

Grinnell Public Library District (GPLD)

Board Meeting Minutes

January 18, 2023

Present: District Trustees Ed Cheetham, Beth Devine, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, Nicole Morris, Joe O'Brien, and Fran Shepherd. Helen Christie and Jane Pells were present as outgoing trustees.

Also Present: Fran Harrison, Library Director (via video) and Board Recorder Julie Beyer.

Call to Order – The meeting was called to order by President Cheetham at 7:00 PM.

Wednesday, February 15, 2023 – The next GPLD Board meeting is at 7:00 PM in the Community Room.

Votes: All votes were unanimous, unless otherwise noted.

Oath of Office: The Oath of Office were read by Trustees McAlister, Morris and O'Brien. All Conflict of Interest Statements were signed and will be stored at the office.

Building Key Holders currently are Trustee Halvey, President Cheetham, and Trustee McCarthy.

President Cheetham made a motion to appoint Julie Beyer as Board Treasurer/Recorder. Seconded by Trustee Devine and carried.

President Cheetham made a motion to appoint Thomas, Drohan, Waxman, Petigrow & Mayle, LLP as the Legal Counsel for the library. Seconded by Trustee Devine and carried.

On a motion by President Cheetham and seconded by Trustee Halvey, PK O'Conner Davies was appointed as the outside auditor.

President Cheetham made a motion to have Tompkins Mahopac National Bank as the official bank. Seconded by Trustee Shepherd and carried.

On a motion by President Cheetham and seconded by Trustee McAlister, the Southern Dutchess Newspaper is the official newspaper for the library.

Trustee Devine made a motion to have Ed Cheetham and Julie Beyer remain as the two signatories on the bank accounts. Seconded by Trustee McCarthy and carried.

On a motion by President Cheetham and seconded by Trustee Devine the Trustee & Budget Vote will be October 9, which is the first Tuesday in October, from 9:30 AM to 7:30 PM. Motion carried.

President Cheetham stated that each committee has specific responsibilities and there should be no more than four [4] board members on each committee. Below are the primary committees and some of their respective responsibilities for 2023.

- Personnel
 - Update Employee Handbook
- Facilities aka the “Building Committee”
 - Phone installed in lift
 - Router, Static IP, FIOS
 - Trees along west property line (in conjunction with the Friends)
 - Exterior Rehab
- Governance
 - Pending review Google Docs
- Finance (no less than 3 members)
 - Monthly review of bills
 - Appointment of committee chairs
 - Committee assignments

The following trustees were assigned to these committees, with the Chair noted with an * before their name:

Personnel: *Trustee McCarthy, Trustee Shepherd, and Trustee McAlister
Finance/Audit: *Trustee Halvey, Trustee Lowney, and Trustee O’Brien
Governance: *Trustee O’Brien, Trustee Halvey, and Trustee McAlister
Building/Facilities: *President Cheetham, Trustee Shepherd, Trustee Devine, and Trustee Morris

On a motion by Trustee O’Brien and seconded by Trustee McCarthy, Trustee O’Brien will be the Board Secretary. Motion carried.

President Cheetham stated this completed the re-organizational portion of the meeting.

Minutes – The Board agreed to accept the December 20, 2022 meeting minutes on a motion made by Trustee Devine and seconded by Trustee McCarthy. Motion carried.

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 December 2022 Audit Committee reviewed bills (bills as of January 17, 2023) for a total of \$26,359.84 on a motion by Trustee Halvey and seconded by President Cheetham. Motion carried.

Liaison Reports

Town of Wappinger – There was no report at this time.

Village of Wappingers Falls – There was no report at this time.

Friends – Helen Christie said there was no report, but she did go to the meeting and they are doing their mahjong fundraiser as well as the Outback and Gala. Trustee Devine asked if they approved the trees and H. Christie said yes. Director Harrison stated the Board needs a new liaison for the Friends. Trustee Devine and Trustee Shepherd stated they would split the duties.

Public Comment – There was no one from the public present.

Director's Report – Director Harrison's report covered the following items:

Annual Report/Audit

The library's annual report is due to MHLS on February 15th, but the software is not available yet. As soon as it is available, she will do the report and a copy will be forwarded for Board Review and acceptance at the March 15th meeting. The contact information for that is gathered from the contact sheet she sent around, so she asked that everyone verify their info.

The annual financial audit is scheduled for the week of March 6.

Building/Facilities

The bid due date for Exterior Rehab has been rescheduled for 1 pm on Wednesday, January 25, 2023. As of January 10, there are three potential bidders. There was a fourth, but they can't meet the timeline. President Cheetham will be present for the opening.

Brian O'Hara (BLM Landscaping) was on site on Thursday, December 29, 2022. He recommends a row of 5-6-foot arborvitae running the length of the black fence. He also suggested switching out the length of fencing that opens to allow access into the yard from Gold Star Way. This would entail taking out a dead stump on our neighbor's property. While there will be daily watering requirements initially, they are low maintenance trees that will require an annual trim. Dale Kelley, who maintains the backyard, has agreed to add the annual trimming to his responsibilities. The estimate has been forwarded to the Friends, who have agreed to underwrite the cost. She had three additional questions:

1. Does the library want to seek additional bids?
2. Does the library want to coordinate with the Friends?
3. Does the library want to oversee the project and ask the Friends to cut the checks (including a deposit to get us on the schedule)?

Trustee Devine thinks the library should go forward with it, but she has been doing some research into various types of arborvitae. The Green Giant Thuja is what everyone is recommending, but she is afraid it will grow to be too wide for the area it will be planted in. She has found an Emerald Thuja which grows to 14 – 16 feet at maturity. She is concerned it will block the pavilion. She suggested speaking with BLM for additional options. H. Christie stated the vendor said they would trim it. Trustee Devine stated they were talking about just taking off the top. The Emerald doesn't get as tall or as wide. It also doesn't grow the 3 – 5 feet per year, but it does grow fast. President

Cheetham asked what the vendor's timeline was. Director Harrison stated BLM was the only vendor that came and walked the line and saw the fence. His timeline is as soon as the ground is soft enough to dig in. The earlier the roots get set, the less daily watering will be needed. If the Board decides to go with him, he will need a check for the deposit. Director Harrison is afraid if they wait too long there will be conflicts with the Summer Reading Program outside. She proposed that the Facilities Committee take this project. Trustee Devine said she would head this up as soon as she gets the contact information.

Harry Terbush called about switching to Wappingers Falls Hydroelectric. Director Harrison stated the library needs to be careful of how funds are spent. He did mention a savings, but she is not sure where he got his figures from. Trustee Devine and Trustee McCarthy both use him and have seen a savings. His website is <https://www.wappingersfallshydroelectric.com/about> in case the Board wants to look into this further.

Director Harrison stated they are still having some struggles with sharing the Community Room with the school, but the library using it in the morning for Storytime is working out great. The only issue is that the sound reverberates in the room. The Director spoke with Brian Murphy about installing a sliding door, but is it against Village code. The library could install an electric door, but it would then require a generator as well. As this is a very costly option, the Director is looking into acoustical tiles for the ceiling. They hang below the ceilings like clouds and absorb some of the sound. There is the possibility to do a grant for these, but the money doesn't come in right away and the problem is persistent. The Director may purchase a rug to put down to absorb some of the noise if the Board is alright with that. The Board was fine with the rug. Trustee Morris stated there is 'artwork' for sound absorption, but Director Harrison stated the walls are used for the projectors, so that wouldn't work well. If the tiles are costly, she will ask Friends if they are willing to help. Trustee Devine asked for a better description of the "clouds" and why it wasn't done when the room was re-done. Director Harrison explained the hanging tiles and stated the room was too humid prior to the installation of the Quaternary unit. Grant funds would not be available until the end of the year or next year and they really need to address the problems now. President Cheetham had photos he shared and stated that anything the Director picks will need to be code compliant with the Village.

Technology

The library needs to switch to static IP to coincide with installation of new router Verizon FIOS. This is also a Mid-Hudson requirement.

Trustee

Starting January 1, 2023, each member of the board is required to complete a minimum of two hours of trustee education annually (Education Law 260-d by Chapter 468 of the Laws of 2021). This can be done remotely.

You may have received emails directly as I have added your names to the Training on Demand environment, which is a Niche Academy platform.

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

Building Committee – President Cheetham stated they are moving forward with Swartz. Swartz sent something to Ed, who forwarded it to the attorneys, who replied and forwarded it back to Swartz. At this point there is no signed contract, but it should be soon. Director Harrison stated they sent a bill that noted they had integrated the attorney's comments and it was paid. President Cheetham stated he has not received anything to be signed yet. Trustee Devine asked if the bids were still coming back next week and President Cheetham said yes. He feels it is just some wording regarding insurance issues that is the hold up to the contract. The job will hopefully start in spring with the second part of it, being the second floor windows and shingle will start in rapid succession. Trustee Devine asked if they were sure that the shingles were part of the plan. Director Harrison said the vendors that came in talked about having to dismantle all the radiator covers to get to the windows. President Cheetham stated the shingles will be done, but only on the front of the building.

On a motion by Trustee Halvey and seconded by Trustee Devine, the board entered into executive session at 7:55 PM to discuss the status of an employee.

Trustee Halvey made a motion to adjourn the executive session at 8:29 PM and to resume the regular meeting. The following are the motions resulting from those discussions:

Trustee McCarthy made a motion to amend the resignation of Fran Harrison as director to be effective February 28, 2023. Seconded by Trustee O'Brien and carried.

On a motion by Trustee McCarthy and seconded by Trustee O'Brien, Christine Campbell will be appointed as temporary Library Director 2, effective immediately at an hourly rate of \$35.90. Seconded by Trustee McAlister and carried.

Trustee McCarthy made a motion to appoint Christine Campbell as Library Director 2, provisionally, as of March 1, 2023 at an annual salary of \$70,000.00, with the understanding that she needs to be appointed off the list once it is established. Seconded by Trustee O'Brien and carried.

Old Business –

On a motion by President Cheetham and seconded by Trustee O'Brien the Search Committee was disbanded.

New Business –

Director Harrison stated there is a slight increase in the Health Insurance. For the last five years, the board has absorbed the increase. Out of 17 employees, only five are eligible for the insurance. The board currently pays 70%. There have been some minor changes, causing an increase from \$796.04 to \$801.50 per person as of March 1, 2023.

On a motion by Trustee Halvey and seconded by President Cheetham, the library will absorb this additional cost. Motion carried.

President Cheetham stated they need to schedule a joint meeting with the Friends. They will aim for May in hopes the weather will be better and maybe they can be outside.

Adjournment – at 8:36 PM Trustee Halvey made a motion to adjourn and it was seconded by President Cheetham.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary

DRAFT