

Grinnell Public Library District (GPLD)

Board Meeting Minutes

November 15, 2023

Present: District Trustees Ed Cheetham, Beth Devine, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, Nicole Morris, and Fran Shepherd. Amanda Sen Villalobos was excused. *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, December 20, 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 October 18, 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 October 2023 Audit Committee reviewed bills (bills as of November 14, 2023) for a total of \$23,718.36 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 – There was no report at this time.

Friends – There was no report at this time.

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

Building:

Vanguard was working today to make the emergency repairs until roof replacement in 2024. They do believe this will hold until the spring.

As of 11/13, Barone has not given an updated schedule for the exterior rehab of the first phase. Director Campbell met with Nasim and Michael on Thursday 10/9 to discuss the actions we could take. This will be discussed more during committee reports.

The back office setup for processing has been completed. A Wi-Fi extender has been installed in the apartment for the option of other back-office space set up.

Grinnell closed early November 2, 2023, after Central Hudson turned off power following the gas explosion. Staff reported that the library shook due to the force of the blast. There will be a meeting in January to address future emergency closing. Director Campbell did meet with staff and some of them were fearful of the situation, but there could have been a few different options. President Cheetham did call the Police Department to verify the safety of the staff and Director Campbell would like the library to be a safe gathering place for the public in these types of situations.

Continuing Education:

Jennifer Thompson attended the Fall into Books conference on 10/26/23. She also won free admission into next year's conference.

Grinnell sent two staff members, Director Campbell and Rachael, to NYLA. There was a lot of good information there. President Cheetham asked what the sessions were and Director Campbell stated Banned Books was a huge topic. They also discussed community library events, and how to have tough community conversations and be politically neutral.

Director Campbell attended the Northeast Resilient Facilities Summit on 11/8.

Community Outreach:

We have taken up a collection for the families impacted by the gas explosion on 11/2/23. The funds will be brought to the Village PD on Friday.

Grinnell is a drop-off location for Toys for Tots through the first week in December.

Proposed 2024 Holiday Schedule:

Floating Holidays: MLK (1/15), Presidents Day(2/19), Juneteenth (6/19), Columbus Day (10/14), Veterans Day (11/11)

Holidays: Memorial Day (Monday, 5/27), Independence Day (Thursday, 7/4), Labor Day (Monday, 9/2), Close at 2pm 11/27, Thanksgiving (11/28, 11/29), Christmas Eve (Tuesday, 12/24), Christmas (Wednesday, 12/23), New Years Eve (Tuesday, 12/31) New Years (Wednesday, 1/1)

On a motion by Trustee Halvey and seconded by Trustee Devine, the proposed 2024 Holiday Schedule was adopted.

Programs of Note:

Grinnell has started two new weekly programs in November – Monday Storytime and afterschool crafts on Thursday.

Two adult craft classes: watercolor class 12/4 and snowman craft 12/12.

Winter break family programs will be held the Tuesday, Wednesday, and Thursday of December break.

Trustee Devine asked how the Passport Program was going. Director Campbell stated she has a meeting tomorrow with Jenny. They are on track to implement this in 2024. They are aiming for late January or early February. There is some training to be done and then they have to decide the hours of availability. Trustee Shephard asked if it was the same process with every library and Director Campbell said yes, in the libraries who participate.

Committee Reports

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

Governance Committee – Trustee McAlister stated the Board had copies of the Community Room Use Policy and Application for their review last month. There were some specifications for fees for cleaning, insurance requirements, and someone's ability to use the facility. Trustee Devine asked how many people had shown interest in using the room and Director Campbell said since it has been redone it is getting interest. She checked with the insurance company and it is easy for a business group to get the required insurance, but it may be a little more difficult for an individual. President Cheetham asked everyone to review this as it will be voted on in the December meeting. Trustee McAlister said if anyone had comments or suggestions, to send them to him.

Personnel Committee – Trustee McCarthy stated the committee met and has two recommendations for the Board. **On a motion by Trustee McCarthy and seconded by Trustee Devine, the COLA and staff salary increases are approved as presented. Motion carried. On a motion by Trustee McCarthy and seconded by Trustee Devine, the Executive Director's COLA increase is approved and will be revisited for a possible additional increase after completion of the annual evaluation in March. It will be effective at that time and not reliant on the new fiscal year. Motion carried.**

Building Committee – President Cheetham stated Barone Construction has not responded to any phone calls or emails, nor have they done any work. They do have the windows, which are believed to be held at Williams Lumber in Rhinebeck. The committee is recommending meeting with Michael Buffi and the attorney to see how to terminate the contract with Barone. The original end date of the project was 11/30 and they haven't done anything. Once that is done, the two original separate projects will become one and be the next bid project. It will be the building plus the roof. **Trustee McAlister made a motion to terminate the agreement with Barone Construction. Seconded by Trustee Devine and carried.** President Cheetham stated they will now need to start the bid process with P2G. P2G is asking for \$98,500 for the design phase, bid phase and construction observation phase. Director Campbell stated she had expected the project manager to be on site more, so she will have a better understanding of the process this time. **President Cheetham made a motion to move forward with P2G as the architect of record with a quote of \$98,500.00. Seconded by Trustee McCarthy and carried.** Trustee Devine wanted to make sure that no payments are or have been made for the first project and Director Campbell said no. President Cheetham stated he has spoken to P2G about the elevator possibilities as the Director is trying to get the building ADA compliant. P2G can do a study showing the three best locations for a proposed elevator for a cost of \$8,500.00 Director Campbell stated this study will have to be done to apply for any grants for this. Trustee Devine stated they have already approved \$40,000 for the ADA compliance, so \$8,500 should be covered in that to move forward. Director Campbell reiterated that the \$8,500 is just for an elevator proposal, not for the full building compliance. She also would like to see as much of the work being done at one time, so it doesn't have to be redone with a

future project at a later date. **President Cheetham made a motion to authorize \$8,500.00 be paid to P2G for an elevator placement study. Seconded by Trustee Devine and carried.**

Old Business

There was none.

New Business

Director Campbell said she has had two different brides ask about using the building for wedding pictures. One was just a couple that wanted photos by the birds. The other was a group of 15 and she told them that would be too disruptive to the library.

She stated there have been some libraries audited for the Sexual Harrassment training and she stated she will resend the links to anyone who needs them so this training can get done by the end of the year. She reminded the Board they all need two hours of additional trustee training annually as well.

Trustee Devine asked if there have been any further banned book issues and Director Campbell said no, but Mid-Hudson has asked to be informed if there are any.

Director Campbell stated there is no policy for this, but she has been asked if one employee can gift sick-time hours to another employee. There is a policy that you can only carry over so many hours and this person exceeds those hours, so will lose them. She would like to give three hours to two separate employees. Trustee Devine asked if there were any legal issues with this and Director Campbell stated none that she is aware of, as long as this is done voluntarily. Trustee McAlister stated they could work on a policy for this or leave it as discretionary by the Board on a case by case. **On a motion by Trustee Havley and seconded by Trustee McCarthy allowing one employee to gift three hours each of sick to two other employees was approved.**

President Cheetham made a motion to allow a staff member to carry over roughly 70 hours of vacation time to sick time. Seconded by Trustee McAlister. Motion carried.

Adjournment – At 7:46 PM Trustee Halvey made a motion to adjourn, and it was seconded by Trustee McCarthy. Motion carried.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary