money in the

long run and will meet the future needs better. The rough estimate for this is between \$10,000 and \$11,000. He also said he could come in on a Sunday and trace all the wiring and label everything to be sure that everything plugged in is being used. The library probably does not have enough free circuits for doing both the pavilion and the a/c in the community room. Trustee Devine stated the electric has been a concern for the past 20 years. She feels this is very important to move forward with and asked if there were funds available for this. President Gannon stated they could use the funds from the recently closed Trustco account. She also feels this is good stewardship for the library. Trustee Christie stated it is a safety issue. Trustee Devine asked for the estimated costs of the pavilion. President Gannon stated the building is \$23,000 and the two estimates for the pad and excavation are \$11,000 & \$7,000. She stated they will also hopefully get a grant to help with this expense as well. There are possibly some available circuits behind the circ desk, but it's unlikely. They have not heard back from any other electricians at this time. Trustee Cheetham suggested asking Rondout Electric for recommendations. Trustee Devine suggested asking the Town for suggestions for an electrical engineer.

Trustee Devine asked if anyone had come in for the a/c work. Director Harrison stated Silvestri will get an estimate to them in the next weeks. Nate Rose will also supply one and we will work on getting a third. President Gannon asked Director Harrison if there were specs for the Community Room a/c.

Trustee Cheetham posted the updated Facility Plan into the chat section of the video so all the board could read it. They have updated the 2021 and 2022 plans to reflect the changes with the Fiction Room and the Community Room work. They have added the upgrading of the electric to 400 amp service as well as the pavilion work. President Gannon stated they did speak about leaving the window as is and stated that the furniture may be able to come out of the 2022 expenses because the Friends may be doing that. Trustee Devine asked if they were going to ask the Friends to help with the furnishings for the pavilion. Director Harrison said yes, she may suggest a paver fund raiser to them. She feels loose stones around that area would not be a good idea and the board was in agreement.

Director Harrison stated the community survey is the catalyst for some of the proposed upgrades. Trustee Devine asked if there was a cost estimated for the furniture. Director Harrison stated they are looking into six tables that are foldable and nest-able and reasonably priced. The chairs are expensive so she is hoping the Friends will help with that.

Old Business –

Director Harrison said there are overlaps on the Long Range Committee and the Finance Committee and Building Committee. She suggested starting next month's meeting 40 minutes early so they have time to review this. It was decided that they would meet at 6:20 PM before the Board meeting at 7 PM. Trustee Devine asked if it would be in person and Director Harrison stated she would keep everyone informed as to the Open Meeting Law and the Executive Orders regarding it. She also stated the staff was very appreciative of their gifts for Library Month.

New Business –

Trustee Sassmann questioned where the library was in regards to the OSC monitoring system report. President Gannon stated it is for the area, not just the library and has to do with the fact that funds come from additional sources, not just taxes. The village generates not only taxes, but grant income and that affects that report.

Adjournment – at 8:04 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Devine.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary