Grinnell Public Library District (GPLD)

Board Meeting Minutes

September 15, 2021

District Trustees Ed Cheetham, Helen Christie, Beth Devine, Bill Halvey, Danny Lowney, Sean McCarthy, Jane Pells, and Fran Shepherd. Trustee Eileen Sassmann was absent.
Also Present: Board Recorder Beyer and Alanna Facchin.

Wednesday October 20, 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, October 7, 2021 – Friends of Grinnell at 6 pm in the Community Room.

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

Votes: All votes were unanimous, unless otherwise noted.

Minutes – **The Board agreed to accept the August 18, 2021 minutes with corrections made to all Vice-President and Vice-Chairman to read President Cheetham, and to change the one President Gannon to President Cheetham on a motion made by Trustee Halvey and seconded by Trustee McCarthy.**

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 August Audit Committee reviewed bills (bills as of September 14, 2021) for a total of $28,604.62 on a motion made by Trustee Halvey and seconded by Trustee Devine.

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 fundraiser at the Outback has been cancelled. They will be hiring someone to take over care of the gardens and some areas in the back three to four times a year. They have purchased two new passes for the library. One to the Kingston Maritime and one to Storm King. They will be at the festival at Mesier Homestead with some raffles from 12 to 5 PM. Trustee Devine said they are looking for volunteers to work the table at that event. If interested, please touch base with Denny Evaul.

President Cheetham asked if Alanna Facchin would like to speak. Ms. Facchin stated she is a library supporter, and her daughter is homeschooled, so the library is like her classroom. She is here on behalf of her disabled sister and the rest of the disabled members of the community. She would like to hear the Board's plan for the elevator. President Cheetham stated there is a lift that was used for people, but it is not necessarily the most reliable and people have gotten stuck in it in the past. It is now used for books. He does know that Director Harrison has talked with Ms. Facchin's sister many times and has offered several options to get her books and her children upstairs. He stated the hope

for the library is to get the funds for the elevator, but it is a multi-million-dollar project. They do plan to start the funding process in 2023. The library will have to bond through the Town as it can't bond on its own behalf. They have spoken with a bond attorney. It is a huge expense and endeavor. Ms. Facchin said she felt like her and her husband's vote didn't count on the public survey they filled out. President Cheetham stated the lift and the building are old, and the library has limited resources. It is difficult to get parts for the lift due to its age. It has been an ongoing issue. Ms. Facchin stated the elevator was an issue before the pandemic and although she does understand that the pavilion was constructed with a grant, she feels the need for the elevator is greater. She feels that the people with disabilities had to waste their say when they checked that the elevator was important to them. President Cheetham stated the library is trying to do the best with the available funds. They will revisit the existing lift to see if it can be made more functional. Trustee Devine stated that the Library has tried to address these issues in the past. It is difficult to get parts for the lift and they just don't have the funds for an elevator. She thought there was a logistical reason the lift couldn't be replaced. Ms. Facchin asked if a bond was like a grant and President Cheetham said it was more like a mortgage. Ms. Facchin asked if the historical aspect of the building comes into play. Trustee Devine said it is not on the registry. President Cheetham suggested they speak to local representatives to see if they can help any.

Director's Report – Director Harrison was excused, but her report covered the following items:

COVID19
The NY State legislature voted to suspend portions of the Open Meetings Law to allow for remote meetings until January 15, 2022. Board meetings currently scheduled for October 20, November 17 and December 15 can be conducted remotely or in-person. Trustee Pells stated that may help both Trustee Sassmann and Ms. Facchin's sister to attend the meeting if it is virtual. President Cheetham will speak with Director Harrison when she returns next week. He will also reach out to Trustee Sassmann.

Building/Facilities
Bayhorse confirmed it will be another 34 weeks before the installation of the pavilion. The Board needs to select the color (bronze, slate blue, red or evergreen) for the metal roof. **On a motion by Trustee Devine and seconded by Trustee Shepherd the roof will be evergreen.**

MMG inspected fire extinguishers and exit/emergency lighting.

No date has been set for when T Webber will return to repair the walkway to the Community Room despite follow-up calls and emails. Trustee Halvey asked if there was a time limit in their contract for the work to be finished. President Cheetham said he would check the contract. Trustee Devine suggested sending a registered letter to them letting them know the work has to be completed so the area can be used for the October 5th vote. President Cheetham will send something.

Mike from Waverly set up a trap for the raccoon on August 30 and identified its likely entry point. Jon

sealed up the opening with plywood. There has been no further evidence that it is in the building. Waverly picked up the trap Friday, September 10.

Elevator/Lift
A patron expressed concern regarding viability of the lift and wanted to confirm the 2023 installation date referenced in the GPLD Facilities Plan. Director Harrison has scheduled a meeting with the director of the Hyde Park Library since they are moving ahead with plans to install an elevator in the next few years. Denny Evaul has offered his suggestions and his assistance. Trustee Halvey stated he replaced a lift in his business and the cost was between $20-25,000.00. A replacement would only work for the first and second floor and still would not come down to the Community Room. The Board will have the Director look into pricing. Trustee Halvey asked if there was a plan for a sidewalk to the pavilion. Trustee Devine said she was unsure, as she is not aware if there are available funds to do anything. Trustee Shepherd asked if the installation of the elevator was more important than any other improvements at this point and if it could be a stand alone project. Trustee Halvey suggested having Rebekkah Smith Aldrich come to discuss some possible “out of the box” suggestions. President Cheetham will speak with Director Harrison next week about scheduling something.

Finance
The library received $338 from the Mid-Hudson Chapter of the Adirondack Mountain Club for our Explorer Backpacks.

Grinnell was awarded $750 from the Mid-Hudson Library System for the Movement Class for Seniors.

The library was awarded $11,000 from Dutchess County for STEM programs. Once the check is received, deposit it into the General Disbursement fund since the money is already earmarked; this will save an additional transfer. **On a motion by Trustee Halvey and seconded by President Cheetham, these funds will be deposited directly into the General Disbursement Fund, so an additional transfer fee is not accrued.**

There is a discount on the pension contribution if it is prepaid by December 15. The estimated amount due is $41,064. Any action on this item has been tabled until the October meeting as Trustee Halvey had questions regarding the actual amount of the discount.

Trustee Devine stated the Library has received $50,000 from the Community Foundation of the Hudson Valley Margaret M. Rudell Donor Advised Fund for general support. The Building Committee will have to meet to work out all the details.

Hours
The library’s operating hours are determined by a combination of NYSED minimum standards, community needs and staffing budget:

Population Minimum Weekly
Hours Open
Up to 500 12
500 - 2,499 20
2,500 - 4,999 25
5,000 - 14,999 35
15,000 - 24,999 40
25,000 - 99,999 55
100,000 and above 60

• https://www.nysl.nysed.gov/libdev/compchart.htm

Most MHLS libraries are open the required minimum.

A review of 13 months of statistics of library use during the pandemic shows in-person circulation on Fridays between 5-6 pm remains flat. When the Library originally extended Friday hours, the extra hour was promoted as a time to serve commuters grabbing last minute books on CD. Since CD players in cars are becoming obsolete, most of the new books on CD circulate less than once per month. In contrast, 84 digital audiobooks circulated via Hoopla and 561 digital audiobooks via OverDrive in August 2021. Students who regularly study in the Non-Fiction Room leave at 5 pm consistently as they do on Saturdays.

The current hours of 9:30 am – 6:00 pm means staffing two shifts: 9 – 5 and 10 – 6 to ensure the ability to safely open and close the library. Time off requests necessitate bringing in additional staff members to help open and close. **Trustee Devine made a motion that effective October 8, the Friday operating hours will be changed to 9:30 – 5:00 pm for the duration of the pandemic. Seconded by Trustee McCarthy and carried.**

The Friends have asked that the Library be closed to the public at 12:30 pm on Friday, September 23, 2022 in order for them to set up for the Gala. Director Harrison reminded Mr. Evaul that the library will have to cleaned and furniture restored before reopening at 9:30 on Saturday, September 24. **This was approved on a motion by Trustee Pells and seconded by Trustee Shepherd.**

Insurance
Utica's bid was the most competitive so we will be renewing the insurance package with them.

Personnel
Josh Negron has graduated and will be working only on Saturday afternoons. **Trustee Pells made a motion to appoint Ally Fitzsimmons as Library Page. It was seconded by Trustee Halvey and carried.**

Summer Reading Program

The children logged 720 hours of reading collectively. See press release.

Technology
The router firmware has been updated. The Director will coordinate with Sean to finish setting up remote access to the camera system.

The Director is looking into installing Solid State Hard Drives for the public computers instead of replacing them in light of budgetary restraints.

Trustee and Budget Vote
The legal notice and press release have been submitted to the Southern Dutchess News, and the Vote reminder will be sent out via Constant Contact. The link on the website will be live next week. **On a motion by Trustee Shepherd and seconded by Trustee Pells, Bridget Gannon has been appointed as a Library Elections Monitor for the vote.**

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

Building – President Cheetham stated he will follow through with T Webber as has been discussed.

Old Business – There was none at this meeting.

New Business – The appointing of Bridget Gannon as a Library Elections Monitor was done during the Director's Report portion of the meeting.

Adjournment – **At 8:08 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Christie.**

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board