

Grinnell Public Library District (GPLD)

Board Meeting Minutes

November 16, 2022

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

Also Present: Fran Harrison, Library Director and Julie Beyer, Board Recorder. Tom McAlister, trustee elect, was also present.

Tuesday December 20, 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 December 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 7:02 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 October 19, 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 October Audit Committee reviewed bills (bills as of November 15, 2022) for a total of \$53,486.57 on a motion made by Trustee Halvey and 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 Friends will be doing something for staff recognition in December. They plan to hire someone to clean up the gardens in the front. Director Harrison stated they will be putting out to bid for a barrier of trees between the library and the business next door. Trustee Christie stated the date for next year's Gala will be September 9th and they are looking for a caterer. They have approximately \$27,000 in the bank account. President Cheetham asked if they had a figure for this past gala. Trustee Christie said she thought it was about \$5,000.00. Trustee Devine said there are still funds coming in. President Cheetham asked if they ever thought about the Community Foundation and Trustee Devine said she thought there were some specific stipulations with funds kept with them. President Cheetham will ask them.

Public Comment

Grinnell Public Library District (GPLD)

Board Meeting Minutes

November 16, 2022

None.

Director's Report

Building/Facilities

Installation of the additional cameras was completed October 22. They can now see the pavilion and the parking on Spring Street.

The installation of the Quaternity unit in the Community Room was completed November 8. It is the last zone to be done. Director Harrison stated that Silvestri was great to work with. They gave the quote in 2021 and kept that price even though so many rates have changed since then. Director Harrison stated this unit was chosen for its de-humidifier. The plan was for a dropped ceiling in the Community Room, but that can't be done if the room holds moisture. Trustee Devine asked about the dripping outside and Director Harrison stated there is a drip pipe for it.

The gutters are scheduled to be cleaned by month end.

Jon has painted and patched the lift runway shaft. It is running great. Director Harrison stated the key is kept at circulation and the YS desk.

Don Kennedy and Brian O'Hara (BLM Landscaping) will be in to assess and to give suggestions and estimates for plantings along the fence line to serve as a noise barrier. They have discussed planting 5' – 6' arborvitae, which will knit together to make a nice barrier. Don Kennedy will be here Saturday. Director Harrison wanted to discuss the Community Room use by WCSD. They have had a great relationship for 20 years and the school's mission is in line with the library's, but the library is finding that the Children's Room is no longer large enough to accommodate some of the programs. The library now has plans for programs on Tuesday and Thursday mornings, but they may need to take a broader view and possibly just make the room available to the school from 12-3. There has never been a contract or any remuneration for the use of the room. Mr. McAlister asked if funds are given to their alternate location and Director Harrison was unsure.

Finance

The Muni Tier account at Tompkins Community Bank has been renamed. Director Harrison has attached an interest schedule for the Board to review. She has also sent a copy to the accountants. The library will be going fines free as of 1/1 with a soft launch in December. There will still be fines on some things like the Hot Spots. Trustee Devine asked how people have been returning those items. Director Harrison stated they are very conscientious about returning those.

Programming

STEM Month @ Grinnell program will take place over the winter break. Director Harrison has asked Tompkins to underwrite Circuitry Kits "to go". They have agreed to donate \$500.00. These are kits kids will get to keep. There will also be a graphic design program for t-shirts that the kids will get to keep as well. Trustee Devine asked if these programs are attended mainly by village children or a wider range. Director Harrison stated most programs don't have sign ins. Most of the programs with the smaller children tend to be drop-ins verses by registration.

Director Harrison presented the proposed Holiday Schedule for 2023 as follows:

Grinnell Public Library District (GPLD)

Board Meeting Minutes

November 16, 2022

Memorial Day

Independence Day

Labor Day

November 22 close at 2 pm, closed 11/23 and 11/24 for Thanksgiving

Christmas Day

“Floating Holidays”: MLK, President’s Day, Juneteenth, Columbus Day, Veteran’s Day

Director Harrison asked what the Board wanted to do for New Year’s Day, as it is a Sunday and the library is already closed. Trustee Devine asked if anyone has been asking about reinstating the Sunday hours. Director Harrison stated no one from the public has asked. **On a motion by Trustee Halvey and seconded by Trustee O’Brien, New Year’s Day will be a float holiday for 2023.**

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

Finance – This was discussed during the Director’s Report.

Building – President Cheetham asked if everyone had looked over the Project Manual. Director Harrison stated this was not being presented the same way the board has been referring to it. The board has referred to the front 4 windows as Phase 1. Swartz’s contract was written for the entire project. It could be broken down into phases by adding an addendum onto the contract. Trustee Devine asked if he used an older contract as an outline and Director Harrison said no, this was from a Village contract. Trustee Shepherd asked if any windows had been ordered yet and Director Harrison said no as it hasn’t gone out to bid yet. The board needs to decide what they want put out to bid first. Trustee Devine asked how quickly the phases could be done and if the funds are in place for Phase 2. This has been something they have been trying to do for several years and it’s still not ready for bid. She asked if they were painting and doing the overhangs. President Cheetham said he is assuming yes, but he has asked Swartz several questions that he is waiting for answers on. They did do the lead abatement for the windows already. Director Harrison stated they have the originally proposed price plus they are expecting at least a 20% increase. They will have the funding once they are funded in March. Trustee Devine asked if they had the funding for Phase 2. Director Harrison stated they have never had an estimate for just the siding. They could break the project down to four phases if they had to. Trustee Devine asked if they are planning on doing the second-floor windows next year. Director Harrison said they should have the funds to do Phase 2, but they don’t know what that scope will be exactly until Phase 1 is done. It may be more than they think. They won’t have all the funds to do the whole thing in 2023, so they need to contract to explain what his definition of “rapid succession” for the project is. If this runs into summer, it would conflict with the Summer Reading Program and that would be an issue. She stated ultimately the library will be calling the shots as to when the phases can start. Trustee Halvey asked if they really thought there would be a contractor willing to purchase the windows and then hold them for 2-3 years until all the funding is in place. Trustee Shepherd said she didn’t think they were going to do all the upstairs windows. She thought they were different because of the lattice in them. Trustee McCarthy stated doing the south elevation to start made sense to him. President Cheetham stated they could start in March. **Trustee**

Grinnell Public Library District (GPLD)

Board Meeting Minutes

November 16, 2022

Halvey made a motion to go out to bid with the addendum added to allow for the project to be done in phases to be specified by the owner with the south elevation being the start. Seconded by Trustee McCarthy and carried.

Old Business –

There was nothing to be discussed.

New Business –

President Cheetham asked if the December meeting could be on Tuesday the 20th instead of Wednesday the 21st. On a motion by President Cheetham and seconded by Trustee McCarthy, the December 21st meeting will be rescheduled for December 20th. Motion carried.

At 7:56 PM President Cheetham made a motion to enter into executive session to discuss the employment of a specific employee. Seconded by Trustee O'Brien and carried. At 8:18 PM Trustee Halvey made a motion to adjourn the executive session and resume the regular meeting. Seconded by Trustee Pells and carried.

No actions were taken as a result of the executive session.

Adjournment – **At 8:19 PM Trustee Halvey made a motion to adjourn, and it was seconded by President Cheetham.**

Respectfully Submitted, Julie Beyer, Board Recorder of GPLD Board