

# Grinnell Public Library District (GPLD)

## Board Meeting Minutes

February 21, 2024

*Present:* District Trustees Ed Cheetham, Bill Halvey, Danny Lowney, Tom McAlister, Sean McCarthy, DJ McErlean-Hopson, Nicole Morris. Beth Devine and Amanda Sen Villalobos were excused.

*Also Present:* Board Recorder Julie Beyer. Kristen Campbell, Library Director was excused.

**Call to Order** – The meeting was called to order by President Cheetham at 7:02 PM.

**Wednesday, March 20, 2024** – 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 January 17, 2024 meeting minutes on a motion made by President Cheetham and seconded by Trustee Morris. 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 January 2024 Audit Committee reviewed bills (bills as of February 21, 2024) for a total of \$200,928.84 on a motion by Trustee Halvey and seconded by Trustee McAlister. Motion carried. Of the invoices paid this month, there was one for the work performed by Barone Construction in the amount of \$178,956.25.

### **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.

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

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

### **Facilities**

#### **Exterior Rehab:**

The first floor fiction and lobby windows have been installed. The library was closed a total of 5 days due to the building temperature being too cold and inaccessible entrances. These days were staggered to have less of an impact on patron use and

programming. The next big push will start the week of March 18. Right now they are doing finishing carpentry work.

**Windows:**

The windows are “coconut cream”. This color is the most closely related factory color Marvin had to match to the existing windows.

The exterior wood trim is mahogany and the Board will need to decide if the new wood will be stained or painted. President Cheetham stated he thought they had decided to stain this. Trustee Morris stated she thought the same thing. The stain will last longer than paint. The Board can discuss this further at the March meeting and President Cheetham will try to call a Building Committee meeting prior to that.

Barone will supply a mockup of samples on 2/26/24. These will include:

- (1) Painted interior wood trim sample
- (1) Painted exterior aluminum window sample
- (1) Painted wood sample (wood to match the door species and weather)
- (1) Painted wood sample for the dentils and brackets
- (2-3) Solid stained shingle samples

Once the mockups are provided, the Building Committee can meet to discuss them and give their recommendations to the Board. If the Board decides to change the color, it will be a change order and this will result in increased cost to Phase 1 of the project.

Nasim and Michael did share these concerns:

While it is possible for the windows to be painted to match the existing window color, P2G Architecture would not recommend this for the following reasons:

To paint the new windows, we will need to void the current window finish warranty.

The quality of the work and durability of the new finish that will be provided cannot be guaranteed.

As Michael stated previously when these windows were designed, we were informed that a custom color would cause the cost of these custom windows to be extremely high, which when discussed a decision was made to go with the standard color closest to the original.

President Cheetham stated the windows are finished. The Board, as a whole, decided to leave them as they are. President Cheetham will be meeting with Michael and Nasim next week to go over that and the bid specs.

**Personnel:**

Grinnell Library is in need of a part-time library clerk. JC accepted another position and could not take the offered position. **On a motion by President Cheetham and seconded by Trustee McAlister, Dijana Mladen was hired as a part-time circulation clerk. Motion carried.**

**Updates:**

The State report has been submitted to MHLS and will be ready for review at the March BOT meeting.

The audit will start 3/4/24. Trustee McErlean-Hopson asked what the Board's roll in the audit process was. Trustee Halvey stated they assist in trying to answer any questions that the Director is unsure of. He will send an email to the Director when she is back asking if she needs any additional assistance.

Friends Outback fundraiser is 3/10/24 from 11 am – 1 pm; tickets are available at the front desk.

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

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

*Personnel* – President Cheetham stated it is time for the Board to meet to do the Director's evaluation. Trustee McAlister asked if there was a form for the Board members to fill out and could it be emailed. Trustee McCarthy said yes.

**At 7:18 PM Trustee Halvey made a motion to enter into Executive Session to discuss a specific employee. Seconded by Trustee McAlister and carried.**

**At 7:26 PM Trustee McAlister made a motion to adjourn Executive Session and resume the regular meeting. Seconded by Trustee Halvey and carried.** There were no motions made as a result of this Executive Session.

*Governance* – President Cheetham stated the Board had been provided with copies of the proposed Patron Code of Conduct for review at the last meeting. **On a motion by Trustee Halvey and seconded by Trustee McAlister the Patron Code of Conduct was accepted as presented. Motion carried.**

**Old Business** –

Trustee Devine was not present to do her oath of office.

**New Business** –

President Cheetham stated new business was covered in the Director's report.

**Adjournment** – **at 7:35 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee McCarthy. Motion carried.**

Respectfully Submitted,

Julie J. Beyer  
Recording Secretary