

Grinnell Public Library District (GPLD)

Board Meeting Minutes

June 16, 2021

District Trustees Ed Cheetham, Helen Christie, Beth Devine, Bill Halvey, Danny Lowney, and Jane Pells. Trustee Eileen Sassmann was present via video. Trustees Bridget Gannon and Fran Shepherd were absent.

Also Present: Director Harrison and Board Recorder Beyer

Wednesday, July 21, 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, July 1, 2021 – Friends of Grinnell at 6 pm in the backyard.

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

Votes: All votes were unanimous, unless otherwise noted.

Trustee Cheetham stated that the Governor has lifted many of the policies as the State hit 70% of the population having received at least one COVID vaccine. **On a motion by Trustee Cheetham and seconded by Trustee Halvey, the Temporary Safety Policy has been revoked.**

Minutes – The Board agreed to accept the May 19, 2021 minutes on a motion made by Trustee Devine and seconded by Trustee Christie.

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 May Audit Committee reviewed bills (bills as of June 15, 2021) for a total of \$29,413.71 on a motion made by Trustee Halvey and seconded by Trustee Christie.

Liaison Reports

Town of Wappingers – no report at this time.

Village of Wappingers Falls – no report at this time.

Friends – Director Harrison stated she did go to the Friends meeting where they talked about fundraisers. They found an artist who will donate her time for a wineless sip and paint fundraiser once the tent is here.

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

COVID19

The Governor has announced that most remaining restrictions will be lifted in NY when 70% of adult New Yorkers have received their first dose of the COVID19 vaccine, which was Tuesday. Staff will bring more chairs out since the social distance levels will decrease. In addition, the daily staff health screenings will be discontinued and the disinfecting protocols will be modified. Director Harrison

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stated one challenge will be the Summer Reading Program. The Governor's statement is that non-vaccinated individuals should continue to wear a mask. The staff are concerned that as children under the age of 12 are not eligible for the vaccine, they should be masked, but as the parents aren't wearing masks, many of the children aren't either. There are some programs that span various age groups, so there could be a mix of vaccinated and unvaccinated children in the same household. As many programs that can be held outside will be, but some are not conducive to being outside, such as the chess program or crafts with beads. With the revocation of the Temporary Safety Policy, there is no Community Room Policy in effect for staff to enforce, so after much discussion it was decided that signs will be put up that say Masks are Recommended, with no mention of age groups or whether or not someone is vaccinated. There have been a few heated incidents with patrons regarding wearing masks. Trustee Halvey asked how the staff felt about it. The Director stated Molly said she will program outside. Circulation is still behind Plexiglas, but some of the programming staff are out on the floor and face to face and some are uncomfortable. She is trying to see how summer camps and day cares are wording their summer information, but everything so far has used the word "recommended". The library has received an offer from Jack Fedigan for a 20 x 30 tent and that would make programming a lot easier. The old tables from the Community Room could be brought out and left covered out there. The Director is just unsure when that will be available. Trustee Devine asked about signs stating masks are for the comfort and protection of the staff and patrons, but Director Harrison stated they have found the more words on a sign, the less people read it. Trustee Devine asked if it was any particular age group that was having the most issue with masks. Director Harrison said no, it is being opposed on philosophical, political, and religious reasons, and from people of all ages, to name a few. Trustee Pells asked if the staff has the option of not wearing a mask. Director Harrison stated vaccinated employees have that option, but all staff is continuing to wear masks. Not one employee has asked if they can no longer mask up.

Building/Facilities

Tables for the Community Room were delivered on June 7. They can be placed to the side and the Community Room can still be used for programming. Staff will use the Summer Reading programs to determine what else is needed in terms of area rugs and stackable chairs. The Friends have indicated that they will support recommendations made by the staff.

Excavation is tentatively scheduled for the week of June 14. The paperwork was signed today.

Director Harrison is trying to get bids for the first floor a/c. She did get one from Silvestri. She has not heard back from Northland HVAC. Trustee Halvey suggested T. Webber.

The security system is tentatively scheduled to be installed June 27-28.

Finance

Jeff pointed out that we are not eligible for the ERC as a municipality. RBT confirmed this and will refund their charges for those services, as well as any fees Paychex imposes to reverse the credit and to amend our returns.

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Director Harrison said the library has the option to pay off any outstanding deficiencies/amortizations at any time in order to avoid interest on our NYSLRS deficiency. The payoff calculation is as follows: if they receive payment by July 1, the payoff amount is \$61,866.75. If they receive payment by August 2, the payoff amount is \$62,250.52. **On a motion by Trustee Halvey and seconded by Trustee Cheetham, this loan will be paid off prior to July 1, 2021.**

Director Harrison intends to apply for State Aid for Library Construction for the upgrading of the electrical panel and the installation of the community room ac. The electrical work may take up to two days, and the Library will have to close while the work is done. The upgrade will take into consideration additional electrical needs such as the pavilion and the elevator. It is a competitive grant, but since this work addresses access and improved services, the library should have a good shot of getting it. Trustee Devine asked when the grant would be awarded and Director Harrison said next year.

Dutchess County has announced the Youth Investment Program: Learn, Play, Create. Once details are finalized, we will apply for funding for our STEM programs. Trustee Devine asked when the deadline for entry was and the Director said the legislators just met this week, but they have already gathered all the information for programs the library will be applying for.

Programs

Tales to Tails: in-person reading to the therapy dog (see photo)
Summer Reading Program will kick off on June 24 on a very small scale this year.
Programs with limited enrollment will start in July.

2022 Budget

This is something the Director usually gets to the Board for the July meeting, so she is trying to gather numbers now.

- Health insurance predicted to increase 5%.
- Capital improvement: there was a \$120,000 surplus. The Board just approved the payoff of the Retirement loan at \$61,866.75.
- NYSLRS – pay early for discount. Payoff was the result of the sale of the Oppenheim Fund and the closing of the Trustco account.
- Building Committee – The Facility Plan needs to be reviewed and amended if necessary.

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

Governance – The Temporary Safety Policy was addressed at the beginning of the meeting.

Strategic Planning – A draft of the new Facility Plan as of the Spring of 2021 is as follows:

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2021

Construction of outdoor pavilion:

1. PHASE 1...Excavation, June 2021
2. PHASE 2...Install slab, June/July 2021 – this will include the fence work
3. PHASE 3...Install pavilion, Fall 2021 (but may be Spring of 2022). There is a 48 week lead time for delivery

Replace furniture in the Community Room

Replace AC in Fiction Room

Yearly routine maintenance

2022

Upgrade electric to 400 amp service – this will take 2 services and consolidate it to one

Air conditioning upgrades: Community Room, ductless air conditioning /dehumidifier unit

Pavilion Phase 4: WiFi & Additional Electric upgrades

Exterior rehab sheathing, shingles and painting – President Gannon had asked for estimates and samples from a vendor, but they are not interested in doing a prevailing wage job

Replace flooring on the main floor lobby and circulation desk

Yearly routine maintenance

During the discussion for the exterior rehab, Trustee Pells said she was on the Newburgh Preservation site and they discussed why vinyl siding should not be used on historic buildings. It has to do with keeping moisture under the siding and the damage it can do. The site had many preservation tips. Trustee Devine stated the siding should be replaced just the way it currently looks. Director Harrison asked for suggestions from the Building Committee. Trustee Pells stated she called SHIPPO to ask for vendor recommendations, but they were unable to supply her with any information. Trustee Devine suggested going back to Swartz and having him give a price without the replacement of the windows. Trustee Halvey said he thought the windows had to be replaced. Director Harrison stated Swartz said the wood under the windows looks to be rotting, and suggested replacing the windows as they were already taking them out and then it just snowballed. Trustee Cheatham offered to call Swartz. Trustee Halvey suggested he get prices for the whole building, just the front and with and without replacing the windows. Director Harrison stated she would need some sort of justifiable number to put into the budget to move forward. Trustee Halvey asked about moving the flooring for the Community Room to 2022 if the exterior rehab had to be moved. Director Harrison stated the floor will be done when they have to pull it up for the elevator install.

2023

Elevator installation to all 3 floors

Replace flooring in the Community Room

Finish work to interior surfaces due to modifications made to accommodate elevator

Landscaping to restore areas where construction occurred

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Yearly routine maintenance

2027

Replace roof per estimated expiration

Director Harrison asked if the Board wanted to vote on the above Facilities Plan or wait until next month to see if they are able to get any numbers for the exterior rehab first. The Board decided to wait a month to see if they can get figures. Trustee Cheetham suggested changing it to a Phased Exterior Rehab Project.

Buildings and Property – There were no additional questions on the pavilion project. Trustee Cheetham asked if all the permits were done and Director Harrison said yes. She would love to have the little ones out there for a photo op with plastic shovels and hardhats, but feels the equipment is just going to be here excavating one day when she comes in.

Trustee Devine asked what was going on with the fence. Trustee Cheetham said it should start at the corner and extend up as far as it can go. The chain link fence that is there is damaged and on library property. It was decided this will be added onto the pavilion project.

Old Business – There was none at this meeting.

New Business – There was none at this meeting.

Adjournment – At 8:13 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Cheetham.

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board