

**Cornwall Public Library  
Board of Trustees**

October 8, 2020

7 PM Regular Meeting Agenda

**I. Roll**

**II. Approval of the Minutes-September 10, 2020**

**III. Financial Review**

1. Approval of Warrant # 3

**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: Facility Use Policy
3. Building and Grounds Committee
4. Garden Committee
5. Friends
6. Personnel Committee:  
Motion to approve the promotion of two pages to Circulation Clerks: Joshua Caufaglione and Orlane Dubreus. Motion to approve the hiring of one page: Stephanie Till

**VIII. Unfinished Business: Strategic Plan; RCLS Budget**

**IX. New Business: 2021 Holiday Schedule**

**X. Adjournment**

Next Regular Board Meeting November 12, 2020 7 PM

**Cornwall Public Library Board of Trustees Meeting**  
**September 10, 2020, 7:00 to 9:00 p.m.**

**Minutes**

Meeting was called to order by Stephanie Wolf at 7:00 p.m.

**I. Roll:**

**Trustees Present:** Stephanie Wolf, Carol Stein, Meghann Chyla, Melissa Greaves-Kulisek, Roberta Sherman, Matt Rettig, and Matt Soltis.

Emily Milton, Treasurer

Charlotte Dunaief, Director

**Trustees Excused:** None.

**Also Present:** Library staff members Meaghan Doyle, Liz Fisher, and Catherine Incledon (minutes).

**II. Approval of the Minutes:** A motion to approve the minutes as amended from the regular Board meeting of August 13th was made by Roberta Sherman, seconded by Matt Rettig, and was unanimously approved.

**III. Financial Review:** A motion to approve Warrant #2 in the amount of \$70,901.41 was made by Meghann Chyla, seconded by Carol Stein, and was unanimously approved.

**IV. Public Remarks:** None.

**V. Communications and Donations:** Liz Fisher has been communicating with youth patrons through letters in the mail. Ava, with the help of her mother Jasmine, Brian, Siena, Elan and Max wrote to Liz expressing their interests, thanking her for the library's summer programming, saying they look forward to upcoming library programs in the future. Warren and Mary Mumford wrote to Charlotte to thank her and the library for running this year's poetry competition, and they sent a generous donation of \$500. Another generous donation was received in the amount of \$50 from Dr. Barry John Capella through Fidelity Charitable. A motion to approve accepting the \$500 donation from the Mumfords and the \$50 donation from Dr. Barry John Capella was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved.

**Commented [1]:** I didn't want to include too much personal information about children, like their interests or their last names, in a public document, but if you want me to change that just let me know.

**Commented [2]:** This is good, I probably shouldn't have used last names when I read the correspondence to the board.

**Commented [3]:** I don't think you used last names in the meeting, so I followed your lead in the minutes, and I just wanted to make sure that was what you wanted me to do!

**Commented [4]:** That works, then!

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

**VII. Committee Reports:**

**A. Finance Committee:** The Finance Committee met to analyze the budget and the library's spending so far this fiscal year. The committee will continue to analyze the library's spending with regard to the budget and will offer recommendations to the library's spending should the committee deem it necessary. Nugent and Haeusseler performed a Risk Assessment Audit for the library. The committee will work with the Treasurer to fill out a state financial report.

**B. Policy Committee:** The Policy Committee put forth two policies, the Mission Statement and the Interlibrary Loan Policy, to be reviewed by the Board for the next regular meeting.

**C. Buildings and Grounds:** The Buildings and Grounds Committee discussed several ongoing projects. The lighting equipment has been ordered for the LED lighting project, and the installation is pending. The committee discussed the upcoming sight sign project and budget with the Board. After polling the Board, Board members agreed with the committee in choosing the original choice of sight sign, which would cost slightly more than the money given in the grant the library is using to pay for the sign, rather than a sign of undesirable size and shape that cost slightly less than the grant. A motion to approve a resolution allowing the Buildings and Grounds Committee to spend up to \$60,000 on the sight sign, including the spare parts if the spare parts are warranted upon the committee's final review, was made by Matt Soltis, seconded by Roberta Sherman, and was unanimously approved.

**D. Garden Committee:** Ben Harrell, the Eagle Scout working on his project to widen the garden pathway, is organizing a date to start the project with Mr. Speranza, who will be helping the Eagle Scout.

**Commented [5]:** this is what Carol called it during the Board meeting, I just wanted to make sure I got the official name for the audit right

**Commented [6]:** If that's what Coral called it, that's what goes in the minutes. If it's wrong she'll ask for a correction at the next meeting, or via email when she reads these.

**E. Friends:** The Friends had successful first book donation and book sale events since closing because of the pandemic. They will have further book donation and book sale events later this month.

**F. Personnel Committee:** The committee did not meet this past month, but will meet this upcoming month to continue work on creating staff job descriptions. The committee will also consider possible activities or gifts for library staff in order to uplift staff morale during this stressful period.

**VIII. Unfinished Business:** None.

**IX. New Business:** The library will now use the Safe and Sound alarm company. The Board will begin to look over the current Strategic Plan to analyze what work the library has done and what work still needs to be done according to the Strategic Plan. The Policy Committee, using input from the Board's discussion, will create a Facility Use Policy permitting organizations to apply to use library property for events and programs.

**X. Adjournment:** A motion to adjourn the meeting was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved. The meeting was adjourned by Stephanie Wolf at 8:46 p.m.

**The next Regular Board Meeting will be held on October 8, 2020 at 7 p.m.**

**Cornwall Public Library**  
**Warrant # 3**  
As of September 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
<b>Belsito</b>						
Bill	09/29/2020	09120900	09120900	430.2 · Office supplies	Unpaid	225.00
Total Belsito						225.00
<b>Benninger Landscaping LTD</b>						
Bill	09/15/2020	24314	September Maintenance Inv # 24314	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
<b>Blackstone Publishing</b>						
Bill	09/17/2020	1180760	1180760	-SPLIT-	Unpaid	38.94
Bill	09/17/2020	1180620	1180620	-SPLIT-	Unpaid	127.77
Bill	09/29/2020	1182448	1182448	-SPLIT-	Unpaid	61.99
Bill	09/29/2020	1182317	1182317	-SPLIT-	Unpaid	484.16
Bill	09/29/2020	1182138	1182138	-SPLIT-	Unpaid	127.75
Total Blackstone Publishing						840.61
<b>Brodart Co. - Juv</b>						
Bill	09/17/2020	B5966745	B5966745	-SPLIT-	Unpaid	10.49
Bill	09/17/2020	B5965090	B5965090	-SPLIT-	Unpaid	9.94
Bill	09/17/2020	B5965065	B5965065	410.5 · Juvenile Non Fiction	Unpaid	79.00
Bill	09/17/2020	B5964895	B5964895	-SPLIT-	Unpaid	23.61
Bill	09/17/2020	B5965089	B5965089	-SPLIT-	Unpaid	115.23
Bill	09/17/2020	B5965031	B5965031	-SPLIT-	Unpaid	25.37
Bill	09/17/2020	B5965091	B5965091	-SPLIT-	Unpaid	41.56
Bill	09/17/2020	B5964902	B5964902	-SPLIT-	Unpaid	109.93
Bill	09/17/2020	B5964970	B5964970	410.4 · Juvenile Fiction	Unpaid	32.31
Bill	09/17/2020	B5965033	B5965033	410.4 · Juvenile Fiction	Unpaid	17.94
Bill	09/17/2020	B5965032	B5965032	410.4 · Juvenile Fiction	Unpaid	6.12
Bill	09/17/2020	B5964948	B5964948	410.4 · Juvenile Fiction	Unpaid	72.65
Bill	09/17/2020	B5966592	B5966592	410.4 · Juvenile Fiction	Unpaid	7.87
Bill	09/17/2020	B5966744	B5966744	410.4 · Juvenile Fiction	Unpaid	14.38
Bill	09/22/2020	B59666591	B59666591	-SPLIT-	Unpaid	68.47
Bill	09/22/2020	B5966743	B5966743	-SPLIT-	Unpaid	141.51
Bill	09/22/2020	B59666596	B59666596	-SPLIT-	Unpaid	25.97
Bill	09/22/2020	B59666586	B59666586	-SPLIT-	Unpaid	98.71
Bill	09/22/2020	B59666515	B59666515	410.4 · Juvenile Fiction	Unpaid	11.22
Bill	09/22/2020	B5965514	B5965514	-SPLIT-	Unpaid	43.33
Bill	09/22/2020	B5965627	B5965627	-SPLIT-	Unpaid	27.19
Bill	09/22/2020	B5965625	B5965625	-SPLIT-	Unpaid	52.97
Bill	09/22/2020	B5965344	B5965344	-SPLIT-	Unpaid	132.54
Bill	09/22/2020	B5965504	B5965504	-SPLIT-	Unpaid	93.53
Bill	09/22/2020	B5965519	B5965519	-SPLIT-	Unpaid	14.81
Bill	09/23/2020	B5964974	B5964974	-SPLIT-	Unpaid	9.94
Total Brodart Co. - Juv						1,286.59
<b>Brodart Co. (McN)</b>						
Bill	09/17/2020	Inv M180608	Inv M180608 Oct-20	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Butler Rowland Mays</b>						
Bill	09/29/2020	Invoice No. 2	Invoice No. 2	437.1 · Prof fees-Office	Paid	2,816.03
Total Butler Rowland Mays						2,816.03
<b>Cengage Learning/Gale</b>						
Bill	09/22/2020	71342203	71342203	410.11 · Adult Fiction Standing ...	Unpaid	106.47
Bill	09/22/2020	71494992	71494992	410.11 · Adult Fiction Standing ...	Unpaid	196.47
Bill	09/29/2020	72274344	72274344	410.11 · Adult Fiction Standing ...	Unpaid	128.22
Total Cengage Learning/Gale						431.16
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	09/26/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	1,518.24
Total Central Hudson Gas & Electric Corp						1,518.24
<b>Clearwaters</b>						
Bill	09/17/2020	21662	21662	430.2 · Office supplies	Unpaid	210.00
Bill	09/17/2020	21656	21656	430.2 · Office supplies	Unpaid	54.55
Bill	09/17/2020	21652	21652	430.2 · Office supplies	Unpaid	58.55
Bill	09/17/2020	21657	21657	430.2 · Office supplies	Unpaid	45.55
Bill	09/17/2020	21659	21659	430.2 · Office supplies	Unpaid	56.75
Bill	09/17/2020	21653	21653	430.2 · Office supplies	Unpaid	223.18
Bill	09/17/2020	21655	21655	430.2 · Office supplies	Unpaid	45.55
Bill	09/17/2020	21658	21658	430.2 · Office supplies	Unpaid	42.15
Bill	09/17/2020	21660	21660	430.2 · Office supplies	Unpaid	82.35

**Cornwall Public Library**  
**Warrant # 3**  
As of September 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Bill	09/17/2020	21698	21698	430.2 · Office supplies	Unpaid	52.75
Total Clearwaters						871.38
<b>Cornwall Public Library - Payroll</b>						
Bill	09/08/2020	Payroll Ending 09.04	Payroll Ending 09.04.20 Pay Date 09.11.20	1012 · OBT Payroll Checking	Paid	18,105.84
Bill	09/22/2020	Payroll End 09.18.20	Payroll Ending 09.18.20 Pay Date 09.25.20	1012 · OBT Payroll Checking	Paid	17,752.49
Total Cornwall Public Library - Payroll						35,858.33
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	09/09/2020	Payroll Ending 09.04	Payroll Ending 09.04.20 Pay Date 09.11.20	1003 · Due from Trust & Agency	Paid	7,891.64
Bill	09/21/2020	Health Insurance	September 2020 Health Insurance	1003 · Due from Trust & Agency	Paid	8,500.00
Bill	09/22/2020	Payroll End 9-18-20	Payroll Ending 09.18.20 Pay Date 09.25.20	1003 · Due from Trust & Agency	Paid	7,826.68
Total Cornwall Public Library - Trust & Agency						24,218.32
<b>Country Living</b>						
Bill	09/17/2020	0875252595	0875252595	413.6 · Serials	Unpaid	17.00
Total Country Living						17.00
<b>Demco, Inc.</b>						
Bill	09/01/2020	6836686	6836686	430.22 · Covid Expense	Unpaid	1,381.55
Total Demco, Inc.						1,381.55
<b>dormakaba USA Inc.</b>						
Bill	09/23/2020	569692	Entrance Doors 569692	800 · Capital Expenditure	Unpaid	998.41
Total dormakaba USA Inc.						998.41
<b>Graybar Electric Company Inc.</b>						
Bill	09/15/2020	9317537139	9317537139 - DASNY 7919	800 · Capital Expenditure	Paid	9,686.16
Bill	09/15/2020	9317515365	9317515365 - DASNY 7919	800 · Capital Expenditure	Paid	3,874.86
Bill	09/29/2020	9317848484	9317848484- DASNY 7919	800 · Capital Expenditure	Paid	2,160.18
Total Graybar Electric Company Inc.						15,721.20
<b>Hannaford</b>						
Bill	09/17/2020	Sept -2020	Account Ending 0265	430.31 · YA	Unpaid	9.96
Total Hannaford						9.96
<b>hoopla</b>						
Bill	09/23/2020	99455047	99455047 Month Ending Sept-20	412.8 · Digital Streaming	Unpaid	448.14
Total hoopla						448.14
<b>Hudson Valley Gallery</b>						
Bill	09/17/2020	Appraisal	For Appraisal of Paintings and Prints	437.6 · Prof fees-Outreach	Unpaid	100.00
Total Hudson Valley Gallery						100.00
<b>Jacobowitz &amp; Gubits, LLP</b>						
Bill	09/17/2020	288112	File # 6363-001	437.1 · Prof fees-Office	Unpaid	100.00
Total Jacobowitz & Gubits, LLP						100.00
<b>Kevin Ray</b>						
Bill	09/23/2020	Nov. 8th 2020	Metropolitan Opera Soloist	437.2 · Prof fees-Adult programs	Unpaid	800.00
Total Kevin Ray						800.00
<b>Lisa Sinclair</b>						
Bill	09/01/2020	mileage	mileage	435 · Travel/Conference	Unpaid	9.32
Total Lisa Sinclair						9.32
<b>Lock Around the Clock</b>						
Bill	09/22/2020	October 2020	October 20 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
<b>Mara Davi Gaines</b>						
Bill	09/22/2020	Pgrm Date 10-18-20	Mara's Path to Broadway	-SPLIT-	Unpaid	1,000.00
Total Mara Davi Gaines						1,000.00
<b>Marangi Disposal</b>						
Bill	09/15/2020	09101005	Trash Removal Service 09-01 to 09/30/20	469 · Service Contracts	Paid	124.80
Total Marangi Disposal						124.80

**Cornwall Public Library**  
**Warrant # 3**  
As of September 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
<b>Matthew Santos</b>						
Bill	09/17/2020	Aug-27	4 Freestanding metal hand sanitizer dispense...	430.22 · Covid Expense	Unpaid	400.00
Total Matthew Santos						400.00
<b>NET2PHONE</b>						
Bill	09/29/2020	2118584	2118584	431 · Telephone	Unpaid	452.02
Total NET2PHONE						452.02
<b>New York Tree Masters</b>						
Bill	09/29/2020	Inv 1	CPL Tree Removal	452 · Repairs to Building	Unpaid	650.00
Total New York Tree Masters						650.00
<b>NU-Glass &amp; StoreFronts Inc</b>						
Bill	09/17/2020	10173	10173	430.22 · Covid Expense	Unpaid	3,400.00
Total NU-Glass & StoreFronts Inc						3,400.00
<b>OverDrive, Inc.</b>						
Bill	09/23/2020	01952cp20276753	01952cp20276753	410.62 · Ebooks -- Young Adult	Unpaid	5.50
Total OverDrive, Inc.						5.50
<b>Paychex, Inc.</b>						
Bill	09/17/2020	22234622	36 Employee Usage \$4.20/EA & Mobile \$1/E...	437.1 · Prof fees-Office	Paid	179.64
Bill	09/22/2020	2020100100	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	557.82
Total Paychex, Inc.						737.46
<b>Reader's Digest Large Print</b>						
Bill	09/17/2020	1 year renewal	1 year renewal 12/2021	413.6 · Serials	Unpaid	20.00
Total Reader's Digest Large Print						20.00
<b>RPC Electric</b>						
Bill	09/15/2020	3016	3016	800 · Capital Expenditure	Paid	3,220.00
Total RPC Electric						3,220.00
<b>Steven Fowler</b>						
Bill	09/22/2020	Teen Writers Strike	Teen Writers Strike Back 6 Session 9/10.9/2...	437.5 · Prof fees-SRP	Unpaid	240.00
Total Steven Fowler						240.00
<b>The New York Times</b>						
Bill	09/17/2020	904992369	904992369	413.6 · Serials	Unpaid	351.75
Total The New York Times						351.75
<b>Toshiba Financial Services</b>						
Bill	09/29/2020	424661957	424661957 September Service for 09-16-20...	469 · Service Contracts	Unpaid	633.80
Total Toshiba Financial Services						633.80
<b>United A/C Refrigeration, Inc</b>						
Bill	09/29/2020	425846	425846	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	09/15/2020	35744	September Monthly Service-35744	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
<b>Verizon</b>						
Bill	09/17/2020	652-121-949-0001-81	Sept 2020 # 24202	431 · Telephone	Unpaid	178.98
Total Verizon						178.98
<b>Verizon Wireless</b>						
Bill	09/15/2020	9861957355	9861957355	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
<b>Village of Cornwall-on-Hudson</b>						
Bill	09/23/2020	Acct 007472-000	Water Service 7-7-20 - 9-21-20	450 · Fuel/Utilities	Unpaid	32.00
Total Village of Cornwall-on-Hudson						32.00
<b>W.B. Mason</b>						
Bill	09/17/2020	Inv 213074105	Inv 213074105	430.2 · Office supplies	Unpaid	128.17
Bill	09/17/2020	Inv 213239310	Inv 213239310	430.2 · Office supplies	Unpaid	27.98

**Cornwall Public Library**

**Warrant # 3**

As of September 30, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	09/22/2020	Inv 212579261	Inv 212579261	430.2 · Office supplies	Unpaid	75.84
Bill	09/22/2020	Inv 213162066	Inv 213162066	430.2 · Office supplies	Unpaid	127.97
Bill	09/22/2020	Inv 213206431	Inv 213206431	430.2 · Office supplies	Unpaid	62.99
Bill	09/29/2020	Inv 213463702	Inv 213463702	-SPLIT-	Unpaid	78.44
Bill	09/01/2020	Inv 213830938	Inv 213830938	430.22 · Covid Expense	Unpaid	119.90
Total W.B. Mason						621.29
<b>Wall Street Journal</b>						
Bill	09/17/2020	Renewed 9/17/20	renew 1 Year	413 · Serials/Reference	Unpaid	539.88
Total Wall Street Journal						539.88
<b>TOTAL</b>						<b><u>103,904.72</u></b>

**Cornwall Public Library**  
**Profit & Loss by Capital Grants**  
July 2017 through September 2020

	SAM Grant SITE SIGN	DASNY #7919 GEN/ELEC/LGT	DASNY/SAM #9095 ROOF	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
Expected Funds (not yet received)	50,000.00	9,050.00	11,570.99	70,620.99	513,009.16 *	583,630.15
<b>Income</b>						
2401 · Income from Investments	0.00	0.00	0.00	0.00	852.14	852.14
2760 · Grants	0.00	81,450.00	188,429.01	269,879.01	0.00	269,879.01
3840 · RCLS	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<u>0.00</u>	<u>81,450.00</u>	<u>188,429.01</u>	<u>269,879.01</u>	<u>513,861.30</u>	<u>783,740.31</u>
<b>Gross Profit</b>	0.00	81,450.00	188,429.01	269,879.01	513,861.30	783,740.31
<b>Expense</b>						
203b · Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
430 · Supplies						
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	0.00
430.2 · Office supplies	0.00	0.00	70.00	70.00	0.00	70.00
430.3 · Program supplies						
Total 430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	0.00
430 · Supplies - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 430 · Supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>70.00</u>	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
434 · Publicity & Printing	0.00	0.00	74.12	74.12	0.00	74.12
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	3,776.03	1,400.00	5,176.03	0.00	5,176.03
<b>Total 437 · Professional Fees</b>	<u>0.00</u>	<u>3,776.03</u>	<u>1,400.00</u>	<u>5,176.03</u>	<u>0.00</u>	<u>5,176.03</u>
452 · Repairs to Building	0.00	0.00	714.50	714.50	3,211.00	3,925.50
800 · Capital Expenditure	0.00	15,721.20	192,156.34	207,877.54	247,136.81	455,014.35
<b>Total Expense</b>	<u>0.00</u>	<u>19,497.23</u>	<u>194,414.96</u>	<u>213,912.19</u>	<u>260,048.08</u>	<u>473,960.27</u>
<b>Net Income</b>	<u><b>0.00</b></u>	<u><b>61,952.77</b></u>	<u><b>-5,985.95</b></u>	<u><b>55,966.82</b></u>	<u><b>253,813.22</b></u>	<u><b>309,780.04</b></u>

\*Capital Balance on 6/30/17

Future Cash Balance (Capital Account)			
			Balance
Current capital balance			309,421.94
Spend remainder roof grant		\$ (5,585.04)	303,836.90
Reimburse remainder roof grant	\$ 11,570.99		315,407.89
Spend site sign		\$ (50,000.00)	265,407.89
Reimburse Site Sign	\$ 50,000.00		315,407.89
Spend electrical grant		\$ (161,502.77)	153,905.12
Reimburse electrical grant	\$ 9,050.00		162,955.12
Future capital balance			162,955.12

Open Capital Grants Timeline:
Roof grant (\$200,000) - must be completed by 3/2021
Gen/Elec/Light (\$181,000) - must be completed by 6/2021
Site Sign (\$50,000) - must be completed by 9/2021
<b>Main Account Balance =</b>
93,401.11

**Cornwall Public Library**  
**Profit & Loss by Class and Operating Grants**  
July through September 2020

	9/30/20 balance= 309,421.94	9/30/20 balance= 2,250.85	9/30/20 balance= 2,609.37	9/30/20 balance= 6,039.56	9/30/20 balance= 250.00				
	<u>Total Capital</u>	<u>Good Idea</u>	<u>Schmitt Children</u>	<u>Skoufis Adult</u>	<u>Arts Mid-Hudson</u>	<u>Friends</u>	<u>Operating - Other</u>	<u>Total Operating</u>	<u>TOTAL</u>
	<u>Fund</u>	<u>Fund</u>	<u>Tech Grant (Oper)</u>	<u>Tech Grant (Oper)</u>	<u>Regrant (Oper)</u>	<u>(Operating)</u>	<u>(Operating)</u>		
<b>Income</b>									
2082 · Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	579.56	579.56	579.56
2401 · Income from Investments	80.00	0.00	0.00	0.00	0.00	0.00	71.22	71.22	151.22
2706 · Gifts & Endowments	0.00	0.00	0.00	0.00	0.00	2,170.45	668.85	2,839.30	2,839.30
2760 · Grants	0.00	0.00	0.00	571.56	0.00	0.00	0.00	571.56	571.56
<b>Total Income</b>	<u>80.00</u>	<u>0.00</u>	<u>0.00</u>	<u>571.56</u>	<u>0.00</u>	<u>2,170.45</u>	<u>1,319.63</u>	<u>4,061.64</u>	<u>4,141.64</u>
<b>Gross Profit</b>	80.00	0.00	0.00	571.56	0.00	2,170.45	1,319.63	4,061.64	4,141.64
<b>Expense</b>									
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	50,537.91	50,537.91	50,537.91
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	116,733.95	116,733.95	116,733.95
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	1,346.17	1,346.17	1,346.17
203b · Capital Equipment	0.00	0.00	0.00	171.56	0.00	0.00	1,276.71	1,448.27	1,448.27
410 · Books	0.00	0.00	0.00	0.00	0.00	0.00	10,614.86	10,614.86	10,614.86
412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	0.00	5,738.48	5,738.48	5,738.48
413 · Serials/Reference									
413.3 · Reference-Adult electroni	0.00	0.00	0.00	0.00	0.00	0.00	224.84	224.84	224.84
413.6 · Serials	0.00	0.00	0.00	0.00	0.00	0.00	2,652.58	2,652.58	2,652.58
413.7 · Professional Collection	0.00	0.00	0.00	0.00	0.00	0.00	81.99	81.99	81.99
413 · Serials/Reference - Other	0.00	0.00	0.00	0.00	0.00	0.00	539.88	539.88	539.88
<b>Total 413 · Serials/Reference</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,499.29</u>	<u>3,499.29</u>	<u>3,499.29</u>
430 · Supplies									
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	0.00	783.50	783.50	783.50
430.2 · Office supplies	70.00	0.00	0.00	0.00	0.00	871.38	7,443.14	8,314.52	8,384.52
430.3 · Program supplies									
430.31 · YA	0.00	0.00	0.00	0.00	0.00	0.00	136.03	136.03	136.03
430.32 · Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	32.98	32.98	32.98
430.33 · Summer Reading	0.00	0.00	0.00	0.00	0.00	0.00	221.24	221.24	221.24
<b>Total 430.3 · Program supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>390.25</u>	<u>390.25</u>	<u>390.25</u>
<b>Total 430 · Supplies</b>	<u>70.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>871.38</u>	<u>8,616.89</u>	<u>9,488.27</u>	<u>9,558.27</u>
431 · Telephone	0.00	0.00	0.00	0.00	0.00	0.00	3,090.20	3,090.20	3,090.20
433 · Postage	0.00	0.00	0.00	0.00	0.00	0.00	232.20	232.20	232.20
434 · Publicity & Printing	0.00	0.00	0.00	0.00	0.00	0.00	1,181.94	1,181.94	1,181.94
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	0.00	178.37	178.37	178.37
437 · Professional Fees									
437.1 · Prof fees-Office	2,816.03	0.00	0.00	0.00	0.00	0.00	3,007.02	3,007.02	5,823.05
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	0.00	250.00	1,250.00	1,150.00	2,650.00	2,650.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	350.00	0.00	350.00	350.00
437.5 · Prof fees-SRP	0.00	0.00	0.00	0.00	0.00	0.00	240.00	240.00	240.00
437.6 · Prof fees-Outreach	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00
<b>Total 437 · Professional Fees</b>	<u>2,816.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>1,600.00</u>	<u>4,497.02</u>	<u>6,347.02</u>	<u>9,163.05</u>
438 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00	800.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	278.80	278.80	278.80
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	4,921.18	4,921.18	4,921.18
451 · Custodial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	38.99	38.99	38.99
452 · Repairs to Building	318.50	0.00	0.00	0.00	0.00	0.00	4,600.00	4,600.00	4,918.50
454 · Building Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,123.00	3,123.00	3,123.00
455 · RCLS ANSER & Telecommunicatic	0.00	0.00	0.00	5,853.44	0.00	0.00	7,792.25	13,645.69	13,645.69
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	11,996.64	11,996.64	11,996.64
800 · Capital Expenditure	18,941.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,941.20
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	0.00	14,036.57	14,036.57	14,036.57
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	19,509.09	19,509.09	19,509.09
<b>Total Expense</b>	<u>22,145.73</u>	<u>0.00</u>	<u>0.00</u>	<u>6,025.00</u>	<u>250.00</u>	<u>2,471.38</u>	<u>274,640.51</u>	<u>283,386.89</u>	<u>305,532.62</u>
<b>Net Income</b>	<u>-22,065.73</u>	<u>0.00</u>	<u>0.00</u>	<u>-5,453.44</u>	<u>-250.00</u>	<u>-300.93</u>	<u>-273,320.88</u>	<u>-279,325.25</u>	<u>-301,390.98</u>

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

	Budget 25%	YTD Budget		Full 2020-2021 Budget		
		Jul - Sep 20	Budget	\$ Under Budget	Full Budget	Under Budget
<b>Income</b>						
2002 · Local Public Funds	0.00	0.00	0.00	1,263,805.00	1,263,805.00	0.0%
2005 · Appropriated Fund Balance	0.00	37,777.00	37,777.00	37,777.00	37,777.00	0.0%
2082 · Library Fines	579.56	4,500.00	3,920.44	18,000.00	17,420.44	3.22%
2401 · Income from Investments	71.22	0.00	-71.22	0.00	-71.22	100.0%
2706 · Gifts & Endowments	2,839.30	3,750.00	910.70	15,000.00	12,160.70	18.93%
2760 · Grants	0.00	0.00	0.00	2,000.00	2,000.00	0.0%
3840 · RCLS	0.00	4,300.00	4,300.00	5,000.00	5,000.00	0.0%
<b>Total Income</b>	<b>3,490.08</b>	<b>50,327.00</b>	<b>46,836.92</b>	<b>1,341,582.00</b>	<b>1,338,091.92</b>	<b>0.26%</b>
<b>Gross Profit</b>	<b>3,490.08</b>	<b>50,327.00</b>	<b>46,836.92</b>	<b>1,341,582.00</b>	<b>1,338,091.92</b>	<b>0.26%</b>
<b>Expense</b>			0.00		0.00	
141 · Salary-Certified Librarian	50,537.91	53,357.26	2,819.35	198,184.00	147,646.09	25.5%
142 · Salary-Clerical	116,733.95	131,457.31	14,723.36	488,270.00	371,536.05	23.91%
143 · Salary-Treasurer	1,346.17	1,249.97	-96.20	5,000.00	3,653.83	26.92%
203b · Capital Equipment	1,276.71	1,050.00	-226.71	4,200.00	2,923.29	30.4%
410 · Books	10,614.86	17,507.25	6,892.39	70,029.00	59,414.14	15.16%
411 · Film	0.00	0.00	0.00	658.00	658.00	0.0%
412 · Video/Music/Books on Tape	5,738.48	8,717.53	2,979.05	34,870.00	29,131.52	16.46%
413 · Serials/Reference	3,499.29	2,874.94	-624.35	11,500.00	8,000.71	30.43%
430 · Supplies			0.00		0.00	
430.1 · Library supplies	783.50	1,500.00	716.50	6,000.00	5,216.50	13.06%
430.2 · Office supplies	8,314.52	2,850.00	-5,464.52	11,400.00	3,085.48	72.93%
430.3 · Program supplies			0.00		0.00	
430.30 · Adult	0.00	750.00	750.00	3,000.00	3,000.00	0.0%
430.31 · YA	136.03	250.03	114.00	1,000.00	863.97	13.6%
430.32 · Juvenile	32.98	375.00	342.02	1,500.00	1,467.02	2.2%
430.33 · Summer Reading	221.24	625.03	403.79	2,500.00	2,278.76	8.85%
430.34 · Special/Outreach	0.00	625.03	625.03	2,500.00	2,500.00	0.0%
<b>Total 430.3 · Program supplies</b>	<b>390.25</b>	<b>2,625.09</b>	<b>2,234.84</b>	<b>10,500.00</b>	<b>10,109.75</b>	<b>3.72%</b>
<b>Total 430 · Supplies</b>	<b>9,488.27</b>	<b>6,975.09</b>	<b>-2,513.18</b>	<b>27,900.00</b>	<b>18,411.73</b>	<b>34.01%</b>
431 · Telephone	3,090.20	2,250.00	-840.20	9,000.00	5,909.80	34.34%
433 · Postage	232.20	1,000.03	767.83	4,000.00	3,767.80	5.81%
434 · Publicity & Printing	1,181.94	1,875.00	693.06	7,500.00	6,318.06	15.76%
435 · Travel/Conference	178.37	1,375.03	1,196.66	5,500.00	5,321.63	3.24%
437 · Professional Fees			0.00		0.00	
437.1 · Prof fees-Office	3,007.02	6,298.78	3,291.76	25,195.00	22,187.98	11.94%
437.2 · Prof fees-Adult programs	2,400.00	1,750.03	-649.97	7,000.00	4,600.00	34.29%
437.3 · Prof fees-YA programs	350.00	499.97	149.97	2,000.00	1,650.00	17.5%
437.4 · Prof fees-Juvenile	0.00	1,000.03	1,000.03	4,000.00	4,000.00	0.0%
437.5 · Prof fees-SRP	240.00	750.00	510.00	3,000.00	2,760.00	8.0%
437.6 · Prof fees-Outreach	100.00	250.03	150.03	1,000.00	900.00	10.0%
<b>Total 437 · Professional Fees</b>	<b>6,097.02</b>	<b>10,548.84</b>	<b>4,451.82</b>	<b>42,195.00</b>	<b>36,097.98</b>	<b>14.45%</b>
438 · Dues	800.00	375.00	-425.00	1,500.00	700.00	53.33%
439 · Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.	278.80	550.03	271.23	2,200.00	1,921.20	12.67%
450 · Fuel/Utilities	4,921.18	8,840.53	3,919.35	35,362.00	30,440.82	13.92%
451 · Custodial Supplies	38.99	750.00	711.01	3,000.00	2,961.01	1.3%
452 · Repairs to Building	4,600.00	3,372.47	-1,227.53	13,490.00	8,890.00	34.1%
454 · Building Insurance	3,123.00	12,750.00	9,627.00	12,750.00	9,627.00	24.49%
455 · RCLS ANSER & Telecommuni	7,792.25	15,460.75	7,668.50	61,843.00	54,050.75	12.6%
469 · Service Contracts	11,996.64	14,549.72	2,553.08	58,199.00	46,202.36	20.61%
900 · Refund of PY Tax Assessment	0.00	3,000.00	3,000.00	3,000.00	3,000.00	0.0%
9010.8 · Retirement	0.00	0.00	0.00	62,051.00	62,051.00	0.0%
9030.8 · FICA/Medicare Expense	14,036.57	14,241.26	204.69	52,896.00	38,859.43	26.54%
9060.8 · Workers' Comp	0.00	0.00	0.00	7,955.00	7,955.00	0.0%
9090.8 · Health Insurance	19,509.09	29,632.50	10,123.41	118,530.00	99,020.91	16.46%
<b>Total Expense</b>	<b>277,111.89</b>	<b>343,760.51</b>	<b>66,648.62</b>	<b>1,341,582.00</b>	<b>1,064,470.11</b>	<b>20.66%</b>
	<b>-273,621.81</b>	<b>-293,433.51</b>	<b>-19,811.70</b>	<b>0.00</b>	<b>273,621.81</b>	<b>-</b>

## September 2020 Director's Report

### Personnel:

- Attended Personnel meeting (9/16)
- Worked on writing CPL Specific job descriptions that include Orange County Civil Service requirements and job functions for Pages; Bookkeeper; Director's Administrative Assistant; Senior Clerk in charge of Periodical Collection
- Requested WFH logs for those staff members who have not turned them in during COVID closure; Asked for those who are still doing WFH hours to continue logs and submit them in a timely manner
- Ran a Fire Drill with Kurt Hahn of Cornwall Emergency Management, who debriefed staff afterward. We have since added closing all windows and doors to our Emergency Evacuation checklist.

### Budget/Financial

- Asked Bookkeeper to keep COVID related expenses separate from normal Office Supplies and Building Repairs. G. Riario informed Directors that she may be able to secure reimbursement for them and that we should be able to supply her with our COVID Expenses and back up at a moment's notice
- Net2Phone transfers nearly complete. We are waiting to go to a Radio Cell for our alarm system, then we can port the last fax line over, the savings will be closer to \$165/month
- New alarm system will let us drop 3 landlines which cost \$120/month

### Programming

- Reminded programmers to check the online Teamup Program calendar prior to booking a program. Asked that they continue to coordinate with each other. (meeting 9/2)
- Book Clubs that are continuing to meet Via Zoom: Mystery, Book Chat & Chocolate; Out & About
- New Programs: Parent's book Discussion (Which has varying attendance of 3-10); Cyber Operations and the Law of War--54 people in attendance via Zoom; Estate Planning Made Simple;
- Staff worked on getting the adult Writer's Group up and meeting via Zoom

### Monthly Statistics for September 2020(previous month in parentheses):

Registered borrowers: 8,717(8,703); Direct Access/Circulation: 5,658 (4,506);

ILL Borrows: 2,349 (1,763); ILL Loans: 1757 (1,407); Item Count: 74,615 (74,380);

Wi-Fi: 1,468 (1,206); Overdrive checkouts: (2,155); Overdrive unique users: (549).

## September 2020 Monthly Report: Rosaleen Leahy

### Adult Programs

Evolution of Piano – 26 Engaged, 9 Likes; Lyle Lovett – 16 Engaged, 5 Likes; Frank Rudolph & Mark Henderson – 9 Engaged, 5 Likes; Cherish the Ladies @ Towne Crier – 18 Engaged, 7 Likes; Stradivari Baroque Guitar – 10 Engaged, 5 Likes; “Romeo et Juliette”, Metropolitan Opera – 3 Engaged, 3 Likes; Mark O’Connor Band – 6 Engaged, 3 Likes; “How Can I Keep from Singing”, NYC Virtual Choir & Orchestra – 15 Engaged, 4 Likes; Bagpipes and Drums – 16 Engaged, 5 Likes; **Estate Planning\*** – **62**; **Mystery Book Club#** – **9**; **Madam C.J. Walker\*** – **19**; **Out & About#** – **7**; **Book Chat #** – **7**; Gil Shaham, “Bach Violin Sonata No.3, Part 1, Adagio” – 9 Engaged, 6 Likes; Mary Chapin Carpenter, “The Times They Are A-Changin’ ”- 20 Engaged, 4 Likes

(\*Programs Via ZOOM; # Book Club via ZOOM; All other programs are FB Posts-Noted by Charlotte)

**16 Programs; Attendance: 252**

### 2 Staff Meetings; 1 Board Meeting

I was on vacation time from Sept. 21 – Sept. 25, so there are not quite as many posts as usual. I also hold off on posting when someone else has an evening program, so that we are not distracting patrons from the program.

Upcoming programs include Cornwall Patron and actor, Mara Davi presenting, “142<sup>nd</sup> St. to Broadway”, with songs and stories about her experience in Broadway musicals, and touring both the United States and Japan. This program will be on Sunday, October 18 at 2:00PM. Please register for the Zoom link.

On Sunday, Nov. 8 at 2:00PM the program will be presented by, “Metropolitan Opera Soloist, Kevin Ray”. Kevin grew up in Cornwall and attended Cornwall schools. He went on to study music at Oberlin College and then, the Curtis Institute. Kevin has traveled throughout the United States and Europe, performing at opera houses. We will have the opportunity to hear him sing and he will tell us of his journey from Cornwall to the Metropolitan Opera stage!

“Find Funds for a Greener Home” will be presented by Carolyn Cassata on Nov. 18 at 6:30PM, via Zoom. Carolyn works with HeatSmart Orange, to educate the public about funds and rebates that are available for installing heat pumps and for weatherizing homes.

### Music Collection

Seven new adult music cds were ordered and processed. They are now in the collection.

## End of Month Report September 2020

Youth Services Department

Cornwall Public Library

### Programs/Events

9/10, 9/24	Teen Writers	ZOOM	5
9/16	Family Brown Bag Challenge	Facebook/Curbside	98
9/24	Art Afternoon from the curb	Curbside	15
9/25	TUT Meeting	ZOOM	9

### Statistics from the Desks

Reference Questions 378, Circulation 63, Telephone 276, Tech 18, Fine Inquiries 19, "Open yet?"12.

51 hours and 55 minutes at the Greeters Desk from 9/8/20-9/30/20 for Youth Services Staff

### Reflections

Just completed the Summer Reading Survey for RCLS.

September is usually the month of in-person school tours and prepping for 8 in-person pre-school story time sessions. There are no in-person programs now. September has been used to re-group and use the input from our patrons to implement programming that can reach our community in a hybrid but meaningful way. Our nine-week-long summer reading program took a lot of energy and a lot of content was flung to the cybersphere without the immediate response of the public. As difficult and odd as it was to open to the public it was an absolute joy to see faces (masked) and hear stories of how our constituents have been doing, how school is, how summer was and hear feedback. Most liked curbside but are happy to be able to browse and see new material, an observant 4-year-old asked, "Where did the big soft chairs go?", socially distanced hugs were mimed, and a family who are incredibly creative informed me that the weekly brown bags were a gift when they were stuck with what to do differently with their 3-year-old.

Speaking to the difficult and odd in-person opening, most of the public has responded in an understanding manner as to the library's requests. Some are shocked as to the lengths they have to go to (make an appointment, wear a mask and give their name) in order to collect their holds in person, and let us know this. Honestly, I think there is a fantastical part of the human existence that longs for the Before that is not now. And the library is not what it was. We are doing the best to keep everyone safe and tend to their requests. And there will always be those that do not understand the need to comply or feel they need special attention. Unfortunately, their response is not always kind or gentle.

Youth Services' challenge this autumn will be to find the time to get all the hybrid programming up and running while maintaining a service desk and in-person (or telephone) readers' assistance, keeping everything sanitized and safe, while filling in for vacancies at the Greeter desk, without wearing ourselves so thin that we cannot function.

Respectfully submitted 10/5/20 ekf

**Adult Services Report; Sept 1-30, 2020**  
(submitted by Meaghan Doyle, 10/5/20)

**REFERENCE; Reference (previous month in parentheses):**

Tech Assists: 43 (22); Ref. Q's: 267 (233); Circ/Curbside Assists: 138 (243); Phone: 355 (346); Pull List: 1917 (1868); Reader's Advisory: 6 (2)

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

Novel List Plus: 12 (12); Novel List PlusK-8: 11 (9); EBSCO Other: 0 (11); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 621 (2); New York Times Digital: 55 (51)

**PC Usage:** Adults: 136 (0) Childrens: 2 (0) Laptop: 1 (0)

**WIFI Usage:** 1469 (1206) **PC Reservations:** 1 (NA) **Guest Passes:** 8 (NA)

**Notary Service:** 35 (29) (Note, this service typically takes between 10 and 20 minutes for an appointment, depending on how extensive the documents being notarized are. The process involves checking the signer's identification, logging it into our logbook, witnessing the signature, and filling out the notarization form, signing and stamping the document. Often it's a simple process, though regularly, the person has multiple copies, multiple documents, or even multiple people that must sign. We have been doing this outside all summer, since in order to verify the signatory's identity, we must request they remove their mask for a moment. We will have to consider how to do this as the temperatures begin to drop.)

**HOOPLA (previous month in parentheses):** New signups: 13 (6); Borrowers: 89 (86); Avg. No. Circs: 2.74 (3.0); Maxed Users: 23 (26) Items borrowed: 244 (260)

**Virtual Out and About Book Club:** Sept 19, 7 adults read Nothing to See Here by Kevin Wilson. Although the parents in the group miss getting out for a night, we have found virtual meetings work well for the group. In light of current circumstances, we obviously expect to continue meeting virtually, however, it's possible that we may continue to meet virtually even once it is safe to meet in person again.

**Curbside Statistics:** From June 15 through Sept. 30, Cornwall Public Library has served **2,615** recorded curbside appointments. June: 234; July 775; August 768; September 838.

I am confident the actual number of patrons served is quite a bit higher, because of the ability of our amazing circulation staff to squeeze in an extra service whenever a patron "drops in" without an appointment. Note that despite opening to the public for browsing in September, the curbside appointments number continues to rise. As reference librarian, I usually feel like I run around all day helping to cover wherever and whenever anyone (patron or fellow staff member) needs help, but I barely hold a candle to our Circ desk Staff when that phone is ringing off the hook with

people who want to request items, make appointments, complain about something, register for programs, have their items brought outside, send a fax, or any of the thousand other services we provide.

### **In Building Appointments and Greeter Service:**

In contrast to our bustling curbside service, we have served in building appointments (began Sept.8) for -- Adults : 216 Families on Youth Side: 60

### **Hours Meaghan Spent at the Greeter Desk in Sept: 23**

Time spent at the greeter desk for me is increased due to covering when no one else is around. While I am stationed out there, I am regularly interrupted to provide tech support over the phone or to a patron at the computers, or to answer questions for patrons or staff. I bring my own personal laptop and iPad, so that my time on the Greeter desk can be productive.

We must have coverage at the greeter desk to remind entering patrons that they must wear a mask, use hand sanitizer and inform them of our new policies and procedures. Even with our many signs, people wander in without even looking at the signs, or even the greeter. Ninety percent of the time, I have to stop them and ask how I can help them, and explain our current operations. The Greeter must be someone with some authority, who is willing and comfortable explaining and enforcing these procedures to a public that is increasingly tired of rules and restrictions.

**Microfilm Machine Update:** I have spent many hours in the past month working with RCLS Tech support, and the Microfilm company representative. We have been on a loop of installing and updating software and drivers, and reinstalling and re-updating drivers. The machine is not yet working, but we have eliminated many of the possible reasons and continue to work on it. Our next step is to try a 30-day trial of the newest version of the software to determine if that makes it work. If it does, we will have to decide whether to buy the software. If it does not, we will have to decide if we want to pay for a hardware service call. At this point, we will likely have to spend money either way to get the machine operating again.

**Personnel Committee**  
**October 2020**  
**Report**

The Personnel Committee discussed the following topics:

- Greater's Desk: The Committee agreed that using volunteers to cover the greater's desk will assist with staffing coverage. High school student volunteers will not be used for this task.
- Staffing: Charlotte will be hiring a PR person and make some additional changes to assist with keeping the proper amount of coverage in the library.
- Job Descriptions: Charlotte has drafted job descriptions for each position. The Committee will be reviewing them over the next meetings.
- Staff Appreciation: The staff is not interested in food or a party. The Committee is looking at this as an ongoing activity--not a one-time action. The Committee brainstormed other ideas:
  - Board members--make appointment and visit the library (if possible)
  - Drink tokens from 2Alices
  - Home-made masks
  - Small hand sanitizer containers
  - Small moisturizer containers
  - Breath mints/mini-Altoids