

**Cornwall Public Library
Board of Trustees**

December 12, 2019
6:30 PM Friends Appreciation
7:00 PM Regular Meeting Agenda

- I. Roll**
- II. Approval of the minutes** –November 14, 2019 meeting
- III. Financial Review**
Approval of warrant #5
- IV. Public Remarks**
- V. Communications/Donations**
 - a. Vote to accept Donations
- VI. Director's Report**

See Google docs
- VII. Committee Reports**
 - a. Finance Committee
 - b. Policy Committee
 - c. Building & Grounds Committee
 - d. Garden Committee
 - e. Friends
 - f. Personnel Committee
- VIII. Unfinished Business**
 - a. Tax cap discussion
- IX. New Business**
- X. Adjournment**

Next Regular Board Meeting: January 9, 2020 7:00 p.m.

Cornwall Public Library Board of Trustees Meeting

December 12, 2019

7:00 to 9:00 PM

Minutes

Meeting was called to order by Susanne Vondrak at 7:04 PM

I. Roll:

Trustees Present: Carol Stein, Susanne Vondrak, Melissa Greaves-Kulisek, John Wells, Meghann Chyla.

Trustees Excused: Amy Cordisco, Stephanie Wolf.

Charlotte Dunaief, Library Director

Emily Milton, Treasurer, **Excused**

Also present: Library staff member Ellen Winchell (minutes)

II. **Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of November 14, 2019, was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and unanimously approved.

III. **Financial Review:** A motion to approve Warrant #5 in the amount of \$152,408.89 was made by Carol Stein, seconded by John Wells, and was unanimously approved. Board review of Profit & Loss reporting postponed. The final half of the tax levy was received 11/18/2019.

IV. **Public Remarks:** None

V. **Communications:** The Library received a flyer from Tom Dames, about a Sarasota library in Florida going fine free. The Library received a letter of thanks from Mr. Hershberger for the out of date magazines that get donated to the Veterans.

VI. **Donations:** \$50 was received from Dr. Barry John Capella, through the Fidelity Charitable Gift Fund, and the Janet Goodrich Memorial Fund. A motion to approve the \$50.00 donation, was made by Megan Chyla, and seconded by Melissa Greaves-Kulisek, and was unanimously approved.

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

December 30, 2019

VIII. Committee Reports:

- a. **Finance Committee:** None.
 - b. **Policy Committee:** The Policy Committee recommends approval of the proposed changes to the Homebound Delivery Policy, Homebound Delivery Request Form, Tutoring Policy and Permission Form, and the Public Relations & Communications Policy. A motion to approve the above-mentioned policies made by Carol Stein, seconded by John Wells and was unanimously approved. The Board is asked to review the Hours of Operation and Petty Cash Policy as posted to the drive for approval at the January Board Meeting.
 - c. **Building and Grounds Committee:** See Committee Report. The Committee received word that the new sliding glass doors will not be delivered for installation until February. The Board considered the possibility of closing the Library during the 2-day anticipated installation of doors. The architect advised that SAM grant reimbursements are processing faster, but projects are taking longer to complete due to delays in receiving materials. The Board was asked to consider the possible need apply for a loan to ensure projects are completed by the required dates. A review will be done in January as the budget is considered.
 - d. **Garden Committee:** No report
 - e. **Friends:** The Friends attended the pre-Board meeting on 12/12 and were thanked for their generosity and countless hours of volunteer work. Refreshments were served.
 - f. **Personnel Committee:** The Personnel Committee met 12/12. An exit interview was done by John Wells upon Pam Hawk's resignation and shared with the committee.
- IX. **Unfinished Business:** The topic of the budget possibly exceeding the Tax Cap has been tabled to the January Board of Trustee Meeting.
- X. **New Business:** A motion to appointment Meaghan Doyle, as head of Adult Services, effective Monday, December 16, 2019 was made by Carol Stein, seconded by Melissa Greaves-Kulisek, and unanimously approved.

- XI. **Adjournment:** Motion to adjourn the Board Meeting at 7:40 PM, was made by Megan Chayla, seconded by Susanne Vondrak, and was unanimously approved.

Next Regular Board Meeting Thursday, January 9, 2020 at 7PM

Cornwall Public Library
Warrant # 5
As of November 30, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Benninger Landscaping LTD						
Bill	11/18/2019	234493	Novberr's Maintenance - #24493	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
Blackstone Publishing						
Bill	11/20/2019	1147980	1147980	-SPLIT-	Unpaid	34.95
Bill	11/20/2019	1150732	1150732	-SPLIT-	Unpaid	318.18
Bill	11/20/2019	1150731	1150731	-SPLIT-	Unpaid	309.08
Total Blackstone Publishing						662.21
Brodart Co. - Juv						
Bill	11/20/2019	B5810917	B5810917	-SPLIT-	Unpaid	14.11
Bill	11/20/2019	B5805303	B5805303	-SPLIT-	Unpaid	16.40
Bill	11/20/2019	B5805651	B5805651	410.4 · Juvenile Fiction	Unpaid	61.48
Bill	11/20/2019	B5816457	B5816457	410.4 · Juvenile Fiction	Unpaid	24.65
Bill	11/20/2019	B5816327	B5816327	-SPLIT-	Unpaid	9.94
Bill	11/20/2019	B5809456	B5809456	410.4 · Juvenile Fiction	Unpaid	19.24
Bill	11/20/2019	B5809425	B5809425	-SPLIT-	Unpaid	19.23
Bill	11/20/2019	B58109781	B58109781	-SPLIT-	Unpaid	22.59
Bill	11/20/2019	B5811476	B5811476	-SPLIT-	Unpaid	157.46
Bill	11/20/2019	B5811767	B5811767	410.4 · Juvenile Fiction	Unpaid	43.84
Bill	11/20/2019	B5811764	B5811764	-SPLIT-	Unpaid	79.50
Bill	11/20/2019	B5811477	B5811477	-SPLIT-	Unpaid	35.53
Bill	11/20/2019	B5811524	B5811524	-SPLIT-	Unpaid	30.57
Bill	11/20/2019	B5811751	B5811751	410.4 · Juvenile Fiction	Unpaid	16.12
Bill	11/20/2019	B5811523	B5811523	410.4 · Juvenile Fiction	Unpaid	13.16
Bill	11/30/2019	B5809794	B5809794	-SPLIT-	Unpaid	18.08
Bill	11/30/2019	B5809781	B5809781	-SPLIT-	Unpaid	22.59
Bill	11/30/2019	B5816976	B5816976	-SPLIT-	Unpaid	10.47
Bill	11/30/2019	B5822290	B5822290	410.5 · Juvenile Non Fiction	Unpaid	12.41
Bill	11/30/2019	B5822002	B5822002	-SPLIT-	Unpaid	169.37
Bill	11/30/2019	B5822227	B5822227	-SPLIT-	Unpaid	239.50
Bill	11/30/2019	B5822288	B5822288	-SPLIT-	Unpaid	58.89
Bill	11/30/2019	B5822071	B5822071	410.4 · Juvenile Fiction	Unpaid	176.96
Bill	11/30/2019	B5809468	B5809468	410.4 · Juvenile Fiction	Unpaid	21.99
Total Brodart Co. - Juv						1,294.08
Brodart Co. -Supplies						
Bill	11/20/2019	Inv 543350	Inv 543350	430.1 · Library supplies	Unpaid	100.12
Bill	11/30/2019	545216	545216	430.1 · Library supplies	Unpaid	101.92
Bill	11/30/2019	544964	544964	430.1 · Library supplies	Unpaid	67.75
Total Brodart Co. -Supplies						269.79
Brodart Co. (McN)						
Bill	11/20/2019	Inv M173071	Inv M173071 - December 2019	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Butler Rowland Mays						
Bill	11/30/2019	Invoice No. 1	Invoice No.1	437.1 · Prof fees-Office	Unpaid	1,400.00
Bill	11/30/2019	Invoice #1 phase 2	Invoice #1 phase 2	437.1 · Prof fees-Office	Unpaid	960.00
Total Butler Rowland Mays						2,360.00
Cengage Learning/Gale						
Bill	11/20/2019	Inv 68886789	Inv 68886789	410.21 · Adult Non-Fiction Stan...	Unpaid	111.74
Bill	11/20/2019	Inv 68518277	Inv 68518277	410.21 · Adult Non-Fiction Stan...	Unpaid	20.79
Bill	11/30/2019	68988451	68988451	410.9 · McNaughton	Unpaid	23.25
Bill	11/30/2019	68859917	68859917	410.11 · Adult Fiction Standing ...	Unpaid	24.69
Total Cengage Learning/Gale						180.47
Central Hudson Gas & Electric Corp						
Bill	11/30/2019	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	2,575.70
Total Central Hudson Gas & Electric Corp						2,575.70
Charlotte Dunaief						
Bill	11/20/2019	Employee Reimburse	Mileage	435 · Travel/Conference	Unpaid	46.27
Total Charlotte Dunaief						46.27
Cornwall Public Library - Payroll						
Bill	11/04/2019	Pay Per End 11-1-19	Payroll Ending 11.1.19 and Payroll Date 11.8...	1012 · OBT Payroll Checking	Paid	17,850.03
Bill	11/18/2019	Pay Per End 11-15-19	Payroll Ending 11.15.19 and Payroll Date 11....	1012 · OBT Payroll Checking	Paid	17,871.72
Total Cornwall Public Library - Payroll						35,721.75

Cornwall Public Library
Warrant # 5
As of November 30, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Cornwall Public Library - Trust & Agency						
Bill	11/04/2019	Payroll End 1-1-19	Payroll Ending 11.1.19 and Payroll Date 11.8...	1003 · Due from Trust & Agency	Paid	8,362.10
Bill	11/18/2019	Health Insurance	November's Health Insurance	1003 · Due from Trust & Agency	Paid	9,500.00
Bill	11/18/2019	Payroll End 1-15-19	Payroll Ending 11.15.19 and Payroll Date 11....	1003 · Due from Trust & Agency	Paid	8,367.29
Total Cornwall Public Library - Trust & Agency						26,229.39
Country Living						
Bill	11/30/2019	0875252595	0875252595	413.6 · Serials	Unpaid	7.97
Total Country Living						7.97
D-Ben Security Systems, Inc.						
Bill	11/20/2019	5505	Annual Contract	469 · Service Contracts	Unpaid	468.00
Total D-Ben Security Systems, Inc.						468.00
Elizabeth Fisher						
Bill	11/30/2019	mileage	mileage	435 · Travel/Conference	Unpaid	75.76
Total Elizabeth Fisher						75.76
Guardian						
Bill	11/30/2019	00964906-0000	00964906-0000	9090.8 · Health Insurance	Unpaid	2,017.06
Total Guardian						2,017.06
Haight Fire Equipment Supply						
Bill	11/21/2019	Inv 50495	Fire Extinguisher inspection	469 · Service Contracts	Unpaid	355.47
Total Haight Fire Equipment Supply						355.47
Hannaford Bros. Co.						
Bill	11/20/2019	11-8-19 Purchases	11-8-19 Purchases	430.30 · Adult	Unpaid	22.65
Bill	11/20/2019	11-8-19 Purchases	11-8-19 Purchases	430.30 · Adult	Unpaid	24.04
Bill	11/20/2019	11-17-19 Purchases	11-17-19 Purchases	430.30 · Adult	Unpaid	17.58
Total Hannaford Bros. Co.						64.27
Ingram Library Services						
Bill	11/20/2019	91R1P	Order #- 91R1P PO # 23SEP19PH	410.1 · Adult Fiction	Unpaid	15.40
Bill	11/20/2019	42532878	42532878	-SPLIT-	Unpaid	76.89
Bill	11/20/2019	42502832	42502832	-SPLIT-	Unpaid	133.65
Bill	11/20/2019	42555973	42555973	-SPLIT-	Unpaid	113.65
Bill	11/20/2019	42643057	42643057	-SPLIT-	Unpaid	33.39
Bill	11/20/2019	42688095	42688095	-SPLIT-	Unpaid	46.75
Bill	11/20/2019	42722595	42722595	-SPLIT-	Unpaid	47.65
Bill	11/20/2019	4272259	4272259	-SPLIT-	Unpaid	52.30
Bill	11/20/2019	42593090	42593090	-SPLIT-	Unpaid	66.44
Bill	11/20/2019	42643056	42643056	-SPLIT-	Unpaid	40.00
Bill	11/30/2019	42847502	42847502	-SPLIT-	Unpaid	629.06
Bill	11/30/2019	42847501	42847501	-SPLIT-	Unpaid	55.27
Bill	11/30/2019	42908700	42908700	-SPLIT-	Unpaid	31.27
Bill	11/30/2019	42891610	42891610	-SPLIT-	Unpaid	131.99
Bill	11/30/2019	42873412	42873412	-SPLIT-	Unpaid	136.78
Bill	11/30/2019	42722596	42722596	-SPLIT-	Unpaid	31.91
Bill	11/30/2019	42735978	42735978	-SPLIT-	Unpaid	252.30
Bill	11/30/2019	42739570	42739570	410.6 · Young Adult Fiction	Unpaid	8.24
Bill	11/30/2019	42777606	42777606	-SPLIT-	Unpaid	86.86
Bill	11/30/2019	42789851	42789851	-SPLIT-	Unpaid	16.25
Bill	11/30/2019	42815728	42815728	-SPLIT-	Unpaid	11.64
Total Ingram Library Services						2,017.69
John Kramer						
Bill	11/21/2019	007B	Cabinet for Kitchen	452 · Repairs to Building	Paid	250.00
Total John Kramer						250.00
Jordon Gigante						
Bill	11/21/2019	001	Kitchen Cabinets and Counter	452 · Repairs to Building	Paid	1,277.00
Total Jordon Gigante						1,277.00
Lisa Sinclair						
Bill	11/30/2019	mileage	mileage	435 · Travel/Conference	Unpaid	133.05
Total Lisa Sinclair						133.05
Lock Around the Clock						
Bill	11/20/2019	Dec. 2019	December 2019 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00

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Type	Date	Num	Memo	Split	Paid	Amount
Total Lock Around the Clock						55.00
Magna5						
Bill	11/30/2019	5217729	5217729	431 · Telephone	Unpaid	541.29
Total Magna5						541.29
Marangi Disposal						
Bill	11/18/2019	Inv 9B100383	November's Service - Inv -9B100383	469 · Service Contracts	Paid	122.40
Total Marangi Disposal						122.40
Maureen Hart						
Bill	11/20/2019	11-9-19B	Additional Fee 5 Extra People Registered Fo...	437.2 · Prof fees-Adult programs	Unpaid	125.00
Total Maureen Hart						125.00
Meaghan Doyle						
Bill	11/20/2019	Empl Reimburse	Mileage	435 · Travel/Conference	Unpaid	209.14
Total Meaghan Doyle						209.14
Military Heritage						
Bill	11/20/2019	2 year renewal	1 Yr Renewal Feb 2021	413.6 · Serials	Unpaid	29.95
Total Military Heritage						29.95
MPLC						
Bill	11/20/2019	Inv 504246585	Movie Licensing 1/1/20-1/1/2021	411 · Film	Unpaid	170.67
Total MPLC						170.67
NYS & Local Retirement						
Bill	11/06/2019	51247 ERS 2020 Inv	2020 Annual invoice with pre-pay discount	9010.8 · Retirement	Paid	53,607.00
Total NYS & Local Retirement						53,607.00
Orange Bank & Trust Cardmember Services						
Bill	11/30/2019	1088	1088	-SPLIT-	Unpaid	2,309.95
Total Orange Bank & Trust Cardmember Services						2,309.95
OverDrive, Inc.						
Bill	11/30/2019	01052CO19191116	01052CO19191116	410.12 · Adult E Book	Unpaid	871.91
Bill	11/30/2019	0152CO19220912	01052CO19220912	410.12 · Adult E Book	Unpaid	1,267.91
Bill	11/30/2019	01052CO1991117	01052CO19191117	412.32 · E-Audiobooks -- Adult	Unpaid	461.96
Bill	11/30/2019	01052CO19222032	01052CO19222032	412.32 · E-Audiobooks -- Adult	Unpaid	322.48
Bill	11/30/2019	01052CO19222030	01052CO19222030	412.52 · E-Audiobooks -- Young...	Unpaid	208.52
Bill	11/30/2019	01052CO19222031	01052CO19222031	410.62 · Ebooks -- Young Adult	Unpaid	182.98
Bill	11/30/2019	01052DA192223926	01052DA192223926	410.62 · Ebooks -- Young Adult	Unpaid	90.00
Total OverDrive, Inc.						3,405.76
Paychex, Inc.						
Bill	11/18/2019	20719338	40 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	205.00
Total Paychex, Inc.						205.00
RCLS						
Bill	11/20/2019	Inv 28155	Movie Licensing USA 2020	411 · Film	Unpaid	387.00
Bill	11/30/2019	28205	28205	430.1 · Library supplies	Unpaid	156.93
Total RCLS						543.93
Ron Kaiser						
Bill	11/20/2019	11/5/19	Replaced Light Bulbs	452 · Repairs to Building	Unpaid	90.00
Total Ron Kaiser						90.00
Roth Mechanical, Inc.						
Bill	11/20/2019	11-7-19 TEST	Test Fee	452 · Repairs to Building	Unpaid	200.00
Total Roth Mechanical, Inc.						200.00
Shop Rite Supermarkets Inc.						
Bill	11/20/2019	11-7-19	Kitchen Supplies - Adult Programs	430.30 · Adult	Unpaid	33.00
Bill	11/20/2019	11-7-19	11-7-19	430.30 · Adult	Unpaid	33.05
Total Shop Rite Supermarkets Inc.						66.05
The New York Times						
Bill	11/30/2019	904992369	904992369	413.6 · Serials	Unpaid	421.50

Cornwall Public Library
Warrant # 5
As of November 30, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Total The New York Times						421.50
Toshiba Business Solutions - NY						
Bill	11/30/2019	400893764	400893764	469 · Service Contracts	Unpaid	659.49
Total Toshiba Business Solutions - NY						659.49
United A/C Refrigeration, Inc						
Bill	11/30/2019	420652	420652	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
Utica National Insurance Group						
Bill	11/18/2019	Acct 101086941	Acct 101086941 Commercial Package	454 · Building Insurance	Paid	9,329.79
Total Utica National Insurance Group						9,329.79
Vanguard Cleaning Systems of the HV						
Bill	11/18/2019	31935	November's Monthly Service	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	11/18/2019	652-121-949-0001-81	November's Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	11/19/2019	9841295801	November 2019	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
Village of Cornwall-on-Hudson						
Bill	11/30/2019	007472-000	007472-000	450 · Fuel/Utilities	Unpaid	176.00
Total Village of Cornwall-on-Hudson						176.00
W.B. Mason						
Bill	11/20/2019	204925598	204925598	-SPLIT-	Unpaid	73.98
Bill	11/20/2019	204554579	204554579	-SPLIT-	Unpaid	180.95
Bill	11/30/2019	205154818	205154818	430.2 · Office supplies	Unpaid	81.14
Bill	11/30/2019	205338290	205338290	451 · Custodial Supplies	Unpaid	28.99
Total W.B. Mason						365.06
TOTAL						<u>152,408.89</u>

November 2019 Director's Report

11/1 Finished up my portion of the monthly report for October, and added Adult & Youth Services. Did emails, and November's Board meeting agenda. Lenny from RCLS came & finished fixing the Director's desktop. I asked him to install the new surge protector & he found that my old one was burnt at the plugs, and the ground prong needed to be extracted from the socket with pliers. Went to Nita Klein's house, with Brenda to see her art work. Spoke with Mr. H Protter about what Nita had in mind. There is no stipulation as to what we can do with the art. We came back to library with a number of prints and cards. We were able to have Martha sort the cards and make a count of the salable ones. The Friends have been given those for the Cider & Donuts Sale tomorrow.

11/4 Met with Liz to go over Evacuation Procedures. Worked on a written format, went around building with her and marked where fire extinguishers and first aid kits are. Spoke with Town Clerk's office about the Library using Munger Cottage as a place to shelter in place, should we need to evacuate our building in inclement weather or extreme temperatures. Spoke with inspector from Haight who was inspecting our extinguishers and emergency lights.

11/5 Spoke with Jim of Roth Mechanical about him testing our back flow prevention valve, due to the Village Water Department's recent requirement to have such things inspected annually. Ours has never been inspected. He will come on Thursday, before we open to the public to inspect it. Looking at the book "Creating the Sustainable Library." Met with Kurt Hahn for help with our Evacuation/Emergency Plan. Covered Ref desk. 5-8

11/6 Attended Director's Association Meeting at RCLS. Met with Rosaleen about "her" grant-funded Technology program for seniors, and spoke about the teacher she will be hiring to run it. This will be in March, just before the Census, to familiarize seniors with Computers so they can complete the online Census. Met Senator Skoufis for check presentation for the \$15,000.00 Grant in Aid for use in purchasing new technology. Spoke briefly with his Constituent Relations Specialist about Senator Skoufis coming to do a special Story Time. I will email to set this up. Stayed for Personnel Committee meeting.

11/7 emailed about Senator Skoufis doing a Story Time. Worked briefly on wage projection, including minimum wage, and clerks that should have a raise to bring them over minimum wage. Left at 1:30 to attend daughter's art exhibit in Troy.

11/8 met Kurt Hahn of Cornwall Emergency management to do a walkthrough of the Library. We are doing an Emergency evacuation plan together. It will be presented to the staff at the staff training day December 6th.

11/11 Popped in and out of Veteran's Day program, spoke with patrons who were there. Met with Julia Rust and her husband David Surface, they run Veteran's Writing Workshops in NYC, and Westchester, and are looking for a local partner. I believe this is a good fit for the CPL.

11/12 in late, due to Dr. apt. Worked more on minimum wage projection, and emailed it to Carol. Covered Ref desk from 5-8

11/13 spoke with Meaghan Doyle briefly to let her know that Leslie Riley of our Friends will be at NYLA as well, and that she and Pam should look for her. Called RPC Electric to verify total of their bid. Emailed back and forth with the building committee about bids.

11/14 In at noon. Prepared for board meeting via email with Carol. Emailed with Building committee about outdoor lighting bids. Emailed with Alex Goddard, James Skoufis' Chief of Staff, to reschedule the Senator's date for Story Time.

11/15 Emailed RPC, Olympic and PowerGen about change in scope of outdoor lighting project. Requested new bids from all. Requested new quotes from 2 phone companies, Jive and Vonage. Spoke with Jose, of Vanguard cleaning, because cleaner did not show up last night.

11/16 Dealt (via texts & phone) with issue of John K. not coming in to do the back kitchen install.

11/17 Still dealing with issue created because John K. (claiming another injury) is unable to come in to do installation. Have hired another contractor to complete John's plan, and fired John. Spoke extensively with new contractor (Jordan), who is coming Monday, with John K's cabinets, to see if he can complete the install.

11/18 Stopped at CCSD offices, picked up 2nd half of Library's tax levy. Deposited check. Spoke with Jordan, and showed him where install is to happen. Jordan could only install one of the upper cabinets, both were made too large to fit the area of installation. Jordan will come back tomorrow to remove the upper cabinet & replace with two readymade ones from Home Depot that will fit properly, he will also get the counter top & shelves for the lower cabinet. Made deposits at bank. Spoke with Jose, of Vanguard cleaning, due to our complaints from last week, and prior, he has assigned us a new cleaner.

11/19 Ran manager's meeting, let managers know submissions to the Good Idea Fund are due to the Board before 12/21/19, and front sliding doors have been ordered, but we are waiting for their arrival, which means we don't yet have a start date for their installation. Jordan came and finished the installation of the shelves & counter top for the cabinets he installed. We spoke of the second half of the installation. I am not sure when that will take place. Covered Ref Desk 5-8

11/20 Ran staff meeting at 8AM. Emailed RCLS to find out about Chris' suggestion for guest passes printing a number to log in with. Found that it is doable here. Will need to figure out how to configure desks with Reservation Station on them to do it. Worked with Jose of Vanguard to clean out the janitor's closet. Found lights from last electrical upgrade hidden in there, and remembered seeing some of the same hidden in the Boiler Room. Jose agreed to dispose of them for us, as they didn't match any of our current fixtures, and many had burnt

out fluorescent bulbs still in them. The janitor's closet is now free of debris, and Jose spent some time organizing it for the new cleaning person.

11/21 Emailed all bids to building committee. Looked over bids for the outdoor lighting upgrades, noticed the one from PowerGen looked too low. Emailed PowerGen to double check, and received new bid in late afternoon. Emailed corrected bid to building committee. Spoke with Amy C, about issues found in janitor's closet & boiler room, and about problem with John K. & kitchen installation. Texted with a local man who does handyman work. Will meet him on Monday to see if he will be a good fit to replace John K.

11/22 Received Pam Hawks' resignation, giving three weeks' notice. Her last day will be December 13. Called Civil Service to ask for information, before determining next move.

11/25 Heard back from Civil Service; will try to get M. Doyle promoted to Librarian II. Am hopeful she will be pre-approved for this & be able to step into the Head of Adult Services position. Met with Building committee, about which Electrician to hire for outdoor lighting upgrades. Building committee and I met with M. Brennen of Butler, Rowland, and Mays. Was asked to get & check references for RPC Electric. Called the office for them. Spoke with Martha Sullivan about the Friends RCLS Email account, which Jane hadn't used in over a year. Have asked that it be reinstated, as they are going to use it again.

11/26 emailed w/M. Chyla about next policies to look at. Worked on updating Library Construction page of our webpage, with Gittell. Set up exit interview with J. Wells & P. Hawks.

11/27 Worked on personnel budget, which depends upon M. Doyle being eligible for promotion. Answered several emails from M. Sullivan at RCLS about our staff training day. Got invoice (via email) from M. Brennen @ Butler, Rowland & Mays for work done on Lighting, Phase 2. Library closed at 1PM.

11/29 Continued work on personnel budget, refigured salaries, per hour pay & time allotted.

Monthly Statistics for November 2019 (figures in parenthesis are last month's figures)

Registered borrowers: 9,519 (9,468); Direct Access/Circulation: 12,111 (12,927);

ILL Borrows: 2,134 (2,539); ILL Loans: 1,909 (2,152); Item Count: 74,361 (74,364);

Wi-Fi: 3,788 (4,515).

Adult Services Report: November 1-30, 2019: (submitted by Pamela Hawks, 12/3/19)

PROGRAMMING: December Adult/Teen Events Scheduled: Poetry Reading and Open Mic with Robert Milby (12/3); Pearl Harbor: Turning Point (12/3); Wreath-making Workshop (12/4); Member's Choice Book Group (12/4); Book Chat & Chocolate (12/5); Game Night (12/10) & (12/30); Tea & a Classic (12/11); C.A.R.E.S. Cancer Support Group (12/11); Teen Tech (12/17); Mystery Book Discussion (12/8); Out & About Book Group (12/18).

Staff Development Training Day: I have been putting together a schedule of training for our all day staff training on 12/6. We will have trainers from RCLS and our own library and have seven different training sessions scheduled, including: Emergency building procedures; Niche Academy; Workflows; Blue Cloud Analytics; Smartermail; Local History and Microfilm machine and Electronic Resources.

REFERENCE: Ref Stats (previous month in parentheses):

Circulation: 166 (208); Directional: 19 (24); ILL Pulls: 1,484 (1,532); Reader Advisory: 24 (22);
Tech Assists: 125 (124); Reservations: 7 (1); Printing: 113 (118); Phone: 100 (108); Chargers: 18 (11); Computer Guest Passes: 79 (65); Notary: 37 (27); Ref. Q's: 306 (313); Outside the system ILL requests: 15 (15).

Database Stats (previous month in parentheses):

Novel List Plus: 8 (10); Novel List PlusK-8: 2 (2); Master FILE Premier 0 (0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (1); Ancestry: 104 (285); New York Times Digital: 87 (37)

PC Usage: Adult Area: 698 (772) Local History (Microfilm): 11 (15)
Children's Area: 34 (36) Laptops: 0 (3) **TOTAL PC USAGE:** 743 (829)

WIFI Usage: 3,788 (4,515)

MEETINGS ATTENDED

NYLA Library Conference, Saratoga Springs, NY (11/13-11/15). Attended the following conference programs:

1. Keynote Symposium with Astra Taylor on Philosophical Publics: Ruling Ourselves
2. Women's Leadership Panel: Tackling Imposter Syndrome
3. An Internet Dark and Full of Terrors
4. Introduction to Civil Service
5. Enticing Escape Experiences for Your Library
6. Creating a Culture of Yes

Additionally, we attended the Trade Show to learn about new technologies and meet with reps from current vendors. We were also able to meet up with other librarians for lunch meetings and a fun evening out with RCLS system-wide staff hosted by RCLS Director, Grace Riario.

YA REPORT: Submitted by M. Doyle 12/3/2019

	Program
11/4	Battle of the Books Committee, Secretary, in Suffern
11/4	Teen Librarians, Co-chair, in Suffern
11/13-15	NYLA Conference in Saratoga, NY
11/18	Mock Printz Committee in Goshen

Comments:

- **Game Night** continues. This month was all new people who hadn't attended before, and they had fun. Seemed to act like they would like to attend again.
- **Battle of the Books** Committee Meeting (11/4 @ Suffern): Reviewed nominations for Battle Books, whittled lists to manageable amounts and discussed method for selecting titles.
- **Teen Librarian's Meeting** (11/4 @ Suffern): Special guest speaker Grace Riario, new director of RCLS. She spoke about her vision for the Library System and we discussed ways the Teen Librarian group could better share our value with other librarians in the system.
- **Mock Printz Committee**: Finalized our short list in anticipation of the Mock Printz Discussion in January. I will be presenting On the Come Up by Angie Thomas.
- **Out and About Book Club** was very successful this month.
 - o Kanda House Thai Kitchen in Cornwall: The restaurant was nice choice; they were able to set up a table for 8, split checks and the noise levels were low so we could hear ourselves talk. However, the restaurant was busy, and they had a hard time accommodating serving a large group.
 - o We had a great discussion about the book of the month, Station Eleven by Emily St. John Mandel, and what it means to get past survival mode and truly live.
 - o Switched the meeting to a Tuesday this month, with the hope that patrons who have expressed interest in the group but aren't available on Wednesdays would attend – and they did!! Tuesday seems to work for most of the regulars, but I plan to alternate between Tuesday and Wednesday, so some people might not make every month, but more people might have the opportunity to attend.
 - o Two brand new members joined our group. The new members seemed to enjoy the group, and I believe will attend again. Two of the 3 new members from last month came again, and I believe will continue to attend. Attendance is on an upswing that will hopefully hold for a few months, and I would not be surprised if we have 8-10 members at the next meeting.
- **TUT**: Twelve teens helped brainstorm for our February extravaganza. I showed them the winning videos from last summer's reading program contest, and they are interested in giving it a try this year.
- **NYLA Conference**: Overall, a great experience of learning and networking. Highlights included the keynote speaker Astra Taylor who spoke of democracy and action, and two panels: Creating a Culture of Yes, and the Internet is Dark and Full of Terrors. Another highlight was meeting with other RCLS librarians on Thursday evening in a relaxed atmosphere with no agenda except to get to know one another. The Trade show floor was also a good experience – it was interesting to meet and chat with representatives about all kinds of products and services that could be handy for our library.

<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>MIXED:</u>	<u>TEENS:</u>	<u>VOL:</u>	<u>ATTENDANCE TOTAL</u>
11/5, 11/12, 11/19	34	34				68
11/5, 11/12, 11/19	20	20				40
11/7, 11/14, 11/21	38	36				74
11/7, 11/14, 11/21	28	28				56
11/6, 11/13, 11/20	28					28
11/6, 11/13, 11/20	33					33
11/18	3	2				5
11/26			10			10
11/19	7					7
11/5			9		1	10
11/7, 11/19				9		9
11/22				11		11
11/18	11					11
11/21	12					12
11/15	5	6				11
11/16			35			35
11/16	11	9				20
11/30	2				2	2
11/30			7			7
11/25	1					1
11/25	5					5
TOTAL:						455

**MEETINGS &
OUTREACH:**

	<u>DATE:</u>	<u>ATTENDEE:</u>
Mock Newbery Mtg	11/4	Liz & Lisa
Battle of the Books	11/4	Meaghan
Teen Librarians	11/4	Meaghan
Mock PRINTZ Mtg	11/18	Liz & Meaghan
Mock Cadecott	11/22	Liz
Book Preview at RCLS	11/8	Lisa
Dept. Head Mtg	11/19	Lisa
Staff Mtg	11/20	Lisa & Rebecca
CLOUSC Mtg.	11/25	Liz & Lisa
Mtg. w/ Sarah G.	11/27	Lisa

QUESTIONS @ THE DESK:

Reference	303
Circulation	97
Tech	24
iPads	36

Telephone	51
Programs	55

Reflections:

In the spirit of the most recent holiday...

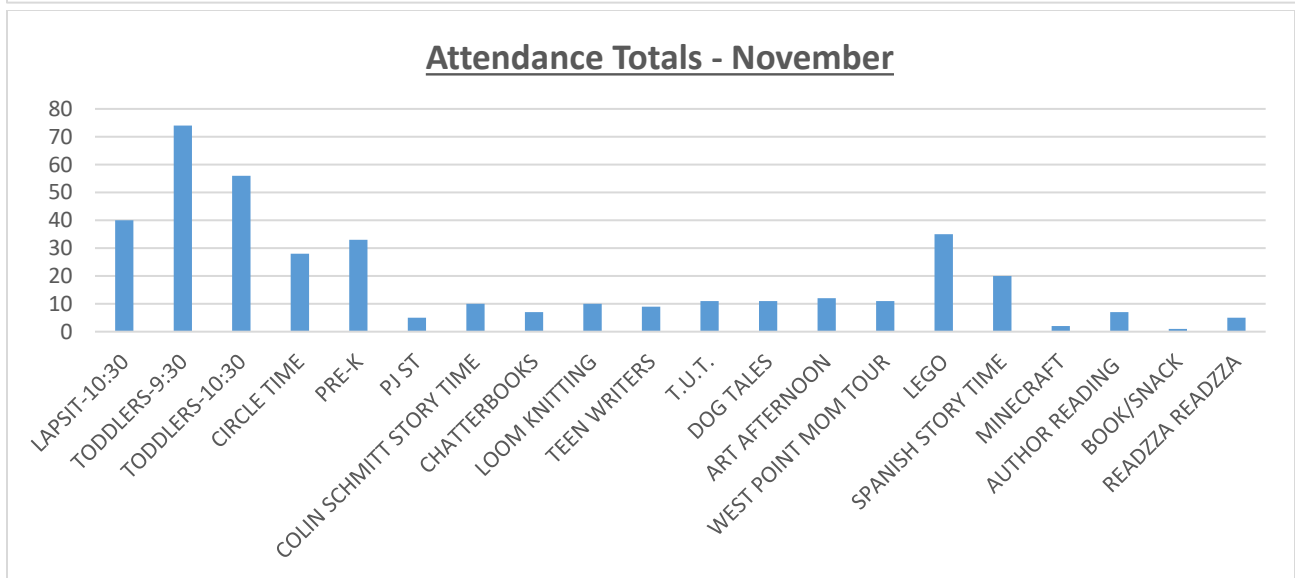
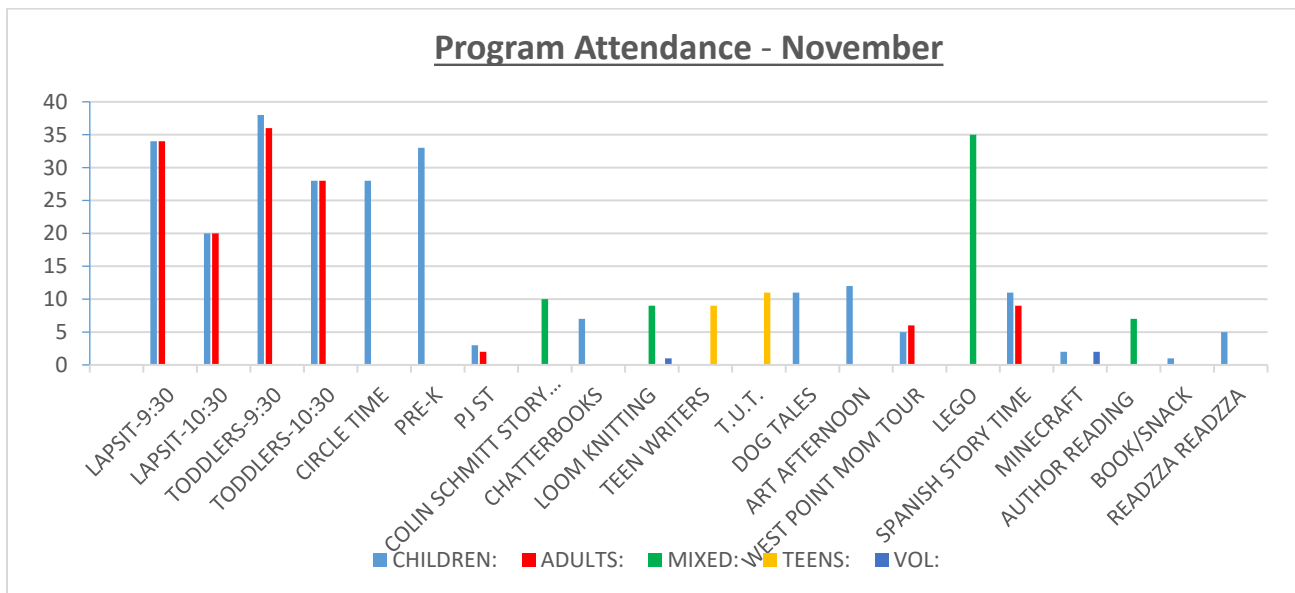
I am fortunate to work with children who are curious.

I am lucky to witness the "gears turning" in kids as connections are made that result in exuberance.

I am glad to be able to share ideas with energetic and intelligent people and assist their ideas into programs.

I am extremely thankful for the can-do attitude of the talented Youth Services staff where glitches are treated as challenges to be sorted out, multi-tasking is a given, and humor runs rampant.

LFisher



November 2019 Monthly Report: Rosaleen Leahy 12/9/2019

Programs

Creative Writers – 9, 8, 9, 4
World War II Lecture – 22
Member’s Choice – 7
Art Reception – 22
Sip & Paint – 20
Veterans Day Reception – 68
Tea & a Classic – 13
Great Decisions – 15
Jazz Concert – 38
Out & About Book Club – 8
Mystery Book Group – 14
Scott Silverstone Author Visit – 20

Total # of Programs – 15; Total Attendance – 277

Other Room Use: Quilters of the Hudson Highlands – 10, Staff Meeting, Board of Trustees Meeting, Friends Cider & Donuts Book Sale – 60, Shop Hop – 42

The Veterans Day Reception is always a special event. We had quite a few teens who visited and were happy to be able to pin flags on the map for their family members. The older veterans enjoy being able to sit and enjoy some coffee and baked goods, while they talk with friends and neighbors. Each year we are given a few more pictures and bits of memorabilia.

The Friends of Cornwall Library Cider and Donuts Book Sale brings in many young families who are happy to be able to purchase the donated books at low cost.

Local Author, Dr.Scott Silverstone, gave an informative and enthusiastic talk about his book, “From Hitler’s Germany to Saddam’s Iraq: The Enduring False Promise of Preventive War”. The lecture was well-received by the audience, many of whom purchased copies of the book from the Friends Bookstore.

The Friends of Cornwall Library participated in the Shop Hop on Saturday, November 30. They welcomed 42 people, many of whom had never been in the library before!

Music Collection

There was a display for Thanksgiving music, which has now been taken down to make way for Hannukah and Christmas Music.

The recent music order has been processed and shelved.

Building and Grounds Committee December 2019 Report

The Committee and Charlotte met via telephone conference with Meghan from Butler, Rowland and Mays on November 25, 2019 to discuss the first part of the NYS Construction Grant project. This phase will include converting the recessed fluorescent lights in the adult fiction section and the children's section to energy efficient LED lighting. The long pendant lighting hanging in the barrel vault ceiling running across the building will also be converted to LED.

Meghan had emailed the Committee ceiling plans for the areas in question as well as pictures of proposed lighting for those areas. The Committee discussed the options and requested additional pictures or a site to visit the pendant lighting in person. Dimmer switches were also considered as a possible add on. Final decisions regarding the fixtures will be made in January and the bid documents prepared (dates to be determined).

Timing may be an issue. Meghan felt we should allow 3-4 weeks for the bids and then 6-8 weeks for delivery of the fixtures. And due to the new tariffs for steel the costs will most likely be higher than we had estimated.

Meghan did say that reimbursements from SAM grants are going quicker (less than 6 months if there are no issues) but she recommended that we already begin filling out all the paperwork since it is a lengthy process. She has offered her help regarding the wording of our many projects for this grant. She will submit the final bill from Butler, Rowland and Mays (for the bid documents) regarding the SAM grant asap, so it can be included.

Respectfully submitted,

Susanne Vondrak

Chair

Buildings and Grounds Committee