

**Cornwall Public Library
Board of Trustees**

July 9, 2020

Annual 6:30 PM Organizational Meeting Agenda

- I. Roll
- II. Disposition of the minutes
- III. Oaths of Office
- IV. Nomination* and appointment of Officers
**Persons were either nominated or volunteered for this position*
Slate:
 - a. President: Stephanie Wolf
 - b. Vice President: Carol Stein
 - c. Secretary: Meghann Chyla
 - d. Treasurer: Emily Milton

- V. Committee appointments and appointments of Chairs of Committees
 - a. Buildings & Grounds Chair: Melissa Greaves
 - b. Finance Chair: Carol Stein
 - c. Garden Chair: Stephanie Wolf
 - d. Personnel Chair: Stephanie Wolf
 - e. Policy Chair: Meghann Chyla

- VI. Bank of Deposit – Orange Bank & Trust Company
- VII. Accounts:
 - a. Trust & Agency (7822)-Checking
 - b. Payroll (7835)-Checking
 - c. General Fund (7848)-Checking
 - d. Investor’s Choice (7806)- Checking
 - e. Capital Fund (7819)-Checking
 - f. Memorial Fund (0416)- Savings

- VIII. Appointments
 - a. Media: Cornwall Local, Times Herald Record, Orange County Post
 - b. Attorney- Jacobowitz & Gubits, LLP
 - c. Auditor- Nugent & Haeussler

- IX. Confirmation of Petty Cash Account:
 - a. General Petty Cash \$165.00

- X. Authorizations of Payments:
 - a. Prior to warrant: Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, contractual payments
 - b. Finance Committee to approve warrant

- XI. Adjournment

Cornwall Public Library Board of Trustees Meeting

June 11, 2020

7:00 to 9:00 PM

Minutes

Meeting was called to order by Amy Cordisco at 7:01 PM

I. Roll:

Trustees Present: 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 Fisher, and Valerie Losardo.

- II. **Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of May 7th, 2020, was made by Stephanie Wolf, seconded by Meghann Chyla, and unanimously approved. A motion to approve the Cornwall Public Library Budget Hearing Minutes from May 28th, 2020, was made by Melissa Greaves, seconded by Meghann Chyla, and was unanimously approved.
- III. **Financial Review:** A motion to approve Warrant #11 in the amount of \$79,115.08 was made by Susanne Vondrak, seconded by Meghann Chyla, and was unanimously approved.
- IV. **Public Remarks:** Stephanie Wolf stated that she had received several phone calls from library patrons praising the library staff's phone call project. The patrons appreciated receiving the phone calls, as did Stephanie Wolf herself, and commended the library staff for undertaking such a project.
- V. **Communications and Donations:** A generous donation of fifty dollars was received from Dr. Barry John Capella through Fidelity Charitable Giving. A motion to accept this donation was made by Susanne Vondrak, seconded by Meghann Chyla, and was carried unanimously.

VI. Director's Report: See written report.

VII. Committee Reports

1. Finance Committee: No report.

2. Policy Committee: A motion to approve the Employee Policy to Mitigate COVID-19 as amended as well as the Library Manners Policy as amended was made by Susanne Vondrak, seconded by Stephanie Wolf, and was unanimously approved.

3. Buildings and Grounds: The Building and Grounds Committee suggested two projects to undertake using money left from a previous grant, including changes to the new sliding glass doors and to change the library's outdoor lighting to LED lights. A motion to authorize Library Director Charlotte Dunaief to approve of a vendor and to approve of a contract costing up to \$10,300 for repairs to the library's HVAC system was made by Susanne Vondrak, seconded by Meghann Chyla, and was unanimously approved. This authorization was made so as to ensure that the necessary repairs are made in as timely a fashion as possible. The Buildings and Grounds Committee recommended that in the future the Board look into replacing the system entirely, as the system has required many expensive repairs, and to look into possible sources of funding in order to be able to do so.

4. Garden Committee: The boy scout project to widen the path, was, after fundraising and the money granted by the Friends, still \$300 short from the boy scout's budget. After receiving a generous anonymous donation of \$200, the boy scout is left to raise \$100 to be able to complete the project.

5. Friends: No report.

6. Personnel Committee: No report.

VIII. Unfinished Business: The Cornwall Public Library and Cornwall Central School District budget vote deadline was moved from June 9th to June 16th, 2020. Charlotte Dunaief and three other library staff members will aid in

counting the ballots on June 16th. The counting is believed to be done by around 10 pm on June 16th.

- IX. **New Business:** Susanne Vondrak nominated Stephanie Wolf to be the head of the Nominating Committee. Stephanie Wolf, with the help of Meghann Chyla, will contact and poll returning and incoming Board members via email in order to determine how Board positions will be filled in the upcoming fiscal year. The Board thanked Amy Cordisco and Susanne Vondrak for their years of service as members of the Board.
- X. **Adjournment:** A motion to adjourn the Board Meeting at 7:56 pm was made by Susanne Vondrak, seconded by Meghann Chyla, and was unanimously approved.

Next Regular Board Meeting July 9th, 2020 7PM

**Cornwall Public Library
Board of Trustees
Annual Organizational Minutes
July 11, 2019
6:30 PM**

Meeting called to order by Amy Cordisco at 6:36PM.

I. **Roll:**

Trustees Present: Amy Cordisco, Carol Stein, Susanne Vondrak, Stephanie Wolf, Meghann Chyla

Excused: Melissa Greaves-Kulisek, John Wells

Charlotte Dunaief, Library Director

Emily Milton, Treasurer

Also Present: Library staff member Pat Rovello (minutes)

- II. **Minutes:** A motion was made for the disposition of the 2018 Annual Organizational Meeting minutes by Susanne Vondrak, seconded by Stephanie Wolf and unanimously approved.
- III. **Oath of Office** was taken by Meghann Chyla in which she read a sworn oath and signed a copy of the oath. Meghann's term will be 3 years.
Discussion of terms for new trustees: Meghann Chyla-3 years, Melissa Greaves-Kulisek-1 year, John Wells-1 year (appointed to Bruce Cohen's position due to Bruce Cohen's resignation).
- IV. **Nomination and Appointment of Officers:** A motion to approve the following slate as written was made by Carol Stein and seconded by Susanne Vondrak and was unanimously approved.
- a. President: Amy Cordisco
 - b. Vice President: Stephanie Wolf
 - c. Secretary: Susanne Vondrak
 - d. Treasurer: Emily Milton
- V. **Appointment of Chairs of Committees:** A motion to approve the following slate of committee chairs was made by Carol Stein, seconded by Stephanie Wolf, and unanimously approved:

- a. Finance & Budget: Carol Stein
- b. Building & Grounds/Garden: Susanne Vondrak;
Garden/Memorial: Stephanie Wolf; Alternate: Melissa Greaves-Kulisek
- c. Personnel: John Wells
- d. Policy: Meghann Chyla
- e. Friends Liaison: Melissa Greaves-Kulisek

- VI. **Bank of Deposit:** A motion to approve the Orange Bank & Trust Company as the bank of deposit was made by Susanne Vondrak, seconded by Stephanie Wolf, and unanimously approved.
- VII. **Accounts:** A motion to approve was made by Susanne Vondrak, seconded by Stephanie Wolf and unanimously approved.
- a. Trust & Agency (7822)-Checking
 - b. Payroll (7835)-Checking
 - c. General Fund (7848)-Checking
 - d. Investor's Choice (7806)-Checking
 - e. Capital Fund (7819)-Checking
 - f. Memorial Fund (0416)-Savings
- VIII. **Appointments**
- a. Media: Cornwall Local, Times Herald Record, Orange County Post
 - b. Attorney-Jacobowitz & Gubits, LLP
 - c. Auditor-Nugent & Haeussler
- IX. **Confirmation of Petty Cash Account** in the amount of \$165.00: A motion was made by Susanne Vondrak, seconded by Stephanie Wolf and unanimously approved.
- X. **Authorization for payments before the warrant for:** Utility bills, payroll, health insurance, telephone and FIOS bills, landscaper, contractual payments. A motion was made to approve the payments by Susanne Vondrak and Stephanie Wolf.

A motion was made by Carol Stein, seconded by Stephanie Wolf and unanimously approved for the Finance Chair to have the authority to sign the warrant in the absence of the Board President.

- XI. **Adjournment:** A motion was made by Carol Stein, seconded by Susanne Vondrak and unanimously approved at 6:56pm.

Respectfully submitted

Pat Rovello

Cornwall Public Library
Warrant # 12
As of June 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Aaron Gaines						
Bill	06/25/2020	Shakespeare Wkshop	Shakespeare Wkshop	-SPLIT-	Unpaid	400.00
Total Aaron Gaines						400.00
ALA - Member Services						
Bill	06/30/2020	0009171	Organizational And Division Membership - 0...	438 · Dues	Unpaid	409.00
Total ALA - Member Services						409.00
Ashcraft Lock & Door						
Bill	06/25/2020	INV 55586	INV 55586	452 · Repairs to Building	Unpaid	190.00
Total Ashcraft Lock & Door						190.00
Audio File Publications, Inc.						
Bill	06/25/2020	2 year renewal	2 year renewal - Exp 9/2022 Cust # 2604	413.6 · Serials	Unpaid	99.00
Total Audio File Publications, Inc.						99.00
Blackstone Publishing						
Bill	06/25/2020	1171254	1171254	-SPLIT-	Unpaid	43.74
Bill	06/25/2020	1172807	1172807	-SPLIT-	Unpaid	38.94
Bill	06/25/2020	1171875	1171875	-SPLIT-	Unpaid	104.82
Bill	06/29/2020	1174175	1174175	-SPLIT-	Unpaid	439.90
Bill	06/29/2020	1168015	1168015	-SPLIT-	Unpaid	154.96
Bill	06/29/2020	1173747	1173747	-SPLIT-	Unpaid	34.95
Bill	06/29/2020	1171410	1171410	412.3 · Books-on-Tape	Unpaid	7.95
Total Blackstone Publishing						825.26
Brodart Co. - Juv						
Bill	06/25/2020	B317597	B317597	-SPLIT-	Unpaid	1,750.00
Bill	06/30/2020	B5927418	B5927418	410.4 · Juvenile Fiction	Unpaid	22.66
Bill	06/30/2020	B5927120	B5927120	410.4 · Juvenile Fiction	Unpaid	10.98
Bill	06/30/2020	B5927128	B5927128	-SPLIT-	Unpaid	21.53
Bill	06/30/2020	B5927347	B5927347	410.4 · Juvenile Fiction	Unpaid	11.37
Bill	06/30/2020	B5927341	B5927341	-SPLIT-	Unpaid	86.07
Bill	06/30/2020	B5927245	B5927245	-SPLIT-	Unpaid	304.90
Bill	06/30/2020	B5927283	B5927283	-SPLIT-	Unpaid	143.85
Bill	06/30/2020	B5927269	B5927269	-SPLIT-	Unpaid	16.34
Bill	06/30/2020	B5927119	B5927119	-SPLIT-	Unpaid	10.49
Bill	06/30/2020	B5927348	B5927348	410.4 · Juvenile Fiction	Unpaid	18.12
Bill	06/30/2020	B5927277	B5927277	-SPLIT-	Unpaid	41.11
Bill	06/30/2020	B5927417	B5927417	410.5 · Juvenile Non Fiction	Unpaid	18.76
Bill	06/30/2020	B5927286	B5927286	-SPLIT-	Unpaid	35.80
Bill	06/30/2020	B5927349	B5927349	-SPLIT-	Unpaid	14.90
Bill	06/30/2020	B5927279	B5927279	-SPLIT-	Unpaid	10.49
Bill	06/30/2020	B5927115	B5927115	410.5 · Juvenile Non Fiction	Unpaid	10.55
Bill	06/30/2020	B5927132	B5927132	410.4 · Juvenile Fiction	Unpaid	15.83
Total Brodart Co. - Juv						2,543.75
Brodart Co. (McN)						
Bill	06/25/2020	Inv M178193	Inv M178193 - July 20	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cash						
Bill	06/30/2020	Replenish Petty Cash	Replenish petty cash 2nd Q20	1010 · Petty Cash	Unpaid	4.00
Total Cash						4.00
Cengage Learning/Gale						
Bill	06/29/2020	70784128	70784128	410.11 · Adult Fiction Standing ...	Unpaid	45.75
Bill	06/29/2020	70784194	70784194	410.11 · Adult Fiction Standing ...	Unpaid	149.98
Bill	06/30/2020	70784135	70784135	410.11 · Adult Fiction Standing ...	Unpaid	137.24
Total Cengage Learning/Gale						332.97
Central Hudson Gas & Electric Corp						
Bill	06/29/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	1,323.08
Total Central Hudson Gas & Electric Corp						1,323.08
Charlotte Dunaief						
Bill	06/25/2020	Employee Reimburse	Mileage & Supplies	-SPLIT-	Unpaid	8.14
Total Charlotte Dunaief						8.14
Cook's Illustrated						

Cornwall Public Library
Warrant # 12
As of June 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Bill	06/25/2020	1 year renewal	1 year renewal - Exp 10/21	413.6 · Serials	Unpaid	16.75
Total Cook's Illustrated						16.75
Cornwall Public Library - Payroll						
Bill	06/01/2020	Payroll 5-29.20	Payroll Ending 5.29.20 Pay Date 6.5.20	1012 · OBT Payroll Checking	Paid	17,517.95
Bill	06/10/2020	Payroll 6.12.20	6.12.20 Pay Date 6.19.20	1012 · OBT Payroll Checking	Paid	17,830.29
Total Cornwall Public Library - Payroll						35,348.24
Cornwall Public Library - Trust & Agency						
Bill	06/01/2020	Payroll End 5-29-20	Payroll Ending 5.29.20 Pay Date 6.5.20	1003 · Due from Trust & Agency	Paid	7,661.02
Bill	06/15/2020	Payroll End 6-12-20	Payroll Ending 6-12-20 Pay Date 6-19-20	1003 · Due from Trust & Agency	Paid	7,764.95
Bill	06/30/2020	Health Insurance	June 2020 Health Insurance	1003 · Due from Trust & Agency	Paid	8,500.00
Total Cornwall Public Library - Trust & Agency						23,925.97
David Engel						
Bill	06/29/2020	Wizard Academy	Wizard Academy 7.28.20 Virtual	437.5 · Prof fees-SRP	Unpaid	400.00
Total David Engel						400.00
Fine Cooking						
Bill	06/25/2020	1 year renewal	1 year renewal - Exp 1/2022	413.6 · Serials	Unpaid	46.59
Total Fine Cooking						46.59
GioiaStudio						
Bill	06/29/2020		Aug 5.20 - Music	430.30 · Adult	Unpaid	150.00
Total GioiaStudio						150.00
Jack Burns Tom Whallen Contractors						
Bill	06/25/2020	June 18 - Inv 1	Counter Health and Safety Guard	452 · Repairs to Building	Unpaid	3,950.00
Total Jack Burns Tom Whallen Contractors						3,950.00
JNJ Pest Control						
Bill	06/25/2020	Inv 5857	Pest Control Service - June 20	469 · Service Contracts	Unpaid	280.00
Total JNJ Pest Control						280.00
Lock Around the Clock						
Bill	06/25/2020	July 2020	July-20 Storage Unit Fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	06/29/2020	5290501	5290501	431 · Telephone	Unpaid	515.65
Total Magna5						515.65
Marangi Disposal						
Bill	06/25/2020	06100358	Trash Removal Service 6-15 to 6-30-30	469 · Service Contracts	Paid	78.19
Total Marangi Disposal						78.19
Martha M. LaVallee						
Bill	06/25/2020	Book Snack	s Session from 1-27 and 2-24 2020	437.4 · Prof fees-Juvenile	Unpaid	200.00
Total Martha M. LaVallee						200.00
Orange Bank & Trust Cardmember Services						
Bill	06/29/2020	Stmt dated 06-23-20	Stmt dated 06-23-20	-SPLIT-	Unpaid	1,244.29
Total Orange Bank & Trust Cardmember Services						1,244.29
Paychex, Inc.						
Bill	06/02/2020	21785312	36 Employee Usage \$4.20/EA & Mobile \$1/E...	437.1 · Prof fees-Office	Paid	179.64
Bill	06/16/2020	20200062500	Small Business Package Payroll Processing	437.1 · Prof fees-Office	Paid	546.09
Total Paychex, Inc.						725.73
RCLS						
Bill	06/25/2020	266.80	Mask, Disposable Gloves, 6 Feet apart Decals	430.2 · Office supplies	Unpaid	266.80
Total RCLS						266.80
Reader's Digest						
Bill	06/25/2020	2 year renewal	2 year renewal - Exp 11/2022	413.6 · Serials	Unpaid	25.00
Total Reader's Digest						25.00
Real Simple						

Cornwall Public Library
Warrant # 12
As of June 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Bill	06/25/2020	2043813	2 YR Ren. - Exp 10-2022 Acct - 2043813498...	413.6 · Serials	Paid	
Total Real Simple						0.00
Roth Mechanical, Inc.						
Bill	06/25/2020	6/9 Rrepairs	Maintenance Womens Bathroom	452 · Repairs to Building	Unpaid	147.20
Total Roth Mechanical, Inc.						147.20
Steven Fowler						
Bill	06/25/2020	Teen Writers Strike	Teen Writers Strike Back 5 Session July 1,8...	437.5 · Prof fees-SRP	Unpaid	200.00
Bill	06/25/2020	Teen Writers Strike	Teen Writers Strike Back 5 Session 1/14,1/3...	437.5 · Prof fees-SRP	Unpaid	200.00
Total Steven Fowler						400.00
Storycrafters						
Bill	06/25/2020	July 23-20	Just Imagine	437.4 · Prof fees-Juvenile	Paid	300.00
Total Storycrafters						300.00
Toshiba Financial Services						
Bill	06/29/2020	417343217	#412704090 April Service for 06-16-20 to 7-...	469 · Service Contracts	Unpaid	633.80
Total Toshiba Financial Services						633.80
United A/C Refrigeration, Inc						
Bill	06/25/2020	425046	425046	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
Valerie LoSardo						
Bill	06/25/2020	Employee Reimb.	Mileage	435 · Travel/Conference	Unpaid	25.20
Total Valerie LoSardo						25.20
Vanguard Cleaning Systems of the HV						
Bill	06/25/2020	34494	June's Monthly Service-34494	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	06/25/2020	652-121-949-0001-81	jUNE Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	06/25/2020	9855790530	June - 2020	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	06/29/2020	Inv 211358170	Inv 211358170	430.2 · Office supplies	Unpaid	259.99
Bill	06/29/2020	Inv 211048785	Inv 211048785	430.2 · Office supplies	Unpaid	99.99
Bill	06/29/2020	Inv 211016039	Inv 211016039	430.2 · Office supplies	Unpaid	101.03
Bill	06/29/2020	Inv 211053469	Inv 211053469	430.2 · Office supplies	Unpaid	10.49
Bill	06/29/2020	Inv 211167771	Inv 211167771	430.2 · Office supplies	Unpaid	3.39
Bill	06/29/2020	Inv 211325705	Inv 211325705	430.2 · Office supplies	Unpaid	46.94
Bill	06/29/2020	Inv 211283756	Inv 211283756	430.2 · Office supplies	Unpaid	60.03
Total W.B. Mason						581.86
TOTAL						78,421.45

June 2020 Director's Report

June was a busy month I worked on the site sign grant, emailing with OMNIA purchasing to see if we could do the entire process through them. They put me in touch with Paul of Daktronics, who is working on it. We had most of the staff trained to use a fire extinguisher. I, and three other staff members counted the Budget Vote for CCSD and the Library at CCHS on June 9th. It was a great relief that both budgets passed! Although I met with Cestaro & Sons about the HVAC, I haven't received a quote from them yet. Wolfe HVAC never came to see the HVAC system. I will call them both again in early July. I keep telling staff that we are 'flying by the seat of our pants' with the re-opening, and that we need to be flexible. Most things we are doing are going well. Virtual Summer Reading and programs are in full swing. Patrons are calling, and happy to do curbside pick-ups. We have also added copy/faxing services, by appointment. The Mumfords attended the ZOOM 'Annual Timothy Mumford Memorial Poetry Contest Awards Ceremony.' It was a good experience, and many of the young poets read their submissions out loud.

6/1 Attended ANSER Committee meeting; conducted reopening committee meeting. Worked on May Director's report

6/2 Sent email to staff re: Families First Coronavirus Response Act; email w/staff member and a board member re: Reflections on this moment essay regarding current events; emailed staff who will be counting the vote on June 9th; email with P/R regarding piece for Local on June 12

6/3 Met HVAC tech here at 8:30AM. Ran staff meeting at 9AM. Emailed RCLS re: message to appear on our check out slips; email w/a Librarian on staff about letters needed for CE credits, and prepared those letters for her. Emailed staff about Safety training on June 9th.

6/4 Attended Directors meeting at 9:30AM; received RCLS' reopening plan; received email for dormakaba re: after hours lock quote and forwarded to board; emails with Hof A, regarding mouse covers and keyboard covers for patron safety when we allow public in building; looked at signage for social distancing.

6/5 email with P/R regarding weekly media update; email from HVAC regarding repairs to a/c & boilers; call with staff member re: hours and work station; email with Hof YS re Summer help; email with H of A re : new pages that need hiring; Prep for board meeting

6/8 received email from CCSD re: executive order extending ballots' due date, emailed staff who volunteered to help with count; emails with bookkeeper re month's close; completed application from GrayBar for purchasing from them; revised curbside pick-up procedures and gave to two staff members who continued to revise. RCLS brought me a loaner laptop, so I could give our staff laptop back in case we need it for social distancing.

6/9 participated in Fire & Safety Training given to staff in 2 shifts by Kurt Hahn of Cornwall Emergency Management (20employees trained today, most of rest to train on Sat); email with RCLS re: getting a laptop for my office, instead of desk top. Emailed the Mumfords, and the

poetry judges regarding a Zoom meeting for the Annual Timothy Mumford Memorial Poetry Awards Ceremony, date will be June 24 at 3:30PM

6/10 Attended Directors' Association meeting. Emailed RCLS wording for Text hold pickup notices, and to be put on Enterprise catalog; received email from G. Riario reminding directors of RCLS' email and conduct policy.

6/11 met tech from HVAC (Cestaro & Son) showed them areas of concern. Ashcraft had to be called to fix door lock, it fell out of front door. Attended Board meeting.

6/12 Ran staff meeting-read RCLS' email policy to staff; spoke with representative from Daktronics about site sign (via OMNIA); Emailed DASNY request for permission to add portico lighting retrofit to LED lighting, and the after-hours door lock to the front door as part of Grant #9095.

6/15 1st day of curb side pick-up. From 1-2 took phone calls, and found items for a patron; Spoke with Paul of Daktronics about site sign, and emailed him our logo. Emailed staff who volunteered for count to remind them about tomorrow at 4:30PM.

6/16 Attended webinar re: re-opening of Libraries; Helped count vote at HS from 4:30-10:30PM

6/17 Emailed Board results of vote count, and Trustee election. Emailed those who ran for trustee results of vote. Took photos (of area for site sign) for Paul of Daktronics. Attended webinar: Understanding Racism.

6/18 RPC Electric in building for an hour or so to measure for Conversion to LED lighting (Grant with Graybar); attended DA meeting, and a webinar that was more of an infomercial: Tech Tools for Reopening.

6/19 Emailed staff to remind them of services that will begin on Monday 6/22 (Appointments for fax/coping); emailed Jason Kaplan of the Local all of July 1995 Locals.

6/22 Attended strategic planning webinar; Emailed dormakaba about after hours feature approval; wrote column for newsletter

6/23 Started (with Pat) letters to staff regarding increases to begin on July 1st. Looked for a date for a manager's meeting. Spoke with Martha Sullivan at RCLS re book that went in for delivery from us to another library, clarified that it wasn't supposed to happen, removed patron hold on item, and replaced, then suspended hold to end of September. Emails with Dean regarding a donation from Sally Faith Dorfman of videos from the Cornwall July Fourth celebrations, taken by her father.

6/24 Emailed Jerry new email notification wording to show that we are open for curb-side pickup, and give instructions to patrons. Held Annual Timothy Mumford Memorial Poetry Competition Awards Ceremony via Zoom. A number of poet entrants attended, along with the Mumfords (Mary, Warren and their son Luke). I gave a brief history of the competition, with

some biographical information about Timothy. Luke Mumford read Timothy's poem titled "Sky View," and then a number of the poets in attendance read their submission out loud. I then announced the Best Poem mentions, told entrants that this year everyone would receive a certificate of participation, and a journal courtesy of the Friends of the Cornwall Library. Over all it went quite well, and I immediately got an email from Warren and Mary Mumford thanking me for a job well done in extenuating circumstances, they also mentioned how well Meaghan managed the tech portion of the Zoom meeting.

6/25 updated several employee's hours in paychex per emails. Read re: REALM project OCLC is testing library materials to find out how long COVID-19 lasts on them. Email from grace re: lack of NYS guidance for opening for libraries an advisement to keep looking at what the NY Forward Lookup Tool says, as it changes daily.

6/26--6/29 "off" although checked email daily and came in on Monday to finish payroll approvals.

6/30 numerous emails. Several staff members anxious about change of scheduling; COVID-19 protocols questioned. Worked on this report.

Monthly Statistics for June 2020(previous month in parentheses):

Registered borrowers: 8679 (8660); Direct Access/Circulation: 861 (16);
 ILL Borrows: 12 (1); ILL Loans: 12 (6); Item Count: 74,110 (74,266); Wi-Fi: 1063 (928);
 Overdrive check outs: (2887); Overdrive unique users: (549).

End of Month Report June 2020: Youth Services Department
 Cornwall Public Library

June. At the time of this writing Youth Services is: in the library building, serving the public via curbside, changing work scheduling, a week into the virtual summer reading program and have produced a video every other day. Busy month.

Programs/Events

6/1, 6/23	Treat Time	Facebook/YouTube	Overall Reach 782
6/3, 6/11, 6/30	Noticing Nature	Facebook/YouTube	Overall Reach 777
6/5, 6/19	TUT	ZOOM	166/5,
6/12, 6/19, 6/26	Story Break LIVE	Facebook	Overall Reach 2028
6 /10, 6/18	Story Time -Liz	Facebook/YouTube	Overall Reach 1031
6/22	Dog Tales Practice	ZOOM	6C 6A
6/24	SRP Registration	Facebook	Overall Reach 548

Reflections : There is a seeming disconnect in our work, out of necessity for human health.

If this past month has shown us anything, it is that our society needs to be more than medically sound. The Pledge of Allegiance written in 1892 ends “with liberty and justice for all.” This has to be taught, embraced, and practiced if we are ever truly to be “one nation” of united peoples of United States.

There is work to be done in libraries.

Submitted 7/2/20 - anniversary of the US Civil Rights Act of 1964- ekf

June 2020 Monthly Report

Rosaleen Leahy; 7/6/2020

Programs

Marian Anderson at the Lincoln Memorial – 20; Meals on a Budget – 15 live views; Healthy Living for your Brain and Body – 10; Book Discussion, “Simplicity Parenting” – 4; Irish Arts Center Music & Dance Workshops – 15; Hudson Valley Rocks Have Stories to Tell – 18 live views (137- 24 hour views); Musical Cornwall, Frank Rudolph & Mark Henderson – 27; Mary Coogan & Bruce Foley Irish Music Concert – 17; From Crisis Mode to Cautious Mode, 1:00pm – 13 live views; From Crisis Mode to Cautious Mode, 6:30pm – 5 live views; Mozart & Elgar – 27; Healthy Beverages – 8 live views; West Point Band – 21; Mystery Book Discussion – 8; Clearwater Festival – 24; Cherish the Ladies Father’s Day Tribute – 27; Alexander Hamilton – the Musical and the Duel – 60; Out & About Book Club – 3; Fenway Park Organist – 14; Introduction to Alzheimer’s – 10; Carnegie Hall LIVE! – 14; Book Chat & Chocolate – 10; GILharmonic – 10; Musical Cornwall, Frank Rudolph & Mark Henderson – 19

of Programs – 24 Total Attendance/views – 399

Other Programs – Staff Fire Safety 25

Staff Meeting, Board of Trustees Meeting, Managers Meeting

I am currently working on increasing the attendance for the Shakespeare workshops, which are taking place on July 9 and July 10. They are part of the Arts Mid-Hudson Grant for the program series, “Cornwall Artists, Writers, Musicians and Performers”. These workshops will be led by actor, Aaron Gaines (a Cornwall resident), and are appropriate for approximately 8th grade through adult. We currently seem to have more adults interested!

Other ideas are a series of meditation classes, a discussion of Race Relations, and performances (in the works) by professional musicians who are originally from Cornwall, or reside here now.

Music Collection

I look forward to seeing the new budget and to begin ordering new music.

Adult Services Report: June 1-30, 2020

(submitted by Meaghan Doyle, 7/6/20)

REFERENCE

Reference (some still happening from home) (previous month in parentheses):

Tech Assists: 2 (5); Ref. Q's: 48 (24); Circ/Curbside Assists: 33; Phone: 58; Pull List: 266 Reader's Advisory: 1

Database Stats (previous month in parentheses):

Novel List Plus: 9 (1); Novel List PlusK-8: 4 (4); EBSCO Other: 0 (0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (1); Ancestry: 62 (802); New York Times Digital: 49 (4)

PC Usage: None

WIFI Usage: 1061 (928)

HOOPLA (previous month in parentheses):

New signups: 13 (74); Borrowers: 117 (139); Avg. No. Circs: 2.7 (4.4); Maxed Users: 31 (39)

Items borrowed: 316 (494) (TV: 37 (41); Music: 10 (4); Movies: 49(64); eBooks: 101 (207);

Comics: 18 (20); Audiobooks: 101 (114)

Note about Stats: Physical building continues to be closed to the Public so many resources remain underused.

Reference Staff: We have begun reporting to work in the building, and continue to work as needed from home to fulfill duties and provide service.

BOOK CLUBS ARE VIRTUAL:

Parenting Book Club: June 5, 4 adults read **Simplicity Parenting: Using the Extraordinary Power of Less to Raise Calmer, Happier, and More Secure Kids** by Kim John Payne.

Mystery Book Club: June 18, 8 adults read *Death in a Strange Country* by Donna Leon

Virtual Out and About Book Club: June 24, 5 adults read *The Keeper of Lost Things* by Ruth Hogan

Book Chat and Chocolate: June 25, 10 adults read **The 7 1/2 Deaths of Evelyn Hardcastle** by Stuart Turton

Meetings attended:

6/1 – Reopening Committee Meeting

6/12 – Staff Meeting

Webinars:

6/1 – Niche Academy: Covid-19 Mental Health Awareness

6/1 – Niche Academy: Covid-19 Cleaning and Disinfecting your Facility

6/4 – Niche Academy: Covid-19 When to Seek Care

6/4 – Niche Academy: Covid-19 Social Distancing

6/23 – Niche Academy: Smartermail Contacts

DRAFT

Board Meeting Schedule F/Y 2020-2021

Thursday July 9, 2020

Thursday August 13, 2020

Thursday September 10, 2020

Thursday October 8, 2020

Thursday November 12, 2020

Thursday December 10, 2020

Thursday January 14, 2021

Thursday February 11, 2021

Thursday March 11, 2021

Thursday April 8, 2021

Thursday May 13, 2021

Thursday June 10, 2021

Thursday July 8, 2021