

Grinnell Public Library District (GPLD)

Board Meeting Minutes

March 16, 2022

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

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

This was a virtual meeting via GoToMeetings.

Wednesday April 20, 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 April 7, 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 Pells and seconded by Trustee Shepherd, the Board accepted the February 16, 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 February Audit Committee reviewed bills (bills as of March 15, 2022) for a total of \$21,664.72 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 – Trustee Christie stated she will ask Denny to put out an email to the Friends to see if May 20th is a good date to meet with the Board from 6-6:45 PM. Director Harrison said the auditors have just finished the audit and they usually come to a meeting to review it with the Board. She would like to give them a little time to determine if they will be ready to come to the April meeting or if they are coming to the May meeting. She requested that an email not be sent yet, as the joint meeting with the Friends may have to be put off. Trustee Christie said the Mahjong will be April 30. The Gala is moving forward as they have the caterer. Winthrop, from the Friends, will be doing some planting in the front and with approval from the Director, some in the back as well.

Public Comment

None.

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Director's Report

COVID

Executive Order 11.3 had extended authority to hold remote meetings through March 16, 2022. It is likely that this will be the last virtual meeting as the State of Emergency will be ending at sunset today.

Annual Report

Director Harrison supplied copies of the annual report for the Board to review. Trustee Halvey stated he reviewed it and Trustee Pells title should be listed as Secretary. Director Harrison will correct that. **Trustee Pells made a motion to accept annual report and seconded by President Cheetham.**

Building/Facilities

Albany Lift took measurements on March 4 and will get back to us regarding lead time. Phase 1 would entail closing on a Saturday to remove the existing lift; they would return the next day to block. This would be done in advance of the arrival of the unit. There will be a lot of sharp edges so it will be dangerous to have people in the building that day. Phase 2 would entail closing on another Saturday for assembly and the initial installation. The rest of the work would be completed during the week with minimal disturbance to patrons and staff. There will be a 10'x10' staging area for materials. Someone from staff will need to be in the building. Director Harrison will schedule two employees to be there for the morning and two for the afternoon. All staff normally scheduled for those days will be paid for the full day. There is a Sunday needed as well. Trustee O'Brien offered to come in that day. **Trustee Halvey made a motion to allow the Library to close for those two Saturdays requested for this work. Seconded by Trustee Shepherd and carried.**

Pavilion light fixtures arrived March 3 and JP has been notified. Supply chain issues have delayed delivery of the exterior WiFi routers. The annual building inspection is scheduled for April 6th.

Finance

RBTs revised fee structure was sent to the Finance Committee on March 2. This will be discussed further during the Finance Committee report.

On a motion by Trustee Halvey and seconded by Trustee Christie, the Board Recorder and Treasurer rate will be increased to \$21.00/hour effective March 3, 2022. Motion carried.

The audit was scheduled for the week of March 7. They are doing their wrap up. Director Harrison asked if the Board wanted the auditor to come in and review his findings. The Board decided they would like that. Part of the audit is to discuss ways that theft could happen. There are various double checks on the financial side, but they did discuss time theft as a possibility. Director Harrison is looking into finding a time clock. Trustee O'Brien said the hospital used biometrics and the Kronos

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uses a pin number. Director Harrison said the software for some programs can be very expensive for a staff of 20, but she is checking into various options. Trustee Pells said this was a good idea.

Director Harrison stated the tax levy voucher has been submitted to the Town of Wappinger on March 8. She has not heard back from them yet.

Personnel

Trustee Pells made a motion to accept resignation of Mary Cirulli effective February 18, 2022. Seconded by Trustee McCarthy and carried.

Director Harrison stated the Library has a Progressive Discipline process that is: first – an oral correction, second – a written correction, third – suspension without pay. There is an employee that Director Harrison is in the process of dealing with that the next step will be suspension. The language in this section of the policy will be refined by the Bylaws Committee in the future.

Programs – Spring

Earth Day programs have been scheduled for the week of WCSD Recess. The Library is planning for the Summer Reading Program. Adams and Contender eSports have agreed to donate gift cards and Alto Music will donate a ukulele. Racheal has been reaching out to businesses and nearly everyone has said yes.

Director Harrison said she normally gives the Board stats. In 2019 8,440 people came into the building. As of January, this year it is 5,735. February 2019 was 1,367 and February 2022 was 6,673. There has been an uptick in circulation. In January 2019 it was 1,255 and January 2022 is 1,311. In February 2019 it was 1,146 and in February 2022 it was 1,320. They have also doubled the amount of library cards they are doing as patrons need a library card to stream.

Trustee Essentials will be offered on May 17 and May 20.

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

Finance – President Cheetham stated the RBT fee structure has been sent and it has almost doubled. Director Harrison said she and Trustee Halvey discussed some options of things that may be able to be done in house. Director Harrison stated they could look for someone else to do this. Trustee Christie asked what other libraries did. Director Harrison has spoken to the neighboring libraries to see what they do and most do the bookkeeping side in house. The largest cost from RBT is for the accountant and the services they provide. By doing the bookkeeping in house, she is unsure of the savings because that is not the bulk of RBT's bill and the library would have to pay wages, benefits, and taxes for an employee to be hired to do this. She stated in the past RBT has done small incremental increases. RBT is the liaison with the auditor, they do the tax forms, and all the month end reports, so she does appreciate their service, but this unexpected increase wasn't budgeted for. Trustee Halvey would like to sit down with them to see if there are options, as RBT knows the library's

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budget timeline as well as their budget and to do this increase in the middle of a year is a large financial impact. Director Harrison stated she was told by RBT that they always meant to give the library a discount, but not at the percentage they are currently giving. She asked if there were trustees that wanted to be included in the Zoom meeting with RBT and Trustee Halvey. She will set it up based on Trustee Halvey's availability and they will go from there.

Governance – Trustee Christie stated the committee met and reviewed the bylaws and she thinks they are done. There were two sections that the attorney made changes to. One was regarding the location of public notice for meetings and the second was in regard to the conflict of interest area, but Trustee Christie is confident that the additional existing conflict statement covers all of the attorney's concerns. She stated once the Board approved these, they should be good for five years. Trustee Halvey asked if everyone had reviewed them. Director Harrison stated it was sent as a Google shared document and as the Board reviews it they can suggest changes or sign off on the bottom so everyone is documented that they've reviewed it. This can be done before the next month and then the bylaws can be voted on at the April meeting. She also asked if the Board wanted to establish some sort of policy regarding the pavilion use like they have for the meeting room. The Board agreed this would be good. The Governance Committee will have to meet to write it up so it can be presented to the Board.

Personnel – Trustee McCarthy stated the committee met right before this meeting to discuss the creation of a substitute position that would allow the Library to bring people in on an "as needed" basis. These employees would not have scheduled hours or be eligible for benefits. Director Harrison said to be on the list, the person would have to have a circulation background. They would be used in the case of an employee being scheduled, but unable to work and unable to find someone already on staff to switch shifts with. Trustee Halvey asked what the pay rate would be and Director Harrison stated it would be \$13.84, which may be part of the problem with hiring people. Many surrounding libraries are short staffed and hiring clerks. All vacancies will be harder to fill. This will be a bigger concern during the Summer Reading Program session. **On a motion by Trustee McCarthy and seconded by Trustee Shepherd, a substitute list will be created for the library.** Motion carried.

Building – President Cheetham stated the fixtures did come in. He will contact JP to get them installed. Quest was on site yesterday and took samples and x-rayed for lead and asbestos. Director Harrison stated they can't do any exterior renovations without those reports.

President Cheetham asked if there were any questions for any other committees. There were none.

Old Business –

There was nothing to be discussed.

New Business –

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Trustee Pells stated National Library Week starts on April 4th and she asked each trustee for a \$25.00 contribution to get Dunkin Donut gift cards for staff. The Board was in agreement with this and will get the funds to her or to the Director to forward to her.

Adjournment – At 7:56 PM Trustee Halvey made a motion to adjourn, and it was seconded by Trustee Christie.

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board