

Grinnell Public Library District (GPLD)

Board Meeting Minutes

May 19, 2021

*Present via video:* District Trustees Cheetham, Christie, Devine, Gannon, Halvey, Lowney, Pells, and Shepherd. Trustee Sassmann was absent.

*Also Present via video:* Director Harrison and Board Recorder Beyer

**Trustee Devine made a motion to enter into executive session at 6:53 to discuss a security issue. Seconded by Trustee Christie. At 6:59 Trustee Pells made a motion to adjourn the executive session and open the regular meeting. Seconded by Trustee Cheetham.**

**Wednesday, June 16, 2021** – The next GPLD Board meeting is at 7:00 PM with location to be determined.

**Dates of Interest** – Here are the dates of some events you may want to attend:

**Thursday, June 3, 2021** – Friends of Grinnell at 6 pm at the Library backyard

**Call to Order** - The meeting was called to order by President Gannon at 7:00 pm.

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

Jeff Shaver and Samantha Nardo from PKFOD were present to give the presentation on the 2020 Fiscal Year End. Mr. Shaver stated that in the Independent Auditor's Report, their opinion presents fairly in all material respects. It is a clean, unmodified opinion, which is the most favorable opinion you can get. It means the numbers, financial statements, and disclosures are all complete and accurate. When they were here last year, they could not do a comparative as it was the first year they were doing the audit, but this year they were able to compare 2019 to 2020. The total revenue for 2020 was \$1,011,503.00 with a budget of \$989,860.00 so there was an overage of \$21,643.00. The budgeted expenses were \$989,860.00 but only \$679,919.00 was spent so there was an underspending of \$309,941.00. Combined with the extra income of \$21,643.00, there is a surplus for 2020 of \$331,584.00.

The Balance Sheet does show an increase of \$200,000 in the reserve funds for the year. Most of the library's assets are in cash. There are some minor liabilities. The library entered into the New York State Pension Plan in 2019. They did not make the actuarial number for 2019 due to the timing of joining.

In regard to long term liabilities, last year the only one was Compensated Absences, but this year there is also the Net Pension Liability and the State Loan, which is due to the pension as well. He stated it can be paid over 10 – 15 years, but Mr. Shaver stated the library may want to check into paying this off earlier because of the high interest rate of 6.8%. Director Harrison asked if he had any experience with any clients making this kind of lump sum payout and Mr. Shaver stated Grinnell is his first client that he has that is in its first year joining the system, but he has dealt with other similar liabilities.

Trustee Halvey asked for clarification in the fund balance increase of the \$331,584.00 and if the \$200,000.00 of that was funds the library already had that they transferred into the Capital Account and if that were the case, he doesn't want the surplus to be overstated. He also wants to be sure that the funds that normally get transferred at the end of each year is the correct amount. They don't want

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to transfer \$300,000 if there is only cash surplus of \$120,000.00. Mr. Shaver stated the current fund balance is \$1,802,00.00 as of now, but he will review all of the numbers and get back to the board. Regarding the Draft Management Letter, the only recommendation was in regard to segregation of the duties for payroll. Director Harrison explained a new procedure was in place since the last audit, but due to the timing of the audits, it doesn't show as a current practice for the fiscal year for this audit. Mr. Shaver stated he could remove the comment, but Director Harrison said it was fine to leave it in as a reminder that the entire process will need to be reviewed.

Mr. Shaver reminded the board that he and Ms. Nardo are available all year if the board has any questions or requires any assistance. President Gannon thanked them for their time and work.

**Minutes** – The Board agreed to accept the April 21, 2021 minutes on a motion made by Trustee Devine and seconded by Trustee Pells.

**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 April Audit Committee reviewed bills (bills as of May 18, 2021) for a total of \$23,197.51 on a motion made by Trustee Halvey and seconded by Trustee Christie.**

**Liaison Reports**

*Town of Wappingers –*

*Village of Wappingers Falls -*

*Friends* – Trustee Christie stated the Friends have worked on the garden in front of the library. They are talking about a virtual paint party, a plant sale in the fall, and possibly gift cards as possible fund raisers. The Friends have approved the purchase of four collapsible six-foot tables for the Community Room. They currently have approximately \$20,000.00 in their account. Director Harrison stated that the Facility Plan did have furnishing the Community Room, but she had told Friends that she would be asking for their help. The tables were delivered today, but they had to be declined as they came in damaged. President Gannon stated she hopes the replacements ship quickly. Trustee Christie stated there were approximately 12 attendees for the Friends meeting and it was held outside.

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

**COVID19**

The new changes from the CDC are causing some turmoil relating to people coming in unmasked. The board adopted a policy in October and mask use is at the discretion of the board. As there are young children not eligible for the vaccine who use the library, the Director is asking that the mask policy stay in place. President Gannon asked if the staff wanted that also and Director Harrison said yes. **On a motion by President Gannon and seconded by Trustee Christie, the mask policy will stay in place as per the October policy acceptance.** Director Harrison stated the board adopted a Temporary Safety Practice Policy that needs a modification because they are not doing a percentage

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of the total room occupancy so she asked for clarification as to if the motion amended the total policy. President Gannon asked about the cleaning of the high touch surfaces. Director Harrison stated she likes the idea that those surfaces are getting cleaned every day. President Gannon asked about the social distancing. Director Harrison stated they are keeping programming at six feet apart. The kids can be three feet apart, but the staff will be six feet away. President Gannon suggested adding that wording into the policy. **Motion to adopt the modifications to the Temporary Safety Practices Policy as discussed was made by Trustee Devine and seconded by Trustee Halvey.**

As of May 10, patrons can return library material to either the interior or the exterior book drop.

The wood railings, computer keyboards, and phone screens are showing the effects of one year of constant high touch cleaning.

Staff members will participate in the *Customers Without Masks* webinar on May 20 to better handle problem behavior. There are also 2 webinars being presented from attorneys regarding what can and can't be done.

Grinnell is currently open 58 hours a week, which is above the NY minimum standard of 55, but there doesn't seem to be enough volume to open on Sundays at this time. They have not heard requests or complaints from patrons for additional Sunday hours. **On a motion by President Gannon and seconded by Trustee Christie Grinnell will remain closed on Sundays for the next three months.**

- Visits to the library: April 2021: 2,381 April 2019: 5,043
- Circ active: April 2021: 707 April 2019: 1,195
- New library cards: April 2021: 37 (24 in person + 13 online) April 2019: 38

Open Meeting law adjustments have been extended until June 9 per Executive Order 202.107. The extension allows the board to meet virtually, but the board can meet in person. President Gannon stated she does like it better when they meet in public. She will not be at the June meeting however.

**Building/Facilities**

The Grinnell Library plywood sign has been patched and mended, the vinyl letters refreshed. A decision needs to be made as to where to re-hang the sign. There is no road signage pointing to the library from 9 or 9D. Visitors have commented that it is hard to identify the building as the library due to lack of signage if approaching from Mesier or from Spring Street. The placement outside the 2<sup>nd</sup> floor office window makes it equally difficult to see from Main Street. At one time, the sign was suspended above the turret door, but given the size (3' x 4') and the options for placement, there is not enough clearance space. President Gannon suggested asking Rick Cerino to get DOT signs up on Route 9, Route 9D, and East Main Street. President Gannon said she believed the existing sign

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should be hung higher so it can't be touched. Trustee Devine suggested hanging it above the book drop, but President Gannon said that can't be seen from Spring Street. Director Harrison stated Jon said hanging it on the turret puts it too low and it can be touched or possibly vandalized. President Gannon suggested asking the fire department to come and hang the sign. Trustee Halvey stated that the Chief came with just a ladder to take the sign down. Trustee Cheetham asked about having something in the windows. The Director stated that wouldn't be seen until someone is directly in front of the building.

Trustee Devine stated she saw Jon checking the outside of the building and she asked if there was a bee problem. Director Harrison stated Jon is very conscientious of patron safety, so he was probably checking for something like that.

Paul Pulicano has offered to paint the turret door, the library will just need to supply the paint. President Gannon said to tell him that the library is working on that.

A patron has offered the library 4 Alberta Spruce if we are willing to dig them up and transport them from Newburgh. This is not something the library is interested in at this time.

**Finance**

RBT's new contract is dependent upon the revised Chart of Accounts. Director Harrison will confirm details with Jeff, PKFOD, when he joins us, including when to implement. The Chart of Accounts will be overhauled, but it will not be as big of a project as they originally feared. Once they explained that it was set up to match the Mid-Hudson Reports and the AUD Reports, it was easier for them to understand why it was that way.

Jenn Dugas, RBT, will be telecommuting from North Carolina starting in June. The move means the Board packet will not be available until Monday, June 14. If this is unacceptable, another RBT staff member can prepare it. The board felt it was easier to be left with Jenn. Trustee Halvey asked if the invoicing would be affected at all and Director Harrison said no, it would have no affect on the payment timeline.

Jeff asked about the additional \$200,000 added to the reserve cash accounts and whether it was our intention to increase the reserve balance (accounts 3203 and 3203) so that the reserve matches the cash accounts.

Julie's signature now appears on the payroll checks.

Dutchess County Directors Association will be applying for 501c3 status. This enables the libraries to apply for grants as a group, to make group purchases, and facilitates group event planning. Grinnell anticipates the yearly dues to be nominal. The D & O coverage will be split among member libraries. **On a motion by Trustee Devine and seconded by Trustee Pells, Grinnell is able to participate**

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**in the 501c3 and has the ability to spend up to, but not to exceed \$1,500.00 for the D & O coverage.**

The Intent to Apply for State Aid for Library Construction is due to Mid-Hudson Library System by May 24. The competitive grant application is due by August 6 and the award is paid out between June and October 2022. The library needs to have a specific project in mind to state on the Intent. Trustee Pells feels the library should pursue this. President Gannon stated they could put it in for siding. She will be meeting with a contractor to discuss some upcoming projects. They could also talk about replacing the windows behind the Circ desk or getting a price for painting. Director Harrison suggested asking for air conditioning for the Community Room, as it is needed and does hit a lot of the punch list for grants as it has a direct effect on the patrons for services and access. President Gannon stated that was a good idea.

### **Personnel**

Director Harrison will be unable to attend the Board meeting scheduled for September 15 as she will be on vacation that week.

She has completed the NYS Citizen Public Health Leader Training Program, an online training, to respond in the event of public health emergency offered by Cornell.

A meeting with the Personnel Committee for the Director's performance evaluation will be scheduled.

### **Programs**

Molly held her first in-person program since the start of the pandemic. The Butterfly Release Party was the culmination of our month-long celebration of Earth Day. It was great fun.

There will be limited in-person programs in the Community Room this summer. We will follow social distancing limits rather than percentage of maximum occupancy limits.

### **Trustee and Budget Vote**

In order to maintain the chain of command, JoAnne and Ray Reinhardt will set up at 10 am and work the entire shift, and Velma Colon will work from 12 pm – 8 pm, or until all the ballots have been counted. JoAnne and Ray have agreed to track the number of voters before noon so that we can plan for next year's vote. All three inspectors have worked from 5:30 am until votes are counted at other elections.

**President Gannon made a motion to appoint JoAnne Reinhardt, Ray Reinhardt and Velma Colon as Election Inspectors. The entire shift will pay \$170 and the shorter shift \$150. Seconded by Trustee Devine.**

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

*Strategic Planning* – President Gannon stated they are going to update the Facilities Plan after next month's meeting after reviewing the results of the survey.

*Buildings and Property* – President Gannon stated the Building Committee met and picked an excavation company to suggest to the board to start the work for the pavilion. It will be done in three phases. Phase 1 will be the excavating, and the committee is recommending Michael Cservak at a cost of \$11,000.00. He will prep the ground, take out the stumps, get it electric ready, put footings in the back where the chain link fence is so the wrought iron fence from the front of the building can be used there. The estimate also included pouring the concrete pad. They also received a bid from Travis & Sons, but there was no gravel under the concrete included so although the cost was less, it was not the same quality. Trustee Halvey asked if they had received a third price. President Gannon stated she also had T. Ferraro and Sons come out and measure, but they stated he can not get a subcontractor to do that job at prevailing wage, so he is unable to bid it. She called several other contractors and left messages, but got no return phone calls. Trustee Shepherd asked what the prevailing wage rate was and President Gannon stated she could not speak to that. **President Gannon made a motion to approve Michael Cservak for the excavation work for the pavilion project. Seconded by Trustee Cheetham.** Trustee Halvey abstained. He stated he is not comfortable only having two prices when they have a purchasing policy requiring three. All others voted aye. Motion carried.

President Gannon stated they have looked at pavilions and the recommendation from the Building Committee is to purchase a 16 x 24 wood/vinyl pavilion with a metal roof from Bayhorse Gazebos & Barns in Rhinebeck. The cost includes delivery and installation for a total cost of \$21,180.00. **This was approved on a motion by President Gannon and seconded by Trustee Pells.**

**As a result of the executive session held prior to this meeting, President Gannon made a motion to upgrade the security issues as discussed. Seconded by Trustee Pells.**

President Gannon stated the Building Committee is recommending the electrician recommended by Cservak. His labor rate is \$55.00 per hour and he estimates it to be one day of labor. He is confident it will come in under the \$5,000.00 cap for bidding. His name is John Paul Schorschinsky. This will hold off the need for an electrical engineer for a little while. Trustee Devine stated CPL sent a letter regarding being an electrical engineer, but she will tell them this is being held off for a little while.

Trustee Devine asked if Director Harrison got a price from Nate Rose. She said no, but Dan Silvestri did give an estimate to do the electrical upgrade. He is familiar with the electric at the library. His suggestion was to remove the two meter panels outside the apartment and put in a panel big enough for the new Community Room a/c, the electric for the pavilion and the future elevator project. She will get a proposal for this by the June meeting. President Gannon stated they can get an estimate from Rondout Electric also, but the material costs change daily. Director Harrison stated the only issue

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Silvestri sees is with what is already on the outside wall. The board will have to be ok with the aesthetics. Director Harrison stated they need the prices for the grant application, but they know that if the work is not to be done until 2022, the prices won't still be good.

**Old Business** – There was none at this meeting.

**New Business** – There was none at this meeting.

**Adjournment** – At 8:40 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Cheetham.

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board