

**Cornwall Public Library  
Board of Trustees**

April 16, 2020  
7: PM Regular Meeting Agenda

- I. Roll**
- II. Approval of the minutes-March 12, 2020 meeting**
- III. Financial Review**
  - a. Approval of Warrant # 9
- IV. Public Remarks**
- VI. Director's Report – *See Google Docs***
- VII. Unfinished Business**
- VIII. Adjournment**

Public Budget Hearing: Postponed

Next Regular Board Meeting May 14, 2020 7PM

# Cornwall Public Library Board of Trustees Meeting

March 12, 2020

7:00 to 9:00 PM

## Minutes

Meeting was called to order by Stephanie Wolf at 7:03 PM

### I. Roll:

**Trustees Present:** Carol Stein, Susanne Vondrak, Stephanie Wolf, and Meghann Chyla.

**Trustees Excused:** Melissa Greaves-Kulisek and Amy Cordisco.

Charlotte Dunaief, Library Director

Emily Milton, Treasurer

**Also present:** Library staff members Ellen Winchell and Catherine Incledon (minutes)

Matt Soltis, member of the public

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**II. Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of February 13, 2020, was made by Stephanie Wolf, seconded by Meghann Chyla, and was unanimously approved.

**III. Financial Review:** A motion to approve Warrant #8 in the amount of \$132,209.82 was made by Susanne Vondrak, seconded by Carol Stein, and was unanimously approved.

**IV. Public Remarks:** Matt Soltis introduced himself and discussed his ambitions in regard to running for the Board in the upcoming election.

**V. Communications:** A letter from Ellen Winchell was received and was read aloud by Charlotte Dunaief. Ellen Winchell wrote that she is resigning from her position taking the minutes for the Board, and thanked the Board for her time with them. Ellen Winchell introduced Catherine Incledon, another member of the Cornwall Public Library staff, who will take the Board minutes in the future. The Board thanked Ellen Winchell for her service. Charlotte Dunaief sent a letter to Jean Ries, a library volunteer, thanking Jean for her efforts in making the library scrapbook. Brenda Goldfarb thanked participants from the Cornwall Presbyterian

Church for their work with Operation Cookie Deployment, and received a letter thanking her for her help with Operation Cookie Deployment as well. The “Know Your Health by Heart,” “Eat Healthy, Stay Healthy,” and “Ireland: A Brief History of a Very Complex Situation” programs all received outstanding reviews and feedback from attendees and were well-attended. Charlotte received thanks for her work with the 2020 Annual Timothy Mumford Memorial Poetry Competition. Participants in the “An Irish Adventure” trip gathered at the Canterbury Brook Inn to meet with a travel representative and discuss the upcoming trip, all of whom praised the event. The library also received compliments from patrons via the “All You Need is Love” display.

**VI. Donations:** A generous gift of \$50.00 was received from Dr. Barry John Capella through the Fidelity Charitable Gift Fund. A motion to accept the check totaling \$50.00 was made by Meghann Chyla, seconded by Carol Stein and was unanimously approved.

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

**VIII. Committee Reports:**

**a. Finance Committee:** The Committee met 3/12/2020 to review the warrant. There is approx. \$902.00 left to spend from the Larkin Building Envelope grant. Charlotte will apply for reimbursement for what has already been spent for the grant, and is waiting for proof of payment for the remainder. The Committee has determined the tax rate will for the most part remain the same, and that the property tax is now ready with corrected numbers. The estimated property tax was calculated using the most recent assessed valuation. The final tax rate is based on the August valuation. The Proposed 2020/2021 Library Operating Budget has been introduced, and will be shared with patrons. Several talking points for the budget were presented. The talking points included that though the proposed budget exceeds the tax cap, it accommodates for the inconsistencies with the state mandatory raise in the minimum wage for hourly staff. Additionally, the staffing and library hours will remain the same, programming will remain the same, facility cleaning will be increased and the increased budget remains consistent with the budget raises in other libraries. Though the budget is

increasing, there will be little to no impact on taxes and none to the STAR refund. There was also discussion as to the best time to seek bids for the interior LED conversion work to be done in the library. Bids will be sought in early to mid-June, with a project start date of Sept. 1

**b. Policy Committee:** The Committee introduced the Pandemic Policy and Procedures, which the Board reviewed. After several small changes, a motion to approve the Pandemic Policy and Procedures was made by Carol Stein, seconded by Susanne Vondrak, and was unanimously approved. The Committee had previously submitted proposed changes to the Collection Development Policy, after review by the library staff. A motion to approve the Collection Development Policy was made by Susanne Vondrak, seconded by Carol Stein, and was unanimously approved. The Committee asks that Board review the proposed ICE Policy & Procedure and the ICE Policy Rollout Guide, to be voted on next month.

**c. Building and Grounds Committee:** The Committee met a representative from the lighting manufacturing company and Meghan Brennen on March 2, 2020 to review samples of the proposed LED pendant lighting conversion, as part of the State construction grant. The representative will provide the Committee with light gauge readings to consider before ordering the lights. The Committee will also be inquiring as to whether the work could be done through a state contract. The Committee obtained the contact information for the company that created the carved sign at the entrance to the Village of Cornwall, and will also be looking into more local options and companies to choose from to create a sign for the library, as per the outdoor master plan for the entrance to the parking lot. This is different from the LED sign for the front lawn which will be funded by the SAM grant.

**d. Garden Committee:** Ben Harrell still needs to raise \$300 to complete his Eagle Scout Project for the library, and will be fundraising at local businesses in addition to placing his fundraising box in the Friend's book store. Charlotte Dunaief contacted Berringer about creating a curb cutout for the proposed path and is still waiting for a response.

**e. Friends:** No report.

**f. Personnel Committee:** No report.

**IX. Unfinished Business:** The Board discussed the possibility of appointing a Trustee-elect to the Board before the beginning of the new fiscal year, July 1, 2020, due to the resignation of John Wells.

The Board will be providing breakfast at the next staff meeting, scheduled March 17<sup>th</sup> at 8am, to present the budget to the staff. Food donations are being assigned via Google poll.

**X.New Business:** The Board discussed the necessity of canceling upcoming library programs as a preventative measure because of the progressing pandemic. The Board resolved to suspend all programs starting on March 14, 2020, and continuing for two weeks until March 28, 2020, at which point the Library will reevaluate the progress of the pandemic and determine whether to resume programs. The library staff was also encouraged to adopt preventative measures such as wearing gloves when handling all materials and wiping books with Clorox wipes.

The Board also discussed the possible impact of the pandemic on the budget vote, and resolved to do research to determine whether plans for the budget hearing and vote will need to be altered.

**XI.Adjournment:** Motion to adjourn the Board Meeting at 8:21 was made by Carol Stein, seconded by Susanne Vondrak, and was unanimously approved.

**Public Budget Hearing April 13, 2020 at 6:30PM**

**Next Regular Board Meeting, Thursday April 16, 2020 at 7PM**

**Cornwall Public Library Budget Vote April 21, 2020**

**Cornwall Public Library**  
**Warrant # 9**  
As of March 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
<b>Ashcraft Lock &amp; Door</b>						
Bill	03/18/2020	INV 55092	INV 55092	430.2 · Office supplies	Paid	206.00
Total Ashcraft Lock & Door						206.00
<b>AWE</b>						
Bill	03/12/2020	CORN	CORN	203b · Capital Equipment	Paid	3,049.00
Total AWE						3,049.00
<b>Benninger Landscaping LTD</b>						
Bill	03/12/2020	23696	March Maintenance Inv # 23696 - reduce \$6...	469 · Service Contracts	Paid	735.04
Total Benninger Landscaping LTD						735.04
<b>Blackstone Publishing</b>						
Bill	03/12/2020	1165035	1165035	-SPLIT-	Paid	240.58
Bill	03/31/2020	11667740	11667740	-SPLIT-	Paid	342.40
Total Blackstone Publishing						582.98
<b>Brodart Co.</b>						
Bill	03/21/2020	B5884663	B5884663	-SPLIT-	Paid	25.39
Bill	03/21/2020	B5884648	B5884648	-SPLIT-	Paid	109.94
Bill	03/21/2020	B5884662	B5884662	-SPLIT-	Paid	118.27
Bill	03/21/2020	B5885006	B5885006	410.5 · Juvenile Non Fiction	Paid	60.97
Bill	03/21/2020	B5884686	B5884686	-SPLIT-	Paid	82.20
Bill	03/21/2020	B5884972	B5884686	-SPLIT-	Paid	10.49
Bill	03/21/2020	B5884997	B5884997	410.4 · Juvenile Fiction	Paid	5.27
Bill	03/21/2020	B5885551	B5885551	-SPLIT-	Paid	28.12
Bill	03/21/2020	B5885566	B5885566	-SPLIT-	Paid	10.49
Bill	03/21/2020	B5886074	B5886074	410.5 · Juvenile Non Fiction	Paid	8.79
Total Brodart Co.						459.93
<b>Brodart Co. - Juv</b>						
Bill	03/12/2020	B5881984	B5881984	-SPLIT-	Paid	14.90
Bill	03/12/2020	B5882096	B5882096	410.4 · Juvenile Fiction	Paid	5.39
Bill	03/12/2020	B5877791	B5877791	-SPLIT-	Paid	9.94
Bill	03/12/2020	B5877790	B5877790	-SPLIT-	Paid	16.49
Bill	03/12/2020	B5877792	B5877792	410.4 · Juvenile Fiction	Paid	5.99
Bill	03/12/2020	B5877789	B5877789	-SPLIT-	Paid	15.70
Total Brodart Co. - Juv						68.41
<b>Brodart Co. -Supplies</b>						
Bill	03/12/2020	552529	552529	430.1 · Library supplies	Paid	186.27
Total Brodart Co. -Supplies						186.27
<b>Brodart Co. (McN)</b>						
Bill	03/12/2020	Inv M175417	Inv M175417 - Apr- 2020	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
<b>Cengage Learning/Gale</b>						
Bill	03/21/2020	701093991	701093991	410.11 · Adult Fiction Standing ...	Paid	68.24
Total Cengage Learning/Gale						68.24
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	03/31/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Paid	2,567.39
Total Central Hudson Gas & Electric Corp						2,567.39
<b>Cornwall Public Library - Payroll</b>						
Bill	03/10/2020	Pay Per End 3-6-20	Payroll Ending 3-6 Payroll Dated 3.13.20	1012 · OBT Payroll Checking	Paid	17,588.78
Bill	03/23/2020	Pay Per End 3-20-20	Payroll Ending 3-20 Payroll Dated 3.27.20	1012 · OBT Payroll Checking	Paid	17,647.76
Total Cornwall Public Library - Payroll						35,236.54
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	03/10/2020	Payroll End 3-6-20	Payroll Ending 3-6 Payroll Dated 3.13.20	1003 · Due from Trust & Agency	Paid	8,076.14
Bill	03/23/2020	Payroll End 3-20-20	Payroll Ending 3-20 Payroll Dated 3.27.20	1003 · Due from Trust & Agency	Paid	7,711.82
Total Cornwall Public Library - Trust & Agency						15,787.96
<b>David Johnson</b>						
Bill	03/12/2020	3-9-20	Remove Metal Shelving	452 · Repairs to Building	Paid	100.00
Total David Johnson						100.00
<b>Dowser Spring Water</b>						

**Cornwall Public Library**  
**Warrant # 9**  
**As of March 31, 2020**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	03/31/2020	1855361	Water Cooler Delivery	430.2 · Office supplies	Paid	23.96
Total Dowser Spring Water						23.96
<b>Encon Services &amp; Supply</b>						
Bill	03/31/2020	26887	26887	452 · Repairs to Building	Paid	1,323.00
Total Encon Services & Supply						1,323.00
<b>Haight Fire Equipment Supply</b>						
Bill	03/12/2020	52560	Service Call / Detector Battery	469 · Service Contracts	Paid	203.00
Total Haight Fire Equipment Supply						203.00
<b>Hannaford</b>						
Bill	03/12/2020	Mar-2020	Account Ending 0265	-SPLIT-	Paid	12.76
Total Hannaford						12.76
<b>hoopla</b>						
Bill	03/31/2020	98756547	Doc # 98756547 / Customer #2000018451	410.10 · Adult Fiction	Paid	1,000.00
Total hoopla						1,000.00
<b>Hudson Archival</b>						
Bill	03/21/2020	Inv 14456	2019 Cornwall Local Preservation & Births-M...	413.5 · Reference-Cornwall Loc...	Paid	410.40
Total Hudson Archival						410.40
<b>Jacobowitz &amp; Gubits, LLP</b>						
Bill	03/12/2020	285363	File # 6363-001 Feb .05 Billable Hours	437.1 · Prof fees-Office	Paid	60.38
Total Jacobowitz & Gubits, LLP						60.38
<b>Leifsigns, LLC</b>						
Bill	03/31/2020	20887	20887 Changed Dates on 8 Signs for Vote	434 · Publicity & Printing	Paid	72.00
Total Leifsigns, LLC						72.00
<b>Lock Around the Clock</b>						
Bill	03/12/2020	Apr. 2020	Apr-20 Storage Unit Fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
<b>Magna5</b>						
Bill	03/31/2020	5263600	5263600	431 · Telephone	Paid	520.59
Total Magna5						520.59
<b>Marangi Disposal</b>						
Bill	03/31/2020	03100980	Trash Removal Service Mar-20	469 · Service Contracts	Paid	122.40
Total Marangi Disposal						122.40
<b>Meaghan Doyle</b>						
Bill	03/12/2020	Empl Reimburse	Mileage	435 · Travel/Conference	Paid	89.64
Total Meaghan Doyle						89.64
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	03/31/2020	Stmt dated 03-24-20	Stmt dated 03-24-20	-SPLIT-	Paid	1,310.00
Total Orange Bank & Trust Cardmember Services						1,310.00
<b>OverDrive, Inc.</b>						
Bill	03/31/2020	01052CO20072146	01052CO20072146	410.12 · Adult E Book	Paid	56.00
Bill	03/31/2020	01052CO20072106	01052CO20072106	412.32 · E-Audiobooks -- Adult	Paid	623.67
Bill	03/31/2020	01052CO20072142	01052CO20072142	410.12 · Adult E Book	Paid	1,052.97
Bill	03/31/2020	01052CO20072145	01052CO20072145	412.32 · E-Audiobooks -- Adult	Paid	228.48
Bill	03/31/2020	01052CO200725828	01052CO200725828	410.12 · Adult E Book	Paid	59.98
Bill	03/31/2020	01052CO20072099	01052CO20072099	410.42 · Ebooks -- Juvenile	Paid	70.95
Total OverDrive, Inc.						2,092.05
<b>P &amp; P Quick Copy Center</b>						
Bill	03/31/2020	Inv 203409	10,750 Newsletters	434 · Publicity & Printing	Paid	2,150.00
Total P & P Quick Copy Center						2,150.00
<b>Paychex, Inc.</b>						
Bill	03/10/2020	21355800	40 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	185.00
Bill	03/31/2020	2020032600	Small Business Package Payroll Processing	437.1 · Prof fees-Office	Paid	766.39

**Cornwall Public Library**  
**Warrant # 9**  
As of March 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Total Paychex, Inc.						951.39
<b>Shop Rite Supermarkets Inc.</b>						
Bill	03/12/2020	03-04-20	Art Reception - Adult Programs	-SPLIT-	Paid	14.28
Total Shop Rite Supermarkets Inc.						14.28
<b>The Library Store</b>						
Bill	03/12/2020	Inv 441505	Multi-Fit Book Jacket Covers	430.1 · Library supplies	Paid	108.82
Total The Library Store						108.82
<b>Toshiba Financial Services</b>						
Bill	03/31/2020	Inv 410094817	Service for 03-16-20 to 4-16-20	469 · Service Contracts	Paid	617.42
Total Toshiba Financial Services						617.42
<b>United A/C Refrigeration, Inc</b>						
Bill	03/12/2020	424801	424364	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
<b>Valerie LoSardo</b>						
Bill	03/31/2020	Employee Reimb.	Mileage	435 · Travel/Conference	Paid	25.60
Total Valerie LoSardo						25.60
<b>Verizon</b>						
Bill	03/31/2020	652-121-949-0001-81	March Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
<b>Verizon Wireless</b>						
Bill	03/12/2020	9849583353	March - 2020	431 · Telephone	Paid	14.30
Total Verizon Wireless						14.30
<b>Village of Cornwall-on-Hudson</b>						
Bill	03/31/2020	Acct 007472-000	Water Service 1-29-20 to	450 · Fuel/Utilities	Paid	168.00
Total Village of Cornwall-on-Hudson						168.00
<b>W.B. Mason</b>						
Bill	03/21/2020	Inv 208625428	Inv 208625428	-SPLIT-	Paid	147.96
Bill	03/21/2020	Inv 208473998	Inv 208473998	-SPLIT-	Paid	200.96
Bill	03/21/2020	Inv 208888360	Inv 208888360	430.2 · Office supplies	Paid	41.20
Bill	03/21/2020	Inv 208898280	Inv 208898280	430.2 · Office supplies	Paid	65.67
Total W.B. Mason						455.79
<b>Woman's Day</b>						
Bill	03/12/2020	1 year renewal	1 year renewal - Exp 6/2021	413.6 · Serials	Paid	10.00
Total Woman's Day						10.00
<b>TOTAL</b>						<b>72,623.44</b>



**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual - Operating**  
July 2019 through March 2020

	Budget 75 %	YTD Budget		Full 2019-2020 Budget		
		Jul '19 - Mar 20	Budget	\$ Over Budget	Full Budget	Over Budget
<b>Income</b>						
2002 · Local Public Funds	1,230,876.00	1,230,875.00	1.00	1,230,875.00	1.00	100.0%
2082 · Library Fines	17,059.45	16,500.01	559.44	22,000.00	-4,940.55	77.54%
2401 · Income from Investments	440.46	375.00	65.46	500.00	-59.54	88.09%
2706 · Gifts & Endowments	13,088.61	11,606.23	1,482.38	15,475.00	-2,386.39	84.58%
2760 · Grants	2,740.97	2,100.01	640.96	8,100.00	-5,359.03	33.84%
3840 · RCLS	4,938.00	5,300.00	-362.00			
<b>Total Income</b>	<b>1,269,143.49</b>	<b>1,266,756.25</b>	<b>2,387.24</b>	<b>1,276,950.00</b>	<b>-7,806.51</b>	<b>99.39%</b>
<b>Gross Profit</b>	<b>1,269,143.49</b>	<b>1,266,756.25</b>	<b>2,387.24</b>	<b>1,276,950.00</b>	<b>-7,806.51</b>	<b>99.39%</b>
<b>Expense</b>						
141 · Salary-Certified Librarian	167,219.95	157,344.50	9,875.45	204,548.00	-37,328.05	81.75%
142 · Salary-Clerical	318,786.01	339,055.50	-20,269.49	440,772.00	-121,985.99	72.32%
143 · Salary-Treasurer	3,846.20	3,846.14	0.06	5,000.00	-1,153.80	76.92%
203b · Capital Equipment	1,542.62	3,060.00	-1,517.38	4,080.00	-2,537.38	37.81%
410 · Books	44,807.49	48,879.27	-4,071.78	65,358.00	-20,550.51	68.56%
411 · Film	557.67	658.00	-100.33	658.00	-100.33	84.75%
412 · Video/Music/Books on Tape	14,370.67	21,111.00	-6,740.33	28,164.00	-13,793.33	51.03%
413 · Serials/Reference	7,243.40	8,059.50	-816.10	10,514.00	-3,270.60	68.89%
430 · Supplies						
430.1 · Library supplies	3,034.09	4,050.00	-1,015.91	5,400.00	-2,365.91	56.19%
430.2 · Office supplies	5,978.80	6,300.00	-321.20	8,400.00	-2,421.20	71.18%
430.3 · Program supplies	4,337.85	7,218.26	-2,880.41	8,811.00	-4,473.15	49.23%
<b>Total 430 · Supplies</b>	<b>13,350.74</b>	<b>17,568.26</b>	<b>-4,217.52</b>	<b>22,611.00</b>	<b>-9,260.26</b>	<b>59.05%</b>
431 · Telephone	6,541.52	6,379.00	162.52	8,506.00	-1,964.48	76.91%
433 · Postage	832.05	2,998.00	-2,165.95	4,000.00	-3,167.95	20.8%
434 · Publicity & Printing	4,719.39	5,625.00	-905.61	7,500.00	-2,780.61	62.93%
435 · Travel/Conference	3,564.96	4,126.00	-561.04	5,500.00	-1,935.04	64.82%
437 · Professional Fees						
437.1 · Prof fees-Office	10,602.31	18,581.26	-7,978.95	24,775.00	-14,172.69	42.79%
437.2 · Prof fees-Adult programs	4,054.55	5,260.00	-1,205.45	7,000.00	-2,945.45	57.92%
437.3 · Prof fees-YA programs	150.00	1,313.00	-1,163.00	1,750.00	-1,600.00	8.57%
437.4 · Prof fees-Juvenile	1,592.50	2,998.00	-1,405.50	4,000.00	-2,407.50	39.81%
437.5 · Prof fees-SRP	480.00	2,500.00	-2,020.00	3,000.00	-2,520.00	16.0%
437.6 · Prof fees-Outreach	0.00	374.00	-374.00	500.00	-500.00	0.0%
437 · Professional Fees - Other	250.00					
<b>Total 437 · Professional Fees</b>	<b>17,129.36</b>	<b>31,026.26</b>	<b>-13,896.90</b>	<b>41,025.00</b>	<b>-23,895.64</b>	<b>41.75%</b>
438 · Dues	180.00	1,030.00	-850.00	1,375.00	-1,195.00	13.09%
439 · Equipment Repair	0.00	149.99	-149.99	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	922.90	1,651.00	-728.10	2,200.00	-1,277.10	41.95%
450 · Fuel/Utilities	22,713.83	25,875.00	-3,161.17	34,500.00	-11,786.17	65.84%
451 · Custodial Supplies	1,943.62	1,800.00	143.62	2,400.00	-456.38	80.98%
452 · Repairs to Building	15,119.89	10,035.00	5,084.89	13,380.00	1,739.89	113.0%
454 · Building Insurance	12,440.79	12,440.79	0.00	12,440.79	0.00	100.0%
455 · RCLS ANSER & Telecommunal	39,296.10	40,827.75	-1,531.65	54,437.00	-15,140.90	72.19%
469 · Service Contracts	33,571.95	40,384.49	-6,812.54	53,846.00	-20,274.05	62.35%
490 · Refund of PY Tax Assessment	0.00	2,250.00	-2,250.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement	53,535.74	61,464.21	-7,928.47	61,464.21	-7,928.47	87.1%
9030.8 · FICA/Medicare Expense	46,676.01	43,920.00	2,756.01	58,560.00	-11,883.99	79.71%
9060.8 · Workers' Comp	7,339.00	8,150.00	-811.00	8,150.00	-811.00	90.05%
9090.8 · Health Insurance	67,809.71	92,070.76	-24,261.05	122,761.00	-54,951.29	55.24%
<b>Total Expense</b>	<b>906,061.57</b>	<b>991,785.42</b>	<b>-85,723.85</b>	<b>1,276,950.00</b>	<b>-370,888.43</b>	<b>70.96%</b>
<b>Net Income</b>	<b>363,081.92</b>	<b>274,970.83</b>	<b>88,111.09</b>	<b>0.00</b>	<b>363,081.92</b>	<b>351.7%</b>

## Director's Report March 2020

March has been a very strange month. It's started out nicely, with a good number of applicants for our open PR position. But a decision has not been made yet. We had Senator Skoufis in for a Story Time reading on the 5<sup>th</sup>, the building committee met with the lighting rep to see the light fixture he suggested for our barre ceiling. I met with Harvey Sotland and Walter Moran about our Fire Inspection, and they promised help in dealing with the staff kitchen/lounge issues. I managed to get a boiler inspector to come to do the needed inspection. Accent NY came and fixed two of the three staff chairs that were broken, and ordered parts for the third. Then Covid-19 became more than a "make sure everyone is washing hands" and being careful to a full blown Pandemic, in which we closed the building. It has been hard to work from home, without access to our server, and many of the files that are in my office. I want to take this opportunity to thank the wonderful staff. Many of them are working harder from home, then they can at work, because they are "in" all the time. Jerry has been working on getting us remote access into Workflows, so that we can still process new card applications. I have been in contact with all staff via email, and other means.

3/2 Conducted 2 interviews for open PR specialist position. Did emails. Spoke with Liz about budget for Summer Clerks in Youth Services.

3/3 Conducted Dept. Heads meeting. Spoke of Virus Hygiene, and asked that staff consciously wash hands more often, and wipe down all hard surfaces that patrons use at opening. Conducted 1 interview for open PR Specialist position. Did email. Began to work on list of issues from Fire Inspector. Met with Building Committee and lighting rep, to see an actual light that would be used in barrel ceiling area.

3/4 Continued to work on list of issues from Fire Inspector. Conducted 1 interview for open PR Specialist position. Did email. Contacted Haight Fire to have them come in and install CO2 detector in boiler room, and adjoining back kitchen. Tried to find a company who would do a boiler inspection.

3/5 Emailed CCSD about Fire Inspection, and asked for help. Got a reply from Harvey Sotland. Made an appointment with him, and Walter Moran for Weds. 3/11. Met with James Skoufis briefly, after he did a story time.

3/6 Met Haight Fire and showed technician where issues were, told him what Fire Inspector had said. Conducted 2 interviews for open PR specialist position.

3/10 Met with Kevin Barry re: Phone quote. Conducted an interview for open PR position. Had Accent NY in to fix broken chairs. They fixed 2, had to order parts for the 3<sup>rd</sup>.

3/11 Met with Harvey Sotland and Walter Moran re: fire Inspection. Walked them around premises and discussed what I had been able to complete fixing, and what still needed doing. I have been trying to make arrangements for a Boiler Inspections, but hadn't heard back. Called Insurance Co. for guidance as suggested by Walter.

3/12 Prepared for board meeting. Did some more work on Grant 9095, for payment approval. Got an appointment for a boiler inspection on 3/31.

3/13 Made decision to close building, due to COVID -19, as of 3/16/2020. Asked staff that were in to be sure to wash hands frequently, use gloves when handling items, and to wipe those items down with disinfectant.

3/15 Made decision not to open, Went to Library to met with Ellen, and we performed emergency closing procedures, calling all employees that were scheduled to work that day. Changed signs on Library building to reflect Closed as of 3/15.

3/16 Had impromptu staff meeting with staff that were scheduled in this am. Let them all know to please do whatever work from home they can. Assigned Niche Academy to all staff, and asked that they all do whatever on line training they can find, related to working in a library, even if not applicable to their own particular position. Emailed H. Protter about possibility of postponing the Budget Vote

3/17 first day of work from home. In contact with staff via email. Postponed Annual Timothy Mumford Memorial Poetry Competition Awards Ceremony to May 31<sup>st</sup>, but this may need to be revisited.

3/18 Accent NY postponed the tech visit to fix the tables in the program room to a date in the future. In contact with Meaghan and Pam to extend poetry submission date to May 1<sup>st</sup>, and have that posted on our web site.

3/19 Called Marangi and United to let them know we will be closed at least until 3/28. Moved much of the trash out of the gated area for Marangi to do one last pick up (this week) of. Spoke with Liz and asked if she would take a look at what was left to determine if any of it was needed. Liz went in later in the day, and moved the items not wanted/needed into the pile I had started.

3/20 Had online Orange County Director's meeting (run By Grace Riario) via Blu Jeans online. I went in to the Library to be at this meeting. Made the decision to close longer: until further notice. Composed letter to staff, with input from Carol. Emailed it to Amy for proof reading. Composed letter, with a staff member's major help, to patron who wanted us to remain open despite COVID-19.

3/21 Received letter back from Amy, and emailed it to all staff. Resent email with a number of links to training to all staff.

3/23 Spoke with Vanguard cleaning about further closure, and asked about a deep clean to be done just prior to our reopening. I would like to have Bathrooms done in a major way, and include doing the tile deep clean that Vanguard has recommended.

3/24 Spoke with Boiler Inspector about the fact that his company will no longer allow him to travel, so Boiler Inspection is postponed indefinitely. Emailed H. Sotland and W. Moran about that.

3/25 & 3/26 Took webinars about COVID-19, what libraries are doing during closures, how to stay in touch with staff, and keep team spirit up.

3/27 Attended Weekly Orange County Director Meeting conducted by Grace Riario. Spoke with several staff members. Trying to maintain contact with more staff.

3/30 Emails re: vote; email from Lawyer re: Mandated postponement to after June 1<sup>st</sup>. Webinar: On the Go with Senior Services.

*Monthly Statistics for February 2020 (figures in parenthesis are last month's figures)*

Registered borrowers: (9,589); Direct Access/Circulation: (11,253); ILL Borrows: 1,156 (2,042); ILL Loans: 1,035 (2,378); Item Count: 74,243 (74,483); Wi-Fi: 2817 ( 4,052).

Pat Rovello: Director's Assistant: March 2020

3/18 spent 3 hours at the library to wrap up some current projects. I made several phone calls to suppliers regarding outstanding orders. Spoke with cleaning company about a major cleaning to disinfect the library (at this point we were expecting to return to work within 2 weeks).

Gathered information and supplies needed to enable me to continue preparation of absentee voting materials for upcoming library budget vote on April 21 (vote for 4/21 was still scheduled at that time)

3/26 unable to access my emails, I worked with my cell phone service provider to set up unlimited data usage. Once I did have access, I cleaned up some of the accumulated emails.

3/28 labeling work on absentee vote envelopes.

During this period of time in March I placed calls to Marie Clark, Dean Satterly, and Susan Moccio to not only inform them of some work related issues, but "wellness" checks. Also spoke with director several times regarding a variety of work issues.

## End of March 2020 Report : Youth Services Department: Cornwall Public Library

**Week One**-At the beginning of March, Youth Services was concentrating on developing programs for the rest of the month and April, continuing collection development and maintenance, re-configuring our work and community spaces per the most recent fire inspection, summer reading programming, and gradually adapting the children's space with thoughts of COVID-19. I mentioned gradually because our children's area is a favorite hangout especially during the colder months and we didn't want to scare patrons. All fabric, stuffed animals and flannel boards were washed and sequestered by 3/6. Hard surfaces, and blocks were given scrub downs. Puzzles put in storage. Computer screens, many touch screens, were wiped down 3 times a day.

**Week Two**-The second Pre-K Story Time of the year began on Wednesday,3/11 with half of the participants attending, meanwhile information on the disease was spotty, changing often. By the end of the week area libraries had canceled programs and our dwindling numbers sparked the decision to cancel our programming on the side of caution.

**Week Three**-working from home during emergency closing.

### Programs in March 2020

3/5	Senator Skoufis Story Time	5c 4a
3/9	Dog Tales	11c 7a
3/10	Chess	11 mixed
3/11	Baby Lapsit	8c 7a
3/12	Toddler Time	12c 10a
3/13	Pre-K	7c
	Circle Time	4c

### Conferences/Meetings/Webinars

3/7	Banned Book Symposium at Mount St Mary College	Lisa
3/16	Staff Meeting at CPL re: Building Closure	Rebecca, Lisa, Liz

### **At Home Lisa**

3/18 Meeting with Meaghan via Google Hangouts- possible platform for book discussions

3/21 Building Check

3/23 Reader Zone Webinar & Tapping Into Resilience

3/24 Novelist on YouTube & NYS Talking books/Braille

3/25 Tiny Seeds podcast, OverDrive tutorial, Academic One File, Ancestry, Consumer Reports & Novelist Plus

3/26 Customer Service Tutorial

3/30 Practice Virtual Book Discussion with Joanna and RCLS youth services departments via BlueJeans app

3/31 Filmed story time for Facebook

Tons of emails, Slack messages, texts and phone calls regarding publishers, CDC reports, virtual everything, resources, as well as checking on our staff family.

### **At Home Rebecca**

3/17 Picked up US mail; Building check

3/20 Researched ebook offerings to compile a purchase list for Eileen; Proofread newsletter for Pam

3/21 Set up CPL Mac mini to "speak" w/ my home computer

3/23 Recorded planting video for Facebook page; Attended CLOUSC meeting; FaceTime meeting with Pam re: new website kids resources page; Cornell Cooperative Exchange Webinar "Tapping into Resilience"

3/24 Picked up US mail; Building check; Experimented with WordPress and updated website; Reviewed [ABDO.com](http://ABDO.com) as possible resource; Attended Meaghan's Facebook live event and posted questions/comments

3/25 Tested Muzzy login access; Reviewed Sesame Street resources; Researched EPIC resources & set up test account

3/26 Researched Happy Numbers website & set up test account; Recorded "Bear Hunt" video for Facebook; Updated website with DC Kids Camp link; Researched possible animal cam options for website

3/27 WebJunction webinar "Leveraging Tech to Support Early Literacy"; Updated website with PBS/Lunch Doodles/Animal Cams/Justin Roberts/Dav Pilkey/Kate DiCamillo.

3/30 Researched Slack hacking/salvaging; Reviewed SLJ resources; Updated website with MommyPoppins; H3/31 Completed two Niche Academy trainings - MS Word and Customer Service.

Daily & constant emails, Slack messages, texts and phone calls regarding website and Facebook posting, publisher approvals, building/collection safety, online resources, etc., etc., etc.

### **At Home Liz**

3/17 Contacted Joanna @ RCLS re: Hudson Valley Parent Magazine request for information and lib-guides; Consulted online resources for those new to home schooling; Ordered free subscription to TumbleBooks; Collection development review reading including free order for *Water Protectors*; Began research online public library offerings.

3/18 Concerned re: copyright for reading virtual story times began research did not realize pre-recorded Story Times were to be released as early as this. Thought publishers would follow as

more and more authors were giving permission and in time they did, even Disney. Sent Pam info for Lib-guides and a St Patrick's story time.

3/19 Building check and trash in corral reconfigured for next day pickup; Copyright research continued found Scholastic best so far changing daily. Ended up calling everyone involved. Meaghan volunteered to contact publishers and edit those in can as well as add visual credits.

3/20 Thumbnails on possible boredom busters for website while monitoring online and texts. Phone conference idea bouncing & collection development.. gathering lists but not to order.

3/21 Responded to 3<sup>rd</sup> grade teacher re: ways of ordering many copies of one e book for her class. She had let her parents know about Libby. Unfortunately, Overdrive does not do this. Emailed team & Joanna for thoughts. Overdrive does have the capability to do so for a fee. Meanwhile teacher contacted Epic and got what she needed.

3/23 Watched a Resilience webinar and recommended for staff; Online CLOUSC meetup @10; Teen meetup @1pm good to swap info. Pulled together ebooks and audio books for Overdrive order; Consulted budget re: funds for more online materials.

3/24 ALA finally says Fair Use is okay but for a limited time. Have found each publisher has different policy; Shared items to add to website; Sought clarification on building visits.

3/25 Webinar: Remote and On-line programming for Children from Wisconsin University; Spoke with Eileen re: Overdrive order

*El Deafo* book discussion sign up.

3/26 Chalk Bear on sidewalk early am; Slack discussion re: going on a bear hunt shelved til 3/27; researching materials for coping as there will be a demand; niche academy customer service webinar attempt; SLJ is proving very helpful

3/27 Touched up sidewalk bear early am and online video went live @7:30am; Joanna sent podcast for corona virus explained for kids; Fine Free Libraries Ted talk

3/30 Team check in re:slack then slack went down;. 11am bluejeans online book discussion, wi-fi fickle, registered for Gale webinar; Hoopla? Research; Denver Public Library Phone-a-Story.

Feel inundated and frustrated with email and virtual all-ness. Miss faces in reality.

## **Reflections**

This is an odd time for people who delight in assisting patrons and are geared to plan and construct programming to foster a continuing thirst for information.

No idea what we are up against. No sense of when. Hard to plan. And that is just work- related stress. All of us are separated from some family members.

Right now, I am extremely grateful for a creative self-motivated team and I miss them.

## Adult Services Report: March 1-31, 2020

(submitted by Meaghan Doyle, 4/6/20)

### PROGRAMMING

**March Adult Events:** Please see report by R. Leahy for additional adult program events and attendance, including cancellations.

### REFERENCE: Ref Stats (previous month in parentheses):

Circulation: 72 (148); Directional: 5 (18); ILL Pulls: 630 (1,562); Reader Advisory: 2 (5);  
Tech Assists: 45 (76); Reservations: 1 (4); Printing: 24 (59); Phone: 31 (83); Chargers:  
9(23); Computer Guest Passes: 21 (25); Laptops: 0 (6); Notary: NA (23); Ref. Q's: 142  
(257); Outside the system ILL requests: 2 (12).

### Database Stats (previous month in parentheses):

Novel List Plus: 8 (12); Novel List PlusK-8: 1(6); EBSCO Other: 0 (3); Gale: 0 (0); Gale  
Virtual Ref. Library: 0 (0); Ancestry: NA (78); New York Times Digital: NA (72)

**PC Usage:** Adult Area: NA (718) Local History (Microfilm): 0 (0)  
Children's Area: NA (33) Laptops: 0 (1) **TOTAL PC USAGE:** NA (752)

**WIFI Usage:** 2,817 (4,052)

**Note about Stats:** Some data is missing this month. I collected and reported everything I could access from home. When I am able to obtain the missing March data, I will supplement this report.

**Reference Staff:** Has been working from home on Niche Academy, webinars, and tutorials. They are ready and willing to work on projects as any needs arise.

**Social Media:** Since the library has been closed, library staff has made a concerted effort to generate meaningful content and connections with our community.

Filming, editing, posting and promoting story time videos and corresponding with publishers re: licensing issues to satisfy their requirements for allowing us to serve the community has been a worthwhile, yet lengthy endeavor. The videos are so well received by our patrons, they "like," comment and share with friends.

We have also stepped up our Instagram sharing, posting regularly to share information and promote resources, but also using the Instagram Story platform to share pictures of library staff members' pets, in the spirit of finding comfort in cute, everyday things. Next up, a series of book recommendations: a "Flatten the curve" book club, if you will. Follow us @cornwallpublibrary if you don't already.



I went live on Facebook on March 24, to demonstrate how to set up Libby on an iPhone or iPad, and though there were only a few live viewers, it has been viewed 296 times since then, as of this report's submission date.

Finally, I hope Youth Services included in their report a highlight in our social media campaign of We're Going on a Bear Hunt: the video clip of Rebecca Barth announcing the idea of putting bears in windows and kids walking and counting those bears has been viewed over 2,100 times. Kudos to Youth Services for reaching and touching our community!

**New Service- HOOPLA:** I have spent the past 3 weeks coordinating with Midwest Tapes to offer hoopla, a streaming eContent service, to Cornwall cardholders. The service provides access to hundreds of thousands of eBooks, audiobooks, comics, MOVIES and TV SHOWS. Our patrons have notably been missing the DVD collection, and I have been contacted by patrons wondering about streaming services, so I am very pleased to be able to finally launch our access. The account set up was finalized by April 3, and will launch to the public in the next few days.

**Bulletin Board:** Kindness mittens were still up

**Community Puzzle** – following the completion of the latest puzzle, prior to the library closure we put the puzzle program in quarantine. The pieces are too hard to keep clean and invite too many hands to touch.

**Out and About Book Club:** Our regularly scheduled meeting which had been was scheduled for March 24 at Leo's was cancelled, in light of the Covid-19 pandemic. Instead, I set up a CPL Out & About private Facebook group and worked to coordinate a virtual meeting of book club regulars using Zoom. The Zoom meeting was scheduled for April 1. The first virtual meeting had 5 members attend, and I hope to get a few more next week. The meeting did not focus on the book, as much as catching up with each other, so we planned to try again next week to actually discuss the book, Sing, Unburied, Sing, by Jesmyn Ward. I hope to find a way to create and promote the book club to a wider audience, but wanted to work out the kinks with the regular attendees first.

March 2020 Monthly Report: Rosaleen Leahy 4/6/2020

**Programs**

Creative Writers – 8, 7; Computer Classes for Census – 7, 8; Community Forum re: Census – 12

Riverkeeper Films & Lecture – 29; Member's Choice – 8; Alzheimers Series – 23

Art Reception – 40; Arthritis Information – 57; Mid-day Matinee – 10; Great Decisions – 8

Doolittle Raid – 30

**Total # of Programs – 13, Total Attendance – 247 Other Room Use – Board of Trustees**

**Adult Programs Cancelled – 14**

During the first week I was home, I contacted performers and participants, to let them know that programs were postponed/cancelled. This included discussion leaders for Great Decisions, all of the participants of the Great Decisions discussions, and the musicians who were scheduled to play at our annual Irish Music concert. I began researching performances that could be posted to our Facebook page. I contacted the artists who are scheduled to participate in the Arts Mid-Hudson grant series, to assure them that we will plan their programs as soon as this pandemic ends.

I have completed the following webinars: NYS Sexual Harassment Prevention Trainin; Tapping Into Resilience; Niche Academy – Libby app; Ted Talk – Simple, effective tech to connect communities in crisis; Ted Talk – Your Body Language May Shape Who You Are; Customer Service: How to Handle Angry Customers; Managing a Branch Library from Home

I contacted Irish musician, Brian Conway, for permission to post his videos on Facebook. Two short videos were posted on March 26 and March 27. A 37- minute video was posted on Sunday, March 29 – the day his concert had been scheduled.

I had a phone collaboration with a co-worker regarding program ideas that could be used on Facebook.

I spoke with Meaghan regarding coordination of timing of Facebook posts. We are checking-in with each other to make sure there is something on Facebook, every day, but that we're not inundating our patrons with posts.

I began researching the Metropolitan Opera live-streaming service. This could be used for Opera Afternoons, when things return to normal.

I open Smartermail and Facebook every morning, at 8:30. I have changed some of my passwords. On the days when my internet goes down, I work in the evening, which is when it usually comes back.



# RAMAPO CATSKILL LIBRARY SYSTEM REMOTE WORK POLICY

## POLICY

“Remote Work” is work performed in furtherance of routine duties at places other than the Ramapo Catskill Library System (RCLS)’s business address (excluding business travel and presentations).

RCLS uses three types of Remote Work:

1. When determined per ADA regulations to be a reasonable accommodation
2. Remote Work during a System Emergency
3. Remote Work as part of a routine “Remote Work Program”

Remote Work as a reasonable accommodation is governed by American with Disabilities Act (ADA) and New York State Laws.

Section I of this policy covers Remote Work during a System Emergency.

Section II of this policy sets forth the Guidelines of the System’s Remote Work Program.

## SECTION I: REMOTE WORK DURING AN EMERGENCY

Remote Work during an emergency is a temporary way to continue essential RCLS operations and sustained service to member libraries. During an emergency, RCLS may require employees to work remotely.

To the greatest extent possible during the emergency, RCLS will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the time nor ability to meet the requirements regarding a professional work environment in their home, and that factor will not be considered for performance evaluation purposes when the employee is required to work from home during an emergency. Further, typical eligibility requirements may be waived.

If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, notify the Executive Director by telephone as soon as possible. If you have been ordered to work remotely, do not report to the RCLS site, even if there are technical concerns, unless directed to do so.

For purposes of this Policy, an “emergency” is determined solely by RCLS.

## **SECTION II: REMOTE WORK PROGRAM**

Working remotely can be beneficial for employees for a number of reasons. It can help employees balance their work/home life if they have long commutes, pre- or post-work activities, and can also enable employees to work from home when it is of benefit to RCLS. This program will be most successful for those employees who are self-disciplined and have a home work environment free from distractions.

All remote work schedule/hours must be pre-approved by the Executive Director.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Executive Director.

Errands, home maintenance, and all other non-work-related activities are prohibited during the employee's work hours unless approved by a supervisor, and accounted for appropriately on the employee's timesheet.

### **Eligibility**

Employees must have a minimum of 6 months in their current role with a satisfactory performance as determined by the Executive Director. If all departmental goals are not met and corrective action is required, suspension of remote work eligibility may be required. Each employee's schedule must be coordinated through and approved by the Executive Director to ensure that there is continuity and coverage. Some positions will not be able to participate based on business needs and other criteria.

### **Equipment and Tools**

Ramapo Catskill Library System (RCLS) will provide the necessary tools/equipment for the employee to perform their duties. This may include computer hardware, computer software, email, voice-mail, and other equipment. The employee must have access to high-speed internet (i.e. minimum speed requirement is 10 MBPS (megabits per second) download speed and 5 MBPS upload speed).

Office supplies may be obtained at the RCLS Business Office. Out-of-pocket expenses for office supplies will not be reimbursed unless approved in advance and in writing.

The use of equipment and software provided by RCLS for use at the remote work location is limited to the employee for purposes relating to RCLS business. All RCLS provided equipment, data, information, and resources remain the property of RCLS.

If the employee is unable to log into computer system or otherwise connect to required software within one hour during the schedule work time, the employee must inform his/her supervisor and return to the office, except in the case of an Emergency as described in Section I of this document. Failure to do so will result in an absence.

## **Requirements**

Employee will establish an appropriate work environment within his or her home for work purposes that is free from distractions. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. RCLS will not be responsible for costs associated with the setup of employee's home office.

Employees must ensure that service provided to member libraries, vendors and partners is not adversely affected. Remote work productivity and performance must be effective and this policy should not create inequity for other employees. If performance is not being met by the individual or department, as observed by the Executive Director, the necessary changes to an individual or department schedule will be made, including but not limited to returning the individual to a schedule and work location that best serves the business needs of RCLS.

Consistent with RCLS's expectations of information security for employees working at the office, employees working from home will be expected to ensure the protection of RCLS and member libraries and vendor information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the environment.

Employee are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the RCLS timesheet.

## **Maintaining a Professional Work Environment**

Employees who participate in the Remote Work Program are expected to create a positive and professional experience for the member libraries. It is each employee's responsibility to ensure they have established a work area in the home that is free from domestic noise and interruptions during the full length of their assigned work day to be able to deliver exceptional customer service and a high quality interaction.

During the course of verbal or video communication with member libraries, vendors, partners or other professional/business related entities, domestic noise and interruptions include, but are not limited to: TV, radio and other electronic noise emitting devices; audible household member conversations or activities; pet noise.

## **Program Provisions**

RCLS reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Program.

## **Performance Expectations & Evaluations**

Employees participating in Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee, the employee's supervisor and the Executive Director, and according to the job expectation and description.

A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination.

Participating employees will be required to meet in the office as necessary, appropriate, or requested. This includes, but is not limited to, attending training sessions, participating in meetings, reviewing work products and performance, and receiving assignments.

### **Liability and Worker's Compensation**

The employee's home workspace will be considered an extension of the RCLS's workspace. Therefore, RCLS will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.

During work hours and while performing work functions in the designated work area of the home, employees are covered by worker's compensation. RCLS assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

RCLS is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

In the event a job-related injury occurs during working hours at the employees' home, employee shall notify RCLS as soon as possible, and in no event no later than 48 hours after the event occurred.

### **Income Tax**

It will be the employee's responsibility to determine any tax implications of maintaining a home office area for a not-for-profit employer. RCLS will not provide tax guidance nor will RCLS assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.

Proposed 03/26/2020