

**Cornwall Public Library
Board of Trustees**

June 11, 2020

7: PM Regular Meeting Agenda

I. Roll

II. Approval of the minutes-May 7, 2020 meeting

III. Financial Review

1. Approval of Warrant # 11

IV. Public Remarks

V. Communications/Donations

1. Vote to accept Donations

VI. Director's Report – See Google Docs

VII. Committee Reports

1. Finance Committee
2. Policy Committee
 - a. Approval of Addendums: Employee Policy to Mitigate COVID-19; Patron Manners Policy
3. Building and Grounds Committee
4. Garden Committee
5. Friends
6. Personnel Committee

VIII. Unfinished Business

IX. New Business

- a. slate of Officers for Annual Organizational meeting

X. Adjournment

Annual Organizational Meeting July 9, 2020 6:30 PM

Next Regular Board Meeting July 9, 2020 7PM

Cornwall Public Library Board of Trustees Meeting

May 7, 2020

7:00 to 9:00 PM

Minutes

Meeting was called to order by Amy Cordisco at 7:00 PM

I. Roll:

Trustees Present: Carol Stein, Susanne Vondrak, Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek and Amy Cordisco.

Trustees Excused: none

Charlotte Dunaief, Library Director

Emily Milton, Treasurer

Also present: Library staff members Catherine Incledon (minutes), Meaghan Doyle, Liz Fischer, Pat Rovello, Dawn Thornton

- II. **Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of April 16, 2020, was made by Carol Stein, seconded by Meghann Chyla, and unanimously approved.
- III. **Financial Review:** A motion to approve Warrant #10 in the amount of \$85,669.29 was made by Susanne Vondrak, seconded by Melissa Greaves, and was unanimously approved.
- IV. **Public Remarks:** None
- V. **Communications and Donations:** A member of Eileen's book group, Gail, emailed to let Charlotte know how enjoyable Eileen Acosta and her book group are. Joanne Urban called to express how much she enjoyed her phone call from Brenda Goldfarb, which was part of the ongoing staff project to call patrons. Terry Dougherty called to thank Catherine Incledon for her help in setting up Libby. Brenda Goldfarb asked Colin Schmitt for help in obtaining masks and gloves for staff upon reopening of the library. Two identical checks for fifty dollars each were received from Dr. Barry John Capella through the Fidelity Charitable Giving. A motion to accept

these donations was made by Carol Stein, seconded by Stephanie Wolf, and was carried unanimously.

VI. Director's Report: See written report.

VII. Committee Reports

- 1. Finance Committee:** The new proposed budget for fiscal year 2020-2021 is tax-cap compliant, with a tax levy of \$1,263,805. The full budget is \$1,341,582 representing a 2.68% increase from the previous year. A motion to adopt the new budget was made by Susanne Vondrak, seconded by Melissa Greaves, and was unanimously approved. The budget vote will be done via absentee ballot in conjunction with the Cornwall Central School District budget vote. A motion to approve the combination of the Cornwall Public Library budget vote with the Cornwall Central School District budget vote on June 9th, 2020 via absentee ballot was made by Meghann Chyla, seconded by Stephanie Wolf, and was unanimously approved. The public budget hearing will be held via Zoom at 6 pm on Thursday, May 28th, 2020. The Board discussed the governor's executive orders pertaining to the upcoming vote and how to navigate the absentee ballot voting process.
- 2. Policy Committee:** A motion to approve the Work From Home Policy was made by Susanne Vondrak, seconded by Stephanie Wolf, and was unanimously approved. A motion to approve the Pandemic Virtual Program Policy, with amended changes was made by Carol Stein, seconded by Susanne Vondrak, and was unanimously approved. A policy for virtual programming under normal circumstances will be created for future approval.
- 3. Buildings and Grounds:** The committee has decided to follow the advice of the lighting expert and the architect regarding the fixtures for the lighting project and will move forward with getting bids. The Committee will meet with both Charlotte and the Finance Committee in the near future to discuss the priority of upcoming projects, such

as the generator and the site signs, as well as the feasibility of completing these projects with regard to the present state of finances.

4. Garden Committee: No report.

5. Friends: The Friends have agreed to buy two ads for the library budget vote as they have done in years past. The Committee will give Jane Harkinson specific wording for these ads so as to let voters know how and when to return the absentee ballots.

6. Personnel Committee: No report.

VIII. Unfinished Business: None

IX. New Business: Purchasing agreement for the lighting project was proposed: WHEREAS; the Cornwall Public Library pursuant to the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103 desires to participate in the OMNIA Cooperative Purchasing Alliance. Said Alliance is sponsored by the New York State Association of Counties; Association of School Business Officials International; the National Association of Counties; the National Institute of Governmental Purchasing; the National League of Cities; and the United States Conference of Mayors; WHEREAS; Section 103 of the General Municipal Law permits Cornwall Public Library to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by Cornwall Public Library therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; WHEREAS; the Cornwall Public Library desires to participate for the purpose of fulfilling and executing its respective public governmental purposes, goals, objectives, programs and functions;

WHEREAS; the Cornwall Public Library has reviewed the benefits of participating in this program and based on this review has concluded the program will provide the best value to taxpayers of this Cornwall Public Library through the anticipated savings to be realized;
NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Cornwall Public Library is authorized to participate in the U.S. Communities Government Purchasing Alliance and that the Cornwall Public Library Board of Trustees or designee is authorized to register for the U.S. Communities program on behalf of Cornwall Public Library;

A motion to approve joining OMNIA Cooperative Purchasing Alliance was made by Melissa Greaves, seconded by Stephanie Wolf, and was unanimously approved.

- X. **Adjournment:** A motion to adjourn the Board Meeting at 8:11 pm was made by Stephanie Wolf, seconded by Meghann Chyla, and was unanimously approved.

**The budget hearing will be held on Thursday, May 28th, 2020 at 6PM
Next Regular Board Meeting June 11, 2020 7PM**

Cornwall Public Library
Warrant # 11
As of May 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Access Supports for Living						
Bill	05/29/2020	00519162-IN	10,406 Voting Ballots and Postage 00591...	-SPLIT-	Unpaid	1,387.14
Total Access Supports for Living						1,387.14
Auric Information Packaging						
Bill	05/14/2020	20-6	20-6	434 · Publicity & Printing	Unpaid	315.00
Total Auric Information Packaging						315.00
Benninger Landscaping LTD						
Bill	05/14/2020	23792	May Maintenance Inv # 23792	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
Blackstone Publishing						
Bill	05/28/2020	1170824	1170824	-SPLIT-	Unpaid	310.51
Bill	05/29/2020	1170846	1170846	-SPLIT-	Unpaid	242.97
Total Blackstone Publishing						553.48
Brodart Co. (McN)						
Bill	05/29/2020	Inv M177597	Inv M177597 - June- 2020	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	05/14/2020	124488	124488 Coverage 5-6-20 to 4-30-21	410.11 · Adult Fiction Standin...	Unpaid	1,200.00
Bill	05/28/2020	69201015	69201015	410.11 · Adult Fiction Standin...	Unpaid	106.47
Bill	05/28/2020	69787804	69787804	410.11 · Adult Fiction Standin...	Unpaid	88.77
Bill	05/28/2020	69572355	69572355	410.11 · Adult Fiction Standin...	Unpaid	45.00
Bill	05/28/2020	7003833	7003833	410.11 · Adult Fiction Standin...	Unpaid	61.48
Bill	05/29/2020	70267060	70267060	410.11 · Adult Fiction Standin...	Unpaid	151.47
Bill	05/29/2020	70268975	66870896 - 1 year subscription Gale Virtu...	413.3 · Reference-Adult electr...	Unpaid	300.00
Total Cengage Learning/Gale						1,953.19
Central Hudson Gas & Electric Corp						
Bill	05/28/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	931.24
Total Central Hudson Gas & Electric Corp						931.24
Cornwall Public Library - Payroll						
Bill	05/04/2020	Payroll 5-1-29	Funds Transfer Payroll Ending 5-1-20 Pa...	1012 · OBT Payroll Checking	Paid	17,824.96
Bill	05/11/2020	Payroll 5-1-29	Payroll Ending 5-1-20 Pay Date 5-8-20 1 ...	1012 · OBT Payroll Checking	Paid	207.02
Bill	05/14/2020	Payroll 5-15-22	Funds Transfer Payroll Ending 5-15-20 P...	1012 · OBT Payroll Checking	Paid	18,260.71
Total Cornwall Public Library - Payroll						36,292.69
Cornwall Public Library - Trust & Agency						
Bill	05/04/2020	Payroll End 5-1-20	Payroll Ending 5-1-20 Pay Date 5-8-20	1003 · Due from Trust & Age...	Paid	7,798.94
Bill	05/14/2020	Payroll End 5-15-20	Payroll Ending 5-15-20 Pay Date 5-22-20	1003 · Due from Trust & Age...	Paid	7,891.69

Cornwall Public Library
Warrant # 11
As of May 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Bill	05/31/2020	Health Insurance	June 2020 Health Insurance	1003 · Due from Trust & Age...	Paid	8,500.00
Total Cornwall Public Library - Trust & Agency						24,190.63
Good Housekeeping						
Bill	05/29/2020	1 year renewal	1 year renewal Exp 8/2021 Acct 0875252...	413.6 · Serials	Unpaid	19.97
Total Good Housekeeping						19.97
Greater Cornwall Chamber of Commerce						
Bill	05/21/2020	Fall Festival	Fall Festival - FRIENDS	437.6 · Prof fees-Outreach	Unpaid	85.00
Total Greater Cornwall Chamber of Commerce						85.00
Jacobowitz & Gubits, LLP						
Bill	05/14/2020	286231	File # 6363-001 May 1.2 Billable Hours	437.1 · Prof fees-Office	Unpaid	20.00
Total Jacobowitz & Gubits, LLP						20.00
JNJ Pest Control						
Bill	05/14/2020	Inv 5655	Pest Control Service - Aug-19 & May 20	469 · Service Contracts	Unpaid	560.00
Total JNJ Pest Control						560.00
Lock Around the Clock						
Bill	05/29/2020	June 2020	June-20 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	05/28/2020	5282364	5282364	431 · Telephone	Unpaid	515.67
Total Magna5						515.67
Orange Bank & Trust Cardmember Services						
Bill	05/25/2020	Stmnt dated 05-23-20	Stmnt dated 05-23-20	-SPLIT-	Unpaid	1,933.52
Total Orange Bank & Trust Cardmember Services						1,933.52
OverDrive, Inc.						
Bill	05/14/2020	01052DA20119464	01052DA20119464	-SPLIT-	Unpaid	205.00
Bill	05/14/2020	EA-YAE42720	EA-YAE42720	410.62 · Ebooks -- Young Adult	Unpaid	125.86
Bill	05/28/2020	01052DA20140295	01052DA20140295	-SPLIT-	Unpaid	168.49
Bill	05/28/2020	EAJE051420	EAJE051420	410.42 · Ebooks -- Juvenile	Unpaid	18.99
Bill	05/28/2020	EAJE051120	EAJE051120	410.42 · Ebooks -- Juvenile	Unpaid	105.00
Bill	05/28/2020	01052DA20131626	01052DA20131626	410.42 · Ebooks -- Juvenile	Unpaid	119.99
Total OverDrive, Inc.						743.33
P & P Quick Copy Center						
Bill	05/28/2020	203615	203615 - 10,600 Post Card	434 · Publicity & Printing	Unpaid	959.00

Cornwall Public Library
Warrant # 11
As of May 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Total P & P Quick Copy Center						959.00
Paychex, Inc.						
Bill	05/14/2020	21634838	40 Employee Usage \$4/EA & Mobile \$1/E...	437.1 · Prof fees-Office	Paid	180.00
Bill	05/18/2020	20200052800	Small Business Package Payroll Processi...	437.1 · Prof fees-Office	Paid	691.01
Total Paychex, Inc.						871.01
RCLS						
Bill	05/28/2020	Inv 28597	RCLS Service Fee - 2020	455 · RCLS ANSER & Teleco...	Unpaid	2,623.05
Total RCLS						2,623.05
Richard Feingold						
Bill	05/29/2020	07-14-20	Motown and Berry Gordy	437.2 · Prof fees-Adult progra...	Unpaid	175.00
Bill	05/29/2020	06-23-20	Alexander Hamilton - The Musical and th...	437.2 · Prof fees-Adult progra...	Unpaid	175.00
Total Richard Feingold						350.00
Toshiba Financial Services						
Bill	05/29/2020	415146612	#412704090 April Service for 05-16-20 t...	469 · Service Contracts	Unpaid	650.18
Total Toshiba Financial Services						650.18
Vanguard Cleaning Systems of the HV						
Bill	05/14/2020	34126	May 's Monthly Service-34126	469 · Service Contracts	Paid	1,190.00
Bill	05/14/2020	33293	April 's Monthly Service-33293	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						2,380.00
Verizon						
Bill	05/14/2020	652-121-949-0001...	May Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	05/14/2020	9853743186	May - 2020	431 · Telephone	Paid	20.27
Total Verizon Wireless						20.27
Village of Cornwall-on-Hudson						
Bill	05/29/2020	Acct 007472-000	Water Service 3-6-20 - 5-6-20	450 · Fuel/Utilities	Unpaid	48.00
Total Village of Cornwall-on-Hudson						48.00
W.B. Mason						
Bill	05/28/2020	Inv 2100279602	Inv 2100279602	430.2 · Office supplies	Unpaid	49.99
Bill	05/29/2020	Inv 210582509	Inv 210582509	430.2 · Office supplies	Unpaid	17.99
Total W.B. Mason						67.98

Cornwall Public Library
Warrant # 11
As of May 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
TOTAL						<u>79,115.08</u>

May 2020 Director's Report

May was another difficult month. I worked on a re-opening plan, and then gathered a team to write the back end procedures that will need to be in place to begin limited services to patrons. While I am sad that we will not be able to fling open our doors to the community, I realize that we must follow CDC and Health guidelines to help stop the spread of this insidious virus. I am pleased that Brenda began working on Virtual programming for adults, and got a few things in place. I am proud of staff members, especially a part-time librarian who started a new Parenting Book Group, and a senior clerk who decided she could use Zoom for the Mystery book group. I was able to schedule the Boiler inspection, and do a number of other things that were necessary per the fire inspector. I am thrilled that CCSD was able to help us out with some maintenance staff workers, who removed the cabinets that were too close to the ceiling in the staff kitchen, and moved them and some lockers to a location that helped the Library pass the fire inspection. They also installed a sign on the Boiler Room door. I met with the fire inspector, who had come on my morning off the previous time, but this time came with a specific appointment. Looking forward to fitting our plans into NYS Moving Forward. We will begin some limited services mid-June.

5/1 Worked on April's Director's Report. Emailed with various staff members re: Hours worked, work and training completed, being in the Library, extending due dates on items out to Cornwall Patrons. Emailed board re: OMNIA Purchasing group.

5/2 Briefly check emails and responded to employees questions

5/4 Met Brenda in Library in AM. Emailed with various staff re: work and training completed, warrant; special purchase (laminator for YS to use for story walk creation, \$600 to be reimbursed by The Friends)' payroll.

Emailed CCSD about joining their budget vote June 9th per Governor's order. Emailed Poetry judges

5/5 Attended RCLS' HR session: Director's questions answered about Human Resources issues especially during COVID-19 closures. Emailed various staff members re: using team up calendar for programs, purchases, Art Exhibit breakdown. Emailed Boiler Inspector to see when he would be allowed to come do our inspection.

Emailed M. Brennen re: lighting grant. Worked on re-opening plan

5/6 Email exchange with J Pinckney of CCSD re: Boiler inspection and Fire Inspection dates. Emailed J Harkinson of The Friends to ask if they would pay for plaques on Library owned work found not to have plaques. Email exchange with C. Sleezer re: Lighting choices. Worked on re-opening plan

5/7 Attended Orange County Director's meeting 9:30AM. Got ready for Board Meeting. Took Stress Management and self care webinar 2-3:30pm. Attended Board Meeting 7PM

5/8 received email from DASNY with approval for the 2nd request for payment (new Front Doors); worked on Director's column for newsletter; emails with dormakaba about front door not opening, and Mark Zayas re: gutter leak.

5/11 Attended ANSER committee meeting. Did agenda for manager's meeting. Emailed with various staff members re: trainings taken : emailed Board members re: safety shield for circulations desk.

5/12 Conducted Staff meeting then Manager's meeting; Boiler inspection; took webinar: Social Distancing in a Library Setting. Met Dormakaba, and Burns and Whalen. Dormakaba fixed front door, it somehow came off the track. Discussed an exit only option, which I will need to follow up on

5/13 Attended Director's Association meeting; Call with Brenda re: Virtual programming, etc.; Email w/CCSD personnel re: Boiler inspection done, and passed; Did a Niche Academy training; Call with Liz re: Summer Reading Programming, and need for virtual programming, and possible other activities including a planned story walk on the Library's grounds

5/14 Began on working on getting CCSD to come to remove cabinets from staff kitchen that were too close to the ceiling, and install a sign on the boiler room door; watched PBS show Decoding COVID-19 for non-politicized information regarding current pandemic; spoke with Liz about laminator purchase, Friends to pay for up to \$600.00.

5/15 Asked Meaghan to post that today was final day for the Annual Timothy Mumford Memorial Poetry Competition submissions. Email exchange with Jane about the ad Friends put in the Local in support of the Library budget vote. Received email from Ginny Neidermier, reporting that we got a portion of the 2020 OLA

monies, and she will distribute to Orange County Libraries.

5/16 Emailed with CCSD personnel re: appointment for fire inspection

5/17 emailed staff re: budget

5/18 Checked CorPoetry email, and printed all contest entries. Made initial booklet and scanned it to email to all judges. Made appointment with Walter of CCSD to have work done the Morning of 5/20. Emails with bookkeeper re: magazines, payroll, bills to approve. Emailed Architec re: Lighting.

5/19 Emailed OMNIA re: electric site sign. Email with various staff members re: reopening plan. Email w/staff re: budget hearing, scheduling, etc. Email with CCSD re: work TBD.

5/20 Met CCSD staff at building at 7:30AM. Attended Orange County Director's meeting, and a webinar from 3:30-5.

5/21 Emailed various staff members re: re-opening team meeting. Asked ANSER chair about Local Holds only period, and if other libraries will be allowing patrons from outside their district to participate in curb-side pick ups. Took Psychological First Aid webinar 2-3:30

5/22 was supposed to take day off, but attended Summer Reading Program meeting; emails with various staff re:hours for end of pay period, entered those hours into paychex. Spoke to an employee re: an ad in the local that looks as if it's a Library ad. Emailed Board president and vice president re: the same ad. Spoke with Vic President re: the ad. Emails with H Sotland re: Budget vote and Trustee election count, and need for 4 employees from CPL. Emailed staff re: need for 3 volunteers to count on June 9th from 4:30Pm to approx. 9PM.

5/25 Memorial Day=Holiday.

5/26 Met CCSD employee and Fire Inspector. Walked through Building with Fire Inspector. We passed. Held re-opening team meeting. Emailed board and staff re: passed Fire Inspection.

5/27 Met with an employee to discuss re-opening plans and strategies. Worked with her on an agenda for the next re-opening team meeting. Emailed staff re: Cleaning this weekend and next. This weekend will be cleaning of all tiled floor areas, next week will be cleaning of all work surfaces, and rest of building. This will not be costing us extra, because we paid our contracted amount through out the closure. Have enough staff volunteering to do the count on June 9th. They will be paid as part of their regular hours, no extra. Began to prepare for budget meeting, made slide in google docs.

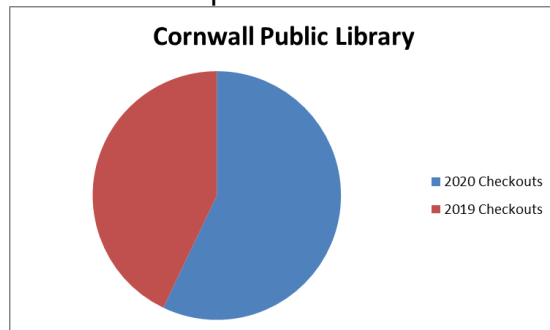
5/28 Attended Director's Meeting re: opening plans. Prepared more for budget hearing. Attended and lead Budget hearing meeting. Received word from Ginny Neidermeir that Orange County cut OLA's funding by 50%, bad news for all Orange County Libraries.

5/29 Cleared desk (mostly) off in office so cleaning staff can do a more thorough cleaning of the top. Attended Circulation staff meeting. Called Marangi to resume trash and recycling pick up on June 15th, one week after staff return to building.

5/30 checked emails

5/31 checked emails, and worked on May's Director report. I will add the reopening plan to the G drive.

Monthly Statistics for May 2020 Registered borrowers: 8660; Direct Access/Circulation: 16; ILL Borrows: 1; ILL Loans: 6; Item Count: 74,266; Wi-Fi: 928; Overdrive check outs: 2887; Overdrive unique users: 549.



This Chart shows the increase in 2020 overdrive check outs compared to last year's check outs. 2019 was 8124; 2020 so far 10815

End of Month Report May 2020:

Youth Services Department
Cornwall Public Library

May, the merry month, with a constant schedule of webinars, meet-ups, author talks, conferences and Zoom meetings and an abundance of texts and emails on the side, on another device. Keeping the lines of communication open and clear is a necessary task. Summer Reading Restructure and Preparation, Collection Development and Online content for the community in the form of an updated website and virtual stories and projects on Facebook and YouTube platforms

Programs/Events

5/1, 5/8, 5/15, 5/22, 5/29 Story Break LIVE on Facebook Overall Post Reach 1949

5/4 Post for Library Letters(passive program- 19 Letters sent) Overall Reach 1148

5/5 Sticky Slime Facebook/YouTube Overall Post Reach 290

5/7, 5/20 Noticing Nature Facebook/YouTube Overall Post Reach 780

5/8, 5/20 TUT meetings 18 members attended

5/23 Treat Time Facebook/YouTube Overall Post Reach 324

Reflections

Question-What are the names of the 2 stone lions that sit outside the New York Public Library?
I know one of them is Patience. We really need that now.

The tailspin of these past months has tested our collective patience as individuals, families, and communities. What unites our diverse us, is our human-ness, however flawed. It's the common denominator.

The other Lion's name is Fortitude. We really need that now, also.

The strength to acknowledge our intrinsic faults. The strength to educate ourselves in new ways of seeing ourselves and each other. The strength to ask for help, the strength to accept help and the strength to supply help. The strength to listen to each other with a full and open heart. The strength to go forward.

And those two big cats hang out at a library.

Respectfully submitted 6/5/20 ekf

Adult Services Report:May 1-31, 2020

(submitted by Meaghan Doyle, 6/8/20)

REFERENCE: Reference from home (previous month in parentheses):

Tech Assists: 16 (5); Ref. Q's: 24 (9); VIA: Phone: 16 (3); Email: 18 (23) FB Messenger: 6 (2) Zoom: 1

Database Stats (previous month in parentheses):

Novel List Plus: 1 (9); Novel List PlusK-8: 4(1); EBSCO Other: 0 (0); Gale: 0 (0); Gale Virtual Ref. Library: 1 (0); Ancestry: 802 (821); New York Times Digital: No data (50)

PC Usage: None **WIFI Usage:** 928(880)

HOOPLA (previous month in parentheses):

New signups: 74 (288); Borrowers: 139 (159); Avg. No. Circs: 4.41 (3.1); Maxed Users: 39(40)
Items borrowed: 494 (TV: 41(36); Music: 4(33); Movies: 64(129); eBooks: 207(152);
Comics: 20(20); Audiobooks: 114(124)

Note about Stats: Having trouble with contact for NYTimes. Physical building was being closed through May so many resources remain unused. Ancestry.com has had increased use in the past 2 months while accessible outside the library, which has been temporarily and generously granted by Ancestry during the Covid-19 pandemic.

Reference Staff: Has continued working from home on Niche Academy, webinars, and tutorials. Helping to plan for virtual programs and the Summer Reading Program. They are ready and willing to work on projects as any needs arise.

Social Media: Engagement with our community via Social Media continues to evolve. As we have resumed offering programs, we have begun struggling with the balance of sharing new, original content and interesting content created by others, with using our platforms as a promotional tool for our virtual programs and resources.

BOOK CLUBS ARE VIRTUAL:

Parenting Book Club: May 8, 7 adults read Call of the Wild and Free by Ainsley Arment – Our newest book club, formed by librarian Kerin Santos to reach and form a community of support for parents in a new and unprecedented time as they face new and different stresses as parents.

Mystery Book Club: May 21, 8 adults read Death at La Fenice by Donna Leon

Virtual Out and About Book Club: May 27, 5 adults read Daisy Jones & the Six by Taylor Reid Jenkins

Book Chat and Chocolate: May 28, 8 adults read The Operator by Gretchen Berg

Meetings attended:

5/4: RCLS Teen Librarians Author Lecture; 5/6: RCLS RUG Meeting; 5/7: CPL Board of Trustees Meeting; 5/8: CPL Circulation Staff Meeting; 5/12: CPL Staff Meeting; 5/12: CPL Managers' Meeting; 5/13: RCLS Statistics Spreadsheet Q & A Session; 5/14: CPL SRP Planning Meeting; 5/22: CPL SRP Meeting; 5/22: RCLS Teen Librarians Meeting; 5/26: Reopening Committee Meeting; 5/27: RCLS Manga Buyer's Meeting; 5/28: CPL Budget Hearing; 5/29: CPL Circulation Staff Meeting; 5/29: CPL SRP Planning Meeting

Webinars:

5/1: RCLS- Overdrive Lesson; 5/1: Long Island Library and Resources Council- Virtual Meetup: Understanding VR, AR and Mixed Reality; 5/4: IMLS- Mitigating Covid-19 When Managing a Paper-Based, Circulating, and Other Types of Collections; 5/7: GALE Marketing Webinar; 5/11: READ Squared webinar (partial); 5/11: Niche Academy – Covid19 Handwashing; 5/12 Niche Academy – Covid19 Mask Wearing; 5/12: METRO and Urban Libraries: Libraries and the Unemployment Crisis; 5/15: RCLS Archie Comics CEO webinar; 5/20: DEMCO Covid-19: Safety Tips for reopening your library; 5/27 – School Library Journal Day of Dialog; SLJ DOD Panels: Nonfiction, Graphic Novels; 5/28 – Library Journal Day of Dialog, Opening Keynote; LJ DOD Panel Historical Fiction; 5/28 – Sirsi-Dynix Director's Summit – KeyNote

May 2020 Monthly Report: Rosaleen Leahy; 6/5/2020

Programs:

Old-time Jam Session – 19; Dave Brubeck 5/4 – 13; NYC Ballet, “Rubies” by G. Balanchine – 25
NY Philharmonic plays Ravel’s “Bolero” – 33; 32 Prima Ballerinas dance, “The Swan” – 47
Carolina Chocolate Drops tutorial in the use of Bones in music – 18
Musical Cornwall Series: CCSD teachers, staff and students perform – 44
Mara Davi hosts, “Broadway Green Alliance” webinar – 15; Concert by Rhiannon Giddens, “there is no Other” – 17; Dementia Conversations – 8; Just Say Yes to Fruits & Vegetables - 13
Musical Cornwall series, Frank Rudolph and Mark Henderson – 43; Mystery Bk Discussion - 7
NYC Ballet performs Balanchine’s, “Diamonds” – 19; West Point Jazz Knights, “Good for the Soul” with Donald Harrison – 20; West Point Band and Glee Club, “Mansions of the Lord” – 73
Musical Cornwall series, Frank Rudolph and Mark Henderson – 37; Out & About - 6
Book Chat – 9; The Biggest Library Show Ever – we were one of 85 participating libraries. According to RCLS we can count the entire attendance of any shared program - 900
Live-streaming House Concert, Mary Coogan & Bruce Foley – 34

Total Programs: 21 Total Attendance: 1400

A large portion of my time has been spent researching performers/presenters, emailing them and hoping for a response. The, “Best Library Show Ever”, that Charlotte discovered, was a great find! The performers were very good and the show was just the right length – 45 minutes. They hope to do another show and will notify us when registration opens.

Meetings: CTUG – 2; Circulation Staff – 2; Staff Meeting – 1; RCLS Virtual Program Tally Sheet – 1; Reopening Team -2; I am on the Reopening Team and have worked on the procedure plan for Curbside Pick-up.

Webinars: Innovative Solutions in Times of Crisis; Stress Management and Self-care; Public Libraries Respond to COVID-19; COVID-19: Using Medical Masks; COVID-19: What You Need to know about Handwashing; Preventing & Treating Compassion Fatigue with Self-care; Broadway Green Alliance; Psychological First Aid: Supporting Others in Managing Stress; Virtual Programming on Social Media; COVID-19: Safety Tips for Reopening Your Library; <https://www.digitallearn.org> – Cloud Storage, Dropbox, Google drive, Cloud drive

Garden Committee Report
June 2020

The Garden Committee had planned to meet with folks who had donated funds to assist with the library's grounds. These meetings have not happened due to the COVID-19 pandemic.

A Boy Scout plans to complete his Eagle Scout project by widening a walkway from the parking lot to the back patio--making the walkway wheelchair accessible. The library will pay for a curb cut. The Friends of the Library donated money for the Scout to purchase bricks for the project. The Scout needed to raise an additional \$300. An anonymous donor has given \$200 to the project, leaving the Scout to raise \$100.