

Grinnell Public Library District (GPLD)

Board Meeting Minutes

February 15, 2023

Present: District Trustees Ed Cheetham, Beth Devine, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, Nicole Morris, and Fran Shepherd.

Also Present: Kristen Campbell, Library Director and Board Recorder Julie Beyer.

Call to Order – The meeting was called to order by President Cheetham at 7:07 PM.

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

Votes: All votes were unanimous, unless otherwise noted.

Minutes – The Board agreed to accept the January 18, 2023 meeting minutes on a motion made by President Cheetham and seconded by Trustee Devine. 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 January 2023 Audit Committee reviewed bills (bills as of February 15, 2023) for a total of \$23,675.35 on a motion by Trustee Halvey and seconded by Trustee McCarthy. 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 – Trustee Devine stated the Friends gave \$750.00 for the Battle of the Books. They would like to have a Mother's Day Tea. The landscape contractor backed out. The Friends wanted to meet with him and a meeting was set, but he called the day before the meeting and said he had not received a deposit and he took some other jobs that were going to be all he could do. Now they are unsure what will happen with this. The Friends were supposed to pay for the landscape buffer, but some of them weren't happy about spending \$10,000 for a noise buffer. Trustee Morris asked if the neighbor has complained and Trustee Devine said yes. The Summer Program is right outside of his office window. Trustee Halvey said he complained about the decibel level being too high. Trustee McAlister suggested getting someone from Angies List. Director Campbell asked if he complained to the Village and Trustee Devine said yes. Trustee Halvey said Brian has spoken to Fran Harrison about it. She wanted to be a good neighbor and install the trees. Trustee Devine asked if the programs could be moved further away from the fence line. There is no visible block from the pavilion to his office. There will be additional costs with the trees as they will have to be trimmed annually and will need a

lot of water for the first year. Director Campbell suggested another conversation with the neighbor. Trustee Halvey stated they did tell him there would be no amplifiers in the pavilion and they would install trees as a noise buffer last year. Trustee Devine asked if the Summer Program was every day and Director Campbell said she believed it would be 4 times a week. President Cheetham stated the library will be using the pavilion and if the neighbor complains, to tell him they are working on it.

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

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

Directors Transition:

Director Harrison worked with Director Campbell on January 28, February 4 and 6th. They covered banking, scheduling, and payroll benefits. She has met most of the staff working Monday, Wednesdays, Fridays and some Saturday shifts. Everyone has been very welcoming and helpful. Staff knows that she is gone the 17 – 26 of February to start back full time the week of February 27. Director Harrison has submitted documentation regarding Director Campbell's temporary hire to Civil Service for February. That will need to be completed again March 1st, when Director Campbell comes on full time.

Building:

Bid Opening 2/1/2023 1pm:

Present: Michael Buffi (Swartz Architecture) Representatives from Barone and Darling

Barone: All 3 addendums included

Bid bonds attached (5%)

\$525,000

Darling: All 3 addendums included

Bid bonds attached

\$633,000

The bids all looked within ballpark because of prevailing wage and the nature of the work. Once the BOT gives the notice of award the designated company will have 10 days to get insurances. Windows have about a 20 week lead-time so we are looking at completion of the project in the Fall (Sept – Nov). They estimate a 120 day construction period but it should take less time.

Boiler: On 2/9/23 the boiler that heats the non-fiction room and office was not working. Silvestri was called and the pilot was relit, and valves turned back on. There are some issues that Silvestri would like to fix with this boiler before little problems become bigger problems. They will forward a comprehensive quote for the work after all the different options are flushed out.

Annual Report:

Financials have been completed by RBT. Report will be finished and handed in by 2/15/22.

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

Building Committee – President Cheetham spoke with the attorney today. The contract is not yet signed as there is an issue with some of the language due to a retirement at the contractor's office. It is moving forward. Prior to this meeting the bids proposals have been reviewed. It is the committee's recommendation that the bid from Barone Construction be accepted. **On a motion by President Cheetham and seconded by Trustee Devine, Barone Construction's proposal for \$525,000 was accepted, with work to begin in the Fall, based on the timing of the windows. Motion carried.** Trustee Devine asked if there was a solid completion date. President Cheetham said yes, it should be done by November or December. Director Campbell had supplied information on the boiler repairs. **Trustee Devine made a motion to hire D. Silvestri & Sons to do the repair work at a cost of \$2,773.41. Seconded by Trustee McAlister and carried.**

Governance Committee – President Cheetham stated Joe O'Brien was on that committee. He sent several google drive documents before he resigned. President Cheetham asked if everyone had access to them. If not, he will make them accessible.

President Cheetham stated Joe O'Brien was on the Finance Committee and he will appoint someone at the next meeting to fulfill that position.

Old Business – There was none.

New Business – **On a motion by Trustee McCarthy and seconded by Trustee Devine, Joe O'Brien's resignation was accepted with much regret.**

President Cheetham is meeting with Amanda Sen on February 16. She had reached out to him in September about the possibility of joining the Board. She is an active member of the PTO and her daughter is a member of the Battle of the Books. She is a good advocate for the library.

Adjournment – at 7:34 PM Trustee Halvey made a motion to adjourn and it was seconded by President Cheetham.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary