

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 20, 2022

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

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

Wednesday May 18, 2022 – The next GPLD Board meeting is at 7:00 PM in the Community Room.

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

Thursday May 5, 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 Halvey, the Board accepted the March 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 March Audit Committee reviewed bills (bills as of April 19, 2022) for a total of \$31,872.88 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 spoke with Denny regarding the gardens. Win would like to move the flowers to the side. They have not heard back from the contractor yet. They did mention wanting to plant flowers along the fence and sunflowers were their suggestion, but Director Harrison said sunflowers are a choice food option for raccoons, so that is not going to work. There was a lot of discussion regarding the outside landscaping. Win did get estimates for hard and soft scaping from someone on Craigs List but hasn't heard back from them once they were told prevailing wage would apply. As per the attorney, this project, even if done by the Friends or an anonymous donor, would be subject to prevailing wage. The pavers that the Friends have been talking about will require excavation to level the area. Director Harrison said she could ask the attorney for the process regarding this being a bequest. President Cheetham asked if the Friends just gifted the funds to the library how would it work. Director Harrison said the library would have to do all the paperwork and get all the bids and confirm insurances. Trustee Christie asked if that would be eliminated if the Friends did the planting. Director Harrison said yes, but there is still landscaping and digging that would need to be done. Trustee Devine asked about the holes in the front. Director Harrison said Win is waiting for butterfly bushes to be put in.

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 20, 2022

Trustee Christie said the Mahjong tournament is set for a week from this Saturday. She believes there are 25 signed up.

Director Harrison said there was a \$900.00 grant received for museum passes from Stewarts and the Friends will also be donating to the Summer Reading programs.

Public Comment

None.

Director's Report

COVID

Executive Order 11.3 had extended authority to hold remote meetings through June 8, 2022. The Board decided that since Jeff is supposed to attend the next meeting, it would be more beneficial to meet in person.

Building/Facilities

The replacement lift should arrive in May. They will cut out the old one on a weekend when the library will have to close and do the assembly on another closed weekend. Any quieter work will be done during normal business hours.

The Village Building Inspection was completed on April 6.

Estimate to remove redundant PTAC units and subsequently freeing up the circuits was forwarded to Building Committee on April 1. These haven't been used over the last three summers and their removal would free up 240 amps. They may be able to run outlets to the outside. Director Harrison will talk to Dan Silvestri about this. If the units are just abandoned in place, Jon can cover them.

Raccoon tracks were discovered on April 4. Waverly covered 2 open vents in the attic, and Jon covered the hole in the dungeon. A raccoon was trapped and removed on Friday. Additional bait was consumed over the weekend without tripping the door. Trustee Devine asked why there had to be an alarm system in the basement with a motion sensor. If the motion sensor is causing the alarm to go off and call a trustee in frequently, maybe the motion sensor part could be disabled. Director Harrison will check into that.

A schematic of the proposal of a gift from the Friends has been forwarded to the Building Committee with note from our attorney:

The prevailing wage laws are not dependent on whether taxpayer funds are being used; rather, they are dependent on whether the services being provided are for a public beneficial use and purpose.

Since the intended purpose is to maintain the Library grounds (a public beneficial use), we believe that prevailing wages would apply for the laborers retained by the anonymous donor.

If the individuals hired to do this work are injured or suffer property damage while performing this public work, then the Library would be at risk financially unless it was named as an additional insured party.

Director Harrison asked if there was any discussion on Gifts and Naming Policy,

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 20, 2022

Finance

A draft of the Financial Statements will be available for review at the May 18 Board meeting
The tax levy was received from Town of Wappinger on March 25 in the amount of \$854,574.32.

Personnel

On a motion by Trustee Devine and seconded by Trustee Christie, Director Harrison's vacation request for December 26, 2022 – January 3, 2023 has been approved.

Trustee Devine made a motion to accept the resignation of Judith Giampietro effective March 25, 2022. Seconded by Trustee Halvey and carried. Director Harrison said Larissa Luciano, a librarian at Roy C. Ketcham High School is available to help out some until a new hire can be found.

On a motion by Trustee Devine and seconded by Trustee Halvey, the appointment of Larissa Luciano as a temporary librarian. Motion carried.

Director Harrison had a note of thanks from the staff for the DD cards.

Programs

Programs were run over Spring Break. Nintendo and Stem were great.

Dance for Seniors is continuing.

There are five musical acts for the Summer Reading Program. One of the staff would like to do a program regarding the banned books. A Ketcham student was interviewed here because she started a petition to reinstate some banned books from schools.

Statistics: March

Hoopla (96 digital audiobooks, 75 digital ebooks, 14 digital movies), Kanopy (46 digital movies), OverDrive (523 digital audiobooks, 1048 digital eBooks)

Director Harrison stated they are seeing a lot of digital activity. This is more expensive to supply than the print format, so they are needing to get creative on moving funds from budget lines to enlarge this platform.

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

Finance – Trustee Halvey stated he and Director Harrison met with RBT. They have until June 30 to make a decision regarding continuing their services. Director Harrison reached out to a few other firms and found out the like businesses are charging comparative amounts. They now need to figure out how to fund this going forward. President Cheetham stated they will need to find \$14-15,000.00 for the rest of this year. Director Harrison said they have a lean budget so it isn't going to be easy to find other lines to take funding away from. Trustee Devine asked if they could use last year's surplus to fund this. Director Harrison stated they don't have that amount yet. They will ask the auditor what the carry over amount is at the next meeting when he reviews the reports and financials.

Governance – President Cheetham stated the committee met and reviewed the updated bylaws and they are ready for Board approval if everyone has reviewed them. **Trustee Halvey made a motion to accept the updated by-laws as presented. Seconded by Trustee Christie and carried.** Trustee

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 20, 2022

Devine stated she has not yet had a chance to review the polices for Collections. Trustee O'Brien stated the only addition to the Patron Code of Conduct was to change a word to include the grounds. **On a motion by Trustee O'Brien and seconded by President Cheetham the Patron Code of Conduct was approved.**

Building – President Cheetham met with JP regarding the pavillion and he will try to do them on a weekend.

The Board decided to abandon the PTAC units and see if the outlets can be run to outside. **President Cheetham made a motion to accept the estimate from Silvestri for the removal of the AC units on the main floor at a cost of \$1,470.00. Seconded by Trustee Devine and carried.**

President Cheetham stated the lead tests were received and the paint is lead, but there is no asbestos. This will need to be included in the specs for the replacement. He asked if an invoice had been received from Quest and Director Harrison said it should be on the invoice from Swartz. She asked for a refresher as to what was Phase One of the exterior rehab. President Cheetham stated the three or four big windows in the front were going to be done, but they were going to hold off on the side window. Trustee Devine asked if the glass could be reused and President Cheetham said he hasn't heard back yet, but the contractor has been told that if it is reusable, it is to be reused. Trustee Halvey asked for an estimated cost of that work and President Cheetham said \$170,000.00. **Trustee Devine made a motion to accept the results of the lead test and move forward with Phase One as discussed. Seconded by President Cheetham and carried.**

Trustee O'Brien stated he attended a webinar by Mid-Hudson. There is a grant available for a minimum of \$2,500.00 for which 15 to 16 libraries will be applying. The project scope is from 7/1/22 to 6/30/2026 and any work started between January 1, 2022 and June 1, 2022 cannot be counted. The application goes online in June and the deadline is August 12. All grants have to be submitted by October. There is an online tech workshop for it on 6/25 from 2 – 2:30 PM. There are several items that would be considered, including making preconstruction/renovations to existing buildings, accessible for people in the community, hvac and electrical, elevators, emergency generators, devices for deaf or impaired persons. Things not covered are routine maintenance or repairs. A facility plan must be in place for approval for a grant. The project must provide one of the following items: Increase in services, access for people in the community, energy efficiency, disaster recovery, and sustainable design. An energy audit must be done. Director Harrison said an energy audit was done two years ago. The intent then was for the a/c downstairs. It would improve services in the summer months, but the electrical estimate was not received in time. She does have to respond if the library intends to reply this year. Based on Trustee O'Brien's report, Phase 2 of the rehab doesn't fit into that grant outline, as the replacement windows will take 92 years to recover the costs. There is already an estimate for that project. She also checked into SHPO, and any building over 50 years old has to get approval from them, but for smaller projects it's not such a big concern. This is something that the Building Committee will need to discuss. Director Harrison stated the roof is also on the plan to be done in 2027. They do need matching funds for this grant. Trustee Halvey asked if applying each year would lessen the chance of getting it from year to year. Director Harrison said she thought so. He asked if the a/c was on for 2023. President Cheetham said it was still on the website for 2022. **On a motion by Trustee Halvey and seconded by President Cheetham the a/c in the meeting**

Grinnell Public Library District (GPLD)

Board Meeting Minutes

April 20, 2022

room was moved to the 2023 timeframe. The Board decided that this grant may be able to assist with that project. Director Harrison stated she will inform them the library intends to apply.

Old Business –

There was nothing to be discussed.

New Business –

There was nothing to be discussed.

Adjournment – At 8:00 PM Trustee Halvey made a motion to adjourn, and it was seconded by Trustee Devine.

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board

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Board Meeting Minutes

April 20, 2022