

Grinnell Public Library District (GPLD)

Board Meeting Minutes

August 18, 2021

District Trustees Ed Cheetham, Helen Christie, Bill Halvey, Danny Lowney, Jane Pells, and Fran Shepherd. Trustee Eileen Sassmann was present via phone in and Trustee Beth Devine was absent.
Also Present: Director Harrison and Board Recorder Beyer

Wednesday, September 15, 2021 – The next GPLD Board meeting is at 7:00 PM.

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

Thursday, September 2, 2021 – Friends of Grinnell at 6 pm in the Community Room.

Call to Order - The meeting was called to order by President Cheetham at 7:05 pm.

Votes: All votes were unanimous, unless otherwise noted.

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

VP of Finance's Report & Monthly Bills

The Board agreed to authorize the voucher signing by President Cheetham and directed the Treasurer to pay the July Audit Committee reviewed bills (bills as of August 17, 2021) for a total of \$25,683.78 on a motion made by Trustee Halvey and seconded by Trustee Pells.

Liaison Reports

Town of Wappingers – no report at this time.

Village of Wappingers Falls – no report at this time.

Friends – Trustee Christie stated the Friends are planning on having a presence at the Festival of the Falls on September 18 with four baskets to raffle. They are planning for the Gala in 2022, a Mahjong event in April, 2022, and something at the Outback in October. There were approximately 12 people who attended the Friends meeting.

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

COVID19

In light of the increase in COVID-19 infections, and in the absence of a local mandate, libraries have the right to set mask mandates based on advice from the NYS Department of Health and CDC. The CDC recommends that fully vaccinated people wear masks indoors in public in areas with substantial or high transmission levels and masks are still being offered to unmasked patrons. The staff will be the driving factor on if everyone should be masked regardless of vaccination status.

Building/Facilities

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The pad was completed on July 31, and seed and hay have been spread out over disrupted areas. Tufts of grass are already growing. The black wrought iron fence has been installed in front of the chain link fence. This was at a cost of \$800.00. The peonies are temporarily against the back fence – we are waiting on T Webber to repair the walkway to plant them along the fence adjacent to Michael Martin's property.

Jon has replaced the flooring in the Community Room bathroom.

The AC unit was leaking in the Fiction Room. It turned out a piece of rust from the condensate pan had lodged into the condensate drain pipe. They were reminded that the pan is rotting and “does not have too much life left.” This unit is scheduled to be replaced according to the Facilities Plan.

Finance

We have been awarded \$11,000 for STEM programs through the Dutchess County Youth Investment Program: Learn, Play, Create. This was the second highest priority on the Community Surveys. The Nintendo Switches will come from this funding.

The \$700 we received from Arts Mid-Hudson for a concert series, which was supposed to be outside, may be used to host Zoom art classes instead. There is concern about the weather. As long as it is used for something to do with Art, the grant can be used.

The sewer line work has been classed as 5110 (Building Repairs & Maintenance) and was paid out of the Operating Funds. **On a motion from Trustee Halvey and seconded by Trustee Pells, this repair has been reclassified as an emergency so the funds can be transferred from the Non-Capital Improvement Fund to pay this.** Motion carried.

Personnel

Judith Giampietro has reduced her hours to 17.5 per month. She has graduated and would like to stay on three Saturdays a month. Director Harrison requested the Board's approval to appoint Jenny Thompson as non-competitive Library Clerk. **On a motion by Trustee Halvey and seconded by President Cheetham, Jenny Thompson was appointed as a non-competitive Library Clerk.**

Sexual Harassment Prevention Training by Paychex has started.

Programs

Festival at the Falls: instead of setting up a table at Mesier, the library will provide site maps and Grinnell Goodie Bags inside the building. Cindy has a rain date of Sunday.

Fall programs will be held outdoors and in the Community Room, September 20 – October 30. The library has coordinated a schedule with WCSD to continue to host ESL/GED classes through 2021, and will revisit the schedule for 2022 later this year. The school district will be out by 2:45 so the 3 PM library programs can proceed. There will be a limited number in attendance for social distancing.

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Proposed Holiday Schedule/Sunday Schedule 2022

- Saturday, January 1
- Sunday, April 17
- Monday, May 30
- Monday, July 4
- Monday, September 5
- Wednesday, November 23: close at 2 pm
- Thursday, Friday, November 24-25
- Saturday, Sunday, December 24-25
- Saturday, December 31

On a motion by Trustee Halvey and seconded by Trustee Lowney, this schedule of closings was approved.

The Director stated that statistics are discouraging for reopening on Sundays. The circulation numbers are great and streaming has been fabulous, but there are not enough people coming into the building during the week to justify opening on Sundays yet. They did originally talk about following the school calendar for Sundays, but they need to remember once they reopen on Sundays, there will be an additional cost to have the building cleaned one additional day. Currently the library is still above minimum standard of 55 hours.

Trustee and Budget Vote

Candidate information packets are available at the Circulation Desk, and have been promoted in SDN, our website and social media outlets.

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

Building – President Cheetham stated the Fiction Room a/c is falling apart. They did receive a bid from Silvestri to remove it, replace it, and upgrade the electrical for \$18,250.00. The Building Committee recommends moving forward on this. Trustee Halvey asked if this was in the budget. Director Harrison said yes, but not at that cost. Trustee Halvey asked if there were other prices received. President Cheetham said yes. There was a bid from Northland and one from T Webber.

President Cheetham made a motion to proceed with the work as per Silvestri's estimate. Seconded by Trustee Shepherd and carried. President Cheetham asked if this was considered an emergency repair. Director Harrison stated the electrical upgrade was because the wiring configuration is out of compliance. The bill can be split to separate out the emergency repair portion. President Cheetham stated he has been speaking to Swartz regarding the exterior rehab. The committee met after that. They are trying to get an estimate for a phased project. There was one in 2018 and based on those estimates the façade was \$96,000. The five plates of glass for the windows are between \$16-20,000 each. The window repairs are between \$46-5000. The finish is about \$3,000. Mike would like to come back to get more accurate numbers. Director Harrison suggested

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having a clear vision of exactly what they want to accomplish during the first phase before getting numbers from the vendor. She also asked if the windows were being replaced, does the library have to close. President Cheetham will find out. Director Harrison asked if there was a cap on their budget for this. Trustee Halvey said yes \$200,000 and President Cheetham said Trustee Devine has written a letter to request additional funds. President Cheetham stated they will continue to move forward with the project.

Old Business – There was none at this meeting.

New Business – Sean McCarthy was introduced to the Board. **On a motion by President Cheetham and seconded by Trustee Christie, Sean McCarthy was appointed as interim board member to finish out the term of Bridget Gannon. Motion carried.**

Director Harrison stated Rich Harlin, the IT guy, has been coming in and doing work on Sundays when necessary. Either the Director or a staff member have been coming in so he isn't alone, but it's becoming a timing issue. The two solutions would be to give him a key to come in and work, but he would be alone and there is a safety issue if he gets hurt. The Director could have him call her periodically to check in. The second option would be to have a trustee come in and stay with him when he works. He would like to come back on Sunday of Labor Day weekend. There are some things he can do remotely, but some things like Sierra have to be tested on site. Trustee Christie asked how long he was planning on being in for. Director Harrison said last time he was here for four and a half hours. The Board approved giving him a key and Trustee Halvey should be around that day and can check on him.

Adjournment – **At 7:50 PM Trustee Halvey made a motion to adjourn and it was seconded by President Cheetham.**

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board