

## Cornwall Public Library Board of Trustees

July 11, 2017

7:00 to 9:00 PM

### Minutes

Meeting called to order by Carol Stein at 7:19 PM

#### I. Roll

**Trustees Present:** Bruce Cohen, Amy Cordisco, Tom Dames, Carol Stein, Susanne Vondrak

**Excused:** Elisabeth Hellwege, Christine McDonald.

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Mary Lou Carolan, Library Director  
Michelle Mellino, Treasurer

**Also Present:** Library staff member Pamela Hawks (minutes), Library staff member Dean Satterly, Members of the Public: Ricardo Ramirez, Mike Caola.

**II. Approval of the minutes:** A motion to approve the Board of Trustee minutes of June 13, 2017, made by Amy Cordisco, seconded by Bruce Cohen and unanimously approved.

**III. Financial Review:** Following a brief discussion of the deposit for Jay LeRoy (Logo redesign; total contract for LeRoy is \$500 and we have absolute rights), a motion to approve Warrant #12 in the amount of \$91,733.87 was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

After a discussion, a motion to approve Profit and Loss Budget vs Actual report for July 2016 through May 2017, made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

Profit & Loss Budget vs. Actual for July 2016-June 2017: was reviewed with the following discussion points: need to look at over-budgeted Friends revenue; revenue funds need to be more specific in terms of general funds vs. grant funds; ended the year with a small surplus that the Board agreed should be kept as a fund balance.

**IV. Public remarks:** Mr. Caola, 34 year resident of Cornwall and former teacher would like to teach foreign language classes to seniors and had questions regarding access to the community room. He envisions weekly classes starting in the fall. Carol Stein made the suggestion that he request and fill out a facilities request form. Mr. Caola also wanted to know if more academic items can be purchased for the collection. Mary Lou Carolan informed him of our ILL service that places holds on academic titles. Carol Stein also suggested that he make his interests known to our reference librarians. Mr. Caola also thanked the library for replacing the trees in the adult section with plants from the garden club.

**Presentation by Ricardo Ramirez, Mural Painter:** Ricardo recently moved to Cornwall from Iowa, where he began painting murals for residential and commercial buildings. Mary Lou Carolan asked him to create a presentation for painting a mural on the library building – the intent of the project is to draw attention to the library as a central meeting place through art. Estimated cost of the project is \$4,125 (using high primers and paints for longevity). Projected life span: 10-15 years. After a discussion, Carol Stein thinks the Board must first make the decision on: 1) Do we want a mural? 2) Do we have the funds? Further action was postponed until the full board could review the information presented on the artist's power point.

- V. Communications:** Robert Scully sent a note thanking the staff for helping with his art reception. William J. Larkin, Jr. sent a letter of confirmation that he has secured the grant for the library in the amount of \$12,000 administered by the NYS Education Department (SED). Charlotte Duniaef received a thank you letter from Phyllis Stehm for assistance with viewing documents of the Daniel Wood Family manuscript collection.
- Donations:** The library received a \$50 gift through the Fidelity Charitable Gift Fund and the Janet Goodrich Memorial Fund from Dr. Barry John Capella.

- VI. Directors Report** (see written report). There was a discussion on whether the library should produce one or two issues of the print newsletter that is sent out to the whole community. Carol Stein will put this issue on the agenda of a future meeting so there can be further discussion.

**VII. Committee Reports:**

- a. **Friends:** no update
- b. **Garden:** no update
- c. **Building:** Susanne Vondrak reported that Paul Mays and Co. are working on the application for NYS construction grants (LED sign, parking lot expansion, new conference/study space and redesign of office space) and the SAM grant (for the roof repair) Submission date for the Construction grant application is Sept. 1<sup>st</sup> and final board approval will be needed in August. We have not yet received our official application number for the SAM grant and no work on the project can be started until that has been issued. Mary Lou Carolan will have to wait for estimates till Meghan from Paul Mays' office completes the RFP. Carol Stein asked if we are locked into doing all estimates for projects stated in the application for the SAM grant. Susanne Vondrak stated that we are not locked in with this grant – this is a reimbursed grant – we will only get reimbursed for what we actually spend, not what we applied for. Carol Stein raised the issue of HVAC insulation, and if that can be handled through the grant. Mary Lou Carolan has engineers looking at these issues to give us recommendations on ways to mitigate this issue and as many solutions as possible will be included in the application. We have received word that our permits through the SED have been approved so we are on track for the Sept. 1 deadline for the construction grants. Carol Stein raised the issue of Fast Track applications for

SED approval – it might be worth the extra fees for this, if it is allowed, in order to move the process along faster in the future.

d. **Finance:** no update.

**VIII. Unfinished Business:**

- a. **Strategic Plan approval:** after a brief discussion (Susanne Vondrak asked that the survey results be made public), a motion to adopt the Strategic Plan 2017-2022 was made by Carol Stein, seconded by Amy Cordisco and unanimously approved.
- b. **Boys Scouts Hudson Valley Council Venturing Crew:** Scout request: the Board has decided not to serve as a sponsor for this group. They are welcome to use the space, but should seek another sponsor.

**IX. New Business:**

- a. **Riverlight Park Development Issue:** The Board agrees that a Letter to the Editor of the Cornwall Local is needed to explain that the library is neutral concerning the decision-making on this issue, but are concerned about the lack of information regarding the Town Board's intentions with this project. The letter will come from Carol Stein, as President. The Board also stated that its members cannot sign the petition circulating around town in any official capacity (but as members of the public they are allowed to do so).
- b. **Date for August meeting:** Because of her schedule, Carol Stein stated that Thursdays are a better day for regular Board meetings this fiscal year. It was agreed that the second Thursday of the month was a good schedule, but would keep the August meeting on the 8<sup>th</sup>. If there isn't a quorum on this date, the Board authorized the finance committee to approve the warrant.
- c. A motion to engage **Nugent & Haeussler** for the audit was made by Susanne Vondrak, seconded by Amy Cordisco and unanimously approved.
- d. **Conflict of Interest forms.** Mary Lou Carolan handed these out to the Board.

**X. Adjournment:** A motion to adjourn the regular meeting was made by Tom Dames, seconded by Susanne Vondrak and unanimously approved.

**Next Regular Board Meeting Date:** August 8, 2017 at 7:00 PM

Respectfully submitted,

Pamela Hawks