

Grinnell Public Library District (GPLD)

Board Meeting Minutes

August 17, 2022

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

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

Wednesday September 21, 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 September 1, 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 President Cheetham and seconded by Trustee O'Brien, the Board accepted the July 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 July Audit Committee reviewed bills (bills as of August 16, 2022) for a total of \$24,562.94 on a motion made by Trustee Halvey and seconded by Trustee Christie. After the voiding of an issued check during the month, Trustee Halvey made a motion to at the September meeting to amend the Finance Report and minutes from the August 17 meeting to reflect payments of \$37,376.52. Seconded by President Cheetham and carried.

Liaison Reports

Town of Wappingers – no report at this time.

Village of Wappingers Falls – no report at this time.

Friends – Trustee Christie stated the committee is working on the Gala. There was a meeting specifically to discuss the Gala on July 27th. They are looking for Board members to purchase and sell some tickets. There is another meeting tomorrow night. There are some new people on the committee. The price of the Gala ticket is a little higher this year and it's the first one they have done in a few years. Trustee Shepherd asked how many people have come in the past and Trustee Christie said about 120. Denny Evaul was present before the meeting started and gave tickets to the Board to sell or purchase themselves. Director Harrison stated circ staff are currently selling tickets. Trustee Christie asked everyone to attend and enjoy.

Public Comment

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None.

Director's Report

2023 Trustee & Budget Vote

Director Harrison provided a proposed 2023 budget for the Board to review. She stated the personnel line item is based on keeping the library's hours as they currently are. They are still open above the minimum standards. In 2020 the budget was flat. In 2021 they did ask for a modest increase, but due to the increase in homes and values, people saw a decrease in the library taxes. This year will be the first year they will see an increase, but the exterior rehab is necessary. **On a motion by President Cheetham and seconded by Trustee Pells, the proposed 2023 budget was accepted as presented.** Director Harrison will send a copy to both the Town and Village tomorrow.

Trustee O'Brien asked what the duties of an election clerk were. Director Harrison explained it and he offered to assist her. **On a motion by President Cheetham and seconded by Trustee Halvey, Director Harrison was appointed as the election clerk.** There are packets available for incumbents and interested parties.

The list of voters has been requested from Dutchess County Board of Election. Director Harrison will follow up on newly added registrants in late September.

Building/Facilities

The lift part is expected to arrive at the manufacturers by month end, at which time it will be sent to Albany Lift, who will then come out to install it. Director Harrison may have to request a new check as it is coming close to its end of life for a business check.

All the routine maintenance has been completed for the following: fire extinguishers/exit/emergency lighting inspection and preventative maintenance on all cooling units.

The Community Room floors will be stripped and waxed now that SRP is over and before ESL/HSE classes resume.

The copier lease on the black and white unit is up and will change to a color unit at no additional cost to the library.

There has been a noise complaint. The pavilion is very close to the property line and there is a noise ordinance that has to be followed. Director Harrison was not aware of the level of noise generated when there are amps and how it carries. She has had a discussion with the neighbor and they both agreed a stockade fence was not a win for anyone. The library will plant shrubbery and possibly some sort of evergreen, but cannot put anything directly where the pavilion is due to the extended concrete pad, but the neighbor may do some plantings there. Director Harrison will be asking the Friends to purchase the plants. Trustee Shepherd asked if the Friends were using the pavilion for the Gala.

Director Harrison said they could, but they are concerned about the uneven ground. They don't want to move too much outside because there is no contingency for bad weather. This year they will need to reconfigure where they put some things inside because they cannot disassemble the computer stations or the photocopier because the library has to be up and running early Saturday morning.

There is still a lot of public confusion over what the Friends do versus the library's taxes.

Today was the first day the pavilion was loaned out. C.A.P.E. did an art class. They submitted their insurance and everything went smoothly.

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Finance

There has been a change in staffing in the Village. Director Harrison followed up with Jessica McMahon, who is back temporarily, regarding our check.

A check was received for \$7,112.39, which is 90% first payment LLSA.

The IAS annual payment for all interest on the federal loan has been paid off.

The Love Your Library Special Revenue Fund will help defray SRP performer costs.

Tompkins Community Bank now has a Muni Tier Savings Account. The library can set up new account and transfer funds to take advantage of higher interest rates. Ed and Julie need to sign the signature accounts to open this. The Finance Committee will address this further.

Personnel

Trustee Pells made a motion to appoint Rose Jordan as Library Clerk effective August 18, 2022. Seconded by Trustee Shepherd and motion carried.

The Personnel committee met to discuss the NYS Paid Family Leave and will address this under Committee Reports.

Programs

The Summer Reading Program went well. The only glitches were drop in from camp/day care groups and a noise complaint. One camp group had 14 kids and used up all the supplies. The library will promote this program differently next year and be more prepared for things like this. The drum program had approximately 20 drums outside. There was a lot of participation and it was a great way to end the summer programs. Next year the programs will begin at 5 PM, not in the middle of the day during the neighbor's business hours.

Now that SRP is over, there will be a few more "senior centric" programs to include a dance class, Brain games and a Medicare workshop. All of these are on the calendar.

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

Finance – Trustee Halvey stated Tompkins Community Bank has a new tiered account. The library has spoken to both Jeff Shaver and RBT about the possibility of combining two accounts, the Capital Reserve and the Non Capital Reserve funds, and depositing them into this new tiered account to receive the maximum benefit of the increased interest. Both consultants said it was fine to do, but the library will need to track the interest for each prospective account. The current interest rate of these accounts is .08% and the new account would be 1.24%. Trustee Shepherd asked what happens if the balance drops below the required minimum. Director Harrison said then the interest percentage will drop. **On a motion by Trustee Halvey and seconded by Trustee O'Brien, the Capital Reserve account funds and the Non Capital Reserve account funds will be combined and deposited into a newly opened tiered account at Tompkins Community Bank and the previous accounts will be closed. Motion carried.**

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Governance – Trustee O'Brien presented the proposed Public Comment Policy. He had gone to Poughkeepsie Library for the Trustee Fundamentals training and was given the Trustee Book that had some of this wording. He contacted Rebekkah Smith Aldrich at Mid-Hudson Library System and she supplied wording for the policy they have just adopted. Trustee O'Brien tweaked them to meet Grinnell's standards. **On a motion by President Cheetham and seconded by Trustee Halvey, the Public Comment Policy was adopted as presented. Motion carried.**

Personnel – The staffing appointment was discussed in the Director's Report. Trustee Pells stated the committee met before this meeting to discuss the NYS Paid Family Leave. It has been well received by the staff. Trustee O'Brien stated he thought this was already in effect. Director Harrison stated as a municipality, the library isn't forced to participate and when it first rolled out, wasn't relative to the staff and they didn't seem interested. There have been many staffing changes since then, and now there is more interest in it. Trustee Pells stated for employees who don't work 20 hours a week or 175 days a year, they can opt out if the library goes in. If someone has to use it, they get 67% of their pay for the specific time off issues. Trustee Christie asked what the next step would be and Director Harrison stated she would contact Shelter Point and they will determine the start date. This is different from a short term disability policy, as that is for the employee and this is if the employee needs to assist at home with a family member. **Trustee Pells made a motion to authorize the library to participate in the NYS Paid Family Leave Program. Seconded by President Cheetham and carried.**

Old Business –

President Cheetham stated he talked with Swartz in the beginning of August and reached out to him again this week to start the discussion regarding starting the bid process. Trustee Pells asked about how to find prevailing wage for this. President Cheetham stated it is the general contractor's responsibility to get that information.

Director Harrison stated she has been picking up pieces of concrete from the entrance ramp. The Committee will have to meet at some time to discuss fixing this. She suggested they consider having the ramp repaired while the library is closed for the window replacements. Trustee Shepherd asked if the windows are all done at one time. Director Harrison said she believes they are done one at a time and that is why the vendor has to store them.

At 7:38 President Cheetham moved to enter into executive session to discuss the employment history of a staff member. Seconded by Trustee Halvey and carried. At 7:46, on a motion by Trustee Cheetham and seconded by Trustee Halvey, executive session was adjourned and the regular meeting resumed. There were no actions taken during the executive session.

New Business –

There was nothing to be discussed.

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Adjournment – At 7:46 PM Trustee Halvey made a motion to adjourn, and it was seconded by President Cheetham.

Respectfully Submitted, Julie Beyer, Board Recorder of GPLD Board