

**Cornwall Public Library
Board of Trustees**

December 13, 2018
7:00 p.m. Regular Meeting Agenda

I. Roll

II. Approval of the minutes –November 8, 2018 meeting

III. Financial Review

a. Approval of warrant #5

A. Public Remarks: Brenda Goldfarb to speak about Friend's Scotland trip

B. Communications/Donations

C. Director's Report

See Google docs

D. Committee Reports

a. Finance Committee

b. Policy Committee :

1. Sexual Harassment Policy Vote

c. Building & Grounds Committee

d. Garden Committee

e. Friends & Foundation

f. Personnel Committee: appointment of new treasurer: Emily Milton.

E. Unfinished Business

a. Good Idea Fund

b. Director Search

F. New Business

H. Executive Session

Adjournment

Next Regular Board Meeting: January 10,2019 7 p.m.

Cornwall Public Library Board of Trustees Meeting

December 13, 2018

7:00 to 9:00 PM

Minutes

Meeting called to order by Christine McDonald at 7:05 PM

I: Roll

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

Charlotte Dunaief, Interim Library Director
Michelle Mellino, Treasurer, **Excused.**

Also Present: Library staff member Ellen Winchell (minutes), Emily Milton, Public, Jane Harkinson, Friends of the Library, Valerie LoSardo, Library staff member, Brenda Goldfarb, Public.

- 1. Approval of the minutes:** A motion to approve the Board of Trustee minutes of November 8, 2018 as amended, made by Tom Dames, seconded by Bruce Cohen, and unanimously approved.
- 2. Financial Review:** Following discussion, a motion to approve Warrant #5 in the amount of \$76,031.87 was made by Susanne Vondrak, seconded by Tom Dames and was unanimously approved. After much discussion, a motion to approve the Profit and Loss vs Actual, from July through November 2018 made by Susanne Vondrak, seconded by Stephanie Wolf and unanimously approved. The Finance Committee met on December 6, 2018 to review the warrant. Dowser Spring Water held some bills and now they are billing us with one combined sum. Chris McDonald will look into that situation. There was a double payment for Toshiba, on November 16th, one of which was voided. This year the tax money from the Cornwall Central School District was late. Next year we will ask for the money from the school district by the first week in October and additionally perhaps the money can be deposited via wire.
- 3. Public Remarks:** Brenda Goldfarb gave a detailed summary of the Scottish Adventure Trip in December. 47 people attended the Scotland trip organized by the Friends. One of the pre-trip experiences hosted at the library was a presentation entitled "A Scottish Adventure- A Cultural Perspective" given by Captain Tom Rylands and Mrs. Rebecca Rylands, of West Point. This discussion provided 58 attendees with insight on the cultural, political, economic and historical issues of Scotland. As a result of the trip we now have, an additional 12 people, who became Friends of the Library. A check in the

amount of \$6,700 (this includes travel agency commissions, tour guide company, bus facility, hotel promotions and etc.) was presented to the Friends of the Library.

4. Communications: A check for \$500.00 was received from Adrienne Rappa (Timothy Mumford's grandmother).

5. Director's Report: See written report.

6. Committee Reports:

a. Finance Committee: see Financial Review

b. Policy Committee: A motion to approve the Sexual Harassment Policy made by Chris McDonald, seconded by Carol Stein and unanimously approved. A suggestion was made that when we start the new fiscal year and the Trustees sign the Conflict of Interest forms that we should also then sign a statement stating that we have had the requires Sexual Harassment training as well. Our library will host trainings on Sexual Harassment for our employees, on January 7th and January 29th, 2019 and will be closed to the public during that time.

c. Building and Grounds: The Lions will be putting up a Historical Marker stating our grounds are the former site for a Home for the Blind. The spot has been identified as facing Hudson Street. On the fifth of December Steve Rowland of Rowland, Butler and Mays came to discuss how we could best spend the funds remaining from the roof repair grant from Senator Larkin. We will be reviewing the insulation issues on one side of the building, and caulking the windows and hope to have estimates put together in the coming months. The HVAC system is still experiencing trouble and Steve Rowland will review the issues with the engineers who reviewed the system 5 years ago.

d. Garden Committee: There is a potential Eagle Scout Project and several memorial funds pending and a discussion will be planned with the Friends and those involved.

e. Friends & Foundation: none. Chris McDonald will follow up with Kevin Brennan.

7. Unfinished Business:

a. Good Idea Fund: A request from Liz Fisher was reviewed for an enclosed exterior bulletin board, at a cost of \$410.00, to be located near the handicap access button by the main entrance. A motion to approve \$410.00 from the Good Idea Fund made by Susanne Vondrak, seconded by Stephanie Wolf and unanimously approved.

b. Director Search: see Executive Session.

8. New Business:

a. Annual Budget Vote: The new date for the Annual Budget Vote is April 23rd, 2019.

9. **Adjournment:** Motion to adjourn regular meeting to go into Executive Session for the purposes of discussing the employment of an employee at 7:52 PM made by Chris McDonald, seconded by Stephanie Wolf, and was unanimously approved.
10. **Executive Session:** Motion to adjourn both the Executive Session and regular meeting was made by Carol Stein, seconded by Chris McDonald at 8:45 PM, and was unanimously approved.

Next Regular Board Meeting Thursday January 10, 2019 at 7PM

Cornwall Public Library Director's Report November 2018

General Overview: On Thursday November 15 we had no heat in the building, and there was an impending storm. I closed the Library early, and we remained closed the next day due to the storm. Wearing two hats has been interesting, and I am learning a lot about civil service rules.

We have had to cancel two programs (one in November & one in December) Mine Craft & Hour of Code due to the wi-fi issues. I have attached the Department Heads reports to mine. Please take a look at all the programs that we have had in November. The staff worked very hard to make all of them happen, sometimes with very little time to "turn the room around."

Does anyone have any suggestions for whom to call about the large & heavy lamp-post that needs removal from the grounds? I have been unable to locate a business that will remove it.

I have scheduled one of the NYS Sexual harassment trainings to take place on January 7, 2019.

This will be for part-time staff, and the Library will be closed that evening from 4-8PM.

Administration:

Personnel: Pam and I have made a decision and will be hiring the new PR person shortly.

(Gittel Evangelista is the person we have chosen for our new PR person. She has extensive experience writing articles, working on web-sites and with social media, and previously worked for the Times Herald Record. We are looking forward to working with her.)

Building and Grounds: On Thursday November 15 we had no heat in the building, and there was an impending storm. I closed the Library early, and waited for the United heating technician to finish fixing the heat. He said that there was a smoke detector that was malfunctioning, causing the heat to shut down. I had Johnson Controls come in and replace the smoke detector. The Johnson Controls Technician said that there was an awful lot of dust and dirt, and suggested that dirt inside the ducts might cause internal sensors to send incorrect readings. I have had two companies in to give estimates on duct cleaning. I have a third company to coming in to bid on Duct cleaning, on December 6th.

I am waiting for a third electrician to come in to give an estimate on the cat 6 wiring for the new wireless access points. He should be coming in on Tuesday December 4th.

Landscape Architecture for Grounds: (no action this month)

Finance and Fundraising

The Good Idea Fund: There is a request for funding of an outdoor bulletin board for installation on the wall outside the library doors, so that we can advertise programs to people coming up to the doors when we are closed.

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

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

Registered borrowers: 9,558 (9481); Direct Access/Circulation: 12,781(13,036);

ILL Borrows: 2,167 (2,073); ILL Loans: 1,947 (2,377); Item Count: 69,966 (72,324); Wi-Fi: 3243 (3,747).

Respectfully submitted,

Charlotte A Dunaief 12/6/2018

Adult Services November 2018 Report

December events Scheduled: 12/4: Wreath making; 12/11: Lecture: Cyrus McCormick, Mechanical Reaper; 12/27: Teen Tech Tutors

November Events Attendance: 11/13: Stampin'Up=16; 11/20: Transportation in the 1800s=8; 11/27: Sound, Color & Special Effects in Early Film=8

Home Bound Delivery: Stella made 8 deliveries.

Ref Stats:

Circulation: 106; Lap Tops Lent: 5; I-pads Lent: 0; Directional: 8; ILL Pulls: 1318;

Reader Advisory: 14; Tech Asst: 57; Reservations: 13; Printing: 108; Phone: 54; Magnifier: 0;

Computer Guest Passes: 21; Notary: 6; Ref. Q's: 260. (There were also 24 SEAL/outside the system requests.)

Database Stats: Novel List Plus: 4; Novel List PlusK-8: 9; EBSCO Other: 4;

Gale: 0; Gale Virtual Ref. Library: 0; Ancestry: 612.

Collection development: Weeding of Adult Fiction, and Adult Non-fiction continues

PC Usage: Adult Area:	698	
* Local History:	4	
Children's Area:	38	
Laptops:	2	TOTAL PC USAGE: 742

*this is MICROFILM use

Respectfully Submitted: Charlotte A. Dunaief 12/ 3 /18

November 2018 Youth Services Program Attendance

PROGRAM NAME:	DATE:	CHILDREN:	TEENS:	ADULTS:	VOLUNTEERS:	TOTAL:
LAPSIT-9:30						0
	11/7-					
LAPSIT-10:30	11/14	15		15		30
	11/2-					
TODDLERS-9:30	11/16	21		20		41
	11/2-					
TODDLERS-10:30	11/16	20		17		37
	11/1-					
CIRCLE TIME	11/15	26				26
	11/1-					
PRE-K	11/15	30				30
PJ ST	11/12	10		9		19
KNITTING	11/13	6		1	1	8
CHATTERBOOKS	11/20	8				8
BOOK/SNACK	11/19	6				6
READZZA	11/19		3			3
	11/6&11/2					
CHESS	7	14		2		16
WRITERS	11/6&11/29		9			9
TUT	11/30		9			9
VETERANS DAY	11/11	7		41	3	51
TOURS	11/27	16		11		27
CLOUSC MEETING	11/26			18		18
LEGO	11/17	20		17		37
FAMILY ST	11/17	3		3		6
TOTAL						381

Cornwall Public Library's Youth Services November 2018 Report

Meetings/Outreach Attended:

11/6

Mock Newbery Award Meeting hosted at Cornwall (Lisa – Chair & Liz)

11/8 Webinar - ¡Viva los Libros!: How Readers Find Themselves in Spanish
Titles (Liz)

11/12 Dept. Head Meeting (Lisa)

11/12 Mock Printz Meeting at RCLS (Liz & Meaghan)

11/13 Staff Meeting (Lisa & Rebecca)

11/26 CLOUSC Meeting hosted at Cornwall (Lisa & Liz)

11/27 West Point Mom & Tots Group Story Time/Tour (Liz & Rebecca)

11/27 Dept. Head Meeting (Liz)

Reflections:

November is the month of the Thanksgiving holiday, which means scheduling around a Thursday and remembering to consider blessings. I work with an incredible group of people and some invaluable volunteers.

This November, Youth Services was able to host three multi-generational events, largely due to the assistance of our very talented and dependable young “volunteens.” The Veterans Day Program, Chess Time and Loom Knitting would not exist without the help of our volunteers. Many thanks to them for their time and commitment!

Questions @ the Desk:

Reference – 181; Circulation – 78; Tech – 19; iPad Lending – 13; Telephone – 64; Programs – 25

Program Stats:	Children	223
	Adults	154
	Volunteers	4
	Total	381

Respectfully Submitted 12/4/18 ekf

November 2018 Monthly Report: Adult Programs & Attendance (all adult programs included here)

Job Coaching – 3
Art Reception – 15
Creative Writers – 7, 6, 6, 5
Wills, Trusts, Estates – 32
1st Wednesday Book Group – 6
Veterans Day Reception – 51
Stampin' Up – 15
Tea & a Classic – 15
Great Decisions – 12
Collective Brass Concert – 32
Vanderbilt/Transportation Lecture – 8
Operation Cookie Deployment Knitting – 12
Movie Lecture – 8
Food Bank Workshop - 34
Out & About Book Group – 4
BookChat – 16

Total # of Programs: 19 Total Attendance: 287

Other Room Use: Strategic Planning Committee, Board Meeting, Prep. For Veterans Day, Staff Meeting, Manager Meeting, Art break-down, Art Set-up: 7

The Collective Brass ensemble presented a very professional concert. It was personalized, by each member of the ensemble speaking about their role and giving “program notes” about the next piece to be played. The members of the group live in Cornwall and Highland Falls and were happy to be able to perform locally. I was happy that the trumpet player, Carl Stanley, was willing to negotiate their fee from \$1500 down to \$500. The Friends of Cornwall Library will be reimbursing the library for the \$500 fee.

The Operation Cookie Deployment knitting group expected to have a group of volunteers from the Cornwall High School. That group cancelled, at the last minute, so their numbers were much lower than expected. I suggested that we try it again, in January or February and make it more of a community event.

Books and associated materials have been ordered for the Great Decisions program. The Friends of Cornwall Library will reimburse a portion of the cost of the materials. The series of programs will begin, again, at the end of January. I would like to start the meetings earlier, so that I am not at the library, locking up, after 9:00pm. I will send out an email to the members to see if they would be available to begin the meeting at 6:30.

Pamela Hawks has been doing a great job, covering both positions in the Public Relations department. However, we are feeling the loss of Rebecca, who photographed many programs, helped to distribute flyers throughout the community and used her connections in the Presbyterian Church to enhance the attendance at our programs. I know that interviews are taking place for the position. Hopefully, it will be filled sooner, rather than later!

Music Collection

Displays have been done of seasonal music for Thanksgiving, Hanukkah and Christmas, as well as general "Winter" music.

An order, for new releases, is being placed this week.

RL 12-4-18

Cornwall Public Library
Warrant # 5
As of November 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
AFA Protective Systems, Inc.						
Bill	11/16/2018	2880176	2880176	452 · Repairs to Building	Unpaid	1,428.91
Total AFA Protective Systems, Inc.						1,428.91
Blackstone Publishing						
Bill	11/16/2018	1053137	Adult Audio - 1053137	-SPLIT-	Unpaid	80.84
Bill	11/16/2018	Inv 1055508	Inv 1055508	-SPLIT-	Unpaid	318.69
Bill	11/19/2018	1058076	Adult Audio - 1058076	-SPLIT-	Unpaid	166.71
Bill	11/19/2018	1057338	YA Audio - 1057338	-SPLIT-	Unpaid	297.03
Bill	11/19/2018	1058317	Adult Audio - 1058317	-SPLIT-	Unpaid	34.95
Bill	11/30/2018	1062790	Adult Audio - 1062790	-SPLIT-	Unpaid	198.73
Total Blackstone Publishing						1,096.95
Blauvelt Free Library						
Bill	11/26/2018	Lost item	Lost item # 3280200105535 The Very Bi...	-SPLIT-	Unpaid	16.48
Total Blauvelt Free Library						16.48
Brenda Goldfarb						
Bill	11/28/2018	Empl Reimburse	Greater Cornwall Chamber of Commerce	435 · Travel/Conference	Unpaid	22.00
Total Brenda Goldfarb						22.00
Brodart Co. - Juv						
Bill	11/19/2018	B5468923	B5468923	-SPLIT-	Unpaid	143.94
Bill	11/19/2018	B5468958	B5468958	410.4 · Juvenile Fiction	Unpaid	22.85
Bill	11/19/2018	B5469162	B5469162	-SPLIT-	Unpaid	112.65
Bill	11/19/2018	B5468959	B5468959	-SPLIT-	Unpaid	84.71
Bill	11/19/2018	B5469167	B5469167	-SPLIT-	Unpaid	22.59
Bill	11/19/2018	B5466478	B5466478	410.4 · Juvenile Fiction	Unpaid	5.99
Bill	11/19/2018	B5466451	B5466451	-SPLIT-	Unpaid	14.90
Bill	11/19/2018	B5466465	B5468958	410.5 · Juvenile Non Fiction	Unpaid	10.19
Bill	11/26/2018	B5480174	B5480174	-SPLIT-	Unpaid	14.90
Bill	11/26/2018	B5480289	B5480289	-SPLIT-	Unpaid	12.52
Bill	11/26/2018	B5473489	B5473489	410.4 · Juvenile Fiction	Unpaid	10.77
Bill	11/30/2018	B5483147	B5483147	-SPLIT-	Unpaid	46.49
Bill	11/30/2018	B5483168	B5483168	-SPLIT-	Unpaid	55.24
Bill	11/30/2018	B5483148	B5483148	-SPLIT-	Unpaid	51.78
Bill	11/30/2018	B5483167	B5483167	-SPLIT-	Unpaid	19.66
Total Brodart Co. - Juv						629.18
Brodart Co. -Supplies						
Bill	11/16/2018	Inv 514308	Tape Book Binding Reddi Covers	430.1 · Library supplies	Unpaid	289.56
Total Brodart Co. -Supplies						289.56
Brodart Co. (McN)						
Bill	11/16/2018	Inv M163541	Service for January 2019	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	11/26/2018	65596821	Inv 65596821	410.11 · Adult Fiction Standi...	Unpaid	163.13
Total Cengage Learning/Gale						163.13
Central Hudson Gas & Electric Corp						
Bill	11/30/2018	Acct 86610120007	Service Oct. 22-Nov. 21	450 · Fuel/Utilities	Unpaid	2,592.53
Total Central Hudson Gas & Electric Corp						2,592.53
Charlotte Dunaief						
Bill	11/30/2018	Employee Reimbu...	76.90 miles	435 · Travel/Conference	Unpaid	41.91
Total Charlotte Dunaief						41.91
Cornwall Public Library - Payroll						
Bill	11/08/2018	Pay per end 11.2.18	Pay Period Ending 11.2.18 Pay Date 11....	1012 · OBT Payroll Checking	Paid	15,110.99
Bill	11/19/2018	Pay per end 11.16...	Pay Period Ending 11.16.18 Pay Date 11...	1012 · OBT Payroll Checking	Paid	15,307.19
Total Cornwall Public Library - Payroll						30,418.18
Cornwall Public Library - Trust & Agency						

Cornwall Public Library
Warrant # 5
As of November 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	11/08/2018	Pay Ending 11.2.18	Pay Period Ending 11.2.18 Pay Date 11....	1003 · Due from Trust & Age...	Paid	7,887.12
Bill	11/19/2018	Health Insurance	Health Insurance November 2018	1003 · Due from Trust & Age...	Paid	8,592.75
Bill	11/23/2018	Pay Ending 11.16....	Pay Period Ending 11.16.18 Pay Date 11...	1003 · Due from Trust & Age...	Paid	7,477.25
Total Cornwall Public Library - Trust & Agency						23,957.12
D-Ben Security Systems, Inc.						
Bill	11/19/2018	3311	3311 Annual Contract	469 · Service Contracts	Unpaid	468.00
Total D-Ben Security Systems, Inc.						468.00
Dowser Spring Water						
Bill	11/16/2018	Inv # 1751142	July Water Cooler Delivery	430.2 · Office supplies	Unpaid	23.96
Bill	11/16/2018	Inv # 1769617	Oct. Water Cooler Delivery	430.2 · Office supplies	Unpaid	11.98
Bill	11/16/2018	Inv # 1754998	August Water Cooler Delivery	430.2 · Office supplies	Unpaid	29.95
Bill	11/19/2018	Inv # 1772972	November 2018 Water Cooler Delivery	430.2 · Office supplies	Unpaid	23.96
Total Dowser Spring Water						89.85
Erik Lichack						
Bill	11/16/2018	Dec 3 Music Progr...	12/3/18 Colonial Holiday Music program	437.2 · Prof fees-Adult progr...	Unpaid	300.00
Total Erik Lichack						300.00
Hannaford Bros. Co.						
Bill	11/16/2018	11-2 Purchases	Back Kitchen Supplies - Program	430.30 · Adult	Unpaid	24.62
Bill	11/16/2018	11-9 Purchases	Supplies for Veterans Day	430.30 · Adult	Unpaid	15.40
Bill	11/26/2018	11-13 Purchases	'Tea & A Classic' supplies	430.30 · Adult	Unpaid	4.58
Bill	11/28/2018	11-24 Purchases	J Program Purchases 11.24	430.32 · Juvenile	Unpaid	10.14
Total Hannaford Bros. Co.						54.74
Ingram Library Services						
Bill	11/19/2018	37149977	37149977	-SPLIT-	Unpaid	115.20
Bill	11/19/2018	37221031	37221031	-SPLIT-	Unpaid	43.93
Bill	11/26/2018	37296716	37296716	-SPLIT-	Unpaid	311.23
Bill	11/26/2018	35921794	35921794	-SPLIT-	Unpaid	10.74
Bill	11/26/2018	35892543	35892543	-SPLIT-	Unpaid	468.28
Bill	11/28/2018	37477540	37477540	-SPLIT-	Unpaid	56.54
Bill	11/28/2018	37441312	37441312	-SPLIT-	Unpaid	1,292.49
Bill	11/28/2018	37394161	37394161	-SPLIT-	Unpaid	31.74
Total Ingram Library Services						2,330.15
Jacobowitz & Gubits, LLP						
Bill	11/16/2018	Inv 276197	Advise Board and Drafted Memo Regardi...	437.1 · Prof fees-Office	Unpaid	100.00
Total Jacobowitz & Gubits, LLP						100.00
John Kramer						
Bill	11/16/2018	Nov 2018	Nov 2018	452 · Repairs to Building	Unpaid	140.00
Total John Kramer						140.00
Lock Around the Clock						
Bill	11/16/2018	December 2018	December 2018 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	11/30/2018	5057949	For Services 11/25-12-24 monthly charg...	-SPLIT-	Unpaid	923.31
Total Magna5						923.31
Marangi Disposal						
Bill	11/16/2018	Inv 8B123695	November Services	469 · Service Contracts	Unpaid	97.14
Total Marangi Disposal						97.14
Marist College/HRVI						
Bill	11/16/2018	Inv R-979-19	Inv R-979-19 2 year exp. 2021	413.6 · Serials	Unpaid	60.00
Total Marist College/HRVI						60.00
Martha LaVallee						
Bill	11/28/2018	Book/Snack	Book Snack \$100 per session 10.22 & 1...	437.3 · Prof fees-YA programs	Paid	200.00

Cornwall Public Library
Warrant # 5
As of November 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Total Martha LaVallee						200.00
Michael Frederick						
Bill	11/19/2018	941067	941067	410.10 · Adult Fiction	Unpaid	24.00
Total Michael Frederick						24.00
Midwest Tape						
Bill	11/30/2018	Inv 96539156	DVD security cases	430.1 · Library supplies	Unpaid	147.99
Total Midwest Tape						147.99
MPLC						
Bill	11/19/2018	Inv 504181826	Movie Licensing 1/1/19-1/1/2020	411 · Film	Unpaid	167.98
Total MPLC						167.98
Old House Journal						
Bill	11/16/2018	0157420316	2 year renewal - Exp 1/2021	413.6 · Serials	Unpaid	46.00
Total Old House Journal						46.00
Orange Bank & Trust Cardmember Services						
Bill	11/30/2018	Stmt dated 11.23.18	Stmt dated 11.23.18	-SPLIT-	Unpaid	1,462.86
Total Orange Bank & Trust Cardmember Services						1,462.86
OverDrive, Inc.						
Bill	11/16/2018	01052CO18193374	01052CO18193374	410.12 · Adult E Book	Unpaid	948.93
Bill	11/16/2018	01052DA18157770	01052DA18157770	410.12 · Adult E Book	Unpaid	24.99
Bill	11/16/2018	01052DA18194969	01052DA18194969	410.12 · Adult E Book	Unpaid	55.00
Bill	11/16/2018	01052DA18199558	01052DA18199558	-SPLIT-	Unpaid	41.98
Bill	11/16/2018	01052DA18206230	01052DA18206230	-SPLIT-	Unpaid	134.99
Bill	11/16/2018	9261EA-O-YAA	9261EA-O-YAA	410.62 · Ebooks -- Young Adult	Unpaid	122.99
Bill	11/16/2018	962EA-O-AA	962EA-O-AA	412.32 · E-Audiobooks -- Adult	Unpaid	637.37
Bill	11/16/2018	9264EA-O-AA	9264EA-O-AA	412.52 · E-Audiobooks -- Yo...	Unpaid	112.98
Total OverDrive, Inc.						2,079.23
Paychex, Inc.						
Bill	11/14/2018	1878182718927993	38 Employee usage \$4/EA & mobile \$1/...	437.1 · Prof fees-Office	Paid	190.00
Total Paychex, Inc.						190.00
Randazzo's Landscaping Inc.						
Bill	11/28/2018	Inv 19384	Monthly Maintenace - November 2018 & ...	469 · Service Contracts	Unpaid	676.00
Total Randazzo's Landscaping Inc.						676.00
Richard Feingold						
Bill	11/16/2018	C. Vanderbilt	Cornelius Vanderbilt - The First Tycoon	437.2 · Prof fees-Adult progr...	Unpaid	225.00
Total Richard Feingold						225.00
The Wallstreet Journal						
Bill	11/30/2018	010960231844	Renewal - paid with Credit Card	413.6 · Serials	Paid	0.00
Total The Wallstreet Journal						0.00
Toshiba Financial Services						
Bill	11/30/2018	Inv 371648288	Service for 10-16-18 to 11.16.18 & 11/16...	469 · Service Contracts	Unpaid	1,383.90
Total Toshiba Financial Services						1,383.90
United A/C Refrigeration, Inc						
Bill	11/16/2018	418663	Service date 11.1.18 - Preventive Mainte...	469 · Service Contracts	Unpaid	975.17
Bill	11/26/2018	419048	Service date 11.20.18 - No Heat Prevent...	469 · Service Contracts	Unpaid	337.50
Total United A/C Refrigeration, Inc						1,312.67
Utica National Insurance Group						
Bill	11/16/2018	Acct 101086941	Acct 101086941	454 · Building Insurance	Unpaid	250.00
Total Utica National Insurance Group						250.00
Valerie LoSardo						
Bill	11/28/2018	Emp Reimb.	65.10mi. @ .545	435 · Travel/Conference	Unpaid	35.45

Cornwall Public Library
Warrant # 5
As of November 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Total Valerie LoSardo						35.45
Vanguard Cleaning Systems of the HV						
Bill	11/16/2018	28045	trash can liners	451 · Custodial Supplies	Unpaid	78.74
Bill	11/26/2018	27835	November Services	469 · Service Contracts	Unpaid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,268.74
Verizon						
Bill	11/26/2018	11-10-18 Internet/IP	November Internet service and IP Addre...	431 · Telephone	Unpaid	171.56
Total Verizon						171.56
Verizon Wireless						
Bill	11/16/2018	9817592168	November 2018	431 · Telephone	Unpaid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	11/16/2018	I60378666	Multiple Planners, Desk Calendar Pad, F...	430.2 · Office supplies	Unpaid	366.75
Bill	11/26/2018	I60741321	Coin Wrappers, Binder-Index, Staples, C...	-SPLIT-	Unpaid	111.78
Bill	11/26/2018	I60468135	Planner	430.2 · Office supplies	Unpaid	11.99
Total W.B. Mason						490.52
TOTAL						76,031.87

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

	Capital Fund (Inc Grants)	Good Idea Fund	Friends (Operating)	Operating (Operating)	Total Operating	TOTAL
Income						
2002 · Local Public Funds	0.00	0.00	0.00	598,878.50	598,878.50	598,878.50
2082 · Library Fines	0.00	0.00	0.00	9,439.08	9,439.08	9,439.08
2401 · Income from Investments	63.40	0.00	0.00	70.84	70.84	134.24
2706 · Gifts & Endowments	0.00	260.00	6,041.59	863.10	6,904.69	7,164.69
2760 · Grants	122,913.00	0.00	0.00	0.00	0.00	122,913.00
3840 · RCLS	0.00	0.00	0.00	5,236.00	5,236.00	5,236.00
Total Income	122,976.40	260.00	6,041.59	614,487.52	620,529.11	743,765.51
Gross Profit	122,976.40	260.00	6,041.59	614,487.52	620,529.11	743,765.51
Expense						
141 · Salary-Certified Librarian	0.00	0.00	0.00	89,410.26	89,410.26	89,410.26
142 · Salary-Clerical	0.00	0.00	0.00	165,284.48	165,284.48	165,284.48
143 · Salary-Treasurer	0.00	0.00	0.00	2,115.41	2,115.41	2,115.41
203b · Capital Equipment	0.00	0.00	0.00	910.00	910.00	910.00
410 · Books	0.00	0.00	457.00	24,381.93	24,838.93	24,838.93
411 · Film	0.00	0.00	0.00	167.98	167.98	167.98
412 · Video/Music/Books on Tape	0.00	0.00	0.00	8,168.19	8,168.19	8,168.19
413 · Serials/Reference	0.00	0.00	0.00	2,602.16	2,602.16	2,602.16
430 · Supplies						
430.1 · Library supplies	0.00	0.00	398.43	1,330.61	1,729.04	1,729.04
430.2 · Office supplies	0.00	2,362.78	273.13	2,396.75	2,669.88	5,032.66
430.3 · Program supplies	0.00	23.07	382.16	832.79	1,214.95	1,238.02
Total 430 · Supplies	0.00	2,385.85	1,053.72	4,560.15	5,613.87	7,999.72
431 · Telephone	0.00	0.00	0.00	5,003.33	5,003.33	5,003.33
433 · Postage	0.00	0.00	0.00	466.90	466.90	466.90
434 · Publicity & Printing	0.00	0.00	275.87	2,389.29	2,665.16	2,665.16
435 · Travel/Conference	0.00	0.00	0.00	1,326.45	1,326.45	1,326.45
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	5,517.14	5,517.14	5,517.14
437.2 · Prof fees-Adult programs	0.00	0.00	2,610.00	400.00	3,010.00	3,010.00
437.3 · Prof fees-YA programs	0.00	0.00	150.00	300.00	450.00	450.00
437.4 · Prof fees-Juvenile	0.00	0.00	0.00	240.00	240.00	240.00
437.5 · Prof fees-SRP	0.00	0.00	1,000.00	450.00	1,450.00	1,450.00
Total 437 · Professional Fees	0.00	0.00	3,760.00	6,907.14	10,667.14	10,667.14
438 · Dues	0.00	0.00	0.00	283.00	283.00	283.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	553.36	553.36	553.36
450 · Fuel/Utilities	0.00	0.00	0.00	10,894.70	10,894.70	10,894.70
451 · Custodial Supplies	0.00	0.00	0.00	1,029.08	1,029.08	1,029.08
452 · Repairs to Building	0.00	0.00	0.00	2,570.01	2,570.01	2,570.01
454 · Building Insurance	0.00	0.00	0.00	12,140.42	12,140.42	12,140.42
455 · RCLS ANSER & Telecommunication	0.00	0.00	0.00	24,793.56	24,793.56	24,793.56
469 · Service Contracts	0.00	0.00	0.00	21,647.47	21,647.47	21,647.47
800 · Capital Expenditure	118,800.23	0.00	0.00	0.00	0.00	118,800.23
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	22,667.79	22,667.79	22,667.79
9060.8 · Workers' Comp	0.00	0.00	0.00	7,989.00	7,989.00	7,989.00
9090.8 · Health Insurance	0.00	0.00	0.00	44,345.39	44,345.39	44,345.39
Total Expense	118,800.23	2,385.85	5,546.59	462,607.45	468,154.04	589,340.12
Net Income	4,176.17	-2,125.85	495.00	151,880.07	152,375.07	154,425.39

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

	<u>DASNY/SAM #9095 - roof</u> <u>(Grants)</u>	<u>Total Grants</u> <u>(Capital Fund)</u>	<u>Capital Fund - Other</u> <u>(Capital Fund)</u>	<u>Total Capital Fund</u>
Income				
EXPECTED FUNDS - not yet received	200,000.00	200,000.00	513,009.16	713,009.16
2401 · Income from Investments	0.00	0.00	483.27	483.27
2760 · Grants	0.00	142,238.00	0.00	142,238.00
Total Income	<u>200,000.00</u>	<u>342,238.00</u>	<u>513,492.43</u>	<u>855,730.43</u>
Gross Profit	200,000.00	342,238.00	513,492.43	855,730.43
Expense				
203b · Capital Equipment	0.00	352.98	9,700.27	10,053.25
430.2 · Office supplies	0.00	285.12	0.00	285.12
430.3 · Program supplies	0.00	145.65	0.00	145.65
430 · Supplies - Other	0.00	12,000.00	0.00	12,000.00
Total 430 · Supplies	<u>0.00</u>	<u>12,430.77</u>	<u>0.00</u>	<u>12,430.77</u>
431 · Telephone	0.00	3,594.94	0.00	3,594.94
800 · Capital Expenditure	120,680.23	246,539.54	245,052.56	491,592.10
Total Expense	<u>120,680.23</u>	<u>262,918.23</u>	<u>254,752.83</u>	<u>517,671.06</u>
Net Income	<u><u>79,319.77</u></u>	<u><u>79,319.77</u></u>	<u><u>258,739.60</u></u>	<u><u>338,059.37</u></u>

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

Budget 42%	YTD Budget			Full 2018-2019 Budget		
	Jul - Nov 18	Budget	\$ Over Budget	Full Budget	Over Budget	% of Budget
Income						
2002 · Local Public Funds	598,878.50	1,197,757.00	-598,878.50	1,197,757.00	-598,878.50	50.0%
2082 · Library Fines	9,439.08	12,916.69	-3,477.61	31,000.00	-21,560.92	30.45%
2401 · Income from Investments	70.84	208.31	-137.47	500.00	-429.16	14.17%
2706 · Gifts & Endowments	6,904.69	0.00	6,904.69	0.00	6,904.69	100.0%
3840 · RCLS	5,236.00	6,250.00	-1,014.00	8,000.00	-2,764.00	65.45%
Total Income	620,529.11	1,217,132.00	-596,602.89	1,237,257.00	-616,727.89	50.15%
Gross Profit	620,529.11	1,217,132.00	-596,602.89	1,237,257.00	-616,727.89	50.15%
Expense						
141 · Salary-Certified Librarian	89,410.26	96,911.25	-7,500.99	232,587.00	-143,176.74	38.44%
142 · Salary-Clerical	165,284.48	171,497.50	-6,213.02	411,594.00	-246,309.52	40.16%
143 · Salary-Treasurer	2,115.41	2,083.31	32.10	5,000.00	-2,884.59	42.31%
203b · Capital Equipment	910.00	1,700.00	-790.00	4,080.00	-3,170.00	22.3%
410 · Books	24,838.93	26,751.25	-1,912.32	64,203.00	-39,364.07	38.69%
411 · Film	167.98	650.00	-482.02	650.00	-482.02	25.84%
412 · Video/Music/Books on Tape	8,168.19	11,783.24	-3,615.05	28,280.00	-20,111.81	28.88%
413 · Serials/Reference	2,602.16	4,214.12	-1,611.96	10,114.00	-7,511.84	25.73%
430 · Supplies						
430.1 · Library supplies	1,729.04	2,250.00	-520.96	5,400.00	-3,670.96	32.02%
430.2 · Office supplies	2,669.88	3,500.00	-830.12	8,400.00	-5,730.12	31.78%
430.3 · Program supplies	1,214.95	2,837.90	-1,622.95	4,311.00	-3,096.05	28.18%
Total 430 · Supplies	5,613.87	8,587.90	-2,974.03	18,111.00	-12,497.13	31.0%
431 · Telephone	5,003.33	2,871.25	2,132.08	6,891.00	-1,887.67	72.61%
433 · Postage	466.90	1,666.69	-1,199.79	4,000.00	-3,533.10	11.67%
434 · Publicity & Printing	2,665.16	3,125.00	-459.84	7,500.00	-4,834.84	35.54%
435 · Travel/Conference	1,326.45	1,875.00	-548.55	4,500.00	-3,173.55	29.48%
437 · Professional Fees						
437.1 · Prof fees-Office	5,517.14	6,575.00	-1,057.86	15,780.00	-10,262.86	34.96%
437.2 · Prof fees-Adult programs	3,010.00	1,166.69	1,843.31	2,800.00	210.00	107.5%
437.3 · Prof fees-YA programs	450.00	729.19	-279.19	1,750.00	-1,300.00	25.71%
437.4 · Prof fees-Juvenile	240.00	1,666.69	-1,426.69	4,000.00	-3,760.00	6.0%
437.5 · Prof fees-SRP	1,450.00	708.31	741.69	1,700.00	-250.00	85.29%
437.6 · Prof fees-Outreach	0.00	208.31	-208.31	500.00	-500.00	0.0%
Total 437 · Professional Fees	10,667.14	11,054.19	-387.05	26,530.00	-15,862.86	40.21%
438 · Dues	283.00	541.69	-258.69	1,300.00	-1,017.00	21.77%
439 · Equipment Repair	0.00	83.31	-83.31	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	553.36	1,083.31	-529.95	2,600.00	-2,046.64	21.28%
450 · Fuel/Utilities	10,894.70	12,500.00	-1,605.30	30,000.00	-19,105.30	36.32%
451 · Custodial Supplies	1,029.08	500.00	529.08	1,200.00	-170.92	85.76%
452 · Repairs to Building	2,570.01	4,825.00	-2,254.99	11,580.00	-9,009.99	22.19%
454 · Building Insurance	12,140.42	12,000.00	140.42	12,000.00	140.42	101.17%
455 · RCLS ANSER & Telecommunication	24,793.56	26,015.00	-1,221.44	52,030.00	-27,236.44	47.65%
469 · Service Contracts	21,647.47	20,057.06	1,590.41	48,137.00	-26,489.53	44.97%
490 · Refund of PY Tax Assessment	0.00	1,250.00	-1,250.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement	0.00	23,423.31	-23,423.31	56,216.00	-56,216.00	0.0%
9030.8 · FICA/Medicare Expense	22,667.79	24,364.19	-1,696.40	58,474.00	-35,806.21	38.77%
9060.8 · Workers' Comp	7,989.00	8,000.00	-11.00	8,000.00	-11.00	99.86%
9090.8 · Health Insurance	44,345.39	53,533.31	-9,187.92	128,480.00	-84,134.61	34.52%
Total Expense	468,154.04	532,946.88	-64,792.84	1,237,257.00	-769,102.96	37.84%
Net Income	152,375.07	684,185.12	-531,810.05	0.00	152,375.07	12.32%

Personnel Committee Report
November 2018

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

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

Respectfully submitted,

Chris McDonald
Personnel Committee Chairperson