

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

July 19, 2023

*Present:* District Trustees Ed Cheetham, Beth Devine, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, Nicole Morris, Fran Shepherd, and Amanda Sen Villalobos.  
*Also Present:* Kristen Campbell, Library Director, and Board Recorder Julie Beyer.

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

**Wednesday, August 16, 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 June 21, 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 June 2023 Audit Committee reviewed bills (bills as of July 19, 2023) for a total of \$24,858.42 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 that Friends Roger Higgen and Mary Hemingsway have been weeding the garden. The fence has been installed, using part of the historic gate. The Gala will be September 9<sup>th</sup>, so everyone needs to mark their calendars. She will be bringing tickets for them all. She reminded them of a time when the Board had to sell 10 tickets each. The Friends did a fundraising letter that was sent out last week.

**Director Campbell stated that the Library will have to close early on September 9<sup>th</sup> for the Gala. This was approved on a motion by Trustee Devine and seconded by Trustee Halvey.**

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

**Grants** – Grinnell was awarded a \$1,000 EDI mini-grant from MHLS for outreach to the Spanish-speaking community of Wappinger. They are trying to tie this into Spanish Heritage Month, which is 9/15-10/15.

## **Building**

- Fence installation was completed on 6/23.
- MMG Fire Equipment came and inspected all fire extinguishers on 6/29/23.
- Village of Wappingers Falls building inspection was completed on 7/13/23. The lift still needs to be inspected. They also need to bring in an electrician to the boiler room. Director Campbell is preparing to request a full electrical evaluation. The fire alarms were also tested. She does believe Doyle does that.

- Working with FastSigns of Wappingers Falls to implement ADA-compliant signs in the library to make the library more easily accessible for patrons. Director Campbell is hoping to get some grant funds for some of this. She would like to put a sign at the front desk directing patrons around. There are also some ideas about moving the gallery to in front of the window and put the memorial wall there and a map of the building near there to help the patrons throughout the library. The gallery would go in front of the big window facing out to the circulation desk and put signage on the window saying "Grinnell Library" as there is really nothing outside saying what the building is. Trustee Devine stated maybe they should redo the old sign that was hanging outside and have it done so it can be hung when the scaffolding is here. Director Campbell said the sign is in her office so it wouldn't get further water damage downstairs. Trustee Devine asked if it could be fixed and ready when they are doing the outside work. President Cheatham stated it had been refurbished before, but probably needs it again. There was much discussion as to whether it needs to be replaced and what, if anything, will need to go before the Village if it is changed. Trustee Morris will look into that. Trustee Devine would like to be able to be on the September agenda, which means having information regarding color and the sign to the Village by 8/9.

## **Summer Reading:**

We are a little less than halfway through and the library has been busy! The staff is doing a great job with the kids.

## **Community Outreach:**

Grinnell participated in thinkDIFFERENTLY Fitness & Field Day on June 29 to promote our All Ability programming that will start in the fall collaborating with other Dutchess County libraries.

## **Upcoming Programs:**

African Drum Circle (7/25) 2 pm

End of Summer Reading Ice Cream Party (8/8) 2-3 pm

Grinnell Gala – September 9

Director Campbell stated they will also be participating and hosting a yoga session on 1<sup>st</sup> Saturday, which is August 5<sup>th</sup>, at 9:30 AM. The library will be doing a backpack drive for migrants. There will be a box in the front for donations. On August 12 there will be a Young Stemists Exploration program from 2:30 – 4:30.

## **Committee Reports**

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

*Governance Committee* – T. McAlister stated the committee has been reviewing the language of the Public Comment Policy. Trustee Morris asked if there had been any feedback yet and Director Campbell said no. The policy was provided for the Board to review and it will be voted on next month. The committee is also reviewing the Computer/Internet Policy, Programming, and Patron Code of Conduct as well as a few others. Trustee Sen Villalobos stated they will be looking at the Fine and Lost Policy since they are now fine-free. They will be looking at other libraries policies, but the Patron Code of Conduct definitely needs to be updated. There are some that will need to be revised and others that need to be added. President Cheetham stated they will be reviewing and approving policies in the coming months.

*Building Committee* – Trustee Devine stated she has still been working on the colors for the building front project. Some people feel the colors should stay the same and other people feel it is a chance to add some splashes of color. They will need to decide before going to the Planning Board. There were some photo samples for the Board to see, but there was a difference in the color done on the copies versus the actual proposed color. Trustee Devine stated it was a surprise to find the contract stated the colors would remain the same and that the windows are already ordered and coming in with a cream molding around them. She stated changing the colors wouldn't be a big problem and the contractor has said paint will last longer than stain. She doesn't think three colors would be a problem. There is some existing green on the Spring Street side. There was discussion about using cream on the eaves and accenting with a darker forest green with the siding being a lighter green. This was the suggestion she presented from the committee. Trustee Morris suggested staying with the brown siding and using lighter or darker browns for touches. Director Campbell stated the week of August 1<sup>st</sup> will be a pre-construction meeting. Trustee Morris asked if anyone had a program to add colors to the building. Trustee Devine said the Director suggested the architect do that. **On a motion by Trustee Halvey and seconded by Trustee McAlister, they will propose a change in colors, to be determined prior to meeting with the Planning Board. Motion carried.**

### **Old Business**

There was none.

### **New Business**

President Cheetham stated there were two different proposals for budgets before the Board at the last meeting. There is one for a 2% increase and one with a 4% increase. Director Campbell stated the 2% is standard across the board. The minimum wage will be going up to \$17.00 at a future point, so they have to start increasing the wages of the current staff. They also need to increase the electronic media such as Hoopla, so \$5,000 has been added there. The cleaner has put in for an increase and programming was cut in prior years, so she would like to see that increased as well. The 4% increase adds an ADA Feasibility Study and will give the library a plan as to how to make all floors ADA compliant. It would also add back some Sunday hours, as she feels they are not serving a large demographic by being closed on Sundays. If there are any electrical improvements required, they could come under Capital Improvements. Trustee Devine

asked if there was enough in the budget at the 2% proposal to do the electric work if it is needed. Director Campbell said they would have \$40,000 in that line as opposed to \$60,000 at the 4% proposal. There is a large population this increase would go out to, so the individual increase isn't as bad as it looks and if it doesn't pass, they still have this year's budget as the contingency. The 4% increase now ensures there will continue to be funds for years to come, as it becomes the base. The Director feels strongly that the ADA compliance and increased Sunday hours are two strong positives for this increase. Trustee Shepherd stated the salaries seem low. The Director said they are, but there is some wiggle room. They are currently operating with a skeleton staff. There are some proposed staff changes coming up. **Trustee Devine made a motion to accept the proposed budget with a 4% increase for 2024. Seconded by President Cheetham and carried.** Trustee McCarthy stated the prior director always said there wasn't a demand for Sunday hours. He asked if there is a way to revisit this if that is the case. The Director said yes, but she doesn't want it to appear that the Sunday hours were promised as part of the budget increase and then taken away. She will need at least 12 months or more to do a fair comparison. Trustee Devine suggested advertising the Sunday hours. Director Campbell feels there are programs that could be done on Sundays as well as story times and they would be beneficial. Most of the staff that will be working on Sunday will be the hourly clerks, not the salaried employees as well. She will also be in the Sunday rotation.

**At 7:57 Trustee Devine made a motion to enter into Executive Session to discuss two specific employees and their employment history. Seconded by Trustee McCarthy and carried.**

**At 8:01 President Cheetham made a motion to adjourn the Executive Session and resume the regular meeting. Seconded by Trustee Halvey and carried.**

**On a motion by Trustee McCarthy and seconded by Trustee McAlister, Jennifer Thompson will be promoted to Librarian 1 starting at \$45,000 annually with benefits and retirement starting September 1, 2023. Motion carried.**

**Trustee McAlister made a motion to promote Nancy Wendel to Library Assistant (Spanish Speaking) starting at \$47,613. Seconded by Trustee McCarthy and carried.**

**Adjournment** – at 8:03 PM Trustee Halvey made a motion to adjourn and it was seconded by President Cheetham.

Respectfully Submitted,

Julie J. Beyer  
Recording Secretary