

Grinnell Public Library District (GPLD)

Board Meeting Minutes

February 16, 2022

District Trustees Beth Devine, Ed Cheetham, Helen Christie, Sean McCarthy, Joe O'Brien, Jane Pells, and Fran Shepherd. Bill Halvey and Danny Lowney were absent.

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

This was a virtual meeting via GoToMeetings.

**Wednesday March 16, 2022** – The next GPLD Board meeting is at 7:00 PM via GoToMeetings. Links will be provided.

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

**Thursday March 3, 2022** – 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** – On a motion made by Trustee Devine and seconded by Trustee Shepherd, the Board accepted the January 19, 2022 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 January Audit Committee reviewed bills (bills as of February 15, 2022) for a total of \$53,438.12 on a motion made by President Cheetham 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 presented a detailed list of events and plans for 2022. They continue to work on fund raising ideas. They had something for a Helen Fumiarello spot in the back of the library. Director Harrison stated they are excited about the joint meeting with the Board. President Cheetham asked if they wanted to set that date now. Trustee Christie said she will talk to Denny about when he thinks the best time to do it would be. They could wait until it's warmer and do it outside, but they have also been getting a lot of input while doing the virtual meetings.

**Public Comment**

None.

**Director's Report**

**COVID**

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Director Harrison stated the Mask-or-vaccine mandate had been extended in 10-day increments, but was lifted February 10. Indoor businesses have the option of requiring masks for patrons. NYS DOH has not updated their guidance on this issue and businesses can choose how they proceed. She has checked with Dutchess County dashboard numbers and the CDC and they are not in agreement in regards to how many active and new cases there are. She asked the Board how they would like to continue. President Cheetham asked how the staff would like to proceed. Director Harrison stated she believes the staff will continue to mask up, but it is very draining having to police this with the public. Trustee Pells stated it appears that most senior citizens are remaining masked, and the children still do it at schools. She believes it should be the staff and patron's choice. Director Harrison stated the schools will be revisited with this issue in March. Trustee Devine stated it is difficult for staff to deal with argumentative patrons. They should be allowed to continue to mask if it makes them more comfortable. **On a motion by Trustee Devine and seconded by Trustee Pells, the mask mandate has been lifted from the Library.** Motion carried.

The Board is allowed to meet remotely for the duration of the state disaster emergency. They did decide to hold the March meeting remotely and the Director will make the necessary arrangements and notices.

#### **Annual Report**

Director Harrison asked if anyone had attended any Trustee Education classes in 2021 so she could include it in the annual report. No one had, but the report cannot be submitted yet because of software glitches. A copy will be forwarded for review and acceptance at our March meeting.

#### **Building/Facilities**

The thermostat for the Fiction Room unit was installed January 24 and Silvestri has been paid. The budget line will be off, as this was budgeted for 2021.

In 2021, we received quotes for the AC unit for the Community Room. The intended unit included a dehumidifier feature but is no longer in production. This will be discussed more during the Building Committee report.

Waverly had been unsuccessful in trapping the raccoon. On February 9, the weather was conducive to a rooftop examination. They discovered a hole in the corner of the dormer siding outside the children's room dormer window and have covered it. A tiny hole where the children's dormer meets the roof was also covered as a preventative measure. They confirmed that all chimneys are screened. On February 11<sup>th</sup>, the raccoon was caught and removed. They believe all the entry points have now been closed off.

Albany Lift had not received the check as of 2/10/22, so nothing has been ordered for us. Once the order is submitted, we will get the schematics and ask for quotes for installation of the phone line. The original check did have a stop payment put on it and an ACH was done. They received the funds today. Director Harrison is unsure of lead time, as everyone is experiencing time delays. She also

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received a phone call from another vendor asking if it was too late to submit a bid and they were told yes.

MHLS webinar for Applying for Funds Through State Aid for Library Construction Program April 19 to provide for an increase in services, an increase in access, or energy conservation. There are funds available if there is something the Board would like to pursue. A patron did stop in and say she would like to donate to the painting once it gets started.

Joan Roth brought in a watercolor painting of the library and said if they want to use the image for anything they can. Director Harrison said it is at the library if any trustees want to see it. It is lovely.

### **Personnel**

Annual performance evaluations have been completed. The staff really likes the plexi-glass and would like to keep it. Someone asked about Active Shooter training and panic buttons. Trustee Pells stated they had those in the past and had a lot of false alarms with them. President Cheetham asked if any other libraries had done Active Shooter training. Director Harrison is unsure but said she would check into it. Trustee McCarthy stated he believes the State has that class virtually. Director Harrison said to get the most benefit out of it, someone would need to come to the building to do it.

### **Programs – Winter**

In-person programs all held in the Community Room: Kindergarten Readiness, Nintendo Game On, Checkmates

Zoom programs: Toddler Tuesdays, Pre-K Storytime

Some staff are comfortable working closely with the patrons and some patrons are looking for contact with people.

### **Technology**

GPLD is eligible to participate in the Beyond the Library Wi-Fi Access Project, which is supported with ARPA funds. This program provides exterior Wi-Fi routers to extend the signal by 300 feet outside of our building—this means Director Harrison will be able to get Wi-Fi for the pavilion.

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

*Governance* – Trustee Christie stated the committee met and reviewed the bylaws. They did mark up their copy and Trustee O'Brien put it in the Google Docs. The trustees got copies to review and Director Harrison sent a copy to the attorney and Cassidy to review. The bylaws do state any changes have to be presented at least 10 days prior to them being acted upon. Trustee Christie asked if the attorney had made any changes. Director Harrison said anyone can go look at the Google Doc and see any changes. They will be reviewed and received back in time to be voted on at the March meeting.

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*Building* – President Cheetham stated the committee met just before this meeting to discuss some electrical work that still needs to be done with the pavilion. JP had submitted a proposal. President Cheetham had spoken to him a few times to discuss the type and style of fixture and motion sensor. JP will review the specs and take measurements. The total for the scope of labor and materials will be approximately \$2,500.00. **President Cheetham made a motion to proceed with the lighting fixture purchase and installation, not to exceed \$3,500.00. Seconded by Trustee Shepherd and carried.** The exterior rehab is moving forward slowly. Hopefully Swartz will come in to do lead tests soon. Director Harrison stated Jon is doing his lead certification tomorrow.

President Cheetham stated the AC/Dehumidifier that was originally slated to be replaced in the community Room in 2022 is no longer available. There have been several unexpected expenses, such as Waverly, and some overages on the pavilion, so he was wondering if the Board would consider postponing this replacement until 2023. Trustee O'Brien asked if they would be able to get that specific unit later. President Cheetham stated this would allow them time to find that out or find a substitute. He said he has some units that are used in classrooms at Vassar, and they may be able to check those models to see if they would work. Trustee Devine stated at Mesier they had to put in piping due to the humidity. Director Harrison stated she is not ready to discuss having to dig new lines anywhere, as at one point they thought the raccoon may have been coming in through piping. Trustee Devine asked if Waverly was an annual bill and Director Harrison said no, they bill on a 30-day cycle. **On a motion by Trustee Devine and seconded by Trustee Christie the replacement of the AC/dehumidifier in the Community Room will be postponed until 2023 instead of 2022.**

Old Business –

There was nothing to be discussed.

New Business –

There was nothing to be discussed.

**Adjournment** – At 7:52 PM Trustee McCarthy made a motion to adjourn, and it was seconded by President Cheetham.

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board