

**Cornwall Public Library  
Board of Trustees**

February 14, 2019  
7:00 p.m. Regular Meeting Agenda

- I. **Roll**
- II. **Approval of the minutes** –January 10, 2019 meeting
- III. **Financial Review**
  - a. Approval of warrant #7
- A. Public Remarks**
- B. Communications/Donations**
- C. Director's Report**
  - See Google docs*
  - Annual report (will need Board approval)
- D. Committee Reports**
  - a. Finance Committee: Presenting Preliminary Budget; Energy resources Corp &  
Direct Energy(savings on Utility bills?)
  - b. Policy Committee
  - c. Building & Grounds Committee
  - d. Garden Committee
  - e. Friends
  - f. Personnel Committee: Oaths of Office—Charlotte A Dunaief, Emily Milton
- E. Unfinished Business**
- F. New Business**

**Adjournment**

Next Regular Board Meeting: March 14, 2019 7 p.m.

## Cornwall Public Library Board of Trustees Meeting

February 14, 2019

7:00 to 9:00 PM

### Minutes

Meeting called to order by Amy Cordisco at 7:04 PM

#### I: Roll

**Trustees Present:** Bruce Cohen, Carol Stein, Tom Dames, Stephanie Wolf, Christine McDonald, Amy Cordisco and Susanne Vondrak.

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Charlotte Dunaief, Library Director

Emily Milton, Treasurer,

**Also Present:** Library staff member Ellen Winchell (minutes).

1. **Approval of the minutes:** A motion to approve the Board of Trustee minutes of January 3, 2019, made by Tom Dames, seconded by Susanne Vondrak, and unanimously approved. A motion to approve the Board of Trustee minutes of January 10, 2019, made by Tom Dames, seconded by Susanne Vondrak and unanimously approved.
2. **Financial Review:** The Finance Committee met on February 11, 2019 to review the warrant. There were three pay periods in this warrant. Included in the warrant: Johnson Controls replaced a faulty fire alarm in the ceiling. RPC Electric was paid to strengthen the WiFi signal. Randazzo's bill was reviewed. Currently we are paying a monthly fee of \$500.00 and additionally we pay per plowing. A competitive request for services will be considered in the future. The final payment for the roofer was sent. Following discussion, a motion to approve Warrant #7 in the amount of \$119,117.92 was made by Susanne Vondrak, seconded by Tom Dames and was unanimously approved.
3. **Public Remarks:** none.
4. **Communications:** The Friends are giving the Staff and Volunteers a Pizza Party on March 1<sup>st</sup> at 6:15 and RSVP's are requested. Brian Elliott expressed his thanks that our Job Coaching and On the Job Resume Building workshops benefitted him greatly. Mr. Skoufis sent a letter declining the invitation to the Hudson Valley Ebony Strings Concert, but he asked that we keep him in the loop. He was thrilled to see such magnificent programming at the Cornwall Public Library. **Donations:** OLA gave us the second payment for Grants for Orange Association Libraries in the amount of \$2,678.63. Memorial contributions in the amount of \$980.00 were received in Sally Ryan's name.

February 25, 2019

5. **Director's Report:** See written report.

6. **Committee Reports:**

- a. **Finance Committee: Preliminary Budget Presentation:** The Committee spent two full meetings and one with Charlotte solely discussing the salary of staff members. Valerie was instrumental in following up on answering all of our questions. Unfortunately, as in previous years, we don't have a lot to spend. The largest item in the budget is salary and the mandated minimum wage must be accounted for. We continue to make adjustments each year; we are showing good faith, given our financial situation. It is important to make sure that we are in a competitive position for salaries. We have added more funds for travel and conferences for the staff this year. It was suggested that we continue to research with what other libraries are offering for their staff. As we find savings we need to continue to fund: technology, salaries and programs. We have been spending a lot of money on building operations. We did increase the library materials budget by 1.2%. Fuel and utilities were also increased a little bit. We hope to see a decrease in usage due to the new LED lights. We did double the budget for custodial supplies because that is what we are currently spending. Repairs to building and service contracts have seen a 13% increase. Potential use of the Larkin grant funds was discussed for a new HVAC, but unlikely to qualify. We could potentially save some money with new insulation and new programming for thermostats/system. United has been very responsive and good, but they are very expensive. Charlotte was speaking with the HVAC system people and they advised most HVAC systems last between 15-25 years. We are currently at 18 years. Health Insurance did go down a little bit. In Professional fees line we have to include money for an audit this year. The audit may cost as much as \$7,500.00. We should continue to do that every other year. There may be a couple renegotiations of contracts: Randazzo and phones. We are staying under the tax cap. We will need to make a decision by September or October if we want to exceed the tax cap for next year's budget, so there will be time to inform the public of specific needs such as HVAC or Technology.

**Energy Resources Corp & Direct Energy (savings on Utility bills)** The committee revisited the possibility of purchasing our gas and electric from M & R Energy Resources Corp. as opposed to Central Hudson, who currently supplies our gas and electric. Central Hudson would still deliver the energy but it would be sourced from a different vendor with potentially considerable savings. Bids for 10 months and 22/24 months were reviewed. A motion to approve to hire M&R Energy Resources as of March 1<sup>st</sup>, for 22 months for electric supply and 24 months for gas supply, was made by Stephanie Wolf, seconded by Bruce Cohen and was unanimously approved.

- b. **Policy Committee:** The Policy Committee is working on a Volunteer Policy and an Emergency Procedure.
- c. **Building and Grounds:** See Committee notes. The current computer system which controls our HVAC system is faulty and outdated. New programming would allow us to better control the heating and cooling in the building and potentially give us savings on energy costs. The committee recommended that we hire Encon to update our controls. This is the sole provider for our custom designed system. A motion to approve spending \$2,791.00 to ECON for reprogramming the computerized control system to be paid out of the Capital Fund made by Bruce Cohen, seconded by Susanne Vondrak and unanimously approved. ECON is a sole source vendor.
- d. **Garden Committee:** We have \$15,000+ in the memorial funds for the garden/outdoor space. The Committee will begin meeting with the appropriate families to determine how best to allocate the funds.
- e. **Friends & Foundation:** Chris McDonald would like to remind everyone that the Friends attended the Legislative Breakfast on our behalf and are partially sponsoring and attending Advocacy Day. They are also sponsoring the upcoming Staff and Volunteer Pizza Party. The Friends recently added an additional 12 members as a result of participation in the trip to Scotland. The next trip will be to Croatia. This trip generates significant income for the Friends.
- f. **Personnel Committee:** See Committee Report. Emily Milton and Charlotte Dunaief took their Oaths of Office.

7. **Unfinished Business:** none.

8. **New Business:** Staff Appreciation Breakfast will be March 21. Board volunteers and donations are requested.

The annual budget presentation to the public will be held at 6:30PM on April 11, before the scheduled monthly Board Meeting.

9. **Adjournment:** Motion to adjourn regular meeting to 8:23 PM to go into Executive Session to discuss Salaries and Budget, was made by Carol Stein, seconded by Tom Dames, and unanimously approved. A motion to approve the annual budget for Cornwall Public Library for 2019-2020 in the amount of \$1,276,950 was made by Bruce Cohen, seconded by Tom Dames and was unanimously approved. A motion to adjourn the Executive Session and to adjourn the regular meeting at 8:35PM was made by Carol Stein, seconded by Susanne Vondrak, and unanimously approved.

**Next Regular Board Meeting Thursday March 14, 2019 at 7PM**

**Cornwall Public Library**  
**Warrant # 7**  
**As of January 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
<b>Auric Information Packaging</b>						
Bill	01/31/2019	01.25.19	01.25.19	434 · Publicity & Printing	Paid	315.00
Total Auric Information Packaging						315.00
<b>Bierly</b>						
Bill	01/31/2019	1082	2- Bierley Maggi 5" non glare full color an...	203b · Capital Equipment	Paid	1,806.95
Total Bierly						1,806.95
<b>Blackstone Publishing</b>						
Bill	01/31/2019	1083067	Adult Audio - 1083067	-SPLIT-	Paid	215.88
Bill	01/31/2019	1075024	Adult Audio - 1075024	412.3 · Books-on-Tape	Paid	7.95
Bill	01/31/2019	1083152	Adult Audio - 1083152	412.3 · Books-on-Tape	Paid	7.95
Bill	01/31/2019	1086499	Adult Audio - 1083067	-SPLIT-	Paid	319.83
Total Blackstone Publishing						551.61
<b>Brian Conway</b>						
Bill	01/31/2019	3/24/19 Irish Music	3/24/19 Irish Music Concert	437.2 · Prof fees-Adult progr...	Paid	300.00
Total Brian Conway						300.00
<b>Brodart Co. - Juv</b>						
Bill	01/31/2019	B5510041	B5510041	-SPLIT-	Paid	16.00
Bill	01/31/2019	B5510043	B5510043	410.4 · Juvenile Fiction	Paid	7.78
Bill	01/31/2019	B5510087	B5510087	-SPLIT-	Paid	23.68
Bill	01/31/2019	B5522254	B5522254	-SPLIT-	Paid	22.47
Bill	01/31/2019	B5513208	B5513208	410.4 · Juvenile Fiction	Paid	27.75
Bill	01/31/2019	B5512900	B5512900	-SPLIT-	Paid	124.38
Bill	01/31/2019	B5513270	B5513270	-SPLIT-	Paid	353.41
Bill	01/31/2019	B5513041	B5513041	410.5 · Juvenile Non Fiction	Paid	5.27
Bill	01/31/2019	B5513037	B5513037	410.4 · Juvenile Fiction	Paid	24.49
Bill	01/31/2019	B5513038	B5513038	410.4 · Juvenile Fiction	Paid	5.27
Bill	01/31/2019	B5513209	B5513209	-SPLIT-	Paid	31.42
Bill	01/31/2019	B5524606	B5524606	410.4 · Juvenile Fiction	Paid	60.00
Bill	01/31/2019	B5524609	B5524609	-SPLIT-	Paid	56.92
Bill	01/31/2019	B55124607	B55124607	-SPLIT-	Paid	64.82
Bill	01/31/2019	B5524397	B5524397	410.4 · Juvenile Fiction	Paid	4.39
Bill	01/31/2019	B5524396	B5524396	-SPLIT-	Paid	36.68
Total Brodart Co. - Juv						864.73
<b>Brodart Co. -Supplies</b>						
Bill	01/31/2019	Inv 519224	Tape Book Binding Reddi Covers	-SPLIT-	Paid	287.82
Total Brodart Co. -Supplies						287.82
<b>Brodart Co. (McN)</b>						
Bill	01/11/2019	Inv M165314	Service for March 2019	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
<b>Cengage Learning/Gale</b>						
Bill	01/11/2019	65880873	Inv 65880873	410.21 · Adult Non-Fiction St...	Paid	79.48
Bill	01/31/2019	66172502	66172502	410.11 · Adult Fiction Standi...	Paid	67.49
Bill	01/31/2019	66329245	66329245	410.11 · Adult Fiction Standi...	Paid	103.31
Total Cengage Learning/Gale						250.28
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	01/31/2019	8661-0120-00-7	Period Covering 12.31 to 01.23.19	450 · Fuel/Utilities	Paid	2,876.61
Total Central Hudson Gas & Electric Corp						2,876.61
<b>Charlotte Dunaief</b>						
Bill	01/31/2019	Employee Reimbu...	137 Miles @.58	435 · Travel/Conference	Paid	79.93
Total Charlotte Dunaief						79.93
<b>Cornwall Public Library - Payroll</b>						
Bill	01/01/2019	Pay per end 12.28...	Pay Period Ending 12.28.18 Pay Date 1....	1012 · OBT Payroll Checking	Paid	14,710.13
Bill	01/14/2019	Pay per end 11.1.19	Payroll Ending 1.11.19 Pay Date 1.18.19	1012 · OBT Payroll Checking	Paid	15,663.52
Bill	01/28/2019	Pay per end 1.25.19	Payroll Ending 1.11.19 Pay Date 1.18.19	1012 · OBT Payroll Checking	Paid	16,760.53
Total Cornwall Public Library - Payroll						47,134.18

**Cornwall Public Library**  
**Warrant # 7**  
**As of January 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	01/01/2019	Pay Ending 12.28....	Pay Period Ending 12.28.18 Pay Date 1....	1003 · Due from Trust & Age...	Paid	7,060.40
Bill	01/14/2019	Pay Ending 1.11.19	Payroll Ending 1.11.19 Pay Date 1.18.19	1003 · Due from Trust & Age...	Paid	7,618.11
Bill	01/21/2019	Health Insurance	Health Insurance January 2019	1003 · Due from Trust & Age...	Paid	9,500.00
Total Cornwall Public Library - Trust & Agency						24,178.51
<b>Demco, Inc.</b>						
Bill	01/31/2019	6528671	6528671	-SPLIT-	Paid	234.42
Total Demco, Inc.						234.42
<b>Dowser Spring Water</b>						
Bill	01/31/2019	Inv # 1783477	January 2019 Water Cooler Delivery	430.2 · Office supplies	Paid	1.97
Total Dowser Spring Water						1.97
<b>Elizabeth Fisher</b>						
Bill	01/31/2019	Empl Reimburse	92 Miles @ \$.58	435 · Travel/Conference	Paid	53.36
Bill	01/31/2019	Empl Reimburse	SRP - \$.79 and J Program Supplies	-SPLIT-	Paid	17.57
Total Elizabeth Fisher						70.93
<b>Findaway World, LLC</b>						
Bill	01/31/2019	276144	276144	412.3 · Books-on-Tape	Paid	626.15
Bill	01/31/2019	277276	277276	430.1 · Library supplies	Paid	29.98
Total Findaway World, LLC						656.13
<b>Haight Fire Equipment Supply</b>						
Bill	01/31/2019	Inv 44879	Fire Extinguisher inspection and 7- Light,...	-SPLIT-	Paid	901.65
Total Haight Fire Equipment Supply						901.65
<b>Hannaford Bros. Co.</b>						
Bill	01/31/2019	1-9-19 Purchases	1-9-19 Purchases Tea Classic	430.30 · Adult	Paid	8.37
Bill	01/31/2019	1.27.19	J-programming purchasing 1.27.18	430.32 · Juvenile	Paid	4.18
Bill	01/31/2019	1-23-19 Purchases	1-23-19 Purchases	430.31 · YA	Paid	9.36
Total Hannaford Bros. Co.						21.91
<b>Hudson Archival</b>						
Bill	01/31/2019	Inv 13059	The Cornwall Local digitized 2014-2016 ...	413.5 · Reference-Cornwall L...	Paid	196.80
Total Hudson Archival						196.80
<b>Ingram Library Services</b>						
Bill	01/31/2019	37149978	37149978	410.10 · Adult Fiction	Paid	16.24
Bill	01/31/2019	38068242	38068242	410.10 · Adult Fiction	Paid	26.04
Bill	01/31/2019	38438670	38438670	-SPLIT-	Paid	95.05
Bill	01/31/2019	38404669	38404669	-SPLIT-	Paid	30.83
Bill	01/31/2019	38404668	38404668	-SPLIT-	Paid	62.01
Bill	01/31/2019	38319966	38319966	-SPLIT-	Paid	39.46
Bill	01/31/2019	38379893	38379893	-SPLIT-	Paid	173.60
Bill	01/31/2019	38350656	38350656	410.10 · Adult Fiction	Paid	94.67
Bill	01/31/2019	38229841	38229841	-SPLIT-	Paid	86.94
Bill	01/31/2019	38313319	38313319	-SPLIT-	Paid	745.45
Bill	01/31/2019	38495061	38495061	-SPLIT-	Paid	69.87
Total Ingram Library Services						1,440.16
<b>Jacobowitz &amp; Gubits, LLP</b>						
Bill	01/11/2019	277472	Lexis Charge	437.1 · Prof fees-Office	Paid	15.85
Total Jacobowitz & Gubits, LLP						15.85
<b>John Kramer</b>						
Bill	01/11/2019	Jan. 19	January 2019 Modify 3 tables cut apply o...	452 · Repairs to Building	Paid	375.00
Total John Kramer						375.00
<b>John Walsh</b>						
Bill	01/31/2019	3/24 Irish Music Con	3/24 Irish Music Concert	437.2 · Prof fees-Adult progr...	Paid	250.00
Total John Walsh						250.00
<b>Johnson Controls and Fires Protection</b>						

**Cornwall Public Library**  
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**As of January 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	01/31/2019	85418896	85418896	469 · Service Contracts	Paid	1,146.20
Total Johnson Controls and Fires Protection						1,146.20
<b>Lock Around the Clock</b>						
Bill	01/11/2019	Febuary 2019	Febuary 2019 Storage Unit Fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
<b>Magna5</b>						
Bill	01/31/2019	5005727	For Services 1/25-2-24 monthly charge ...	431 · Telephone	Paid	516.95
Total Magna5						516.95
<b>Marangi Disposal</b>						
Bill	01/31/2019	Inv 91101411	December Services	469 · Service Contracts	Paid	124.26
Total Marangi Disposal						124.26
<b>Midwest Tape</b>						
Bill	01/31/2019	96823316	96823316	412.5 · Books on Tape YA	Paid	106.97
Bill	01/31/2019	96856209	96856209	412.5 · Books on Tape YA	Paid	39.99
Bill	01/31/2019	96856207	96856207	412.5 · Books on Tape YA	Paid	73.98
Total Midwest Tape						220.94
<b>Military Heritage</b>						
Bill	01/31/2019	1 year renewal	1 year renewal - Exp 4/2019	413.6 · Serials	Paid	19.95
Total Military Heritage						19.95
<b>Newburgh Free Library</b>						
Bill	01/31/2019	Lost Book Fee	Brighton Beach Memoirs Item Bar Code ...	2082 · Library Fines	Paid	9.95
Total Newburgh Free Library						9.95
<b>News of the Highlands, Inc</b>						
Bill	01/31/2019	N87540	N87540 Holiday Greeting Copy 2	434 · Publicity & Printing	Paid	25.00
Bill	01/31/2019	C000163	Copy 2	413.6 · Serials	Paid	40.00
Bill	01/31/2019	C005010	Copy 3	413.6 · Serials	Paid	40.00
Total News of the Highlands, Inc						105.00
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	01/31/2019	Stmt dated 1.24.19	Stmt dated 1.24.19	-SPLIT-	Paid	1,647.37
Total Orange Bank & Trust Cardmember Services						1,647.37
<b>OverDrive, Inc.</b>						
Bill	01/31/2019	01052DA19014819	01052DA19014819	410.12 · Adult E Book	Paid	28.99
Bill	01/31/2019	01052DA19003965		-SPLIT-	Paid	169.99
Total OverDrive, Inc.						198.98
<b>P &amp; P Quick Copy Center</b>						
Bill	01/11/2019	Inv 199051	3X5 Cards F/B B&W	434 · Publicity & Printing	Paid	69.00
Total P & P Quick Copy Center						69.00
<b>Padovani Roofing and Construction</b>						
Bill	01/31/2019	AIA-G702 Roof	Replacement of Roof via architect Butler,...	800 · Capital Expenditure	Paid	6,012.50
Total Padovani Roofing and Construction						6,012.50
<b>Paychex, Inc.</b>						
Bill	01/31/2019	19218156	36 Employee usage \$4/EA & mobile \$1/...	437.1 · Prof fees-Office	Paid	180.00
Total Paychex, Inc.						180.00
<b>Piermont</b>						
Bill	01/31/2019	323831000352450	323831000352450 - Stranger Things Se...	2082 · Library Fines	Paid	9.99
Total Piermont						9.99
<b>Randazzo's Landscaping Inc.</b>						
Bill	01/31/2019	Inv 19464	Monthly Maintenace - Salt Parking 1.18, ...	469 · Service Contracts	Paid	1,022.00

**Cornwall Public Library**  
**Warrant # 7**  
**As of January 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
Total Randazzo's Landscaping Inc.						1,022.00
<b>RCLS</b>						
Bill	01/11/2019	Inv 27168	1 zebra scanners with stands	203b · Capital Equipment	Paid	169.00
Bill	01/11/2019	1Qtr. Answer/Telc...	1st Qtr/ Anser Fees and Teelcom Charges	-SPLIT-	Paid	12,998.66
Bill	01/31/2019	27232 1QTR-econ...	27232 1QTR-econtent	410.12 · Adult E Book	Paid	1,628.58
Total RCLS						14,796.24
<b>Richard Feingold</b>						
Bill	01/11/2019	Mets Miracle	Miracle of the Mets 1969 50th Anniversary	437.2 · Prof fees-Adult progr...	Paid	250.00
Total Richard Feingold						250.00
<b>Rosaleen Leahy</b>						
Bill	01/11/2019	Employee Reimbu...	Sexual Harrasment Training Mllege 62...	435 · Travel/Conference	Paid	35.96
Total Rosaleen Leahy						35.96
<b>RPC Electric</b>						
Bill	01/31/2019	2039	Installation of new cat six wiring for 4 ne...	452 · Repairs to Building	Paid	2,500.00
Total RPC Electric						2,500.00
<b>SmartSign</b>						
Bill	01/31/2019	EXT-17695	Braille and Bilingual Fire Exit Signs	430.2 · Office supplies	Paid	0.00
Total SmartSign						0.00
<b>Smithsonian</b>						
Bill	01/31/2019	1 year renewal	1 year renewal - Exp 4/2021 Cust # 2918...	413.6 · Serials	Paid	34.00
Total Smithsonian						34.00
<b>Storm King Art Center</b>						
Bill	01/11/2019	Membership #1 1...	Library pass #1 \$125 5/1/19 to 4/30/20	437.2 · Prof fees-Adult progr...	Paid	125.00
Bill	01/11/2019	Membership #2 19...	Library pass #2 \$125 5/1/19 to 4/30/20	437.2 · Prof fees-Adult progr...	Paid	125.00
Total Storm King Art Center						250.00
<b>The Valley Table</b>						
Bill	01/31/2019	1 year renewal	1 year renewal Exp 3/2020	413.6 · Serials	Paid	20.00
Total The Valley Table						20.00
<b>Toshiba Financial Services</b>						
Bill	01/31/2019	Inv 376273587	Service for 1-16-18 to 2.16.19	469 · Service Contracts	Paid	633.55
Total Toshiba Financial Services						633.55
<b>United A/C Refrigeration, Inc</b>						
Bill	01/31/2019	419606	Service date 1.7.19 - No Heat Preventiv...	469 · Service Contracts	Paid	975.17
Bill	01/31/2019	419605	Service date 1.7.19 - No Heat Preventiv...	469 · Service Contracts	Paid	1,132.50
Bill	01/31/2019	419075	Service Date 12.21.18 Boiler #1 Not Hea...	469 · Service Contracts	Paid	258.50
Bill	01/31/2019	419592	Service date 12.17.18 - Preventive Maint...	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						3,341.34
<b>Valerie LoSardo</b>						
Bill	01/31/2019	Emp Reimb.	90.9@ .58 Mileage and Postage	-SPLIT-	Paid	56.78
Total Valerie LoSardo						56.78
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	01/31/2019	28786	trash can liners	451 · Custodial Supplies	Paid	78.74
Bill	01/31/2019	28504	January Services	469 · Service Contracts	Paid	1,190.00
Bill	01/31/2019	28819	January Services	469 · Service Contracts	Paid	485.00
Total Vanguard Cleaning Systems of the HV						1,753.74
<b>Verizon</b>						
Bill	01/11/2019	1-10-19 Internet/IP	January Internet service and IP Address	431 · Telephone	Paid	168.98
Total Verizon						168.98
<b>Verizon Wireless</b>						
Bill	01/31/2019	9821426142	January 2019	431 · Telephone	Paid	20.27



**Cornwall Public Library**  
**Warrant # 7**  
**As of January 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
Total Verizon Wireless						20.27
<b>W.B. Mason</b>						
Bill	01/31/2019	I62188061	Multifold Towels, Soap, Disinfectant, Ink...	-SPLIT-	Paid	206.84
Bill	01/31/2019	I63057239	Bathroom Tissue, Multifold Towels, Paper...	-SPLIT-	Paid	202.52
Bill	01/31/2019	I627036171	Misc Office Supplies	430.2 · Office supplies	Paid	74.43
Total W.B. Mason						483.79
<b>Yankee Magazine</b>						
Bill	01/31/2019	1 Year renewal	1 year renewal - Exp 3/2020	413.6 · Serials	Paid	13.99
Total Yankee Magazine						13.99
<b>TOTAL</b>						<b>119,117.92</b>

**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual - Operating**  
July 2018 through January 2019

	Budget	YTD Budget		Full 2018-2019 Budget			
	58.33%	Jul '18 - Jan '19	Budget	\$ Over Budget	Full Budget	Over Budget	% of Budget
Income							
2002 · Local Public Funds	1,197,757.00	1,197,757.00	0.00	1,197,757.00	0.00	100.0%	
2082 · Library Fines	12,938.29	18,083.35	-5,145.06	31,000.00	-18,061.71	41.74%	
2401 · Income from Investments	209.90	291.65	-81.75	500.00	-290.10	41.98%	
2701 · Refunds	4.39	0.00	4.39				
2706 · Gifts & Endowments	11,045.80	0.00	11,045.80	0.00	11,045.80	100.0%	
3840 · RCLS	5,236.00	6,750.00	-1,514.00	8,000.00	-2,764.00	65.45%	
Total Income	1,227,191.38	1,222,882.00	4,309.38	1,237,257.00	-10,065.62	99.19%	
Gross Profit	1,227,191.38	1,222,882.00	4,309.38	1,237,257.00	-10,065.62	99.19%	
Expense							
141 · Salary-Certified Librarian	114,667.05	135,675.75	-21,008.70	232,587.00	-117,919.95	49.3%	
142 · Salary-Clerical	222,373.09	240,096.50	-17,723.41	411,594.00	-189,220.91	54.03%	
143 · Salary-Treasurer	2,884.65	2,916.65	-32.00	5,000.00	-2,115.35	57.69%	
203b · Capital Equipment	2,885.95	2,380.00	505.95	4,080.00	-1,194.05	70.73%	
410 · Books	34,292.04	37,451.75	-3,159.71	64,203.00	-29,910.96	53.41%	
411 · Film	535.98	650.00	-114.02	650.00	-114.02	82.46%	
412 · Video/Music/Books on Tape	10,983.68	16,496.60	-5,512.92	28,280.00	-17,296.32	38.84%	
413 · Serials/Reference	4,054.89	5,899.80	-1,844.91	10,114.00	-6,059.11	40.09%	
430 · Supplies							
430.1 · Library supplies	2,359.36	3,150.00	-790.64	5,400.00	-3,040.64	43.69%	
430.2 · Office supplies	3,367.84	4,900.00	-1,532.16	8,400.00	-5,032.16	40.09%	
430.3 · Program supplies	3,060.30	3,973.06	-912.76	4,311.00	-1,250.70	70.99%	
Total 430 · Supplies	8,787.50	12,023.06	-3,235.56	18,111.00	-9,323.50	48.52%	
431 · Telephone	6,727.65	4,019.75	2,707.90	6,891.00	-163.35	97.63%	
433 · Postage	624.90	2,333.35	-1,708.45	4,000.00	-3,375.10	15.62%	
434 · Publicity & Printing	3,770.02	4,375.00	-604.98	7,500.00	-3,729.98	50.27%	
435 · Travel/Conference	1,863.95	2,625.00	-761.05	4,500.00	-2,636.05	41.42%	
437 · Professional Fees							
437.1 · Prof fees-Office	6,964.93	9,205.00	-2,240.07	15,780.00	-8,815.07	44.14%	
437.2 · Prof fees-Adult programs	4,285.00	1,633.35	2,651.65	2,800.00	1,485.00	153.04%	
437.3 · Prof fees-YA programs	450.00	1,020.85	-570.85	1,750.00	-1,300.00	25.71%	
437.4 · Prof fees-Juvenile	240.00	2,333.35	-2,093.35	4,000.00	-3,760.00	6.0%	
437.5 · Prof fees-SRP	1,450.00	991.65	458.35	1,700.00	-250.00	85.29%	
437.6 · Prof fees-Outreach	0.00	291.65	-291.65	500.00	-500.00	0.0%	
Total 437 · Professional Fees	13,389.93	15,475.85	-2,085.92	26,530.00	-13,140.07	50.47%	
438 · Dues	383.00	758.35	-375.35	1,300.00	-917.00	29.46%	
439 · Equipment Repair	0.00	116.65	-116.65	200.00	-200.00	0.0%	
440 · Contracts w/ Books Co.	698.81	1,516.65	-817.84	2,600.00	-1,901.19	26.88%	
450 · Fuel/Utilities	17,188.82	17,500.00	-311.18	30,000.00	-12,811.18	57.3%	
451 · Custodial Supplies	1,402.23	700.00	702.23	1,200.00	202.23	116.85%	
452 · Repairs to Building	7,676.32	6,755.00	921.32	11,580.00	-3,903.68	66.29%	
454 · Building Insurance	12,115.42	12,000.00	115.42	12,000.00	115.42	100.96%	
455 · RCLS ANSER & Telecommunicat	37,792.22	39,022.50	-1,230.28	52,030.00	-14,237.78	72.64%	
469 · Service Contracts	31,774.68	28,079.90	3,694.78	48,137.00	-16,362.32	66.01%	
490 · Refund of PY Tax Assessment	0.00	1,750.00	-1,750.00	3,000.00	-3,000.00	0.0%	
800 · Capital Expenditure	4,850.00						
9010.8 · Retirement	51,491.00	32,792.65	18,698.35	56,216.00	-4,725.00	91.6%	
9030.8 · FICA/Medicare Expense	30,319.08	34,109.85	-3,790.77	58,474.00	-28,154.92	51.85%	
9060.8 · Workers' Comp	7,989.00	8,000.00	-11.00	8,000.00	-11.00	99.86%	
9090.8 · Health Insurance	63,562.62	74,946.65	-11,384.03	128,480.00	-64,917.38	49.47%	
Total Expense	695,084.48	740,467.26	-45,382.78	1,237,257.00	-542,172.52	56.18%	
Net Income	532,106.90	482,414.74	49,692.16	0.00	532,106.90	43.01%	

**Cornwall Public Library**  
**Profit & Loss by Class**  
July 2017 through January 2019

	<b>DASNY/SAM #9095 - roof (Grants)</b>	<b>Total Grants (Capital Fund)</b>	<b>Capital Fund - Other (Capital Fund)</b>	<b>Total Capital Fund</b>
<b>Income</b>				
<b>EXPECTED FUNDS - not yet received</b>	200,000.00	200,000.00	513,009.16	713,009.16
2401 · Income from Investments	0.00	0.00	508.45	508.45
2760 · Grants	0.00	142,238.00	0.00	142,238.00
<b>Total Income</b>	<b>200,000.00</b>	<b>342,238.00</b>	<b>513,517.61</b>	<b>855,755.61</b>
<b>Gross Profit</b>	<b>200,000.00</b>	<b>342,238.00</b>	<b>513,517.61</b>	<b>855,755.61</b>
<b>Expense</b>				
203b · Capital Equipment	0.00	352.98	9,700.27	10,053.25
430.2 · Office supplies	0.00	285.12	0.00	285.12
430.3 · Program supplies	0.00	145.65	0.00	145.65
430 · Supplies - Other	0.00	12,000.00	0.00	12,000.00
<b>Total 430 · Supplies</b>	<b>0.00</b>	<b>12,430.77</b>	<b>0.00</b>	<b>12,430.77</b>
431 · Telephone	0.00	3,594.94	0.00	3,594.94
800 · Capital Expenditure	127,163.90	253,023.21	245,052.56	498,075.77
<b>Total Expense</b>	<b>127,163.90</b>	<b>269,401.90</b>	<b>254,752.83</b>	<b>524,154.73</b>
<b>Net Income</b>	<b>72,836.10</b>	<b>72,836.10</b>	<b>258,764.78</b>	<b>331,600.88</b>

**Cornwall Public Library**  
**Profit & Loss by Class**  
July 2018 through January 2019

	Capital Fund (Inc Grants)	Good Idea Fund	Friends (Operating)	Operating - Other	Total Operating	TOTAL
<b>Income</b>						
2002 - Local Public Funds	0.00	0.00	0.00	1,197,757.00	1,197,757.00	1,197,757.00
2082 - Library Fines	0.00	0.00	0.00	12,938.29	12,938.29	12,938.29
2401 - Income from Investments	88.58	0.00	0.00	209.90	209.90	298.48
2701 - Refunds	0.00	0.00	0.00	4.39	4.39	4.39
2706 - Gifts & Endowments	0.00	685.00	8,813.12	2,232.68	11,045.80	11,780.80
2760 - Grants	122,913.00	0.00	0.00	0.00	0.00	122,913.00
3840 - RCLS	0.00	0.00	0.00	5,236.00	5,236.00	5,236.00
<b>Total Income</b>	<b>123,001.58</b>	<b>685.00</b>	<b>8,813.12</b>	<b>1,218,378.26</b>	<b>1,227,191.38</b>	<b>1,350,927.96</b>
<b>Gross Profit</b>	<b>123,001.58</b>	<b>685.00</b>	<b>8,813.12</b>	<b>1,218,378.26</b>	<b>1,227,191.38</b>	<b>1,350,927.96</b>
<b>Expense</b>						
141 - Salary-Certified Librarian	0.00	0.00	0.00	114,667.05	114,667.05	114,667.05
142 - Salary-Clerical	0.00	0.00	0.00	222,373.09	222,373.09	222,373.09
143 - Salary-Treasurer	0.00	0.00	0.00	2,884.65	2,884.65	2,884.65
203b - Capital Equipment	0.00	352.41	1,806.95	1,079.00	2,885.95	3,238.36
410 - Books	0.00	0.00	560.31	33,731.73	34,292.04	34,292.04
411 - Film	0.00	0.00	0.00	535.98	535.98	535.98
412 - Video/Music/Books on Tape	0.00	0.00	0.00	10,983.68	10,983.68	10,983.68
413 - Serials/Reference	0.00	0.00	196.80	3,858.09	4,054.89	4,054.89
430 - Supplies						
430.1 - Library supplies	0.00	0.00	398.43	1,960.93	2,359.36	2,359.36
430.2 - Office supplies	0.00	2,480.44	273.13	3,094.71	3,367.84	5,848.28
430.3 - Program supplies	0.00	23.07	1,248.65	1,811.65	3,060.30	3,083.37
<b>Total 430 - Supplies</b>	<b>0.00</b>	<b>2,503.51</b>	<b>1,920.21</b>	<b>6,867.29</b>	<b>8,787.50</b>	<b>11,291.01</b>
431 - Telephone	0.00	0.00	0.00	6,727.65	6,727.65	6,727.65
433 - Postage	0.00	0.00	30.00	594.90	624.90	624.90
434 - Publicity & Printing	0.00	0.00	640.87	3,129.15	3,770.02	3,770.02
435 - Travel/Conference	0.00	0.00	0.00	1,863.95	1,863.95	1,863.95
437 - Professional Fees						
437.1 - Prof fees-Office	0.00	0.00	0.00	6,964.93	6,964.93	6,964.93
437.2 - Prof fees-Adult programs	0.00	0.00	3,885.00	400.00	4,285.00	4,285.00
437.3 - Prof fees-YA programs	0.00	0.00	150.00	300.00	450.00	450.00
437.4 - Prof fees-Juvenile	0.00	0.00	0.00	240.00	240.00	240.00
437.5 - Prof fees-SRP	0.00	0.00	1,000.00	450.00	1,450.00	1,450.00
<b>Total 437 - Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>5,035.00</b>	<b>8,354.93</b>	<b>13,389.93</b>	<b>13,389.93</b>
438 - Dues	0.00	0.00	0.00	383.00	383.00	383.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	698.81	698.81	698.81
450 - Fuel/Utilities	0.00	0.00	0.00	17,188.82	17,188.82	17,188.82
451 - Custodial Supplies	0.00	0.00	0.00	1,402.23	1,402.23	1,402.23
452 - Repairs to Building	0.00	0.00	100.28	7,576.04	7,676.32	7,676.32
454 - Building Insurance	0.00	0.00	0.00	12,115.42	12,115.42	12,115.42
455 - RCLS ANSER & Telecommunication	0.00	0.00	0.00	37,792.22	37,792.22	37,792.22
469 - Service Contracts	0.00	0.00	0.00	31,774.68	31,774.68	31,774.68
800 - Capital Expenditure	125,283.90	0.00	0.00	4,850.00	4,850.00	130,133.90
9010.8 - Retirement	0.00	0.00	0.00	51,491.00	51,491.00	51,491.00
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	30,319.08	30,319.08	30,319.08
9060.8 - Workers' Comp	0.00	0.00	0.00	7,989.00	7,989.00	7,989.00
9090.8 - Health Insurance	0.00	0.00	0.00	63,562.62	63,562.62	63,562.62
<b>Total Expense</b>	<b>125,283.90</b>	<b>2,855.92</b>	<b>10,290.42</b>	<b>684,794.06</b>	<b>695,084.48</b>	<b>823,224.30</b>
<b>Net Income</b>	<b>-2,282.32</b>	<b>-2,170.92</b>	<b>-1,477.30</b>	<b>533,584.20</b>	<b>532,106.90</b>	<b>527,703.66</b>

**CPL - Trust & Agency**  
**Balance Sheet**  
As of January 31, 2019

	Jan 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
OCT Trust & Agency Checking	14,894.68
Total Checking/Savings	14,894.68
Total Current Assets	14,894.68
<b>TOTAL ASSETS</b>	<b>14,894.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,453.49
Total Accounts Payable	6,453.49
Other Current Liabilities	
Due to CPL General fund	
Due to CPL-414H	-81,695.72
Due to CPL-457EE	-29,135.37
Due to CPL-AFLAC	-12,038.45
Due to CPL-Deposit from Genl Fd	1,133,077.56
Due to CPL-Health Ins	-446,263.58
Due to CPL-Interest	6.25
Due to CPL-Medicare Reimb	-30,735.70
Due to CPL-Retirement refund	51,491.00
Due to CPL-Tax payments	-584,433.30
Due to CPL General fund - Other	8,168.50
Total Due to CPL General fund	8,441.19
Total Other Current Liabilities	8,441.19
Total Current Liabilities	14,894.68
Total Liabilities	14,894.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,894.68</b>

## Cornwall Public Library Director's Report January 2019

**General Overview:** 1-3 Susanne and I had a phone meeting with the architect to discuss next steps for spending of grant money, and attended a special board meeting. On 1-4 RPC installed wiring for new wi-fi sonic points. On 1-7 United repaired the gas leak in the boiler, and I gave the Sexual harassment training to 9 Friends, and 13 staff members. On 1-9 I attended the Board meeting. On 1-10 I met with Joe Schaefer of Zero Draft who was sent by the architect and will be writing a report of his findings. On 1-11 I held a Department heads meeting. On 1-12 I met with Carol Stein in the am to begin working on the budget. On 1-14 I went with Jane Harkinson of the Friends to meet a lawyer at a storage facility to look through the books that were bequeathed to the library. On 1-15 I held a staff meeting, met with Brenda to discuss changes to the Volunteers policy and application, and spoke with Pam and Rosaleen about a re-distribution of duties. On 1-16 I met with Tony from Vanguard to discuss cleanings, and building maintenance that should happen on a specific schedule. On 1-17 I went to RCLS to attend the Annual Report workshop. On 1-18 I worked on getting figures needed for the NYS annual report. On 1-20 I closed the library due to the icy weather. On 1-21 I met with Carol Stein again to work on the personnel budget. On 1-22 I attended the Cornwall Chamber of Commerce meeting. On 1-23 I held a Department Heads meeting. On 1-24 I attended the Friends meeting, and emailed with Kali Angel about the broken table in the Program Room, found out that table is still under warranty, awaiting replacement. On 1/29 I conducted Sexual Harassment Training for an additional 13 staff members and 4 Friends, after that Ellen conducted some customer service training. Additional training was to take place in the afternoon, but was postponed due to snow. On 1/30 I delayed opening until 11 to give staff adequate time to dig out and arrive at the library safely.

### Administration:

Valerie, and I completed the Annual report, and submitted it on Saturday February 2. Attendance to adult programs was up a bit, while the number of programs was down. The Summer reading program in Youth Services had 440 children and YAs signed up. Visits to our web site remain fairly steady.

I have a hard copy of the report, if anyone would like to look at it. I believe that it needs Board approval.

*Personnel:* I worked with Pam and Civil Service to get a new Title classification for P/R specialist. I hope to be able to get Gittel Evangelist reclassified as a P/R specialist. I am working with Civil Service to get Pam re-classed to Librarian II so she can take over as Head of Adult Services.

*Building and Grounds:* I had Vanguard cleaning do an external cleaning of the vents, and high places in the Library-he is sending me pictures of before the cleaning.

RPC electric installed the sonic points wiring for the wi-fi.

RCLS installed sonic points.

The handyman was able to remove the roofing debris from the hedges on the west side of the building.

*Monthly Statistics for December, 2018 (figures in parenthesis are last month's figures)*

Registered borrowers: 9355(9,628) Direct Access/Circulation: 12478(10,993);

ILL Borrows: 2,164(1,903); ILL Loans: 2,207(1,762); Item Count: 72,546(72,259);

Wi-Fi: 3,443(2,759).

## Finance and Fundraising

*The Good Idea Fund:* The weather proof outside Bulletin Board was purchased and is awaiting installation.

**Programs, Collections, and Services:** Please see attached reports from the Department Heads

Respectfully submitted,

Charlotte A Dunaief 2/04/2019

## Adult Services January 2019 Report

**January Events Attendance:** 1/15: Cornelius Vanderbilt Lecture=44; 1/21: Teen Tech Tutors=

**Home Bound Delivery:** Stella made 8 deliveries.

### Ref Stats:

Circulation: 177; Lap Tops Lent: 1; I-pads Lent: 0; Directional: 2; ILL Pulls: 1620;

Reader Advisory: 14; Tech Assists: 64; Reservations: 5; Printing: 44; Phone: 56; Magnifier: 0;

Computer Guest Passes: 16 Notary: 16; Ref. Q's: 249. (There were also 18 SEAL/outside the system requests.)

**Database Stats:** Novel List Plus: 9; Novel List PlusK-8: 0; EBSCO Other: 2; Gale: 0;

Gale Virtual Ref. Library: 3; Ancestry: 384.

**Collection development:** Weeding of Adult Fiction continues. Stella and Meaghan continue to read Journals and make Collection Development selections (Stella for adults & Meaghan for YA). Ordering and processing continue.

**PC Usage:** Adult Area: 689

\* Local History: 3

Children's Area: 30

Laptops: 1

**TOTAL PC USAGE:** 723

\*this is MICROFILM use

Respectfully Submitted: Charlotte A. Dunaief 2/ 4 /19

## **January 2019 Monthly Report: Rosaleen Leahy**

### **Programs**

Art Reception – 16

Creative Writers – 6, 8, 12, 8

Tea & a Classic – 10

Member's Choice - 7

Vanderbilt Lecture – 44

Out & About – 4

Mystery Book Group – 12

Channel Islands lecture – 77

Book Chat – 11

Great Decisions – 7

**# of Programs – 13, Total Attendance – 222**

**Other Room Use** – Staff Training (2x), Board Meeting, Friends Scotland re-cap – 52

The Great Decisions discussion was led by LTC (ret.) **was w** David Rasmussen. The topic was migration and refugees. We were fortunate to have a woman, in attendance, who escaped Cambodia, as a child, after the Khmer Rouge took control. Much of her family was executed, in the genocide. Those who were remaining escaped to Thailand, where they lived in a refugee camp. She was able to describe that and some of the challenges that face refugees. It greatly enhanced the discussion and our understanding of the topic, to hear her story.

I sent invitations to attend the Hudson Valley Ebony Strings concert to Senator Skoufis, Supervisor Randazzo and Mayor Coyne.

I have been meeting with those who do programs to schedule more programs during the weeks before the Budget Vote.



**Circulation:** I will be meeting with Ellen to review the Circulation Staff self-assessments. We will then plan meetings, with each person, to talk about their performance during the past year.

**Music Collection:** I placed an order for many of the Grammy nominated albums. An order was also placed to replenish our Opera DVD selections, for some upcoming programs.

### January 2019 Youth Services Program Totals

	DATE	CHILDREN	TEENS	ADULTS	VOLUNTEERS	TOTAL
	:	:	:	:	:	:
LAPSIT-9:30	1/25	10		9		19
LAPSIT-10:30	1/25	10		11		21
TODDLERS-9:30	1/24	12		8		20
TODDLERS-10:30	1/24	12		12		24
CIRCLE TIME	1/23	10				10
PRE-K	1/23	11				11
PJ ST	1/14	8		8		16
ART	1/31	6				6
CHATTERBOOKS	1/24	12			1	13
BOOK/SNACK	1/28	5				5
READZZA	1/28		3			3
CHESS	1/22	1				1
WRITERS	1/17 & 1/22		11			11
TUT	1/11 & 1/25		28			28
LEGO	1/19	25		12		37
SPANISH ST	1/19	13		11		24

**Cornwall Public Library's Youth Services January 2019 Report****January 2019 Events:**

1/8 Loom Knitting Club  
 1/8, 1/22 Chess Time  
 1/11, 1/25 T.U.T. Meeting  
 1/14 PJ Story Time  
 1/17, 1/22 Teen Writers  
 1/19 ¡Cuentos! Bilingual Story Time  
 1/19 LEGO Family Build-It  
 1/23, Circle Time (1/30 cancelled due to snow)  
 1/23 Pre-K StoryTime (1/30 cancelled due to snow delay)  
 1/24 Toddler Story Time (1/31 cancelled due to snow delay)  
 1/25, Baby Lapsit  
 1/24 ChatterBooks  
 1/28 Book/Snack  
 1/28 Readzza Readzza  
 1/31 Art Afternoon

**Meetings/Outreach Attended:**

1/11, 1/23 Dept. Head Meeting (Liz, Lisa)  
 1/14 Mock Newbery, Printz & Caldecott @RCLS (Liz, Lisa)  
 1/15 Staff Meeting (Rebecca)  
 1/17 StarNet Webinar (Lisa)  
 1/29 Sexual Harassment Seminar & Staff Training (Liz, Lisa & Rebecca)

**Reflections:**

This January Youth Services has hit the ground running.

The usual after holiday/beginning the new year activities have begun and continue with clean-up, repair, weed, and shelf reading. Rebecca Barth has been tackling the huge project of moving the Summer Reading Program for Grades 3-12 online. Monday, January 14, RCLS held the Mock Caldecott, Newbery, and Printz Awards. Lisa Sinclair was the chair for the Mock Newberys and while the actual Newbery winner was not among the group's selections, six out of seven of the books read were recognized with awards including the two Newbery Honors books. The new Bilingual Story Time kickoff on 1/19/19 had 24 attendees at 9:15am on a Saturday morning! ChatterBooks a book group for K-2 grade, read *Snowflake Bentley* and the discussion was augmented with crystal experiments and visuals of online growing snow crystals. Lisa's Readzaa Readzaa group got into Carl Hiaasen's *Squirm* with a visually enhanced board game on the book and hand-made snakes. Art Afternoon's look into visual composition with Molly Bang's, *Picture This* was very successful due in part to the coordinating of the bulletin board evolution that Rebecca Barth constructed and Meaghan Doyle recorded on power point. There were three additional teen advisory meetings involving the Story Book Extravaganza, statistic gathering for the annual report, and budget requests... it's been a busy month.

**Questions @ the Desk:**

Reference – 270; Circulation – 92; Tech – 23; iPads – 13; Telephone – 117; Programs – 73

**Program Stats:**

Children	177
Adults	71
<u>Volunteers</u>	<u>1</u>
Total	249



## **Buildings and Grounds Committee- January/February 2019**

I apologize for the delay in this report. It has been several difficult weeks for my family.

Charlotte and I had a conference call on 1/4/2019 with Steve Rowland of Rowland, Butler and Mays, John Edwards, the engineer who evaluated our systems for the bond and Steve Pettiani from United to discuss the problems we had with our HVAC system. Several items were addressed. The short-term concern was that the second boiler wasn't kicking on when needed. United determined that it was a bad gas valve (they have since sent us an estimate for repair, which was completed and the system is now fully functional).

The second issue was determining why the smoke detector had triggered a shut down of the system and how to address that. Due to age and dirt it was giving a faulty reading. It was agreed that given our system lay out that there is probably only one detector and having now replaced it the problem was probably resolved. The oversight for the detector doesn't really fall under either the HVAC system nor the controls system, so we will have to try to remember to replace it periodically as overall maintenance.

Next, we discussed the problems with our controls system. Previously it had been recommended that we look to reprogram our systems for better control of our heating and cooling temperatures throughout the building. It was determined that our current, custom designed system from ENCON is very outdated and can no longer handle updates and is difficult to adjust. Upon Steve and John's advice Charlotte contacted Encon and got an estimate from Eins Chacko (our technician) to convert our programming from the current Java based graphics to new HTML screens and to upgrade our controls to be more efficient. **The Encon estimate is \$2,791 plus tax.** I recommend that we proceed with the estimate since Java will no longer be supported by the end of the year and the new system will allow us to better control when the heating and cooling is on and off in different areas, which will hopefully save us some money as well.

Steve Rowland is planning on having Joe Schaefer from Zero Draft come on Jan 10<sup>th</sup> and give us recommendations on possibly blowing additional insulation into the walls from the outside, or other solutions for our insulation concerns. We are still waiting for his report.

Lastly, we discussed the occasional mildew smell that the staff had reported. John strongly advised that we do not have the ducts cleaned. In his experience with systems such as ours, he felt that insulation fibers then get stirred up in the ducts making things worse. Additionally, we have filters at both ends of the system which are regularly changed so the ducts should be relatively clean. Since this is also a very costly venture we are looking into other solutions. Charlotte suggested

replacing just the sections of insulation that may have gotten wet due to the leaks in the roof. We will need to speak with a general contractor. Additionally, she had the good idea to have the interior lights, ceiling vaults and HVAC grills professionally cleaned, especially after the all the construction. That was also completed on 1/25/2019 and was money well spent.

The Lions have not yet installed the post for the commemorative plaque on our lawn due to scheduling problems, and at this point it will probably wait till spring.

Respectfully submitted,

Susanne Vondrak

Chair,

Buildings and Grounds Committee

**Personnel Committee Report**  
**February 2019**

An initial review of the entire 2010 Employee Handbook has been completed and we are on hold until the budget is complete, as that may have an effect on the sections on health insurance and retirement. Once that information is finalized, we can move forward with further analysis and input from the Director, before presenting to our attorney.

Respectfully submitted,

Chris McDonald  
Chairperson