

Grinnell Public Library District (GPLD)

Board Meeting Minutes

January 18, 2023

Present: District Trustees Ed Cheetham, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, Nicole Morris, Amanda Sen Villalobos. Beth Devine 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 7:02 PM.

Wednesday, February 21, 2024 – The next GPLD Board meeting is at 7:00 PM in the Community Room.

Votes: All votes were unanimous, unless otherwise noted.

On a motion by President Cheetham and seconded by Trustee McAlister, Fran Shepherd's resignation as trustee was accepted. Motion carried.

President Cheetham made a motion to appoint Darlene J. McErlean-Hopson as trustee to fill out the remainder of the year in Fran Shepherd's position. Seconded by Trustee Morris and carried.

Oath of Office: The Oath of Office were read by Trustees Sen Villalobos and McErlean-Hopson. All Conflict of Interest Statements were signed and will be stored at the office.

Building Key Holders currently are Trustee Halvey, President Cheetham, and Trustee McCarthy.

President Cheetham made a motion to appoint Julie Beyer as Board Treasurer/Recorder. Seconded by Trustee Halvey and carried.

President Cheetham made a motion to appoint Thomas, Drohan, Waxman, Petigrow & Mayle, LLP as the Legal Counsel for the library. Seconded by Trustee McCarthy and carried.

On a motion by President Cheetham and seconded by Trustee McAlister, PK O'Conner Davies was appointed as the outside auditor.

President Cheetham made a motion to have Tompkins Mahopac National Bank as the official bank. Seconded by Trustee McAlister and carried.

On a motion by President Cheetham and seconded by Trustee McCarthy, the Southern Dutchess Newspaper is the official newspaper for the library.

Trustee McAlister made a motion to have Ed Cheetham and Julie Beyer remain as the two signatories on the bank accounts. Seconded by Trustee McCarthy and carried.

On a motion by President Cheetham and seconded by Trustee McAlister the Trustee & Budget Vote will be October 1, which is the first Tuesday in October, from 9:30 AM to 7:30 PM. Motion carried. Election inspectors will be determined at a later meeting.

President Cheetham stated that each committee has specific responsibilities and there should be no more than four [4] board members on each committee. Below are the primary committees for 2024.

- Personnel
- Facilities aka the “Building Committee”
- Governance
- Finance (no less than 3 members)

The following trustees were assigned to these committees, with the Chair noted with an * before their name:

Personnel: *Trustee McAlister, Trustee McErlean-Hopson, and Trustee McCarthy
Building/Facilities: Trustee Devine, Trustee Morris, and President Cheetham – the chairperson will be decided at the next meeting.

Governance: *Trustee Sen Villalobos Trustee McCarthy, and Trustee McAlister

Finance: *Trustee Halvey, Trustee Lowney, and Trustee McErlean-Hopson

President Cheetham stated this completed the re-organizational portion of the meeting.

Minutes – The Board agreed to accept the December 20, 2023 meeting minutes with amendments to attendance – all board members were present, and a correction on the spelling of McCarlean-Hopson to McErlean-Hopson, on a motion made by President Cheetham and seconded by Trustee Halvey. 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 December 2023 Audit Committee reviewed bills (bills as of January 16, 2024) for a total of \$59,900.27 on a motion by Trustee Halvey and seconded by President Cheetham. 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 – Director Campbell stated she did not stay for the entire meeting, but the Gala date is 9/14. They also discussed the patio project, It is a large group and they seem to

want to do things. They are also working on a Stewards Grant to get museum passes and children's programming.

Public Comment – There was no one from the public present.

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

Exterior Rehab

There was a meeting for remediation with Barone, Michael, and Nasim on January 4, 2024 and work has not started. Joe Barone did apologize for his lack of communication. Director Campbell does wish that the work had started sooner when the weather was better because it is significantly colder in the library. They did have to close one day as the temps dropped below the allowable temperature inside. They will try to get a hinged door in place to keep the cold out. Director Campbell is trying to make sure communication with staff is continuing to keep them all feeling comfortable. The windows were delivered and placed in a shipping container located next to the road leading up to Meiser Park. They started with Window 4 in the Fiction Room on 1/15/2023. Window 3 was broken at Marvin and they are still waiting on the arrival of the replacement. Director Campbell wished she had been informed of this along the way. Hopefully it will be in and ready for installation on 1/17 – 1/24/23. The ramp will be impeded during this installation. A modified opening has been suggested during this time. It would be easier to do in the spring or summer, but in the winter with snow removal and icing conditions, Director Campbell has some concerns. It would be to have the entrance to the community room and staff entrances available for use by staff and the public. The pro's are that there will still be two entrances available. The con's are that winter weather conditions will affect both entrances. She had to do the shoveling this week as the person paid to shovel didn't show up. Also, some staff and patrons can not physically use the community room stairs and the stairs going down to the apartment are not the most user-friendly. When they get to the lobby window installation, it will also impact the patrons using the entrance. All windows will be removed and installed and the weather seal done. The finish work and painting will be the final step. They are aiming for a tentative finish date of May 3, 2024. Director Campbell stated they will have to close for a few days and when that happens she plans on having the lobby bathroom painting done. Jon is on board with this plan. They are also looking to upgrade the sink/vanity area.

Health Insurance Renewal:

Director Campbell attached a worksheet for the Board to see. The plan upgrades include:

Lower deductible (\$1,600/\$3,100 vs. \$2,200/\$4,400)

Lower copay per office and specialist visit (\$20/\$20 vs \$30/\$50)

Significantly lower inpatient hospital (\$250 vs \$1,500)

Significantly lower EF (\$150 vs \$500)

Trustee McAlister asked the Finance Committee if this plan was feasible and sustainable. Trustee Halvey said yes. Director Campbell stated it is something they will be able to continue and could do even if all the eligible employees chose to join.

On a motion by Trustee Halvey and seconded by Trustee Morris, the new plan upgrade was approved as proposed, including paying 70% of any plan chosen by a GPLD employee. Motion carried.

Trustee Halvey made a motion to absorb increases of 2024 renewal or new plan costs for currently enrolled individual employees. Seconded by Trustee Sen Villalobos. Motion carried.

Personnel:

Director Campbell stated they have interviewed Jessica Cowell. She seems like she will be a great fit for the position as passport acceptance agent. She is very customer service oriented and well-traveled. She has worked for a non-profit helping people get services they need. **On a motion by President Cheetham and seconded by Trustee McAlister, Jessica Conway was hired for the position of clerk, until the passport acceptance grant is up and running.** She will be working Mondays and Wednesday and two Saturdays a month.

Statistics were included on Director Campbells's report for the Board to see.

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

Building Committee – President Cheetham stated they had covered all the building information in the Director's report.

Governance – Director Campbell stated the Board has all received copies of the proposed revised Patron Code of Conduct. The biggest change is in losing library privileges for infractions. There have been some issues with teens and this will give the staff something concrete to follow. Trustee Sen Villalobos stated the language has been updated to reflect technology and address unwelcome behaviors. After that, they will be revisiting the Community Room Policy as there are some insurance questions that come up as well as some questions regarding restricted uses. They currently ask for proof of insurance and the insurance company stated that doesn't work well for individuals wishing to use the facility. Trustee McCarthy asked about the Code of Conduct regarding inspecting someone's personal items. Trustee Campbell stated this goes back to when libraries were having CD's stolen. Trustee Sen Villalobos stated they can ask a patron permission to search their things or to stay until an authority person can arrive, but they can't force someone. If they don't agree to the request, they can be banned from being at the library. Staff needs to remember the difference in request and require. President Cheetham asked everyone to review this policy so it can be voted on at the next meeting.

Old Business –

None.

New Business –

President Cheetham stated they need to schedule a joint meeting with the Friends. They will aim for spring in hopes the weather will be better and maybe they can be outside. Director Campbell would like to do something for the staff and maybe those two things could be intertwined to the same event.

Both Director Campbell and Trustee Sen Villalobos will not be at the February meeting.

Adjournment – at 7:44 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee McCarthy.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary