

Grinnell Public Library District (GPLD)

Board Meeting Minutes

June 21, 2023

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

Also Present: Kristen Campbell, Library Director, Board Recorder Julie Beyer, and staff member Jennifer Thompson were also present. Fran Shepherd was absent.

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

Wednesday, July 19, 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 May 17, 2023 meeting minutes as amended to correct the spelling of Devine, Sen Villalobos, and Rachael, 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 May 2023 Audit Committee reviewed bills (bills as of June 20, 2023) for a total of \$20,090.32 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 had a booth at the 2023 Festival at the Falls and they had raffle baskets and handouts to “save the date” for the Gala. They cleaned up the garden in the front. They have purchased a new pass to Bethel Woods for the library. Mahjong fundraiser has been rescheduled for October 21, 2023. There will be an Outback fundraiser in October as well. They are also looking into options for the reading nook in the area in the front.

Public Comment – Jeffrey Shaver and Vibhavari Kondapuram, from PKF O’Conner Davies were present to review the 2022 year-end financial audit. Mr. Shaver stated they have issued an unmodified opinion, which is the most favorable. The library has only been a participant in the Retirement System since 2019 and they now have an overfunded plan, creating a pension asset. Taking into consideration the market in 2023, they will probably be underfunded by the end of the year. The library is on a modified accrual accounting system and has no debts or loans and the only long term

liability is the compensated absences. The outside auditors are doing a great job and keeping adjustments to a minimum. There are no signs of fraud or unusual account policies. Ms. Kondapuram reviewed the disclosures and stated there is nothing to note. There was one comment regarding a bidding control, but after discussion with the Board regarding emergency issues and repair issues, Mr. Shaver stated he would remove that comment. Director Campbell stated that past Director Harrison did a great job. Trustee Halvey verified that there were excess funds from 2022 in the amount of \$262,578.00 and Mr. Shaver said yes. The Board thanked Mr. Shaver and Ms. Kondapuram for attending and for all the work they do each year.

Jennifer Thompson stated she has worked at the library since September 2021. She is the Reference/Teen and Cultural History Librarian. She maintains the social media presence of the library as well as researching local history and local buildings and then writes a blurb about them. Next week's will be about homes built in the 1920's on Franklin Avenue. She does reference work as well as assist people looking up their genealogy. She is the teen programming librarian and they will soon be starting Battle of the Books, which is against other libraries. She has worked with the LaGrange library on a Dutchess County map. She helps Nancy train the pages and clerks and is also a notary. She is hoping the facility will become a Passport Acceptance Facility, with her as the manager of the program. She would also help to train additional people for this. She would like to create an online archive for the collections and has been working on grant proposals for archiving.

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

Technology

The new Toshiba color copier was delivered and installed 6/5/23. Staff are currently awaiting for two pieces for the Jamex to be properly connected.

All public computers are now in service for the public going back to pre-pandemic configuration.

Building

Backyard Updates: Landscaping was completed by Bollen on 6/5 that included grading the hill to reduce the slope, filling in areas to create smoother surfaces and transitions, and stump grinding.

Fence – R&G will be installing the fence either Friday 6/23 or Monday 6/26. They will be using the historic gate to create the new gate.

ADA Feasibility Study: The Director has been reaching out to architects. Steve Winters recommended Verona Architects. They will help develop a plan to help make this facility ADA accessible. The cost of the feasibility study is approximately \$30,000 and is included in the proposed budget showing a 4% increase. The Board has received the proposals from Steve Winters Associates and Verona Architects for their review.

Finances

Director Campbell worked with the staff regarding the budgets and presented the Board with two proposals for their review.

Election

We will need to have two election inspectors and she will go through last year's payments to see who they were.
Board of Trustees up for election: Amanda Sen Villalobos, Beth Devine, and Fran Shepherd.

Community Outreach

The library teamed up with Wappinger Rises and their artwork will be hanging in the front windows until window replacement commences in September.

They are also working with Officer Miller to bring Coffee with a Cop to Grinnell in August. They did do Police Palooza this past month.

Molly made visits to local schools to promote summer reading and we have a table set up at Tompkins Bank promoting the theme "All Together Now". Summer Reading kicked off with about 200 people.

Staffing

The Personnel Committee will meet on 6/19. Trustee McCarthy stated they have been informed of a disciplinary process with an employee. There was some discussion regarding health insurance coverage for the staff with family members. Director Campbell stated in the past it looked like only the Director had the option of a family plan. Other employees had to pay 100% for it. She would like to see it offered to the rest of staff. Trustee McAlister would like to make sure they run the numbers to make sure that it would be financially sustainable before they did it and then had to rescind it. Director Campbell stated she would give the Board a detailed budget of the personnel lines for the next meeting. Trustee Halvey made a motion to promote J. Thompson to full time Librarian. It was seconded by Trustee McAlister but after discussion regarding when it would go into effect, Trustee Halvey rescinded his motion and it will be tabled until next month.

Statistics

They are attached to the minutes.

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

Governance Committee – President Cheetham stated there was a clerical error made to NYS Retirement and there are some funds due from employees. Director Campbell stated it was made in 2019 and just discovered. One employee owes \$56.00 and the second owes \$52.00. This is a program that is funded by the employees, so there was discussion as to who should pay this error. The employees involved felt the reporting agency, ie the library, should be responsible. Trustee McAlister stated if this is an error just discovered from 2019, there could be others and the costs could be more. Trustee McCarthy asked if there was a way to figure out what was the original error verses what the compounded interest is. Trustee Sen Villalobos also felt the employees may not be responsible for the interest. Director Campbell will reach out to the State.

On a motion by Trustee Devine and seconded by Trustee McAlister, the Gifts/Donation Policy was accepted as presented.

Personnel Committee – all issues were discussed during the Director’s Report.

Building Committee – Trustee Devine stated she has been collecting ideas from people regarding the colors for outside. She showed several different swatches and samples to the Board. Before any decisions can be made, they need to speak to the contractor to see how many colors can be chosen. Overall the Board was in agreement with earthly tones and everyone seemed to like the idea of red doors. President Cheetham will reach out to Barone and then schedule a committee meeting to discuss the options. Trustee Devine wants to make sure the library can choose the exact color by manufacturer to avoid the contractor “creating” a color that may not be right.

Old Business – There was none.

New Business - Director Campbell stated there was a book challenge. The patron did fill out the form. It is for the book titled Cat Person by Seo Kim.

The request for reevaluation of material was referred to the committee of the Library Director, the staff member selecting materials, and the reference librarian. The committee recommended keeping the book for the following reasons:

- Circulation of the book has been consistent in the eight years the material has been part of the collection.
- The book’s label (call number) is appropriate for shelving the item in the adult graphic/young adult graphic novel selection.

The Board of Trustees supported the committee’s recommendation of keeping the material in the Library’s collection. Grinnell Library’s board-approved policy states “responsibility for the reading, listening, and viewing of library materials by minors, including the use of the internet, rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors”. The BOT supports addressing the issue by the clear and appropriate labeling of the section that will help guide patrons to appropriate material. Trustee McAlister stated they may want to review the public speech part of the bylaws as it limits someone to 3 minutes each, but doesn’t limit the total amount of time allotted for public speech.

Adjournment – at 8:40 PM Trustee Halvey made a motion to adjourn and it was seconded by President Cheetham.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary