

Cornwall Public Library  
Board of Trustees  
August 11, 2021, 7:00 PM  
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes – July 8, 2021; June 23 Special Meeting Minutes
- III. Financial Review
  - a. Approval of Warrant #1
- IV. Public Remarks
- V. Communications/Donations
- VI. Director’s Report – *See Google Docs*
- VII. Committee Reports
  1. Finance Committee
  2. Policy Committee: Voting on--NY Hero Act, Digital Video Surveillance policy  
Conflict of Interest policy, 2022-2026 RCLS Plan of  
Service
  3. Building, Garden and Ground Committee
  4. Friends
  5. Personnel Committee
  6. Strategic Planning
  7. Sustainability
- VIII. Unfinished Business
- IX. New Business
- X. Adjournment

Next Regular Board Meeting Weds. September 8, 7PM

**Cornwall Public Library Board of Trustees Meeting**

**July 8, 2021, 7:30 pm**

**Minutes**

Meeting was called to order by Meghann Chyla at 7:37 p.m.

**I. Roll:**

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

Charlotte Dunaief, Director.

**Trustees Excused:** None.

**Also Present:** Library staff member Catherine Incledon (minutes).

**II. Approval of the Minutes:** A motion to approve the minutes from the regular Board meeting of June 7, 2021, as amended, was made by Carol Stein, seconded by Lynn Daniels, and was unanimously approved.

**III. Financial Review:** A motion to approve Warrant #12 in the amount of \$123,870.61 was made by Carol Stein, seconded by Lynn Daniels, and was unanimously approved.

**IV. Public Remarks:** Library staff members wrote thank-you cards to the Board.

**V. Communications and Donations:** A generous donation of \$50 was made by the Catholic Daughters of America. A motion to accept the donation was made by Carol Stein, seconded by Melissa Greaves-Kulisek, and was unanimously approved. A generous donation of \$50 was made by Dr. Barry John Capella through Fidelity Charitable Trust. A motion to accept the donation on a recurring monthly basis up to \$600 per year was made by Stephanie Wolf, seconded by Lynn Daniels, and was unanimously approved.

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

**VII. Committee Reports:**

- **Finance Committee:** The committee did not meet this month. The committee discussed the financial reports. A motion to approve a transfer of \$1,450.00 from budget line item #450: Fuel/Utilities to #9030.8: FICA/Medicare Expense was made by Carol Stein, seconded by Melissa Greaves-Kulisek, and was unanimously approved.
- **Policy Committee:** The committee introduced for discussion the Digital Video Surveillance Policy and the RCLS 2022-2026 Plan of Services. The Board will review the items for the next regular Board meeting.

- **Building, Garden, and Grounds:** The site sign project has been completed, with the interior lighting project still awaiting repairs before completion. The Board discussed what size generator to purchase with the remaining money from the lighting grant. The committee has been interviewing engineers for the HVAC project. The library director found a suitable solution for staff hydration. The committee met with Central Hudson to do an energy audit, which will help the library work toward switching the rest of the library's lighting to LED lighting.
- **Friends:** The Friends have opened the book store for extended hours, and are also staffing the library's greeter desk while operating the bookstore. The Board thanked the Friends for their assistance to the library.
- **Personnel Committee:** A motion to accept the resignation of Valerie Losardo was made by Stephanie Wolf, seconded by Lynn Daniels, and was unanimously approved. Carol Stein thanked Valerie for her help to the Finance Committee and commended Valerie for being a loyal employee. A motion to approve the hiring of Luann Richards as library bookkeeper was made by Matt Soltis, seconded by Matt Rettig, and was unanimously approved.

**VIII. Unfinished Business:** None.

**IX. New Business:** All trustees filled out their conflict of interest forms. The Board is currently in the process of hiring a custodian.

**X. Adjournment:** A motion to adjourn the regular Board meeting was made by Carol Stein, seconded by Melissa Greaves-Kulisek, and was unanimously approved. Meghann Chyla adjourned the meeting at 8:35 pm.

**The next Regular Board Meeting will be held on Wednesday, August 11, 2021 at 7:00 p.m.**

## Cornwall Public Library Board of Trustees

### Special Board Meeting Minutes

July 20, 2021

**Trustees Present:** Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek, Lynn Daniels, Matt Rettig, and Matt Soltis.

Charlotte Dunaief, Director

**Trustees Excused:** Carol Stein

Meghann called meeting to order at 7:01pm.

Melissa: B&G has met 8 times & walked through building with multiple engineers. All proposals are on the Google Drive for the board to review.

The B&G Committee recommends Blake Engineering for \$24,800 for design; \$8,750 for construction admin. The total is \$33,550. We would work with Broderick Knoell from the firm. The B&G Committee recommends Blake Engineering for the following reasons:

- Midline price
- Best value
- Small firm—direct line to our contact rather than multiple people
- Familiar with school district—Harvey Sotland has worked with them for 2-3 years
- Responsive
- Multiple reasonable solutions to the library's issues
- Experienced with SED submissions
- Will be on-site during construction admin—bidding & work with actual construction company
- 4 sets of plans for building department (bidding, permitting process)—all site fees; load calculation
- Geothermal doesn't seem viable
- Will not charge mileage fee—consider the Cornwall Public Library as a local place

Matt S. motioned to approve hiring Blake Engineering. Lynn seconded. The Board approved hiring Blake Engineering by unanimous vote.

The Board also discussed adding approval of an engineer for the generator project to August's Board Meeting agenda. Some discussion around the generator's purpose ensued.

Melissa also explained the purpose of the custodian/maintenance laborer that is in the budget for 2021-2022.

Meghann adjourned the meeting at 7:32pm.

# Cornwall Public Library

## Warrant # 1

As of July 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
<b>Albert Wisner Public Library</b>						
Bill	07/28/2021	Fines & Fees	Gail Parrinello Fine	2082 · Library Fines	Unpaid	16.99
Total Albert Wisner Public Library						16.99
<b>Benninger Landscaping LTD</b>						
Bill	07/21/2021	25129	Lawn/Grounds Maintenance July	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
<b>Brodart Co. -Supplies</b>						
Bill	07/29/2021	Invoice 584272	Invoice 584272 Supplies	430.1 · Library supplies	Unpaid	183.14
Total Brodart Co. -Supplies						183.14
<b>Brodart Co. (McN)</b>						
Bill	07/21/2021	M188064	M188064	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Cengage Learning/Gale</b>						
Bill	07/21/2021	74552370	74552370	410.11 · Adult Fiction Standing ...	Unpaid	116.99
Bill	07/21/2021	74130242	74130242	410.11 · Adult Fiction Standing ...	Unpaid	24.69
Bill	07/28/2021	74729335	Invoice # 7479335	410.11 · Adult Fiction Standing ...	Unpaid	68.24
Total Cengage Learning/Gale						209.92
<b>Charlotte Dunaief</b>						
Bill	07/31/2021	Mileage Reimburse	Mileage Reimburse July	435 · Travel/Conference	Unpaid	15.24
Total Charlotte Dunaief						15.24
<b>Consumer Reports</b>						
Bill	07/21/2021	0362369209	1 yr renewal 0362369209	413.6 · Serials	Unpaid	29.00
Total Consumer Reports						29.00
<b>Cornwall Public Library - Payroll</b>						
Bill	07/12/2021	PAYEND 7 9 21	PAYEND 7 9 21	1012 · OBT Payroll Checking	Paid	17,306.31
Bill	07/26/2021	PAYEND 7 23 21	PAYEND 7 23 21	1012 · OBT Payroll Checking	Paid	17,324.07
Total Cornwall Public Library - Payroll						34,630.38
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	07/12/2021	PAYEND 7 9 21	PAYEND 7 9 21	1003 · Due from Trust & Agency	Paid	7,023.34
Bill	07/19/2021	Health Insurance	Health Insurance 7 21	1003 · Due from Trust & Agency	Paid	4,800.00
Bill	07/26/2021	PAYEND 7 23 21	PAYEND 7 23 21	1003 · Due from Trust & Agency	Paid	6,746.32
Total Cornwall Public Library - Trust & Agency						18,569.66
<b>Creative Gifts &amp; More</b>						
Bill	07/12/2021	Program 7/13/21	Adult Program 7/13/21	437.2 · Prof fees-Adult programs	Paid	320.00
Total Creative Gifts & More						320.00
<b>hoopla</b>						
Bill	07/31/2021	500791016	500791016	412.8 · Digital Streaming	Unpaid	487.38
Total hoopla						487.38
<b>Indoff Inc.</b>						
Bill	07/21/2021	3480668	3480668 <i>Good Idea Fund - ShoppingCart</i> -SPLIT-		Paid	375.94
Total Indoff Inc.						375.94
<b>Lock Around the Clock</b>						
Bill	07/21/2021	Unit 3434	August 2021 Unit 3434	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
<b>Magna5</b>						
Bill	07/21/2021	5374932	Invoice # 5374932	431 · Telephone	Paid	66.96
Total Magna5						66.96
<b>Marangi Disposal</b>						
Bill	07/21/2021	17102215	Trash Removal 07/01/21 to 07/31/21	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
<b>Maureen Hart</b>						
Bill	07/26/2021	8 10 21	Summer on the Hudson additional person	437.2 · Prof fees-Adult programs	Paid	25.00

# Cornwall Public Library

## Warrant # 1

As of July 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Total Maureen Hart						25.00
<b>Maureen Oliveto</b>						
Bill	07/31/2021	Office Prof Services	Office Prof Services June 28 to Aug 4, 2021 <i>2 weeks w/o Bookkeeper &amp; Training of new Bookkeeper</i>	437.1 · Prof fees-Office	Unpaid	1,365.00
Total Maureen Oliveto						1,365.00
<b>Nanuet Library</b>						
Bill	07/28/2021	Fines & Fees	Alaina Enslin Fine	2082 · Library Fines	Unpaid	16.95
Total Nanuet Library						16.95
<b>NET2PHONE</b>						
Bill	07/31/2021	INVOICE 2417247	INVOICE 2417247	431 · Telephone	Paid	252.92
Total NET2PHONE						252.92
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	07/31/2021	1088	1088	-SPLIT-	Unpaid	1,568.00
Total Orange Bank & Trust Cardmember Services						1,568.00
<b>Orange County Post</b>						
Bill	07/21/2021	1 yr renewal	1 yr renewal with coupon	413.6 · Serials	Unpaid	39.00
Total Orange County Post						39.00
<b>Paychex, Inc.</b>						
Bill	07/21/2021	1471278	147278	437.1 · Prof fees-Office	Paid	85.68
Bill	07/21/2021	2021070100	2021070100	437.1 · Prof fees-Office	Paid	375.86
Total Paychex, Inc.						461.54
<b>RCLS</b>						
Bill	07/21/2021	29795	29795	-SPLIT-	Unpaid	14,071.53
Bill	07/21/2021	29848	29848	410.13 · e-Content Consortia	Unpaid	1,684.49
Bill	07/31/2021	29906	Envisionware Maintenance 9/1/21 to 8/31/22	469 · Service Contracts	Unpaid	365.84
Bill	07/31/2021	29937	Consumer Reports Database Pool Billing 3Q...	413.3 · Reference-Adult electroni	Unpaid	236.47
Bill	07/29/2021	Invoice 29992	Microsoft Office 365 billing 2Q21	437.1 · Prof fees-Office	Unpaid	91.00
Total RCLS						16,449.33
<b>South Eastern NY Library Resource Council</b>						
Bill	07/31/2021	8556	Membership and Hosting Fee	-SPLIT-	Unpaid	295.00
Total South Eastern NY Library Resource Council						295.00
<b>The Library Store</b>						
Bill	07/29/2021	Invoice 515903	Multi Fit Adjustable Book Jacket Covers	430.1 · Library supplies	Unpaid	116.38
Total The Library Store						116.38
<b>The New York Times</b>						
Bill	07/21/2021	911095073	1 Month subscription, changed to 1-year	413.6 · Serials	Unpaid	45.37
Total The New York Times						45.37
<b>Toshiba Financial Services</b>						
Bill	07/21/2021	446795536	6/15/21 to 7/15/21 Monthly Contract	469 · Service Contracts	Paid	548.85
Bill	07/31/2021	448768697	Monthly Contract 7/15/21 to 8/15/21	469 · Service Contracts	Unpaid	484.35
Total Toshiba Financial Services						1,033.20
<b>United A/C Refrigeration, Inc</b>						
Bill	07/21/2021	428831	Preventive Maintenance service 7/7/21	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
<b>Value Line</b>						
Bill	07/12/2021	14319754	14319754	413.6 · Serials	Unpaid	1,103.00
Total Value Line						1,103.00
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	07/21/2021	39504	July 2021 Monthly Service	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
<b>Verizon</b>						
Bill	07/21/2021	652-121-949-0001-81	Telephone 7/10 to 8/9/2021	431 · Telephone	Paid	179.64
Total Verizon						179.64
<b>Verizon Wireless</b>						

**Cornwall Public Library**

**Warrant # 1**

As of July 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Bill	07/21/2021	9883184319	Acct. 942108272-00001 Invoice # 98831843...	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
<b>W.B. Mason</b>						
Bill	07/21/2021	221723986	221723986	430.1 · Library supplies	Unpaid	60.57
Bill	07/21/2021	221092280	221092280	430.1 · Library supplies	Unpaid	22.94
Bill	07/21/2021	221120581	221120581	430.1 · Library supplies	Unpaid	52.53
Bill	07/21/2021	221315678	221315678	430.1 · Library supplies	Unpaid	119.23
Bill	07/21/2021	221353827	221353827	430.1 · Library supplies	Unpaid	13.48
Bill	07/21/2021	221400688	221400688	430.1 · Library supplies	Unpaid	95.01
Bill	07/21/2021	221514199	221514199	430.1 · Library supplies	Unpaid	109.60
Bill	07/29/2021	Invoice 221908966	Invoice 221908966 less \$39.99 for item not r...	430.1 · Library supplies	Unpaid	106.90
Total W.B. Mason						580.26
<b>Yankee Magazine</b>						
Bill	07/19/2021	2 Year Renewal	2 Year Renewal D1FYXH044	413.6 · Serials	Unpaid	18.00
Total Yankee Magazine						18.00
<b>TOTAL</b>						<b>82,338.49</b>

## July 2021 Director's Report

### Personnel

- Continued to get WFH logs for the employee that continues some WFH hours (1 at this point).
- Hired new Bookkeeper: Luann Richards (approved by Board on July 8)
- Began process to canvass Library Assistant list for open Part-time position
- Ellen and I began to meet with each Library Clerk to give them a copy of the new Job Description

### Budget/Financial

- R. Oliveto continued to train Luann.
- Public Fax line switched to Net2phone, finally. Line from Magna5 dropped.
- Made final Request for Payment for Grant #9095, roofing grant.

### Programming

- Brenda and I participated in Cornwall's Fourth of July Parade, with Stephanie Wolf of the Board, and Cindy Topps of the Friends
- Brenda, and all Youth Service staff continue to plan programming at least two months ahead.
- Some outdoor programs were held in July including: Travel in a Post-Covid Word; Dog Tales-reading to dogs; Family Story times; A Day at the Worm Races (a thank you to Ceely's Bait). Create a Decorative Cutting Board was moved to Munger Cottage due to inclement weather.

### Building and Grounds

- RPC added the switch to the Youth Services side of the building for the wall lights to work.
- Patterson Painting completed the exterior painting.
- Met with the Building Committee to discuss HVAC proposals, and a decision was made on July 20<sup>th</sup> to hire Blake Engineering.
- Spoke with Meghan Brennen of Butler, Rowland, and Mays for an estimate from her for the rest of the Lighting/Generator/Electrical grant (cost of them preparing bid papers, and moving the generator to inside the current fencing). Building Committee will make a recommendation on this matter at the August Meeting.
- Met with Melissa and Fred Alvarado of LIME to hear about Central Hudson's lighting program.
- Culligan postponed installation of Hydration Station due to receipt of incorrect one.

### Monthly Statistics for July 2021 (previous month in parentheses):

Registered borrowers: 7,953 (7,875); Direct Access/Circulation: 10,034 (8,504)

ILL Borrows: 1,999 (2,292); ILL Loans: 1,914 (1,721); Item Count: 75,743 (74,875);

Wi-Fi: 5,929 (4,948); Overdrive checkouts: 3,040 (2,260); Overdrive unique users: 576 (550).

**Meetings Attended:** ANSER Committee 7/7/21; B& G Committee 7/17/21; CPL Board Meeting 7/8/21; Staff Meeting 7/14/21; ANSER Sub-Committee; 7/14/21; Special Board meeting 7/20/21; ANSER 7/26/21; Mandatory Construction Workshop 7/29/21



<b><u>MEETINGS &amp; OUTREACH:</u></b>	<b><u>DATE</u></b>	<b><u>ATTENDEE</u></b>
Staff Mtg	7/14	Liz, Lisa & Rebecca
SLJ Picture Book Palooza	7/15	Lisa
YS Fall Programming	7/26	Lisa

**QUESTIONS @ THE DESK:**

Reference	310
Circulation	128
Tech	16
SRP	85
Telephone	84
Programs	47

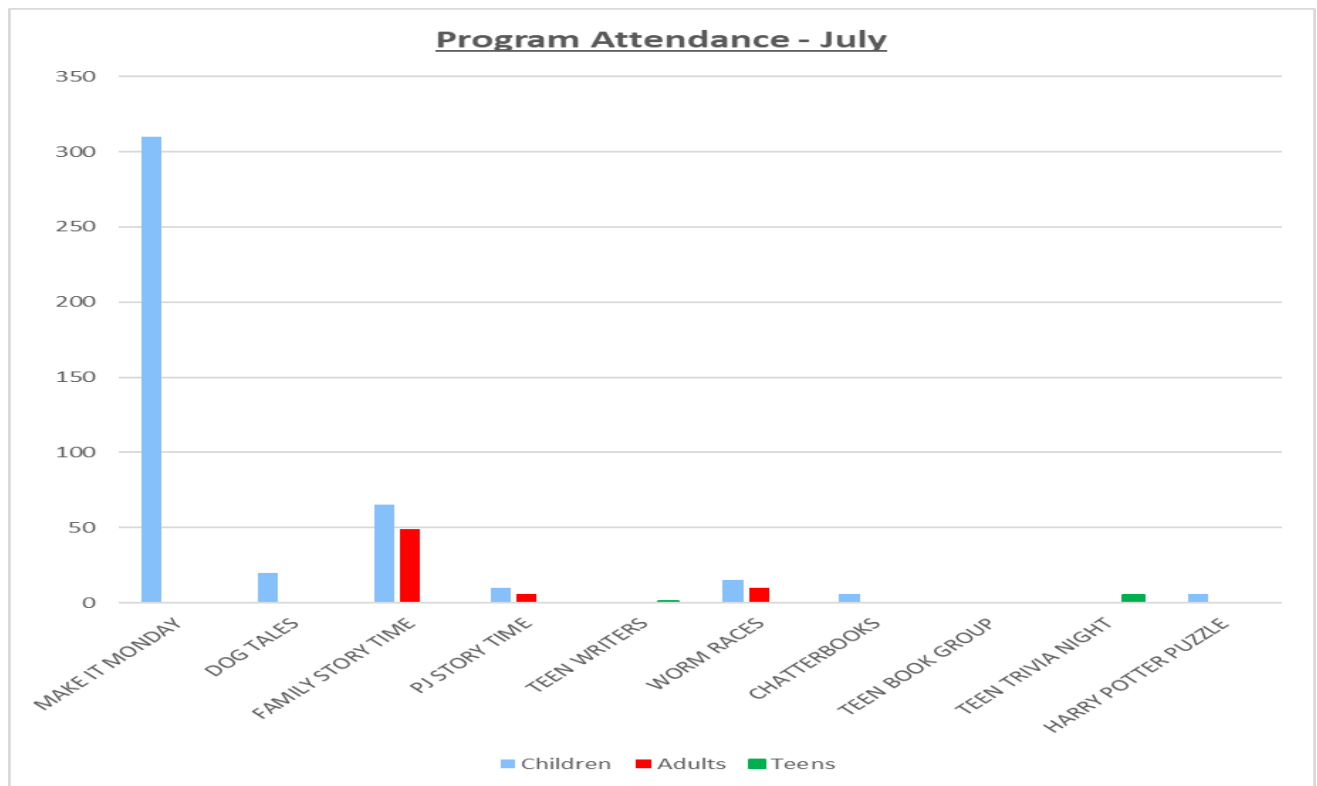
**Youth Services July 2021 Report**

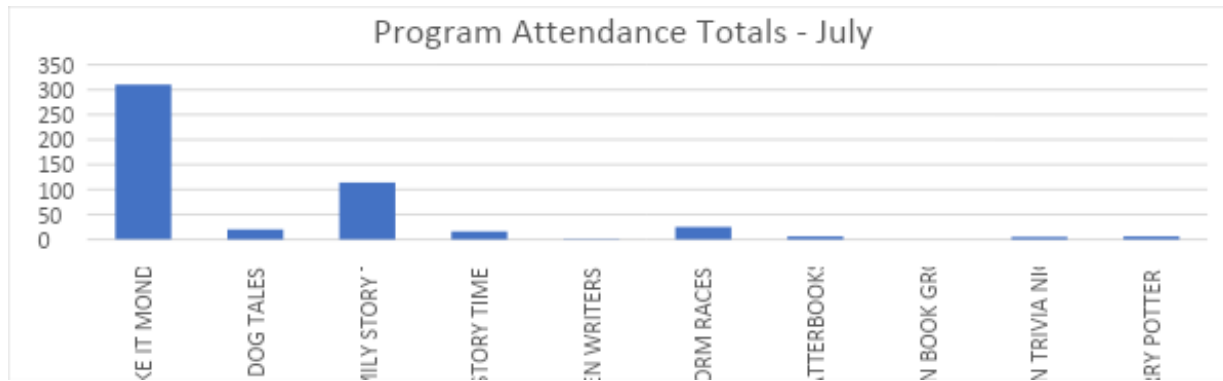
<b><u>PROGRAM NAME:</u></b>	<b><u>DATE:</u></b>	<b><u>CHILDREN:</u></b>	<b><u>ADULTS:</u></b>	<b><u>TEENS:</u></b>	<b><u>IN-PERSO N/ REMOTE</u></b>	<b><u>ATTENDANCE TOTAL</u></b>
MAKE IT MONDAY	7/5, 7/12, 7/19, 7/26	310			REMOTE	310
DOG TALES	7/5, 7/19	20			IN-PERS ON	20
FAMILY STORY TIME	7/6, 7/20, 7/27	65	49		IN-PERS ON	114
PJ STORY TIME	7/26	10	6		IN-PERS ON	16
TEEN WRITERS	7/28			1	REMOTE	1
WORM RACES	7/14	15	10		IN-PERS ON	25
CHATTERBOOKS	7/15	6			IN-PERS ON	6
TEEN BOOK GROUP	7/23			0	REMOTE	0

TEEN TRIVIA NIGHT	7/29			5	REMOTE	5
HARRY POTTER PUZZLE	7/31	6			REMOTE	6
					<b>TOTAL:</b>	503

**Reflections:** About 478 days had passed since my last in-person Story Time in March of 2020, so when it finally came around to a “live and in person” Family Story Time this summer, I have to admit I had some trepidation. However, once I “jumped in,” it was a delight to have a reaction from people. To have real answers to questions like, "How do you like to keep cool on a hot and muggy day?" and, “What is your favorite flavor of ice cream?" is fantastic. I can report that everyone who has been able to “perform” for an in-person group so far this summer will agree. Even the Hudson Valley Paws for a Cause people volunteers have noticed very happy dog volunteers.

All our programming is either outdoors or virtual for the safety and comfort of all participants, small and grown up. Inside programming is once again put on hiatus-due to the Delta variant case hikes. So we plan for the fall season, month by month, hoping for the co-operation of the elements and stating that all programming is subject to change. (Liz Fisher)





### Adult Programming & Outreach Projects July 2021

Date	Title	Attendance
7/4/21	July 4th Parade	4+Community
7/6/21	History Matters: Tulsa 1921	48/Zoom
7/7/21	Travel in a Post-Covid World	10/Library
7/7/21	Travel in a Post-Covid World	83/FB Live
7/13/21	MSLC: Get Back in the Game: Sports Injuries	17/Zoom
7/13/21	Create a Decorative Cutting Board	20/In-person
		Total: 182

#### Book Talks:

7/7/21	Members Choice The Killer Angels by Michael Shaara	7
7/15/21	Mystery Book Discussion The Temptation of Forgiveness by Donna Leon	10
7/21	Out & About (Not Scheduled)	0
7/22/21	Book Chat & Chocolate The Vineyard at Painted Moon by Susan Mallery	10
		Total: 27

Virtual Creative Writers Workshop (Mondays 11-1:00pm)

7/12-7, 7/19-6, 7/26-6 Total: 19

Highlights & Tidbits:

What a great way to increase library awareness to those who may not be aware of the Library's absolute commitment to community involvement then participating in the 4th of July parade! It was a fun day to ride in a convertible owned by a Friends of Cornwall Library supporter with our Director and Trustee waving & sparkling.

The History Matters: Tulsa 1921 program received great feedback and was rich in information. It was wonderful to begin in-person programming and 'see' members enjoying the comradery and content of the outdoor portico offerings. The health presentations always help those concerned with the topic and the crafters can't get enough.

Noteworthy is the press releases and full article coverage we are receiving in the Cornwall Local (4 major article highlights & 2 inclusions in MSLC ad). Also, the well-read Orange County Post-Sentinel column of 'Cornwall Life' spotlighted 2 programs. Traffic to our programs and honorable mention of our presenters is great public relations all around. Looking forward to the start of more varied and community-oriented programs this month.

Submitted by Brenda Goldfarb 8/3/21

**Adult Services Report – July 1-31, 2021 (submitted by Meaghan Doyle, 8/3/21)  
Closed July 4, 2021 for Independence Day**

**REFERENCE**

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

Ref. Q's: 371 (266); Tech Assists: 133 (84); Circ/Curbside Assists: 178 (116);  
Directional: 22 (19); Reader's Advisory: 25 (16); ILL/SEAL: 16 (16);  
Pull List: 1519 (1519); Printing: 123 (59); Phone: 134 (147); Virtual Ref: 7 (18)

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

Novel List Plus: 23 (25); Novel List PlusK-8: 0 (0); EBSCO Other: 0 (0); Gale\*: 0 (0);  
Gale Virtual Ref. Library: 0 (0); Ancestry: 88 (94); New York Times Digital: 54 (69)\*\*

\*\*NYTimes Digital access ended this month. Based on Patron feedback, I plan to revive this service, despite the increased cost. I'm hoping to arrange for some type of discount, though I have found it a challenge to work with their customer service, which is still fully remote and does not have phone service.

\*Gale: I am also in the process of reviewing and evaluating our digital reference resources with the representative from Gale, to make a plan for some updates and replacements, however summertime leads to coordination challenges. Still a work in progress.

**PC Usage**: Adults: 340 (277); Childrens: 7 (1); Laptop: 0 (0)

**WIFI Usage:** 5929 (4948); PC Reservations: 1 (1); Guest Passes: 73 (51)

**Notary Service:** 56 (52)

**HOOPLA (previous month in parentheses):**

New signups: 6 (4); Borrowers: 92 (94); Avg. No. Circs: 2.7 (2.5); Maxed Users: 18 (20)

Items borrowed: 249 (271)

**Playaway Collection:** New City Library is preparing for building renovations, and rather than discard their Adult Playaway collection of approximately 600 titles they have offered them to Cornwall. We will need to evaluate how much of it makes sense for us to take, given what we already have and how much space we can spare. Although we can't take it all, Playaways are popular circulating items RCLS-wide and I would like to keep what we can.

**June Meetings:**

7/14 Staff Meeting; 7/14 Meet with MSIS Student re: reference interview

Personnel Committee Report  
August 2021

The Personnel Committee finalized the job description for the custodial worker.

We also reviewed proposed changes to the sick leave policy for part time employees. It must be updated to comply with a new NY State Law. The current policy & the new policy are included in the drive for review.