

Grinnell Public Library District (GPLD)

Board Meeting Minutes

August 16, 2023

Present: District Trustees Ed Cheetham, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, Nicole Morris, Fran Shepherd, and Amanda Sen Villalobos. Beth Devine was absent. *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 July 23, 2023 meeting minutes on a motion made by President Cheetham and seconded by Trustee McAlister. 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 July 2023 Audit Committee reviewed bills (bills as of August 15, 2023) for a total of \$25,714.30 on a motion by Trustee Halvey and seconded by Trustee McCarthy. Motion carried.

Molly Stevens presented a slide show explaining her work at the library. She thanked the Board for how their actions have had a positive reaction on the community. She explained how she develops and researches programs for the children and she gave a demonstration of a STEAM program. She stated summer is the busiest time for children's programs. They have started doing community outreach things, including introducing kids to the meets with police and several schools. Trustee Morris will get Molly a contact at Sheafe Road.

Liaison Reports

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

Village of Wappingers Falls – There was no report at this time.

Friends – Director Campbell stated the Friends are working on their Gala for September 9. The library will be closing early on that day. Tickets are available at the circulation desk. The Friends are also looking for donations for their Mahjong tournament. Trustee Lowney stated he likes the idea of staying local for gift certificate donations.

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

Building

The annual fire alarm inspection was conducted 8/8/23. The fire alarm control unit batteries failed and have been replaced. There is only one phone line in place as communication for the system. Doyle and NYS recommend another line of communication be added to the system that is not a phone line. There will be a quote forthcoming. She is still waiting for the annual lift inspection. Mohawk Lift was contacted July 19. They are trying to replace a position and gave us another 3-week lead-time on the inspection.

Preconstruction Meeting 8/10/2023

The preconstruction meeting on August 10th went well. It is a big project. Barone estimated two weeks for completion for the scrapping of the lead paint. Director Campbell is still waiting to hear from Quest about the specifics regarding library operations as they are doing the disposal and removal. If the doors have to be blocked to keep people a certain distance from the work, it may cause closures. Rachael has the news blast ready and will state that the library is getting an update and to check the website for any closing notices. They will start prepping staff and the community to be ready for scaffolding. There was some discussion regarding the timing for the painting of the windows in case the weather gets too cold. They are still waiting for a rendering of the accent colors. The windows will take about 1 week each to install, working from the top down. The upstairs windows have a ship date of October 2, which places them ready for installation on October 9.

The library is expecting a tentative schedule from Barone on August 17. Director Campbell will email a copy to everyone when she gets it.

Community Outreach

Nancy has been attending Fareground free lunch giveaways on Thursday mornings reaching 51 kids and their families to promote library programs. She also has been giving away things the library has an abundance of like Legos and school supplies, which is making room in the apartment for office space.

Grinnell Library participated in First Saturday in Wappingers Falls with a kid's yoga and a young stemists program with Liz from Mindful Yoga and Young Stemists kindly donating their time. We will continue to participate in this community wide event in September the library will sponsor a show by Nutty Scientists of the Hudson Valley.

Staffing

Director Campbell would like to hire a part-time adult program coordinator that would oversee adult programming. They would also work circulation shifts that are lacking staff. She estimates the time-frame for posting the job would be in late August for an October 2023 hire. The Personnel budget line has funds available, so this won't be a financial issue.

Statistics

Summer Reading at 3 weeks:
Children Programs Attendance - 376

Programs Attendance – 31

Adult Program Attendance (Brain Games/ Readers Rendezvous) - 16

Family Programs Attendance (Zoo/World of Animals) – 303

Reading Logs:

Children - 150

Teen - 67

Adults - 101

Raffle Prizes Adults

Renegades Tickets, Hannaford Card, Target Card, Norma's Gift Card, and Dutchess County Fair Tickets

Raffle Prizes Teens

Renegades Tickets, Contender eSports Card, Gravity Vault Card, Village Creamery Gift Card, and a Ukulele

Raffle Prizes Kids

Spaceship Lego set with 4 Legoland tickets, American Girl doll, Truck with cars set, Frozen plushies, and a Minecraft Lego set

Committee Reports

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

Governance Committee – President Cheetham reviewed the Public Comment Policy with the newly proposed language. On a motion by President Cheetham and seconded by Trustee McCarthy, the new language for the Public Comment Policy was approved. The full current policy language can be found at <https://grinnell-library.org/files/2022/08/Public-Comment-Policy.pdf>.

Trustee Sen Villalobos stated the committee is working on the Enrollment Policy as there is a current action that is consistently done, but no written policy in existence. The same is to be said for the Borrowing Rules, so they are being worked on as well. The Board discussed the process for billing for lost items and if that was refundable and decided that once someone paid for a book, if they found it later, it was theirs. There will not be refunds for that. Trustee Sen Villalobos stated they are also working on a Programming Policy which includes goals and criteria for programming. Trustee McAlister said there should be something about photo likenesses in the policy or in print for the program signups. Director Campbell said there is a form filled out by parents for minors regarding photos on social media.

Personnel - Trustee McAlister asked if the new hire was going to be a librarian or an assistant and Director Campbell said an assistant. He asked if she had anyone in mind and she said no, she is looking to replace that spot and to fill in for some of the staff who can't do as many hours during school. It will be a part-time position.

Building Committee – President Cheetham stated he hopes to have more information tomorrow for the Board. The preconstruction meeting went well. It will be good to get a large section of the building re-done. They will need to figure out some of the logistics regarding closures for the scrapping. Trustee McAlister asked if it was different from when there is asbestos abatement. President Cheetham stated they have to keep the area cleared as it's a lead problem. Maybe they can do over the door on a Sunday. As discussed, the website will state the library is having a "facelift" and to check in there for any closures or issues. Director Campbell stated if the front door is blocked they will have to close as it's the only all access entrance. They can still do book drop offs and pick ups like they did during COVID. The Board is hoping that each window won't really take a full week and they can't really schedule closures ahead of time because construction times change due to weather. They will have access to the Community Room for the day of the vote. They also have the pavilion as a possible location, they just need to wait and see what Quest says.

Old Business

There was none.

New Business

There was none.

Adjournment – At 7:45 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee McCarthy. Motion carried.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary