

**Cornwall Public Library
Board of Trustees**

November 8, 2018
7:00 p.m. Regular Meeting Agenda

I. Roll

II. **Approval of the minutes** –October 11, 2018 meeting

III. Financial Review

a. Approval of warrant #4

A. Public Remarks

B. Communications/Donations

C. Director's Report

See Google docs

D. Committee Reports

- a. Finance Committee
- b. Policy Committee
- c. Building & Grounds Committee
- d. Garden Committee
- c. Friends & Foundation
- d. Personnel Committee

E. Unfinished Business

- a. Good Idea Fund
- b. Director Search

F. New Business

- A. Request for Volunteers to attend staff meeting

Adjournment

Next Regular Board Meeting: December 13, 2018, 7 p.m.

Cornwall Public Library Board of Trustees Meeting

November 8, 2018

7:00 to 9:00 PM

Minutes

Meeting called to order by Amy Cordisco at 7:02 PM

I: Roll

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

Charlotte Dunaief, Interim Library Director

Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes), Maureen Drury, Public.

1. **Approval of the minutes:** A motion to approve the Board of Trustee minutes of October 11, 2018 as amended, made by Carol Stein, seconded by Susanne Vondrak, and unanimously approved.
2. **Financial Review:** Following discussion, a motion to approve Warrant #4 in the amount of \$216,345.41 was made by Bruce Cohen, seconded by Tom Dames and unanimously approved. Roof replacement costs, Carl Waldenmaier, and Padovani Roofing and Construction were paid out of the Capital fund. The Board of Trustees will look into exploring a better contract with Toshiba for its printing needs. The quarterly payment to RCLS was included the warrant. Susanne Vondrak would like to verify the bills from Butler, Rowland and Mays as they come in.
3. **Public Remarks:** Maureen Drury, of Drury Studio and Design, has completed working on the Strategic Master Plan for the outdoor grounds of the library. One goal will be to have the library property certified as a National Wildlife Area. The criteria to be certified would require the area to provide: food, water, shelter, and a place to raise young. All program areas and paths would become more handicap accessible. We currently have a certification for our Butterfly garden and one for our Mason bees. Additional goals will be to:
 1. Develop harmonious, educational, and aesthetic connections with all areas of the property.
 2. Create a cohesive planting scheme for the parking lot area and library grounds.
 3. To better utilize the North-East side area outside the community room for concerts, and other community events by installing a patio, better lighting and appropriate landscaping.

December 11, 2018

4. To Develop the South-West side area into sunny and shady paths with seating areas.
5. To develop the West side lawn into a multigenerational educational garden with raised beds and butterfly/bee garden, as well as outdoor patio with public seating.
6. Install a site sign for the front lawn as well as a sign at the parking lot entrance.
7. To connect the sidewalk along Hudson Street with other areas of the property. For additional details, see written report.

4. Communications: We received a notice of cancellation from the Foundation. A thank you email was received from Taffy Martin, of France. She especially wanted to thank Pam Hawks for her assistance helping her find articles from the Cornwall Local.

5. Director's Report: See written report.

6. Committee Reports:

- a. Finance Committee: Finance Committee met on November? to review the warrant. Amy Cordisco was able to source a potential treasurer, Emily Milton. Michelle Mellino will work Emily this month.
- b. Policy Committee: Regarding the new Grievance Policy the staff has the following question: Which employees are considered management? The Board of Trustees would like the employees to state their concerns and what they think their job is. NYS will now be requiring training for the staff regarding Sexual Harassment Policy. The Cornwall Public Library will have to implement a revised Sexual Harassment Policy and provide training by October 2019. Charlotte will go for initial training at RCLS on November 14th. Chris McDonald did a new draft of the current Sexual Harassment Policy for the Board to review. The Library must provide a yearly training for the Friends, Vendors, Pages, Volunteers, Staff and Trustees. Carol Stein will update Pam Hawks with the current policies so we can update the library website.
- c. Building and Grounds: Butler, Rowland and Mays will come to the library the week of the 17th or 27th to review the list of projects that can be addressed with the remaining \$75,000 from the Larkin SAM grant. The roof is mostly complete, with the exception of roofguard that should wait until the Spring. There is a new concern that there is a musty smell were the leaks were. This issue will be looked into by the visiting engineer.
- d. Garden Committee: See Building and Grounds.
- e. Friends & Foundation: Kevin Brennan sent a Certificate of Dissolution to New York State. The Friends will be invited to a social gathering by the Board for 6:30pm on December 13, 2018 before the monthly Trustee meeting.
- f. Personnel: The Employee handbook review is moving forward. The Library Director search list has been certified and received by Chris. The canvass letters

were sent out this afternoon. Interviews will be scheduled once we hear back from the candidates.

7. **Unfinished Business:** Charlotte will get two more quotes for the electrical work, adding access points for Wi-Fi.
8. **New Business:**
 - a. Request for Volunteers to attend staff meeting: Bruce Cohen will attend the November staff meeting.
9. **Adjournment:** Motion to adjourn regular meeting at 8:20 made by Susanne Vondrak, seconded by Carol Stein, and was unanimously approved.

Next Regular Board Meeting Thursday December 13, 2018 at 7PM

Cornwall Public Library
Warrant # 4
As of October 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Barnes & Noble Booksellers						
Bill	10/31/2018	3744161	3 DVD Ant-Man & 2 DVD Star Wars St...	412.1 · Music Adult	Unpaid	155.95
Total Barnes & Noble Booksellers						155.95
Blackstone Publishing						
Bill	10/08/2018	1042613	Adult Audio	-SPLIT-	Unpaid	131.79
Bill	10/08/2018	1041419	Adult Audio	-SPLIT-	Unpaid	355.53
Bill	10/15/2018	1029928	Adult Audio1029928	-SPLIT-	Unpaid	139.76
Bill	10/15/2018	1036865	Adult Audio -1036865	-SPLIT-	Unpaid	65.88
Bill	10/22/2018	1047200	Adult Audio - 1047200	-SPLIT-	Unpaid	172.32
Total Blackstone Publishing						865.28
Brodart Co. - Juv						
Bill	10/10/2018	B5433487	B5433487	-SPLIT-	Unpaid	20.98
Bill	10/10/2018	B5433572	B5433572	-SPLIT-	Unpaid	10.49
Bill	10/10/2018	B5437877	B5437877	-SPLIT-	Unpaid	30.90
Bill	10/10/2018	B5437876	B5437876	410.4 · Juvenile Fiction	Unpaid	13.72
Bill	10/10/2018	B5437562	B5437562	-SPLIT-	Unpaid	9.94
Bill	10/10/2018	B5440294	B5440294	410.4 · Juvenile Fiction	Unpaid	37.49
Bill	10/10/2018	B5439878	B5439878	-SPLIT-	Unpaid	10.49
Bill	10/10/2018	B5441504	B5441504	-SPLIT-	Unpaid	191.07
Bill	10/10/2018	B5441334	B5441334	-SPLIT-	Unpaid	32.38
Bill	10/10/2018	B5441335	B5441335	-SPLIT-	Unpaid	105.22
Bill	10/10/2018	B5441117	B5441117	-SPLIT-	Unpaid	95.40
Bill	10/10/2018	B5441414	B5441414	-SPLIT-	Unpaid	134.85
Bill	10/15/2018	B5441513	B5441513	410.4 · Juvenile Fiction	Unpaid	11.43
Bill	10/19/2018	B5449325	B5449325	-SPLIT-	Unpaid	20.43
Bill	10/19/2018	B5449400	B5449400	-SPLIT-	Unpaid	9.94
Bill	10/19/2018	B5449453	B5449453	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	10/19/2018	B5447922	B5447922	-SPLIT-	Unpaid	9.94
Bill	10/31/2018	B5453438	B5453438	-SPLIT-	Unpaid	46.56
Bill	10/31/2018	B5453591	B5453591	-SPLIT-	Unpaid	148.16
Bill	10/31/2018	B5453438	B5453438	410.4 · Juvenile Fiction	Unpaid	8.76
Bill	10/31/2018	B5453592	B5453592	-SPLIT-	Unpaid	44.77
Bill	10/31/2018	B5453593	B5453593	-SPLIT-	Unpaid	10.49
Bill	10/31/2018	B5458447	B5458447	-SPLIT-	Unpaid	9.94
Bill	10/31/2018	B5460734	B5460734	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	10/31/2018	B5453672	B5453672	410.4 · Juvenile Fiction	Unpaid	131.45
Bill	10/31/2018	B5460734	B5460734	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	10/31/2018	B5460735	B5460735	-SPLIT-	Unpaid	29.72
Total Brodart Co. - Juv						1,189.45
Brodart Co. (McN)						
Bill	10/10/2018	Inv M162644	Service for Dec. 2018	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Butler Rowland Mays						
Bill	10/31/2018	BRMA 17 40 30/32	Inv #8 - Roof Replacement	800 · Capital Expenditure	Unpaid	1,190.46
Total Butler Rowland Mays						1,190.46
Carl Waldenmaier						
Bill	10/31/2018	Invoice #1 Roof	Clerk of the Works 16.5 Roofing Billing D...	800 · Capital Expenditure	Unpaid	1,155.00
Total Carl Waldenmaier						1,155.00
Cengage Learning/Gale						
Bill	10/15/2018	65389983	65389983	410.11 · Adult Fiction Standi...	Unpaid	104.23
Bill	10/15/2018	65398581	65398581	410.11 · Adult Fiction Standi...	Unpaid	22.50
Bill	10/15/2018	65389837	65389837	410.21 · Adult Non-Fiction St...	Unpaid	442.00
Bill	10/22/2018	65435711	65435711	410.11 · Adult Fiction Standi...	Unpaid	23.20
Bill	10/31/2018	65460410	Inv 65460410	410.11 · Adult Fiction Standi...	Unpaid	46.50
Total Cengage Learning/Gale						638.43
Central Hudson Gas & Electric Corp						
Bill	10/31/2018	Acct 86610120007	Service September 24 - October 22 2018	450 · Fuel/Utilities	Unpaid	1,983.72
Total Central Hudson Gas & Electric Corp						1,983.72
Charlotte Dunaief						

Cornwall Public Library
Warrant # 4
As of October 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	10/31/2018	Employee Reimbu...	13 Miles	435 · Travel/Conference	Unpaid	7.08
Total Charlotte Dunaief						7.08
Clearwaters						
Bill	10/31/2018	Custom framing	Custom framing & engraving	430.2 · Office supplies	Unpaid	243.85
Total Clearwaters						243.85
Cornwall Public Library - Payroll						
Bill	10/08/2018	Pay per end 10.5.18	Pay Period Ending 10.5.18 Pay Date 10...	1012 · OBT Payroll Checking	Paid	15,744.75
Bill	10/22/2018	Pay per end 10.19...	Pay Period Ending 10.19.18 Pay Date 10...	1012 · OBT Payroll Checking	Paid	14,910.26
Total Cornwall Public Library - Payroll						30,655.01
Cornwall Public Library - Trust & Agency						
Bill	10/08/2018	Pay Ending 10.5.18	Pay Period Ending 10.5.18 Pay Date 10...	1003 · Due from Trust & Age...	Paid	8,115.82
Bill	10/22/2018	Health Insurance	Health Insurance October 2018	1003 · Due from Trust & Age...	Paid	10,023.60
Bill	10/22/2018	Pay Ending 10.19....	Pay Period Ending 10.19.18 Pay Date 10...	1003 · Due from Trust & Age...	Paid	7,780.46
Total Cornwall Public Library - Trust & Agency						25,919.88
Deluxe Business Systems						
Bill	10/15/2018	83722272	Trust Agency	430.2 · Office supplies	Unpaid	242.66
Total Deluxe Business Systems						242.66
Demco, Inc.						
Bill	10/31/2018	6477305	6477305	430.2 · Office supplies	Unpaid	1,709.68
Total Demco, Inc.						1,709.68
Dowser Spring Water						
Bill	10/15/2018	Inv # 1765570	Oct. Water Cooler Delivery	430.2 · Office supplies	Unpaid	29.95
Total Dowser Spring Water						29.95
Elizabeth Fisher						
Bill	10/31/2018	Empl Reimburse	258.8 miles @ \$.545/mi	435 · Travel/Conference	Unpaid	141.03
Total Elizabeth Fisher						141.03
Hannaford Bros. Co.						
Bill	10/15/2018	10-9 Purchases	'Tea & A Classic' supplies	430.30 · Adult	Unpaid	17.76
Bill	10/15/2018	10-5 Purchases	Paper Bags JA Programing	430.32 · Juvenile	Unpaid	4.95
Bill	10/15/2018	10-5 Purchases	TUT Mtg YA Programing	430.32 · Juvenile	Unpaid	2.89
Bill	10/22/2018	10-18 Purchases	J-Program Supplies	430.32 · Juvenile	Unpaid	15.16
Total Hannaford Bros. Co.						40.76
Ingram Library Services						
Bill	10/15/2018	36720695	36720695	-SPLIT-	Unpaid	11.29
Bill	10/15/2018	36548012	36548012	-SPLIT-	Unpaid	31.95
Bill	10/15/2018	36571383	36571383	-SPLIT-	Unpaid	13.47
Bill	10/17/2018	35610696	35610696 - Invoice resent original date 7...	-SPLIT-	Unpaid	41.87
Bill	10/19/2018	36775011	36775011	-SPLIT-	Unpaid	338.16
Bill	10/22/2018	36923427	36923427	-SPLIT-	Unpaid	96.06
Bill	10/22/2018	36973007	36973007	-SPLIT-	Unpaid	62.79
Bill	10/22/2018	36951932	36951932	-SPLIT-	Unpaid	1,895.91
Bill	10/31/2018	37021253	37021253	-SPLIT-	Unpaid	105.47
Bill	10/31/2018	37053390	37053390	-SPLIT-	Unpaid	31.73
Bill	10/31/2018	37073488	37073488	-SPLIT-	Unpaid	86.96
Total Ingram Library Services						2,715.66
Joanne Barclay						
Bill	10/08/2018	11-18-18Card Mak...	Stampin Up Card Making Workshop 11.1...	437.2 · Prof fees-Adult progr...	Unpaid	150.00
Total Joanne Barclay						150.00
Lisa Sinclair						
Bill	10/31/2018	Employee Reimbu...	56 mi @ \$.545/mi	435 · Travel/Conference	Unpaid	30.52
Bill	10/31/2018	Empl Reimburse	Pizza for SRP Program Supplies	430.32 · Juvenile	Unpaid	28.00
Total Lisa Sinclair						58.52
Lock Around the Clock						

Cornwall Public Library
Warrant # 4
As of October 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	10/10/2018	November 2018	November 2018 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	10/31/2018	5021632	Payment of monthly \$524.29 & monthly ...	-SPLIT-	Unpaid	924.29
Total Magna5						924.29
Marangi Disposal						
Bill	10/10/2018	Inv 8A101794	September Services	469 · Service Contracts	Unpaid	92.90
Total Marangi Disposal						92.90
Martha LaVallee						
Bill	10/08/2018	Book/Snack	Book Snack 9/17, 10/22, 11/17 2018	437.3 · Prof fees-YA programs	Unpaid	100.00
Total Martha LaVallee						100.00
Meaghan Doyle						
Bill	10/22/2018	Empl Reimburse	NYCC Prof Day - Ferry & Train	435 · Travel/Conference	Unpaid	28.50
Total Meaghan Doyle						28.50
Middletown Thrall Public Library						
Bill	10/15/2018	Lost item	Lost item - barcode 22807000129157	2082 · Library Fines	Unpaid	28.00
Total Middletown Thrall Public Library						28.00
News of the Highlands, Inc						
Bill	10/10/2018	N86972	N86972 - Cornwall Fall Festival	434 · Publicity & Printing	Unpaid	275.87
Bill	10/17/2018	C003413	C003413	413.6 · Serials	Unpaid	40.00
Total News of the Highlands, Inc						315.87
Orange Bank & Trust Cardmember Services						
Bill	10/24/2018	Stmt dated 10.23.18	Stmt dated 10.23.18	-SPLIT-	Unpaid	2,230.23
Total Orange Bank & Trust Cardmember Services						2,230.23
Padovani Roofing and Construction						
Bill	10/31/2018	AIA-G702 Roof	Replacement of Roof via architect Butler,...	800 · Capital Expenditure	Unpaid	114,237.50
Total Padovani Roofing and Construction						114,237.50
Pat Parker						
Bill	10/08/2018	4 Storytimes	9/10, 10/15, 11/12, 12/10/18 storytime	437.4 · Prof fees-Juvenile	Unpaid	240.00
Total Pat Parker						240.00
Paychex, Inc.						
Bill	10/10/2018	18781827	40 Employee usage \$4/EA & mobile \$1/...	437.1 · Prof fees-Office	Paid	200.00
Bill	10/24/2018	2018110100	Small Business Package 10.8.18 & 10.2...	437.1 · Prof fees-Office	Paid	528.40
Total Paychex, Inc.						728.40
Randazzo's Landscaping Inc.						
Bill	10/31/2018	Inv 19364	Monthly Maintenace - October 2018	469 · Service Contracts	Unpaid	516.00
Total Randazzo's Landscaping Inc.						516.00
RCLS						
Bill	10/08/2018	26907 4QTR-econ...	4th quarter e-content - 26907	410.12 · Adult E Book	Unpaid	1,358.53
Bill	10/15/2018	4QTR Consumer ...	4QTR Consumer Rpt	410.3 · Reference	Unpaid	224.84
Bill	10/17/2018	4Qtr. Answer/Telc...	4th Qtr/ Anser Fees and Teelcom Charges	-SPLIT-	Unpaid	12,396.78
Total RCLS						13,980.15
Richard Feingold						
Bill	10/08/2018	11.20 Amer Trans	American Transportation Revolution of th...	437.2 · Prof fees-Adult progr...	Unpaid	225.00
Bill	10/15/2018	Cyrus McCormick	Cyrus McCormick and the Mechanical R...	437.2 · Prof fees-Adult progr...	Unpaid	250.00
Total Richard Feingold						475.00
Rosaleen Leahy						
Bill	10/31/2018	Employee Reimbu...	132 mi @ \$.545/mi plus parking \$2.25	435 · Travel/Conference	Unpaid	74.19

Cornwall Public Library
Warrant # 4
As of October 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Total Rosaleen Leahy						74.19
Shop Rite Supermarkets Inc.						
Bill	10/10/2018	Purch. Date 10/3/18	Purch. Date 10/3/18	430.30 · Adult	Unpaid	21.97
Bill	10/31/2018	Purch. Date 10/31...	Purch. Date 10/31/18	430.30 · Adult	Unpaid	23.98
Total Shop Rite Supermarkets Inc.						45.95
Steven Fowler						
Bill	10/31/2018	Teen Writers Strike	Teen Writers Strike 9/6,9/20,10/4,10/23,...	437.5 · Prof fees-SRP	Unpaid	240.00
Total Steven Fowler						240.00
The Library Store						
Bill	10/15/2018	Inv 360372	Multi-Fit Book Jacket Covers	430.1 · Library supplies	Unpaid	115.25
Total The Library Store						115.25
Toshiba Financial Services						
Bill	10/31/2018	Inv 369385729	Service for 10-16-18 to 11.16.18	469 · Service Contracts	Unpaid	783.03
Total Toshiba Financial Services						783.03
United A/C Refrigeration, Inc						
Bill	10/10/2018	418840	Service date 09.26.18 - Preventive Maint...	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
Utica National Insurance Group						
Bill	10/15/2018	Acct 101086941	Worker's Comp Policy 4807744 11/7/18-...	9060.8 · Workers' Comp	Paid	7,989.00
Total Utica National Insurance Group						7,989.00
Valerie LoSardo						
Bill	10/31/2018	Emp Reimb.	106 mi. @ .545	435 · Travel/Conference	Unpaid	59.02
Bill	10/31/2018	Emp Reimb.	55.8 mi. @ .545	435 · Travel/Conference	Unpaid	30.39
Total Valerie LoSardo						89.41
Vanguard Cleaning Systems of the HV						
Bill	10/10/2018	27489	October Services	-SPLIT-	Unpaid	990.00
Total Vanguard Cleaning Systems of the HV						990.00
Verizon						
Bill	10/15/2018	0-10-18 Internet/IP	October Internet service and IP Address	431 · Telephone	Unpaid	171.56
Total Verizon						171.56
Verizon Wireless						
Bill	10/10/2018	9815712827	October 2018	431 · Telephone	Paid	20.27
Total Verizon Wireless						20.27
Village of Cornwall-on-Hudson						
Bill	10/08/2018	Acct 006019055q	Water service 7.23.18 to 9.21	450 · Fuel/Utilities	Unpaid	363.38
Total Village of Cornwall-on-Hudson						363.38
W.B. Mason						
Bill	10/10/2018	I59223047	Pentouch Fine Pt White	430.2 · Office supplies	Unpaid	3.49
Bill	10/15/2018	I59491370	Paper Towel, Bathroom Tissues, Tape, ...	-SPLIT-	Unpaid	153.27
Bill	10/31/2018	I59964852	Paper- Paper, Folder, Calendar Desk, Pl...	-SPLIT-	Unpaid	176.48
Total W.B. Mason						333.24
William Owens						
Bill	10/08/2018	11.18.18	Collective Brass Concert 11.18.18	437.2 · Prof fees-Adult progr...	Unpaid	500.00
Total William Owens						500.00
TOTAL						216,345.41

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July through October 2018

	Budget 33%	YTD Budget		Full 2018-2018 Budget		
		Jul - Oct 18	Budget	\$ Over Budget	Full Budget	\$ Over Budget
Income						
2002 · Local Public Funds	598,878.50	598,878.50	0.00	1,197,757.00	-598,878.50	50.0%
2082 · Library Fines	8,220.61	10,333.36	-2,112.75	31,000.00	-22,779.39	26.52%
2401 · Income from Investments	38.02	166.64	-128.62	500.00	-461.98	7.6%
2706 · Gifts & Endowments	6,404.69	0.00	6,404.69	0.00	6,404.69	100.0%
3840 · RCLS	4,742.40	6,000.00	-1,257.60	8,000.00	-3,257.60	59.28%
Total Income	618,284.22	615,378.50	2,905.72	1,237,257.00	-618,972.78	49.97%
Gross Profit	618,284.22	615,378.50	2,905.72	1,237,257.00	-618,972.78	49.97%
Expense						
141 · Salary-Certified Librarian	75,442.07	77,529.00	-2,086.93	232,587.00	-157,144.93	32.44%
142 · Salary-Clerical	136,329.24	137,198.00	-868.76	411,594.00	-275,264.76	33.12%
143 · Salary-Treasurer	1,730.79	1,666.64	64.15	5,000.00	-3,269.21	34.62%
203b · Capital Equipment	910.00	1,360.00	-450.00	4,080.00	-3,170.00	22.3%
410 · Books	19,941.34	21,401.00	-1,459.66	64,203.00	-44,261.66	31.06%
411 · Film	0.00	0.00	0.00	650.00	-650.00	0.0%
412 · Video/Music/Books on Tape	5,670.03	9,426.56	-3,756.53	28,280.00	-22,609.97	20.05%
413 · Serials/Reference	2,496.16	3,371.28	-875.12	10,114.00	-7,617.84	24.68%
430 · Supplies						
430.1 · Library supplies	1,189.03	1,800.00	-610.97	5,400.00	-4,210.97	22.02%
430.2 · Office supplies	3,755.56	2,800.00	955.56	8,400.00	-4,644.44	44.71%
430.3 · Program supplies	915.91	2,270.32	-1,354.41	4,311.00	-3,395.09	21.25%
Total 430 · Supplies	5,860.50	6,870.32	-1,009.82	18,111.00	-12,250.50	32.36%
431 · Telephone	3,893.38	2,297.00	1,596.38	6,891.00	-2,997.62	56.5%
433 · Postage	434.61	1,333.36	-898.75	4,000.00	-3,565.39	10.87%
434 · Publicity & Printing	2,615.00	2,500.00	115.00	7,500.00	-4,885.00	34.87%
435 · Travel/Conference	1,227.09	1,500.00	-272.91	4,500.00	-3,272.91	27.27%
437 · Professional Fees						
437.1 · Prof fees-Office	5,227.14	5,260.00	-32.86	15,780.00	-10,552.86	33.13%
437.2 · Prof fees-Adult programs	2,325.00	933.36	1,391.64	2,800.00	-475.00	83.04%
437.3 · Prof fees-YA programs	250.00	583.36	-333.36	1,750.00	-1,500.00	14.29%
437.4 · Prof fees-Juvenile	240.00	1,333.36	-1,093.36	4,000.00	-3,760.00	6.0%
437.5 · Prof fees-SRP	1,450.00	566.64	883.36	1,700.00	-250.00	85.29%
437.6 · Prof fees-Outreach	0.00	166.64	-166.64	500.00	-500.00	0.0%
Total 437 · Professional Fees	9,492.14	8,843.36	648.78	26,530.00	-17,037.86	35.78%
438 · Dues	283.00	433.36	-150.36	1,300.00	-1,017.00	21.77%
439 · Equipment Repair	0.00	66.64	-66.64	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	379.85	866.64	-486.79	2,600.00	-2,220.15	14.61%
450 · Fuel/Utilities	8,302.17	10,000.00	-1,697.83	30,000.00	-21,697.83	27.67%
451 · Custodial Supplies	873.36	400.00	473.36	1,200.00	-326.64	72.78%
452 · Repairs to Building	1,001.10	3,860.00	-2,858.90	11,580.00	-10,578.90	8.65%
454 · Building Insurance	11,890.42	12,000.00	-109.58	12,000.00	-109.58	99.09%
455 · RCLS ANSER & Telecommunication	24,793.56	26,015.00	-1,221.44	52,030.00	-27,236.44	47.65%
469 · Service Contracts	16,464.76	16,045.64	419.12	48,137.00	-31,672.24	34.2%
490 · Refund of PY Tax Assessment	0.00	1,000.00	-1,000.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement	0.00	18,738.64	-18,738.64	56,216.00	-56,216.00	0.0%
9030.8 · FICA/Medicare Expense	18,795.15	19,491.36	-696.21	58,474.00	-39,678.85	32.14%
9060.8 · Workers' Comp	7,989.00	8,000.00	-11.00	8,000.00	-11.00	99.86%
9090.8 · Health Insurance	39,382.73	42,826.64	-3,443.91	128,480.00	-89,097.27	30.65%
Total Expense	396,197.45	435,040.44	-38,842.99	1,237,257.00	-841,059.55	32.02%
Net Income	222,086.77	180,338.06	41,748.71	0.00	222,086.77	100.0%

Cornwall Public Library
Profit & Loss by Class
 July 2017 through October 2018

	DASNY/SAM #9095 - roof (Grants)	NYS SED - pkg lot, elec, space (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
Income					
EXPECTED FUNDS - not yet received	200,000.00		200,000.00	513,009.16 *	713,009.16
2401 · Income from Investments	0.00	0.00	0.00	466.84	466.84
2760 · Grants	0.00	116,238.00	142,238.00	0.00	142,238.00
3840 · RCLS	0.00	0.00	0.00	0.00	0.00
Total Income	200,000.00	116,238.00	342,238.00	513,476.00	855,714.00
Gross Profit	200,000.00	116,238.00	342,238.00	513,476.00	855,714.00
Expense					
203b · Capital Equipment	0.00	0.00	352.98	9,700.27	10,053.25
430.2 · Office supplies	0.00	0.00	285.12	0.00	285.12
430.3 · Program supplies	0.00	0.00	145.65	0.00	145.65
430 · Supplies - Other	0.00	0.00	12,000.00	0.00	12,000.00
Total 430 · Supplies	0.00	0.00	12,430.77	0.00	12,430.77
431 · Telephone	0.00	0.00	3,594.94	0.00	3,594.94
800 · Capital Expenditure	120,680.23	254,850.11	385,151.65	106,440.45	491,592.10
Total Expense	120,680.23	254,850.11	401,530.34	116,140.72	517,671.06
Net Income	79,319.77	-138,612.11	-59,292.34	397,335.28	338,042.94

*7/1/17 Capital Bank Balance

Cornwall Public Library
Profit & Loss by Class
July through October 2018

	Capital Fund (Incl Grants)	Good Idea Fund	Friends (Operating)	Operating (Operating)	Total Operating	TOTAL
Income						
2002 - Local Public Funds	0.00	0.00	0.00	598,878.50	598,878.50	598,878.50
2082 - Library Fines	0.00	0.00	0.00	8,220.61	8,220.61	8,220.61
2401 - Income from Investments	46.97	0.00	0.00	38.02	38.02	84.99
2706 - Gifts & Endowments	0.00	260.00	6,041.59	363.10	6,404.69	6,664.69
2760 - Grants	122,913.00	0.00	0.00	0.00	0.00	122,913.00
3840 - RCLS	0.00	0.00	0.00	4,742.40	4,742.40	4,742.40
Total Income	122,959.97	260.00	6,041.59	612,242.63	618,284.22	741,504.19
Gross Profit	122,959.97	260.00	6,041.59	612,242.63	618,284.22	741,504.19
Expense						
141 - Salary-Certified Librarian	0.00	0.00	0.00	75,442.07	75,442.07	75,442.07
142 - Salary-Clerical	0.00	0.00	0.00	136,329.24	136,329.24	136,329.24
143 - Salary-Treasurer	0.00	0.00	0.00	1,730.79	1,730.79	1,730.79
203b - Capital Equipment	0.00	0.00	0.00	910.00	910.00	910.00
410 - Books	0.00	0.00	15.00	19,926.34	19,941.34	19,941.34
412 - Video/Music/Books on Tape	0.00	0.00	0.00	5,670.03	5,670.03	5,670.03
413 - Serials/Reference	0.00	0.00	0.00	2,496.16	2,496.16	2,496.16
430 - Supplies						
430.1 - Library supplies	0.00	0.00	178.64	1,010.39	1,189.03	1,189.03
430.2 - Office supplies	0.00	653.10	1,982.81	1,772.75	3,755.56	4,408.66
430.3 - Program supplies	0.00	0.00	162.72	753.19	915.91	915.91
Total 430 - Supplies	0.00	653.10	2,324.17	3,536.33	5,860.50	6,513.60
431 - Telephone	0.00	0.00	0.00	3,893.38	3,893.38	3,893.38
433 - Postage	0.00	0.00	0.00	434.61	434.61	434.61
434 - Publicity & Printing	0.00	0.00	0.00	2,615.00	2,615.00	2,615.00
435 - Travel/Conference	0.00	0.00	0.00	1,227.09	1,227.09	1,227.09
437 - Professional Fees						
437.1 - Prof fees-Office	0.00	0.00	0.00	5,227.14	5,227.14	5,227.14
437.2 - Prof fees-Adult programs	0.00	0.00	1,925.00	400.00	2,325.00	2,325.00
437.3 - Prof fees-YA programs	0.00	0.00	150.00	100.00	250.00	250.00
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
Total 437 - Professional Fees	0.00	0.00	3,075.00	6,417.14	9,492.14	9,492.14
438 - Dues	0.00	0.00	0.00	283.00	283.00	283.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	379.85	379.85	379.85
450 - Fuel/Utilities	0.00	0.00	0.00	8,302.17	8,302.17	8,302.17
451 - Custodial Supplies	0.00	0.00	0.00	873.36	873.36	873.36
452 - Repairs to Building	0.00	0.00	0.00	1,001.10	1,001.10	1,001.10
454 - Building Insurance	0.00	0.00	0.00	11,890.42	11,890.42	11,890.42
455 - RCLS ANSER & Telecommunication	0.00	0.00	0.00	24,793.56	24,793.56	24,793.56
469 - Service Contracts	0.00	0.00	0.00	16,464.76	16,464.76	16,464.76
800 - Capital Expenditure	118,800.23	0.00	0.00	0.00	0.00	118,800.23
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	18,795.15	18,795.15	18,795.15
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	39,382.73	39,382.73	39,382.73
Total Expense	118,800.23	653.10	5,414.17	390,783.28	396,197.45	515,650.78
Net Income	4,159.74	-393.10	627.42	221,459.35	222,086.77	225,853.41

Personnel Committee Report
November 2018

I have reviewed the first half of the May 2010 Employee Handbook with suggested edits from Howard Protter (previously solicited by our former director) and some input from Carol. The second half (with Howard's previously requested edits) will be reviewed this month, at which point, I will look to schedule a meeting with all members of the Personnel and Policy committees. A copy of the current 2010 Handbook, with highlighted suggested edits, will be provided to all committee members prior to our meeting so all come prepared with their own suggestions and comments. The final edits will be presented to Howard Protter for approval.

The Library Director search continues. The Library Director 1 Civil Service list will be certified the first week of November, at which point, I will send canvass letters out to all names on the list (a Civil Service requirement). The recipients have a minimum of 7 **business** days to respond, although Civil Service suggests we give them ten. The search committee will schedule interviews upon receipt of responses, keeping in mind that we will endeavor to have the entire Board present for the final interview and selection. I will provide any further updates at our November 8th meeting.

Respectfully submitted,

Chris McDonald
Personnel Committee Chairperson

Buildings and Grounds Committee – November 2018

The roof replacement is now complete and invoices presented to the Library. Total cost from Padovani Roofing and Construction is \$120,250. Total cost from Carl Waldmeier for construction oversight is \$1155.00. Total costs from Rowland Butler & Mays \$2,217.27 (implementation cost only), - previous (minimal) costs not grantable because they were spent before the grant was approved. All of these costs (\$123,622.27) are reimbursable from the SAM grant. We still have to install stainless steel leaf guards on the south facing gutters. Bids have been requested through the architect as well as from Frank Stevens. We hope to have several estimates for review before the Board Meeting.

The Committee met 10/30 to discuss and prioritize what repairs need to be done and which could possibly qualify under the remainder of the funds from the SAM Grant (approx. \$76,000, not including the leaf guards). The Committee decided to retain the services of Rowland, Butler and Mays to determine the scope and specs for the following repairs:

1. Caulking of existing windows
2. Fixing of and replacing of missing screens in the windows
3. Insulating/reinsulating of north facing walls
4. Upgrading outdoor lighting to LED and adding fixtures/electric for the outdoor concert area
5. Locating and remediating the mildew smell from the ceiling insulation (replacing insulation?) where previous leaks occurred.

Once the scope of these repairs has been determined and pricing established, the Committee will look into other areas of concern, such as new carpeting and replacing the remaining indoor lights with more efficient LED fixtures. The description of the grant may need to be broadened to include these extra items for reimbursement.

At this meeting several other items for repair/consideration in the building were brought to the committee's attention by staff members via letters and were reviewed and prioritized with the Director for resolution.

The Committee is still waiting for the final version of the Strategic Plan from the designer for approval. It has been promised for approval at the November Board Meeting. Without this plan in place no further progress has been made with either the pending Eagle Scout Project or the memorials.

Respectfully submitted,

Susanne Vondrak

Committee Chair, Buildings and Grounds.