

Grinnell Public Library District (GPLD)

Board Meeting Minutes

November 17, 2021

District Trustees Ed Cheetham, Helen Christie, Bill Halvey, Danny Lowney, Sean McCarthy, Jane Pells, and Fran Shepherd. Trustee Beth Devine was absent.

*Also Present:* Fran Harrison, Library Director and Board Recorder Julie Beyer.

**Wednesday December 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, December 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 7:00 pm. He stated this has been a very sad week with the passing of Trustee Eileen Sassmann.

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

**Minutes** – On a motion made by Trustee Cheetham and seconded by Trustee Shepherd, the Board accepted the October 20, 2021 minutes.

**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 October Audit Committee reviewed bills (bills as of November 19, 2021) for a total of \$22,174.97 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 hired a landscaper and work has been done in the front and back. The Mahjong tournament will be April 30, 2022 and they have food set up, but it can be cancelled if need be. The fiber art upstairs is all for sale with the proceeds going to the Friends for the Library. They did discuss memorial blocks and some ideas were Unilock and clay. The Gala was discussed and the times are 5:30 to 8:00.

**Public Comment**

None.

**Director's Report**

**COVID-19**

The NY State legislature voted to suspend portions of the Open Meetings Law to allow for remote meetings until January 15, 2022. The Board meeting scheduled for December 15 can be conducted remotely or in-person. The Board decided the December meeting would be in person.

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**Building/Facilities**

Dan Silvestri was in on November 3, 2021 to install the Fiction Room AC/heat pump. He is still waiting for a thermostat. The new unit looks great.

The pavilion is tentatively scheduled for delivery in the end of January. Director Harrison will have to coordinate with JP for the electrical work.

D.R Evarts Library is working with Butler Rowland and Mays to install an elevator from the main floor to the basement where they hold programs. The estimated cost is \$500,000 and that seems to be the steady cost for all libraries Director Harrison has spoken in regard to this. Once you extend beyond one floor, the cost goes up exponentially.

A stash of extra tiles were discovered in the dungeon. Jon will be replacing the broken pieces in the foyer on a Sunday when the Library is closed to the public.

**Finance**

We have been awarded an additional \$300 from Arts Mid-Hudson for our outdoor concert series since other organizations have forfeited their awards in light of the pandemic.

We received \$11,000 from Dutchess County for our STEM programs. Unfortunately, everything in the grant proposal (Ozobots, Switches) is backordered. The Director and staff is looking into ways to get these purchased as she does not want to give the funds back for this grant.

Director Harrison presented the Board with a re-allocation of funds request. **On a motion by Trustee Shepherd and seconded by Trustee Christie \$500.00 will be reallocated from account 5600.02 (Programs) to 5600.07 (PR & Newsletter). A second transfer was due to signing up for enhanced payroll during COVID, but now they will be returning to the standard payroll features. To cover that increase, Trustee Shepherd made a motion to transfer \$8000.00 from account 5600-02 (Programs) to account 5600.09 (Payroll).**

**Programs and Promotion**

Jaya Srikrishman's handmade pieces on display are for sale. All proceeds will go the Friends of Grinnell Library.

Sora, an app that allows students to connect to Grinnell's OverDrive collection through their school library, gives us the opportunity to partner with WSCD. It provides students access with their student credentials if they don't already have a library card. This is available at no cost to the library as the students live in our service area and would be eligible for a Grinnell card anyway.

Dance for Seniors started on November 5. Everyone seems to be thoroughly enjoying it.

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**Technology**

Solid state hard drives have been installed on all the public computers. This was not the year allotted to upgrade the computers, but only the public computers were done so far.

**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 committee met and he has been in contact with Swartz. Many of the questions he asked have been answered and the committee will meet again to go over those responses.

Pricing was received from Albany Lift for replacement of the existing lift. It came in at around \$25,000. It has been difficult to find other vendors to price this out, as it does not seem to be a common thing for public libraries to use. Director Harrison stated that TK Elevators primarily deals with standard elevators and she hasn't heard back from them. Handi-Lift won't bid on this as they aren't sure they can be in compliance with the specs. Trustee Halvey asked if only having one estimate was problematic and Director Harrison stated there is a clause in the purchasing policy regarding the issue of specialty purchases. The Board felt the Director should continue to move forward with getting more solid numbers and making sure all parts are replaced that she wants replaced from Albany Lift.

The Board reviewed the amended Facility Plan as of Fall, 2021. There was some discussion regarding the 2022 exterior rehab. If only the Main Street façade, first floor without the end window and bricking up the window underneath, they will save approximately \$12,000. The 2023 exterior rehab would probably be the second floor level. On a motion by Trustee McCarthy and seconded by Trustee Halvey, the amended Facility Plan was accepted.

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

**New Business** –

The Governance Committee will need to meet to go over the bylaws. All trustees were given a copy to review.

On a motion by Trustee Halvey and seconded by President Cheetham, the Mid-Hudson Library System Plan of Service was accepted. This is something that Mid-Hudson has required member library boards to approve in regard to the Direct Access Plan.

President Cheetham stated a letter has been sent out to an employee regarding an issue discussed at the last meeting. There is no further update at this time.

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Director Harrison stated she was contacted by a predecessor asking for the Library's tax id. She is unsure what it is needed for. It may have to do with educational debt forgiveness, or there are other situations it may be needed for as well. The Board asked Director Harrison to find out what exactly it is needed for prior to giving that information out.

President Cheetham asked if it made sense to think about replacing the interior lift to go from the first floor to the second floor and installing an exterior elevator to go from the first floor down to the Community Room since the cost is \$500,000 for one floor and seemed to go to 1.3 million dollars for access to all floors. Trustee Shepherd asked if someone would have to then use two different systems to get from the Community Room to the second floor. Trustee McCarthy said yes, if you look at the patterns of use, those two uses are not usually tied together. Director Harrison stated one issue is that a telephone is required for the lift. There is a spare cordless phone in her office, but she is unsure if that would be adequate. Trustee Shepherd asked if the combination of the elevator/lift would solve the issue of the woman who came to the September meeting. President Cheetham said yes.

Trustee Shepherd asked if there was any action needed in regard to the officer positions. Director Harrison stated that officers are in office until January. That is also when the Board sets the committees for the next year. They will need to look for a trustee to fill in the open position.

**Adjournment – At 7:42 PM Trustee Halvey made a motion to adjourn and it was seconded by President Cheetham.**

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board