

Grinnell Public Library District (GPLD)

Board Meeting Minutes

December 20, 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, January 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 November 15, 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 November 2023 Audit Committee reviewed bills (bills as of December 20, 2023) for a total of \$60,038.47 on a motion by Trustee Halvey and seconded by Trustee McCarthy. Motion carried.

Special Guest: DJ McErlean-Hopson is a community member interested in joining the GPLD Board.

Liaison Reports

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

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

Friends – President Cheetham stated the Gala will be Saturday September 14, 2024, so save the date. Trustee Devine stated they are looking to do something in the garden. They have talked about having BOCES come in and make a bench and two chairs. Director Campbell stated they should recommend something in cedar. It will also have to be ADA compliant. Trustee Devine stated part of the project should be interacting with the customer to see what they really want. President Cheetham asked where they were looking to put it and Trustee Devine stated between the fence and the road. She said someone had mentioned pea gravel, but that would be difficult to be ADA accessible. Trustee Morris said there may be an issue with the gravel getting tossed around as well. Director Campbell stated they will need to figure out how to secure the

bench and chairs. President Cheetham stated there are benches in the park. They don't disappear, but occasionally get moved.

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

Exterior Rehab

A formal notice has been drafted by Gregory Picciano and has been sent overnight, certified mail to Barone and Surety on 12/14. This notice requested mediation held no later than December 22, 2023. The Director has spoken with the library attorney and because they are in contract with Barone, they have to go through mediation first. That is set for 9:00 AM tomorrow. President Cheetham, Director Campbell, the library attorney, Barone, and a Surety representative will all be there. Once the library knows how Surety will handle Phase I, the library can go out to bid for the existing phases and roof. There are a few issues to be aware of. Barone did the measurements for the window and a new vendor may not use those measurements, so if they come up with a different number, the library could be on the hook for all of those windows as well. Surety could pick a contractor to finish the job that the library has never heard of. Trustee Sen Villalobos asked if there was a damages clause back charging them for everyday the project is not done after the contract end date. Director Campbell stated she believed there was. Trustee Sen Villalobos suggested keeping that clause if they have to renegotiate that contract as there is no way they will be done before December 31 of this year.

Grants:

Grinnell received \$5,000 from Dutchess County to be used toward the library's broadband update and extension. The grant will run from December 1, 2023 – November 30, 2024. Director Campbell is working with Brian Cranna at Dutchess County get all the paperwork in order.

Personnel:

Performance reviews have started. The Director did ask during this phase if anyone would like to work as the passport acceptance agent and she was told no various times. Director Campbell is looking to hire a part-time Library Clerk and passport acceptance agent for a late January start date and launch the passport program in March 2024. She is also currently training as a passport acceptance agent. They are still under on the payroll budget line, so they do have the funds to hire this staff.

Community Outreach:

\$190.00 in donations were received and given to the VWF Police Department for explosion/fire victims.

Toys for Tots box was overflowing when it was picked up on 12/14/23.

2024 Board Meetings:

The Board of Trustees meeting will be held on the third Wednesday of the month at 7 pm. Director Campbell will be unable to attend the February 21st meeting. She suggested either moving it to February 28th or she can prepare a board packet ahead of time. All dates and times will be posted on the website, library BOT bulletin and

published in the Southern Dutchess News. **On a motion by Trustee Halvey and seconded by Trustee Morris, all the meetings of the Board of Trustees of the Howland Public Library will be the third Wednesday of the month at 7 PM. Motion carried.**

2023/2024 Audit:

2023 \$13,650 is the cost of the audit services. This has been tentatively scheduled for the week of March 4, 2024. The cost in 2024 will be \$14,300.00. **On a motion by Trustee Devine and seconded by Trustee Halvey, the Board will continue with PKOF for these audits, but will start looking for a new company as well.**

Mid-Hudson Library System:

The new Library Catalog launched December 5, 2023 at the website discover.midhudsonlibraries.org. This catalog is more customizable as well as mobile-friendly. There is a lot of great features, but it will take a little getting used to.

Circulation Statistics

January 2023 – November 30, 2023

	Check Outs	Check-Ins	Renewals	Items Circulated
Adult	28,186	27,898	14,531	42,717
Juvenile	23,130	22,736	13,571	36,701
Young Adult	1,671	1,626	1,005	2,676
Total	52,987	52,260	29,107	82,094

Trustee Devine asked if there was a way to get prior year’s information and Director Campbell said yes. She is working on it.

Committee Reports

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

Governance Committee – Trustee McAlister stated the Board had copies of the Community Room Use Policy and Application for their review. **On a motion by President Cheetham and seconded by Trustee McAlister the Community Room Use Policy was approved as presented.**

Building Committee – President Cheetham stated this was discussed during the Director Report.

Old Business

There was none.

New Business

President Cheetham stated Trustee Sen Villalobos had suggested having DJ McErlean-Hopson attend the meeting as she is interested in joining the Board. Trustee Shepherd would like to step down, so she will be issuing her letter of resignation before the next

meeting. Ms. McErlean-Hopson stated she has lived here since April. She is a project manager and is enjoying the neighborhood. She would be thrilled to be part of the Board. She can become appointed at the next meeting after the resignation of Trustee Shepherd is accepted.

Adjournment – At 7:35 PM Trustee Halvey made a motion to adjourn, and it was seconded by Trustee Morris. Motion carried.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary