

Grinnell Public Library District (GPLD)

Board Meeting Minutes

May 17, 2023

Present: District Trustees Ed Cheetham, Beth Devine, Bill Halvey, Danny Lowney, Tom McAlister, Fran Shepherd, and Amanda Sen Villalobos.

Also Present: Kristen Campbell, Library Director, Board Recorder Julie Beyer, and staff member Nancy Wendel were also present. Sean McCarthy and Nicole Morris were absent.

Call to Order – The meeting was called to order by President Cheetham at 7:01 PM.

Wednesday, June 21, 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 April 19, 2023 meeting minutes as amended to add a missing motion regarding the transfer from the Capital Improvement Projects into the Muni-tier account, 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 April 2023 Audit Committee reviewed bills (bills as of May 16, 2023) for a total of \$24,276.27 on a motion by Trustee Halvey and seconded by Trustee Devine. Motion carried.

Liaison Reports

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

Village of Wappingers Falls – President Cheetham stated the library received the 2022 2nd tax payment. Director Campbell said it has been submitted to the auditor. They still have not received any 2023 payment. Trustee Halvey said the Village payment is usually in the summer and they haven't had a treasurer in over a year, so the Director should probably start sending reminders if nothing is received by July.

Friends – Trustee Devine stated the Friends Mahjong fundraiser has been rescheduled for October 21, 2023. The Friends historically purchase the museum passes and has added one for Bethel Woods Museum this year. They will have a booth at the 2023 Festival At the Falls on Saturday, June 10 where they will also have raffle baskets. The group approved paying for the installation of the wrought iron fence and the historic gate and another \$200.00 for shirts for the teen program. Trustee Devine did present the idea for the tree with leaves for donors at the meeting. Trustee McAlister asked how they were going to separate the donation amounts. Trustee Devine said they will

hopefully come up with a design and plan and present it to the Board for review and approval.

Public Comment – Nancy Wendel was present to introduce herself to the Board and explain what she does at the library. She stated she has been at Grinnell a little over six years, with nine years prior service at Howland Public Library. She is a Library Assistant and every day is different because you never know who is going to walk up to the desk. She is the coordinator for the Museum Pass Program, the volunteer coordinator for adults and teens, the Library Page Manager and now an ESL tutor. She also wrote a proposal for a library college internship program, which was approved, and now Grinnell will be the first library to get a library internist in the Mid-Hudson system. Trustee Devine asked if adult volunteers would be brought back soon and Ms. Wendel said yes. President Cheetham asked if she had reached out to Vassar’s Community-Engaged Learning offices yet and Ms. Wendel said not yet.

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

Technology

The new copier is scheduled to come at the end of the month. The pick-up of the old machine has been scheduled with the return center, the invoice has to be paid first. De Lage Landen is more adamant about returning its own equipment that’s why Toshiba could not return it for us. Director Campbell stated the new copier will be able to do color printing, double sided, fax and be used wirelessly. Staff will be trained on this.

Building

The Poison Ivy Doctor cleared out the backyard 5/4 and did extensive work. While he did get as much as he could, the plant has roots in our neighbor’s yard that need to be pulled up. It was good that we got ahead of it but we should probably have him out again later on in the season.

The landscaping estimates came in with Bollen Landscaping being the cheapest and within the timeline. The quote was attached to the Director’s report. **Trustee Halvey made a motion to hire Bollen Landscaping to regrade and relevel back lawn and grind down the stump at \$3,800. Seconded by Trustee Devine and carried.**

The Friends of Grinnell will pay \$6,500 to R & G Wrought Iron to install the new fence using the old historic gate. They are also interested in paying for the repairs to the existing fence.

The sound clouds have been installed and everyone is pleased with them. John, Rachael, and Molly did a fantastic job!

The ramp repair quote came in at about \$5,000.00. It has come to the Director’s attention that the ramp’s grade is questionable regarding ADA compliance. Her suggestion is that it would be wise to get an ADA feasibility study at Grinnell Library and then repair the ramp to the recommendations of the study. In the meantime, John will paint the parts of the ramp where repair is needed. Trustee Devine stated the ramp has been there since before ADA compliancy requirements and asked if it would be grandfathered in. Director Campbell stated there would be no harm in having the feasibility study done because then they could apply for grants to help with the upgrades or repairs, as ADA compliance is a big issue. She has reached out to two recommended firms to guide Grinnell through this project. Also, a special legislative

funding request was submitted to Senator Rolison to finance this project. She believes any information and guidance from this study will be an asset in Grinnell's getting an NYS construction grant.

Finances

The budgeted amount of \$223,400 from the capital improvement projects 2023 budget line has been moved into the muni-tier account. We have started to receive donations in memory of Mr. Chambers.

Continuing Education

Nancy has completed her Literacy Connections training and will be able to offer beginning ESL help. President Cheetham asked how people used to find out about things that were offered at the library and Director Campbell stated a lot of it was word of mouth. They put things on the boards and website as well.

Director Campbell said when she first started at the Library, staff expressed interest in in-person active shooter training. She reached out to colleagues and the Citizen Preparedness Corps was recommended. She requested permission to close the library early on June 14 at 5 pm for staff development and active shooter training. The staff will get the training on the new copier as well as active shooter training that day. **Trustee Halvey made a motion to close the library at 5 pm on June 14 for staff development and active shooter training. Seconded by President Cheetham and carried.**

Community Outreach

Director Campbell will be attending the 2023 Senior Living Expo at Wappinger Town Hall to advertise Grinnell's programming and collections of interest.

Molly has teamed up with the local police to host "Police Palooza" on June 13th to offer the community a chance to learn about local police officers. Children will be able to interact with officers and sit in their vehicles.

Staffing

Rose Jordan has accepted a full-time position elsewhere. Her last day at Grinnell will be June 5. Naomi and Larissa will be picking up the extra shifts through the summer months giving us enough time to rehire for fall.

Upcoming Programs

Teddy Bear Picnic: May 30

Estate Planning Educational Seminar: June 5

Police Palooza: June 13

Summer Reading Kick-Off June 20

Director Campbell stated she would like to see the library become a Passport Service Facility. It will generate income for the library and be a public service. Trustee Sen stated the Post Office is always cancelling passport appointments so this would be very helpful. Trustee McAlister asked what expenses would the library have to incur for this and Director Campbell stated it would be the cost to take the photos and the mailing in

of the paperwork. They will still be making money on the amount they have to collect each time. Trustee Devine asked if a Teddy Bear Picnic just had kids bringing their teddies. Director Campbell stated yes, and they have ordered Teddy Grams and Juicy Juicy for the picnic.

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

Governance Committee – Trustee McAlister stated there was a proposed change to the Gift Policy that had been sent to the Board for their review. This will be voted on at the next meeting.

At 7:24 President Cheetham made a motion to enter into executive session to discuss the employment of a particular person. Seconded by Trustee Devine and carried. At 7:42 Trustee McAlister made a motion to adjourn the executive session and resume the regular meeting. Seconded by Trustee Halvey and carried. There were no actions taken as a result of the executive session.

Director Salierno stated there is a change in the procedure for receiving any cash donations and there will be clear boxes put out for donations to be collected.

Building Committee – President Cheetham stated the exterior rehab project is moving forward. The agreement with Barone has been signed and notarized. The date for the Gala had been mentioned as the starting date for this work, but they will push it off to start the Monday following the Gala.

A new Facility Plan has been sent out for the Board to review. **On a motion by President Cheetham and seconded by Trustee Devine, the new Facility Plan was approved.**

Finance Committee – Trustee Halvey stated there is an old account that is still open that has \$343.00 from a technology grant. The Director will purchase something for technology in that amount to close this account out.

Old Business – There was none.

New Business – There was none.

Adjournment – at 8:01 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee McAlister.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary