

Grinnell Public Library District (GPLD)

Board Meeting Minutes

May 18, 2022

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

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

Wednesday June 15, 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 June 2, 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 Halvey and seconded by Trustee Christie, the Board accepted the April 20, 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 April Audit Committee reviewed bills (bills as of May 17, 2022) for a total of \$23,956.00 on a motion made by Trustee Halvey and seconded by Trustee O'Brien.

Liaison Reports

Jeff Shaver from PKFOD was present to give the presentation on the 2021 Fiscal Year End. Mr. Shaver stated that he has prepared a Report to Those Charged with Governance which is reviewed with the Board prior to final submission, and a Draft of Financial Statements. There have been a few auditing standards that have been updated in the past year, but this is still a clean, unmodified opinion, which is the most favorable opinion you can get. It means the numbers, financial statements, and disclosures are all complete and accurate.

Some of the tax collections were charged back, so the tax income was a little lower than budgeted. There are insignificant changes in fines and fees. The large "Miscellaneous" category matches the State's Chart of Accounts and encompasses donations and grants.

There was an unbudgeted surplus in expenses. \$843,562 was budgeted and it was underspent by \$147,000.00. Some lines were higher, such as payroll and benefits. Capital projects such as the lift and pavilion were worked on.

The net increase in the Fund Balance is \$250,000.00 meaning at the end of 2021 the fund balance is at \$2,053,000.00. Of that \$26,000 is not spendable and \$103,000 is committed.

Mr. Shaver's recommendation is that the library have a three to five-year Long-Term Capital Plan, Director Harrison asked if the Board wanted to use some of the fund balance, did it have to get moved somewhere specific first. Mr. Shaver said no, but large expenses need Board approval.

Trustee Halvey asked what dollar amount was excess for the year and Mr. Shaver said the \$250,000.00. Trustee Halvey asked if it had to go into a capital account. Mr. Shaver said the Board

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could do a motion to do a budget transfer. Trustee Halvey asked if there was an unexpected expense, could the Fund Balance be used for that and Mr. Shaver said that is exactly what it is for, as long as the entire Board is aware of the actions. He will send some sample motions for the Board to review if they need to do a motion.

Mr. Shaver stated the Management letter had nothing extreme, There is no fraud or unusual accounting policies. The audit adjustments were fairly minor. Payroll is the biggest expenditure. Director Harrison asked if she does the entry and the treasurer goes in to do a final review and submission, does that eliminate the issue with not having enough checks and balances and Mr. Shaver said yes.

There was an item on the Management letter regarding a bid issue. The Board discussed how they did try to get bids, but due to the existing lift, most companies were unable or unwilling to even try to bid this. There are minutes to prove these conversations. Mr. Shaver stated that meets the Sole Source definition and he will remove the comment from the letter.

Mr. Shaver stated there are new accounting standards for leases that may affect the library next year as it will have to be recorded as a long term liability.

Trustee Halvey made a motion to accept the Financial Statements as prepared by PKFOD, to include the transfer of funds to use the Fund Balance, the removal of the competitive bid statement, and the addition of the auditor's adjusting entries as presented. Seconded by Trustee O'Brien and carried.

The Board thanked Mr. Shaver for his time and efforts.

Town of Wappingers – no report at this time.

Village of Wappingers Falls – no report at this time.

Friends – Director Harrison stated the following wording is from the attorney in the case that the Friends are the entity hiring contractors to perform public work for the Library. The Library should require, at a minimum, that:

- 1) The contract includes a clause that requires prevailing wages be paid on the job according to Article 9 of the New York Labor Law.
- 2) The prevailing wage schedule be attached as an exhibit to the contract: <https://apps.labor.ny.gov/wpp/publicViewPWChangesArt9.do?method=showIt>
- 3) The contractor delivers a copy of certified payrolls to the Library confirming that its employees are paid prevailing wages.
- 4) The contractor be required to procure an insurance policy naming the Library as an additional insured party at limits recommended by the Library's insurance adviser and deliver to the Library a certificate of insurance detailing the coverages (commercial general liability, excess liability, workers' compensation, statutory disability, etc.) consistent with the policy limit recommendations, and indicating that the Library is an additional insured party under the commercial general liability and excess liability insurance policy.

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The contract requires that the Library be indemnified and held harmless from third-party claims, except to the extent the claim arises from the Library's negligence.

Trustee Christie said the mahjong tournament was a success and they made about \$800.00. Hannafords in Wappingers is participating in the library's fundraiser called "Hannaford Helps Reusable Bag" program and the library gets \$1.00 for every bag sold. It will run for another month or so. Outback is doing a fundraiser on June 12 at 11:30 and tickets can be pre-purchased. A certain number of tickets have to be pre-sold before the event can move forward. Out of the \$25.00 ticket, the library gets \$13.00. Nancy is running this if anyone wants tickets. June 11th is the Festival in the Park and the Friends will be there with a raffle basket and selling Outback tickets.

Public Comment

None.

Director's Report

Building/Facilities

Director Harrison said this has been a rodent free month.

The tentative date for the replacement lift installation is Saturday, June 4. It is currently in customs and should clear by next week, They have to close to the public for a few days, but staff will be on site.

PTAC units will be removed, freeing up 240 amps, which can be repurposed for the AC/dehumidifier unit in the Community Room. Only a few Quaternity units remain available before they are phased out. Director Harrison asked if the Board was in favor of purchasing this for approximately \$4,000 and storing it until they could move forward with the project. They have all the numbers and can submit for this year's grant now. The alternative is to seek new proposals and apply for State Aid grant in 2023. On a motion by President Cheetham and seconded by Trustee Halvey, make the purchase now.

A bike hitch, outdoor table and 2 benches have been ordered and will be funded by the Friends. They should arrive in the end of June and Jon will install them. Trustee Pells asked if a sign could be put up to tell people to walk their bikes past the library or when on library property to prevent any mishaps. Director Harrison will look into this.

A new access point paid for through ARPA funds grant will be installed June 1st to ensure Wi-Fi access in the pavilion. They do not need to mount an exterior unit as it gets excellent strength to the pavilion through the Community Room window.

The motion sensor has been disabled in the dungeon.

Finance

The Board has already reviewed the Draft of the 2021 Financial Statements.

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Many patrons and staff are asking why the library doesn't accept Credit card payments Director Harrison is looking into using a Square and iPad at the Circ Desk, but there are several fees that go with using these.

The PILOT payment in the amount of \$3,176.70 has been received from the Town of Wappinger.

Personnel

There was a Libraries and First Amendment Audits webinar: A library is a limited public forum. In NY, the law allows for public library policies that limit/restrict recording so long as they are related to the library's purpose: patron privacy, safety and supporting routine operations. The Governance Committee is working a policy for this. Director Harrison will forward some information that she has learned.

The library is still short staffed at the Circulation Desk.

Programs

Battle of the Books – Middle School and High School teams
Festival at the Falls – will provide vendor maps
Summer Reading Program for all ages

There was a NYT article, which the Director forwarded May 2, read by a retired educator from Chicago who subsequently donated an unrestricted gift to the Library.

Statistics (attached)

The Director stated that the library has been monitoring the weekend hours and they are still not seeing any justification for opening on Sundays or staying open later in the evenings. They are continuing to exceed the minimum standards, so there are no issues at this point. They are still working hard to meet needs mentioned last year.

Trustee and Budget Vote on October 4

Director Harrison met with John Tyliczszak, who was recently appointed to the Village Board and will serve as our liaison. She asked him about the possibility of including a "Trustee and Budget Vote" reminder with the water bill. He checked with the village attorney who confirmed that the library can include an informational reminder with the August 13 water bill. Unfortunately, the Village Board did not approve the request. "Not our business" was one of the responses.

The informational reminder will be shared on Town of Wappinger FB and Twitter, and on the materials due date receipts.

On a motion by Trustee Halvey and seconded by President Cheetham Ray Reinhardt, JoAnn Reinhardt, and Velma Colon were appointed as election inspectors.

Once the Building Committee has finalized the scope and estimated cost of Phase 2 of the Exterior Rehab, the figure will be incorporated into the 2023 budget.

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Trustees FYI

Amendments to Open Meetings Law (attached)

Virtual meetings not permitted after June 8. If the Board wants to allow members to attend remotely, they must adopt a resolution and establish written procedures to determine what can be considered “extraordinary circumstances” that will allow members to attend virtually. Trustee Halvey said they need to look at the possibility of allowing people to video conference in. Director Harrison said this is something the Governance Committee will have to review. The link is as follows:

<https://www.osc.state.ny.us/files/local-government/fiscal-monitoring/2021/pdf/2021-munis-stressed.pdf>

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

Governance – **On a motion by Trustee O’Brien and seconded by Trustee McCarthy, the Collections Policy was accepted as presented and reviewed.**

Personnel – Director Harrison stated next month they will have to meet to do the Director’s Performance Evaluation.

Building – President Cheetham would like to try to convene something before June.

Old Business –

There was nothing to be discussed.

New Business –

There was nothing to be discussed.

Adjournment – **At 8:17 PM Trustee Halvey made a motion to adjourn, and it was seconded by Trustee McCarthy.**

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board