

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

April 19, 2023

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

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

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

**Wednesday, May 17, 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 March 15, 2023 meeting minutes on a motion made by Trustee Halvey 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 March 2023 Audit Committee reviewed bills (bills as of April 18, 2023) for a total of \$41,866.46 on a motion by Trustee Halvey and seconded by Trustee Lowney. 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 Mahjong fundraiser was cancelled as Boardman Library scheduled theirs for two weeks prior to Grinnell's. Grinnell's will be postponed until the fall. The Friends will be doing a Make & Take craft and tea organized with Molly. They are having discussions regarding landscaping and a fence. Trustee Devine stated the Friends have always wanted to do some sort of plaques for recognition for donations and they suggested doing brass plaques down the sides of the fireplace. The Board was not in agreement with this idea. Trustee Devine suggested having a tree painted in the front vestibule and having different color leaves designate different dollar amounts and having names put on those. She is unsure if that area is even big enough to do something like this. Trustee McAlister suggested pavers, but that idea had already been discussed and declined. Director Campbell stated at her first library they did a memory wall. Trustee Lowney asked how long it would stay there. Trustee Halvey reminded everyone there are two separate ways to donate to the library: one is directly to the library and the second is to donate to the Friends and this would need to be determined first. Trustee McCarthy stated this sounds like something the

Friends is interested in doing and maybe the Building Committee should meet to discuss options.

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

**Director's Report** – Director Campbell's report covered the following items: Director Campbell brought Rachael Jelley in to explain her job and responsibilities to the Board. Ms. Jelly stated most of her work falls under her title of Reference Librarian. She also does the technology and press required. She does general computer maintenance, press releases, weeding and collection development, and runs a few programs. She works closely with all the staff. She asked if the Board had any questions, and there were none. Director Campbell stated she would like 1 employee to come in each month to meet the Board and tell them about what they do at the library.

**Technology:**

Static IP upgrade was completed on April 8, 2023. This was a requirement from MHLS. The Sierra program was down on Monday, but the staff was all caught up by Tuesday.

Copier Lease upgrade: We are currently leasing a black and white copier from De Lage Landen Financial Services for \$258.17 a month - \$3,098.04 yr. Toshiba will have the capability to print in color, print wirelessly, fax and scan to email. The lease includes set up, delivery, training, maintenance, ink, and toner.

Toshiba	Month lease	Month Price	Year Price
	39-months	\$160.61	\$1,927.32
	48-months	\$148.99	\$1,787.88
Recommendation:			
	63-months	\$117.00	\$1,404.00

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Konica Minolta (B&W)	60-month	\$144	\$1,728
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Konica Minolta (Color)	60-month	\$167	\$2,004
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The Director recommended the Toshiba with color for a savings of \$1,694.00 per year.

**Trustee Devine made a motion to change the copier leasing option at Grinnell Library starting May 2023. Seconded by Trustee Halvey and carried.**

The Director stated Grinnell's website is not compliant with the Americans with Disabilities Act (1990). For compliance and also to reach ESL patrons she recommends the library implement accessibility tools through Recite-Me. Recite-Me is the most commonly used accessibility software in MHLS and is easy to implement on the library's website working with Mid-Hudson. The cost for one year is \$894.65 and for three years it is \$2,415.56. Her recommendation is to purchase the 3-year contract to lock down the cost with a 10% savings. She feels as more libraries start to use it, the cost will increase. Trustee Devine asked for an explanation of what Recite-Me does and the

Director showed the Board on her laptop. It has the capability to use different languages, use text to speech, and change font size to name a few. This should make the website accessible to everyone. **Trustee Halvey made a motion to implement accessibility tools on the Grinnell Library website via Recite-Me. Seconded by Trustee Devine and carried.**

### **Building:**

Director Campbell met with MLC Masonry for front ramp repair on 4/12. Their quote is forthcoming. She met with ML Landscaping on 4/14/23 and is waiting for their quote. She also met with Mid-Hudson Fence on 4/13/23 and is also waiting for their quote. There are also estimates coming in from: Three Brothers Mason (ramp) on 4/18 @ 8 am; R&G Wrought Iron Railing; Leigh Lawn and Landscaping on 4/25. Director Campbell has calls in to Manual Landscapers Inc. and Red Barn Farm & Nursery. If anyone has additional suggestions for vendors, please feel free to get them to her. She does recommend holding a building committee meeting before the May BOT meeting to look at all the quotes and prepare recommendations for voting at the May BOT meeting.

### **Finances:**

The Muni-Tier Interest schedule that was set up in-house has not been in balance since October 2022. The Director has tried to balance it and realizes it is out of her scope of knowledge. She has contacted RBT who can balance it and set up a schedule to be maintained moving forward. This is not in Grinnell's contracted service and would require an additional cost. RBT's rate per hour – Jenn Dugas is \$350.00 and Regina George is \$150.00. Jenn stated she does not believe it will take her more than two hours to get this done. The Director requested the Board approve this cost. **Trustee Halvey made a motion to pay up to \$1,000 to balance the Muni-Tier Savings account and provide a working schedule moving forward. Seconded by President Cheetham and carried.** Trustee McCarthy asked if this would go back out of balance again and the Director stated Jenn will be providing a schedule instead of a worksheet, so she should be able to keep up with it. **Motion made by Trustee Halvey to transfer \$223,400.00 from the Capital Improvement Projects account to the Muni-tier account.** This motion was carried, but due to an error by the recording secretary, no second was recorded.

With minimum wage increases and inflation, Director Campbell recommended the Grinnell Library vote to go over the property tax cap for 2024. This is something the Board needs to vote on prior to the vote, but does not guarantee that they are going to exceed the tax cap. **Trustee McAlister made a motion to exceed the 2% tax cap for the 2024 budget year. Seconded by Trustee Devine. President Cheetham asked that the Board be polled: Trustee Devine – aye, Trustee Halvey – aye, Trustee Lowney – aye, Trustee McAlister – aye, Trustee McCarthy – aye, Trustee Morris – aye, Trustee Shepherd – aye, President Cheetham – aye. Motion carried.**

### **Continuing Education:**

Jenny Thompson attended Digitization Best Practices and Metadata Basics provided by the Long Island Library Resources Council at a cost of \$10.00.

**Community Outreach:**

Molly attended the Sheafe Road Elementary School activities fair on April 18 from 4-6 pm. Dutchess Land Conservancy donated Nature Exploration Backpacks to all Dutchess County Libraries. These were made possible by the Dutchess County Learn, Play, Create grant. There are several different ones and Racheal worked very hard at getting them together.

**Upcoming Programs:** New Adult Program: Rachael will be holding a walking club called the Grinnell Roamers that will be starting in May. Everyone is looking forward to this. If it really catches on, they will get t-shirts.

Garden Stake Workshop (all ages) May 3, 4-5 pm. There is a sample at the circ desk.

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

***Building Committee*** –

President Cheetham stated the exterior rehab project is moving forward. The library's attorney sent back the contract and it has been forwarded to Barone via Michael Bufi. The timeline remains in place.

The final agreement between the library and Swartz has been signed so things are moving forward there as well.

**Old Business** – There was none.

**New Business** – Amanda Sen Villalobos was present and had expressed interest in joining the Board. On a motion by Trustee Halvey and seconded by Trustee McAlister, Amanda Sen Villalobos was appointed as a trustee to fill in the term vacated by Joe O'Brien. Motion carried. She understands she will have to run in the upcoming election.

**Adjournment** – at 7:57 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee McAlister.

Respectfully Submitted,

Julie J. Beyer  
Recording Secretary