

Grinnell Public Library District (GPLD)

Board Meeting Minutes

July 20, 2022

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

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

**Wednesday August 17, 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 August 4, 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 O'Brien and seconded by Trustee Shepherd, the Board accepted the June 15, 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 June Audit Committee reviewed bills (bills as of July 19, 2022) for a total of \$30,673.64 on a motion made by President Cheetham and seconded by Trustee McCarthy.**

**Liaison Reports**

*Town of Wappingers* – no report at this time.

*Village of Wappingers Falls* – no report at this time.

*Friends* – Trustee Christie said they are working on the Gala. There will be a meeting specifically for that on July 27<sup>th</sup> to discuss it further. Trustee Devine stated that they will be sending out "Save the Date" cards and are asking that the Trustees circulate them around to people. She stated they had a discussion regarding the memorial funds they have, but they still haven't decided what to do with them. They discussed possible fund raising ideas including bricks or pavers and some sort of memorial along the back wall. It was suggested that they come up with a plan and pictures and then come to the Board to pitch their ideas. Their big request currently is that the Board spread the word about the Gala.

**Public Comment**

Brian Sullivan stated he had been a librarian for the past 3 ½ years and resigned a few weeks ago. He read a prepared statement. Trustee McCarthy stated the Board members are prohibited from

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addressing employee issues directly with the employee unless it is a formal grievance, so they would discuss this amongst themselves later.

**Director's Report**

**2023 Budget**

Director Harrison explained that in the past the library had received around \$17,000 in fines. That is no longer the case and out of 66 libraries in the system, most of them are fines free. She does believe there are some items that should remain having fines as an incentive to have them returned. She also feels dropping the fines helps to remove a barrier and is good public relations. Trustee McCarthy asked about fines on books checked out from other libraries. Director Harrison explained that it is tracked by which physical library you checked the item out of, but if you checked it out at a library still charging fines and return it to Grinnell, you would still have to pay that library's fine. **On a motion by President Cheetham and seconded by Trustee O'Brien, the library will go partially fines free as of January 1, 2023. Motion carried.**

Director Harrison is still waiting on an estimate for Phase 2 of Exterior Rehab.

The accounting fees include the previously approved cost increase for RBT.

Professional fees include previously approved cost increase for PKFOD, the retainer for Thomas, Drohan, Waxman, Petigrow & Mayle, an estimate for Waverly, and Julie's additional responsibilities with bi-weekly payroll review.

There were increases discussed at last meeting for the following, and they were all incorporated into the budget: Central Hudson, COLA, health insurance.

**Building/Facilities**

Lift: Jon has painted the trim and fitted new saddles. They are waiting for the part that is still on backorder. The estimate is that the manufacturer will have it by the end of July, then it will be shipped to Albany Lift for installation, so it could be in August.

The outdoor table and benches were assembled just in time for SRP.

Win Smith, from the Friends, has single handedly planted and maintained the front beds and patrons have been extremely complimentary. Trustee Devine asked if there was any way to get water closer to the front of the building. Director Harrison said there is a hose and he could make it longer, but he's worried about a trip hazard. She also said a lady asked if she could water her dog down on the really hot days and the Director said yes. She said it would be possible for anyone to do that at night without asking permission first. Trustee O'Brien stated there is a covered box with a submersible pump that could be disconnected at night. Director Harrison said she would talk to the Friends about it.

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The outlets and lighting are installed in the pavilion.

Ellen Korz, from CAPEDC, has asked for use of the pavilion in August. She did use an application that is normally used for the Community Room since nothing exists for the pavilion yet, and will provide the proof of insurance. The library has never lent out the pavilion, so this is like the test run. Director Harrison had to contract Silvestri regarding filling out the permit for the work that was done, as she got a letter from the Village. She does not feel qualified to do this function on future projects. Trustee O'Brien stated he has done this in the past for himself and will be willing to assist if needed. Trustee Devine suggested having the vendors do it, even though it is not in their contracts, and just paying them for the additional time and permit fee.

In regard to the Exterior Rehab Phase 1, Swartz is in the process of finalizing the construction documents, updating existing conditions and incorporating the lead-based paint abatement scope of work. They have contacted NY State DOL to register for prevailing wage rate. Following that, they will be ready to bid this project. Trustee Devine asked if there was a way to tell Swartz to move ahead with the plans for Phase 2 so it will be ready to go out to bid at the beginning of the year. She is afraid otherwise it will be pushed off until 2024. President Cheetham stated he thought that could be communicated to Swartz.

### **Finance**

There is no ETA on the check from the Village as of 7/14/2022.

The Community Foundation Grant has been submitted for assistance with programming.

Director Harrison is having trouble getting the DUNS #. She was looking at the State Aid Construction Grant to put the a/c and dehumidifier in the Community Room, but may miss the deadline for that. If that happens it just means the library can apply next year for something else.

NYS had a trust for unemployment benefits that has been exhausted. Now all employers have to pay in towards it. It works out to approximately \$28.00 per person.

### **Personnel**

**On a motion by Trustee Devine and seconded by Trustee McCarthy, the resignation of Brian Sullivan, hourly Librarian I, was accepted effective July 2, 2022. Motion carried. On a motion by Trustee Devine and seconded by Trustee McCarthy, the Board entered into Executive Session at 7:46 to discuss a personnel issue. At 8:05 Trustee Devine made a motion to adjourn the Executive Session and resume the regular meeting. Seconded by Trustee O'Brien and carried.** There were no actions taken, but Director Harrison will contact the attorney in regard to an EEOC complaint.

**Trustee O'Brien made a motion to provisionally appoint current Library Clerk Jennifer Thompson as an hourly Librarian I, effective July 25, 2022. Seconded by President Cheetham**

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**and carried.** Director Harrison will start the search for a Library Clerk Position for evenings and weekends.

Director Harrison was approached by staff regarding the ability to use a floating holiday for anyone who worked on the Monday that was the holiday for Juneteenth. This is how the other Federal holidays are handled when the library is still open. **On a motion by Trustee O'Brien and seconded by Trustee Pells this was approved.**

**Programs**

124 attended the SRP kick off. The balloon sculptures for the pavilion were donated by Ana Mendoza of Absolutely Beautiful.

SRP Programs are being held in the backyard, the pavilion and the Community Room. Director Harrison will pursue funding to enhance space after the summer-end evaluation.

HS Battle of the Books has 8 members on the team that is coached by Lacey Snowden.

MS Battle of the Books has 15 members on the team coached by Matthew Thompson and Director Harrison.

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

*Governance* - The Board reviewed the policy regarding extraordinary circumstances. **On a motion by President Cheetham and seconded by Trustee O'Brien, the wording in option number "2" without the word "broadcast" was accepted as presented.**

President Cheetham stated the Committee will work on a policy for public participation. Trustee O'Brien stated he would look into some wording for it.

*Personnel* – The staffing changes were discussed in the Director's Report.

*Building* – President Cheetham stated the pavilion electrical work is complete.

President Cheetham provided the following information from Swartz for next steps of exterior, front, rehab:

"We are not rushing this project out to Bid because the work is not going to occur until next year due to window lead times, but we will be bidding this by September. It may get tricky asking the Bidder to hold their price until next year, typically they are only required to hold their price for 90 days, which is why we are playing this strategically. Perhaps you can discuss with the Board the possibility of paying for the windows this year before the price increase on December 31, thus we would be safe bidding in the very short term. The Contractor can store the windows until work commences in early spring and avoid the price increase. Otherwise, we are mostly ready to go."

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**President Cheetham made a motion to purchase in advance new windows to lock in price with the condition that the contractor MUST store windows until the job commences. Seconded by Trustee O'Brien and carried.**

Director Harrison stated that although they are waiting for a hard number for the capital improvements, the window for getting the budget done in time for the vote is swiftly approaching. She stated the estimate last year was approximately \$177,000, but prices have increased on everything since then. She proposed for the 2023 Budget the amount of \$177,000.00 plus 20% for inflation for Exterior Rehab. They did have carry over funds that were put into the capital improvement account so there is a buffer there. **On a motion by President Cheetham and seconded by Trustee O'Brien, this was approved. Motion carried.**

**Old Business** –

There was nothing to be discussed.

**New Business** –

There was nothing to be discussed.

**Adjournment** – At 8:20 PM President Cheetham made a motion to adjourn, and it was seconded by Trustee McCarthy.

Respectfully Submitted,

Julie Beyer, Board Recorder of GPLD Board