

Cornwall Public Library Board of Trustees

July 9, 2020 Board Meeting Transcription

**Stephanie Wolf:** I'm going to call the regular Board meeting of July 9<sup>th</sup>, 2020, for the Cornwall Public Library Board of Trustees to order at 7:02. And I'm going to take roll, looks like everybody is here. Matt S., Roberta, Matt R., Carol Stein, Emily Milton, Melissa Greaves, Meghann Chyla, Charlotte Dunaief and Catherine is taking minutes. Okay. So now we need to approve the minutes of the June 11<sup>th</sup>, 2020 meeting. Hopefully everybody had a chance to look at them on the Google drive. Anybody have anything that they needed to change?

**Carol Stein:** Charlotte, you made that one change? That, I'm looking for it now. If I see, if you see me looking the other way I'm looking at another screen, so.

**Stephanie Wolf:** I have the same thing happening here, so.

**Charlotte Dunaief:** Which change?

**Carol Stein:** Okay good, trustees excused. Okay you made that change, alright thank you.

**Charlotte Dunaief:** Yes.

**Stephanie Wolf:** Okay so then I need a motion to approve the minutes as they stand now.

**Carol Stein:** That should cover somebody who was at the meeting.

**Stephanie Wolf:** Yeah.

**Meghann Chyla:** So moved.

**Stephanie Wolf:** So Melissa and Meghan.

**Melissa Greaves:** Whoever.

**Stephanie Wolf:** Doesn't matter what order.

**Melissa Greaves:** No.

**Stephanie Wolf:** And we'll take a vote to approve the minutes of the June 11<sup>th</sup>, 2020 meeting. Looks like a unanimous, Catherine. And then we'll have the financial review, which is the warrant that we discussed earlier. Shows all of the expenses for the month of the library.

**Carol Stein:** I didn't see anything, or actually the Finance Committee did meet, we'll talk about that later, but we didn't see anything that was out of the usual. I will tell the committee, the new members that this warrant is a little bit lower than we normally have. Probably just because we're not running the library as actively as we have been so it's a little bit light on expenses. Plus also by the end of the year is when we've spent a lot of our money, we purchased everything, it is usually a little bit lighter this month as well, so.

**Charlotte Dunaief:** Yeah, the Adult Services didn't purchase any books this month.

**Carol Stein:** Right. So normally what we do is we, you know this is on the drive usually a week or so before the meeting, and then anyone who has any questions you can email Charlotte or Emily as a treasurer and they'll look into it and then they'll get back, they'll answer the entire Board with the answer, so. And we always prefer if people ask questions ahead of time because then they don't have to look through the bills and try to add during the meeting.

**Stephanie Wolf:** That's generally, just in general not just for the finance. We tend to try to put committee reports up before the meeting so if you have any questions about them you can ask them directly and the whole Board can get involved in those so that just expedites things a little bit. So, I need a motion to approve the June, 2020 warrant in the amount of \$78421.45.

**Carol Stein:** So moved.

**Stephanie Wolf:** Carol motions. Second?

**Meghann Chyla:** Second, Meghann.

**Stephanie Wolf:** Meghann. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** Anybody opposed? Motion carried. So, public remarks. We don't have any public.

**Charlotte Dunaief:** We don't have any public.

**Stephanie Wolf:** Okay. So communications, donations?

**Charlotte Dunaief:** Okay, so there's one donation from Fidelity Charitable, well through Fidelity Charitable for \$50. Dr. Barry John Capella again. He seems to do \$50 every month.

**Stephanie Wolf:** So we need to [unintelligible] to accept that donation. Any time there's a donations they've given to the library we vote to accept those, we want to make sure there's no strings attached.

**Charlotte Dunaief:** It says on here that they just want us to, you know we, they're, we can't use it for the purpose of influencing legislation, that's the only caveat on the donation.

**Roberta Sherman:** Oh, wow.

**Stephanie Wolf:** I need a motion to approve accepting the \$50 donation from Fidelity Charitable Trust by the doctor.

**Roberta Sherman:** I'll move to approve.

**Stephanie Wolf:** Roberta moves. I need a second.

**Matt Rettig:** Second.

**Stephanie Wolf:** Matt R. will second. Everybody in favor say Aye.

**Board members:** Aye.

**Charlotte Dunaief:** Now, I do have some correspondence.

**Stephanie Wolf:** Okay.

**Charlotte Dunaief:** Sally Faith Dorfman has been in contact with me. She donated some DVD, some of her father's videos of the Fourth of July were transferred onto DVD and she has donated that to the library as well as a DVD taken by someone named Linda and I don't have the last name here who has given the library right to the video that's on that particular DVD. And I have an email from the Mumfords about the annual Timothy Mumford Poetry Competition awards ceremony which was conducted via Zoom, and they said, it's to me, "Thank you so much for conducting the contest again this year. You did a great job in difficult circumstances. The summary regarding Tim was very well done and much appreciated. We were so pleased to hear all the poets reading their works. Also please tell Meaghan that she managed the technical end without a hitch. Sincerely, Lauren and Mary." And they're looking forward to actually donuts and cider next year, since that's a big part of the awards ceremony is the mingling afterwards. Then I had an email from a woman who just signed her name Janine B. She was looking for library materials and I helped her find something odd that she was looking for. So she just said thank you. And then there's something from Brenda Goldfarb about the Zoom program that was done on Alexander Hamilton, the musical. There were actually 60 attendees at that Zoom meeting, which is phenomenal. But it was very timely because Alexander Hamilton just came out on Disney+ July 3<sup>rd</sup>. And that's what I have for that.

**Stephanie Wolf:** Alright, so now we're on to your report, Charlotte.

**Charlotte Dunaief:** Yes, so I'm just going to read my blurb out loud because I feel that's the most thing, although I do have to say that the staff is working very hard under difficult circumstances to make things work. For the last 3 or 4 weeks we've only had our own items available to the public so doing curbside pickup has been a little bit of a challenge but they're doing well. And June was a busy month. I worked on the Sight Sign grant. I emailed with OMNIA Purchasing, to see if we could do it through them. They put me in touch with a man named Paul who works in Dactronics. He's working on it, we're getting very close to an actual rendering that will be available shortly. On the day that we came back to the office I had the staff train to use the fire extinguisher. I think it's the first time actually remember doing fire training where we got to put our hands on a fire extinguisher and put out a fire. That was done with the Kurt Hahn from the Cornwall Emergency Management. He's very nice, he's done a number of trainings for us. I went to the school district with 3 other members of the staff and we counted for the budget vote. There were a lot of people in that cafeteria, let me tell you. And it was a relief to me that both budgets passed. I met with Sestaro and Sons about the HVAC but I still haven't gotten a quote from them. I called them again yesterday and they said they are so swamped, and they apologized. They hope to be able to get me a quote soon but I don't know exactly what that means. I'm going to call Wolf again to see but he doesn't seem that he's very interested because it's a, it uses R22 and that's an old thing that they're trying to do away with. So I think Missy and I are going to be looking into the cost of replacing that system and hopefully writing a grant for it. I keep telling staff we're flying by the seat of our pants with this reopening because things change from day to day and hour to hour with certain things. We need to be flexible. The virtual

summer reading programs are both up and running. There is one for adults so if you're interested in taking a peek, please look at the website. And if you have children please look at the website for the children's programs because it's one of those things, the more the merrier. We added copy and fax services and I already mentioned the Mumfords. But it was really nice to see- hear the poets. A lot more of the poets read their poems out loud this year and I think it had to do with the virtual venue because they didn't, they weren't staring down a roomful of people. That's what I have for that, so thank you all.

**Stephanie Wolf:** Anybody have any questions for Charlotte?

**Unknown:** Nope.

**Stephanie Wolf:** Right, so we'll move onto the committee reports. Carol, you're up with Finance.

**Carol Stein:** Okay. So, normally when we're together we have, you get a packet of reports and you get the agenda and you get the director's report, and all these things. We do post everything but we usually have colored paper so it's easier to say look at the green paper, the yellow paper, the pink paper, whatever. But right now we don't have that so I'm just going to read these things. So the first report that we normally would look at looks a little different right now, it says "June 2020 P&L" but we normally look at what we spent year-to-date and then we look at the budget, and then we look to see where we are as a percent of the budget so we have a sense as of who or where we're running into any trouble, if we may have to make any adjustments. So right now you can see that we ended the year, this is our actual spending here in the column, the first column, July 19 through June 20, right, so we, our income was again largely from taxes. I'm just kind of giving a quick overview for our new members. And these are all the expenses that go below it, and when you take your revenue minus your expenses that's what's going to be your net income for the year. So all throughout the year we are, the way Emily does this for us is she gives us the sense for where we are versus our budget and then where we are on a forecast basis so we can take a look at our, so if it's 9 months it should be 9/12 of our budget. Sometimes we pay everything in one shot, like an insurance fee so then you would have paid 100% of that budget line, you know you have that covered. But if you know that you had to pay more than what you budgeted then you already know you need to cut back somewhere else. So those are the kinds of things we look at as a Board to make sure that we're not overspending our money, because you really can't, right, so you can't overspend. If we have a big repair or something like that then the Board would then sink in to our reserve which, we consider it mostly a capital reserve. Maybe not all of the money is stored there, some of it is stored probably in the general investment account, we don't technically have to throw it all in capital, but so then we would say okay, let's, like if we really had to do this whole new HVA system and we couldn't get a grant, we might vote as a Board to do that and say okay we're going to use this money for that, for that to happen. Luckily we've been ending most every year with a slight surplus. This year's a little bit larger, and normally in June we would have actually talked about potentially even making some other expenditures to close the year so we have less of a surplus but this year we felt like we really should just keep this money in the capital, we may need it because we have a lot of ongoing projects and you'll learn shortly as, once the Buildings and Grounds committee starts to

do some of the work that you need seed money for a lot of the projects. So the state reimburses you but you have to put out the money, then you have to wait for the reimbursement so they have these matching grants or they even give you a full grant with a full amount of money like our roof project but like we had to put out the \$200,000 before we get it back. Now some of it you could get back piecemeal but some of it you have to actually pay most of it so we do need to keep some money in our capital and this 127,000 will help to replenish some of the money we've been spending there because we've been very active with capital projects in the last couple of years, largely due to Suzanne's interest and leadership which has been very welcome. And also the grants we've been able to secure through originally Senator Larkin and now also Skoufis and everybody else so we've been fortunate with that. So this year we ended with a little bit of a larger surplus, 127,000. I think part of that also is the fact that the library has been closed and some things we just haven't been doing, so I'm sure our utilities are down and some other areas have happened, so it's been favorable that way but that money does not get lost to the taxpayer it's still taxpayer funds, it's still something we have a judiciary responsibility to disclose into our reserves to be used at another time. We also did this year, anticipating that we were going to have this extra surplus, voted to put some of it back in as a revenue for next year's budget so when we start to show you in July, in August, July's budget, and I think we should probably send that out to everybody at some point maybe Emily could do that, send out the budget, the voters that we actually approved a revenue source coming from this fund balance knowing we would have this this year, because originally we were going to go over the tax cap, and we decided not to with this environment, with COVID, so everything kind of changed from when we made our budget, then we had to quickly undo it and redo it. It was kind of an interesting year so everything kind of fell apart. So that's the other way you can use the fund balance is to then bring it back as a revenue to offset your taxes. So that's what we did. So we ended positive this year. And if you also look at the other report which is the "Profit and Loss by Class," what Emily also puts together, is some of our other funds so you get a sense for how much money we have. This is a little trickier and at some point we might need to do a quick review of how this works and maybe Emily could do this, it might be better if we did it in person but when we're allowed to meet that way, which should be next month I guess, but so you know we're taking a look at how many funds we have in there and the projects we have. So like you can see we have a lot of grants for the capital of 269,000 plus some interest from investments but then we're spending a lot of that money so but right now we haven't spent nearly as much as we've gotten in grants so we're still, it's still earmarked so to speak. We have this fund called the "Good Idea Fund" which is something where we, every quarter is it Charlotte? We have the staff will come up with ideas that they, how they want to spend money to do something that's not in the budget.

**Charlotte Dunaief:** Right.

**Carol Stein:** And then they present that, they fill out a form and they ask the Board to determine that. And that really originally the funds for that came from an overflow of Friends money that they had collected and needed to take out of their bank account because nonprofits have certain limits to how much money they can keep in their accounts before they have to start doing some serious IRS reporting which they didn't want to do so they gave it to us, we're happy to take it, we're using that for staff ideas, so we call it the "Good Idea Fund." And then we have some of

these other smaller grants for technology equipments and then we have the Friends give us money every year and we operate the summer reading program. It does get a little confusing because the Friends money and the operating money together equal the operating total so when you look at those two classes they together equal our operating so we kind of comingle those because all of the expenses for the Friends events gets paid out of our regular warrants, so those you see expenses so we put those two revenues together we just show it a little bit differently sometimes here. So I think that's the overview of the financial reports, so our job as a Board is just to make sure we're staying within budget. If we have to move money among accounts we can do a budget transfer, we kind of look at that, I'm trying to figure out if that's a Finance Committee, if we made that a Finance Committee role or a full Board I have to go back and get that information. So, but I'll figure that out soon. And just make sure we're, you know, we're keeping on track with everything and then come, you know, next year we'll make our budget for the following year, do we want to put more money in salaries, do we want to put more money in books, do we want to put more money in the plant, what do we want, how do we want to do it. And at some point probably, you know, maybe in August Stephanie will hopefully send out everybody the strategic plan so we might want to start thinking about that now before we have to do budgeting so I think right now we're all getting up to speed, we're not really meeting in person but so it's kind of tricky but we get that out we can start looking at it to say where do we really want to make our focus and what other change do we want to do, so. We don't limit it I mean there's really not, you know you'll see that we're staff, that our budget is very staff heavy, so that's basically what we do. We're a people business, we get people servicing our clients, our customers and so we have to pay for that. Materials, you know, are largely becoming more digital but we still have books so we have those areas, we still have to run programs and have offices and things like that and keep the building so those are our basic things. But I would be happy to you know set up a separate meeting if anybody really wants to go through them in more detail. Roberta you kind of already know, and I have Matt R. on the committee so, and Melissa so you guys, no I have Matt, yeah Matt R. and Meghann so you guys are going to really get an education in this in more detail so, but anybody else if you ever have a question just feel free to, you know, email Emily or myself or Charlotte and we'll be able to answer that. And you'll start to get in a pattern of understanding it all. And the last thing usually Emily gives us is the balances, right? Do you give us the balances? That's that last document that kind of gives us the actual bank balances, is that what that is? Look down at the bottom, right, can you tell us how much money we actually have?

**Emily Milton:** So yeah that last part, "Profit and Loss by Capital Grant," that's the, you know the big capital projects that we have going on so I do give a balance at the top of the "Profit and Loss by Class and Operating Grants," that has the balance for each of those individual grants that are going on.

**Carol Stein:** Right. So they're there we just have to make sure we have the money to actually fund the things so we until we get the money back, so. So sometimes what we'll do is we'll meet, have a joint Finance and B and G Committee meeting so, and I see there's overlap actually now with 2 people so that's pretty good. So that we will meet jointly just to be sure that whatever

strategy the B and G Committee's coming up with the Finance Committee can make sure we have the money to do it, so.

**Melissa Greaves:** That'd be great.

**Carol Stein:** And then I'm done, so. The Finance Committee typically meets a week prior, sometimes the day prior, you know the evening prior, you know, maybe an hour prior to the meeting, depends on the schedules but we try to get together ahead of time. The trick is that the reports aren't usually completed until a couple days after the close of the month so there's a timing issue always here but we'll try to figure, I'll talk to you guys to figure out when we'll be able to meet and we'll go from there.

**Stephanie Wolf:** Alright, thank you Carol. Policy Committee, Meghann?

**Meghann Chyla:** Hi. So I put in the shared drive what we've done last month and, well not really last month more like the whole year. So we've been a little quiet through COVID but you can see on the shared drive it says "July 2020 Policy Report," so this is what it will look like going forward, that we always kind of have ones that we're working on, and we have some as you can see there from like, you know, March that have kind of been put on the back burner but before our monthly meeting we'll always have what's up for review and then like what's up for vote so we just happen not to have any this month with reorganization but I'm sure moving forward I'll, you know work with Charlotte to see where we can pick back up. And underneath you can see from, you know, September of last year when we really started until now kind of where we are, so nothing new to report just kind of how it will work each month where you'll see it on the report what to look for.

**Stephanie Wolf:** Just for you new folks, you know something that we did last year, Meghann put to terms, the ones that are up for review, you can make comments on it on the Google Docs and the whole Board can see those comments and you can ask questions. We can have, you can have a whole conversation about the policies and do editing, you know, all of that that way, so, and she'll have what we need to vote on at the meeting so it's all there in advance, so we can see and know what we're talking about while we're at the meeting.

**Carol Stein:** But generally the Policy Committee does the detailed review and discussions and then just lends it to the rest of us. And I think in general, you know you're going to find that there's a lot of work that we have to do so if we stay with the work in our committees and kind of trust that you know the committees to bring the issues to the full Board to say here we've been talking about this one policy, we're a little stuck on it we want everybody's opinion. And of course the bigger things we want to all make as a group but we do all like to work as a committee to get the work done and not have to spend so much time at a public meeting going over all of the details, so. That's another, that's kind of how we structure ourselves. And I think we've been really successful with that at the last couple of years to keep the meetings moving along.

**Stephanie Wolf:** Yeah.

**Carol Stein:** We'd have two or three hour meetings and it would really ridiculous so. You remember some of those, they were just crazy, right, so.

**Stephanie Wolf:** So that's the way that Meghann has explained the policy, that's how most of the committees work when you see the reports you can ask questions on the Google Doc and the whole Board can see them and you know the committee will answer them and so you can have that kind of a discussion there, and then when we get to the meeting it's a more expedited process.

**Charlotte Dunaief:** The other thing is that this year I came up with a schedule for reviewing all of the policies because there's a policy book that's this thick and we're supposed to review the policies every 2 years. So this, I came up with, I did a review schedule so if you're on the Policy Committee, email me and I'll make sure you get a copy of the schedule.

**Meghann Chyla:** Yeah, we got a little off track with COVID understandably.

**Charlotte Dunaief:** Yes.

**Meghann Chyla:** But we'll pick it back up when things, when we're back in person [unintelligible]

**Charlotte Dunaief:** There are some that are easy and some that are harder to go through.

**Stephanie Wolf:** Alright, so anyone have any questions? Alright, let's move on to Buildings and Grounds Committee. Missy thanks for taking that on.

**Melissa Greaves:** Thank you for offering it. I'm stepping into some seriously big shoes, Suzanne had an amazing amount of energy and an ability to have a lot of balls in the air at once and know exactly what everything was supposed to be doing so I hope I can catch them all before they fall down. So what I did for the report was I put some updates just to kind of let everybody know what's sort of in motion and happening, which is, I think the exit only function that Charlotte was talking about.

**Charlotte Dunaief:** Done today.

**Melissa Greaves:** Done today that's great, and then the exterior lights is something that's still sort of in the works.

**Charlotte Dunaief:** I'm still waiting for RPC I'm going to try to call them next week to make an appoint- they were waiting for the actual fixtures and lights to come in so I'm going to call them next week to give them a gentle nudge.

**Melissa Greaves:** And then some, so also the interior lighting project is something that's still sort of in the works and waiting for the final bid to come in on what the total scope of the project, the materials and the installation from Graybar. So that sort of just waiting for information. But things that I think the, that are coming up, things that I think the Board needs to consider are the HVAC system which we've already sort of talked about here. I do have some questions about that, and then the sight sign, so that's something that seems to be, need to be completed because of the Sam Grant by June of 2021 and that's sort of picked up speed. Charlotte's been working



hard on that, getting drawings, and I just was wondering how, I, over the past year it's been mentioned a couple of times because the electricity was run out there but I was just sort of wondering where the Board was with the sight sign. That's a Sam Grant so, I'm going to meet with Charlotte in the coming week to really understand the ins and outs of it but I just wanted to confirm that everybody's on the same page with having an electronic sign out front where flyers can be posted and that we still want to continue with this, I just want to confirm that.

**Carol Stein:** I think it would be nice if we could get some examples of what it might look like for everybody.

**Stephanie Wolf:** Yeah.

**Carol Stein:** I actually personally don't even know what Suzanne had been planning when she had booked that grant and we got it so long ago.

**Charlotte Dunaief:** It's an electronic message board that's going to have a brick base and I think a white stucco thing with a double sided almost like television screen that's, I can't remember the wording for that, but it's like a full color, double sided, and it'll do a slideshow of our flyers that have upcoming events on it, so. And it can be reprogrammed from inside the building, I think it's got like a Wi-Fi hookup for it.

**Melissa Greaves:** You had emailed me some examples and I can post those examples in the Google drive for this month's folder. I just, with it being electronic, I didn't know, did we need to see if the people who live across the street where it will be posted, like how does that work? I mean I was trying to figure out if there was another electronic sign in Cornwall.

**Charlotte Dunaief:** There's one at the firehouse in the village

**Matt Rettig:** Firehouse.

**Charlotte Dunaief:** But it's only a red dot one, it's not the same type of sign. I mean the grant is already written, if we don't do that grant I think we might lose the ability to do grants for a few years.

**Melissa Greaves:** Oh, wow.

**Charlotte Dunaief:** Yeah, unless we have another project that we can substitute, but also the electricity was already run out there for it.

**Melissa Greaves:** Right.

**Carol Stein:** I think part of the logic for doing that grant, and was that a lot of people will drive by that building and not know what it is.

**Unknown:** Right.

**Carol Stein:** So you know it was to bring awareness so that this is the library. I mean once you drive into the town park drive you start to see the signs for the library but from the outside, from Hudson Street you really don't even know that's the library if you haven't lived here long enough, you go oh what's that building, okay it's the library. So it's just, it's drawing more

attention for the traffic. I mean I'm certain we, if this becomes an issue with it being too light we can turn it off at night, we don't have to leave it on all the time.

**Charlotte Dunaief:** We are going to need to turn it off at night.

**Carol Stein:** Yeah.

**Charlotte Dunaief:** I think it's going to go off when we shut down the building.

**Carol Stein:** Right.

**Charlotte Dunaief:** We can program it to go off at 8 or 8:15 every night and to come on at like 8 o'clock in the morning.

**Carol Stein:** We can be mindful of neighbors.

**Charlotte Dunaief:** So that we're decent neighbors at least.

**Stephanie Wolf:** Yeah.

**Matt Rettig:** It's oriented so that as you're driving up or down Hudson you see it, right?

**Multiple:** Yeah.

**Stephanie Wolf:** It's not face-

**Charlotte Dunaief:** It's double sided, it's not facing the, the street.

**Stephanie Wolf:** It's not directly facing the house.

**Matt Rettig:** Right. So it may not, it may not be that intrusive for the neighbors, I guess that's something to figure out.

**Melissa Greaves:** Yeah.

**Charlotte Dunaief:** Yeah, I'm hoping it's not too invasive.

**Matt Rettig:** Right.

**Melissa Greaves:** So just like I said, since we hadn't really talked about it over the course of the year, and I've only been on here a year I just wanted, since it's picking up speed I just wanted to confirm that everybody was on the same page. And what I'll do is post the renderings that are kind of examples, they're not the actual rendering but examples, to the Google drive. And then also Charlotte had mentioned Marlboro Library has one, if anybody's out for the day you can take a drive past you can sort of see it. I think you said that one was maybe a little bit smaller than the proposed-

**Charlotte Dunaief:** I'm not sure because, seeing it from the road, this one is supposed to be like 80.5 inches wide and 102 inches tall, which doesn't translate well for me into size, I need like feet. So like if it's 7 foot I know that it's going to be 2 feet taller than me.

**Stephanie Wolf:** Think about it, 60 inches is 5 feet, so I mean-

**Charlotte Dunaief:** Right.

**Stephanie Wolf:** 6 ½ feet

[unintelligible]

**Charlotte Dunaief:** 102 inches tall, which is pretty tall.

**Stephanie Wolf:** Yeah, it's –

**Matt Rettig:** It's big.

**Charlotte Dunaief:** I think it's almost 8 feet wide by-

**Matt Rettig:** Yeah.

**Charlotte Dunaief:** You know, it's pretty, the rendering that he did was pretty big I did ask him for a smaller option but because the estimate that I got for the larger sign is also \$5,000 over what the grant is giving us and I'm not sure if we're supposed to spend more than this grant or like try and get it exact to the penny.

**Melissa Greaves:** So when we, going to be kind of go over that, we can go over that grant as well.

**Charlotte Dunaief:** We'll have to do that, yes.

**Melissa Greaves:** So the other big thing, just to move forward, the other big thing that has to be discussed is the HVAC system which we've already sort of touched on a couple of times here. And there is a link in the Buildings and Grounds report to a program that Charlotte emailed me the link to the Senalark, and maybe that could be grantable. And then there was an email in February which I'll forward to the Buildings and Grounds policy that we, in February I believe that you discovered Charlotte that it was indeed a grantable thing.

**Charlotte Dunaief:** Yes.

**Melissa Greaves:** Whether that still stands with everything that's crazy, maybe we could take, walk back and take a look at that as well.

**Charlotte Dunaief:** It is still possibly grantable, I mean we have to apply for a grant. We don't have time this year because it's, it would be due by the end of August.

**Melissa Greaves:** Oh, yeah.

**Charlotte Dunaief:** You know, before the end of August. To RCLS of already written, lot's of estimates have to go into that. I just don't think we have the time to do it right now. I think if we plan to do it for the next grant cycle-

**Melissa Greaves:** Okay.

**Charlotte Dunaief:** It would be doable.

**Melissa Greaves:** So one of the things I was going to ask from the Finance Committee is, is there any way we can figure out what we've been paying in repairs just to limp us along because I think we've already been closed, have we already been closed once, Charlotte, due to no air conditioning?

**Charlotte Dunaief:** We closed on Monday because it was over 86 degrees in the library.

**Melissa Greaves:** So I'm just wondering if that could also be factored in to, like, money put out to limp it along until we do get a grant. And then the other thing that I was wondering is what the benefits of perhaps looking at something green, like geothermal Charlotte mentioned, I don't know anything beyond that but I, you know I'll do the leg work and see what we can come up with what might last longer than 20 years which is how old this system is.

**Charlotte Dunaief:** Actually this system was almost problematic from day 1.

**Carol Stein:** Do we have a sense of what a total new system would cost? Do we have that yet or not yet?

**Charlotte Dunaief:** Of how much what, that we put into it over the years or how much an HVAC is going to cost?

[unintelligible]

**Stephanie Wolf:** A whole new-

**Carol Stein:** System.

**Charlotte Dunaief:** No.

**Melissa Greaves:** I think, so my husband does work in, as an engineer for a facility and he, works in a plumbing capacity for that building, and it seems like a ballpark is over \$50,000 for the building size of the library. And that's just like a very basic number thrown out on a, so it's, my guess is that it might even be more than that, just for a standard HVAC.

**Carol Stein:** So I think we should, we should think about, the Buildings and Grounds Committee should think about hiring an engineer to look at it and also to give us some advice here because we clearly have been spending a ton of money, I know Emily will come up with a number for us, but with not only just the maintenance and then repairs and it's not even, they've not even been doing a good job because as you can see it's cost is going out. And it's not just air conditioning it's the heating as well so like we just constantly have issues with this so I think it would be time now to get an engineer to look at it for us to say, here's what you got, it's old, it's not worth fixing, here's what you can get. And then also somebody who's familiar with these Nice-Turner Grants which is, you know, that's just sort of that's the link that I think was in your B&G report.

**Charlotte Dunaief:** Yeah.

**Carol Stein:** They will give you money, I don't know how exactly they do it but they will give us some money, but even if they don't I think we're constantly pouring bad money now.

**Charlotte Dunaief:** I know since I've been interim director we've spent over \$5,000 on repairs.

**Unknown:** Yeah.

**Carol Stein:** I think it's been more than that Charlotte.

**Stephanie Wolf:** That's what, I think it's been way more than that Charlotte.

**Carol Stein:** I think it's been way more than that and also the maintenance would be a lot lower if we didn't have such a crazy system.

**Melissa Greaves:** Well that was my other question, is this maintenance contract we have with them, right?

**Carol Stein:** It's terrible.

**Melissa Greaves:** They're supposed to be preventative maintenance, yet-

**Charlotte Dunaief:** Really what they do is they change the filters and they check the belt every three months I think.

[unintelligible]

**Carol Stein:** It's way too much money for that.

**Melissa Greaves:** It does seem that way. And then, like I noticed in this last proposal they're, part of the proposal is the diagnostic, and if we have that contract it just seems like they should have kind of known about it beforehand, but if it's not preventative maintenance and it's just like annual then that would make sense. So that's something to think about. And then I was wondering instead of paying something like a contract, what about paying a maintenance person for the library? Like, things like, things go wrong in the bathroom, you know replacing bulbs instead of having to contact RPC or an actual electrical outlet. Would the cost, would it benefit us cost-wise to have a maintenance person instead of all these separate maintenance contracts slash? So I didn't know how to go about figuring that out.

**Charlotte Dunaief:** Yeah I don't know because I don't know how much it would cost to hire somebody who knows how to do all those things. You need, like one of our handymen won't touch the electrical stuff because he doesn't have the right certification.

**Melissa Greaves:** Right.

[unintelligible]

**Charlotte Dunaief:** He won't touch the plumbing because he doesn't have a plumber's license, you know, so.

[unintelligible]

**Charlotte Dunaief:** So we'd have to find a person who has the ability to do all those things as well as like, they climb up the, the HVAC guys climb up into the ceiling where all the stuff is and they change all the filters up in there and check all the belts and stuff. And I don't think that

has anything to do with the actual, physical plant part of the HVAC, I think it's inside the building that they're doing preventative maintenance on. It's not the boiler or the air conditioner that they're actually touching.

**Carol Stein:** I think, Melissa, it's worth looking into though to see how we could maybe improve on our contracts. I'm not too particularly satisfied with the one company we have, I think it hasn't been doing much of anything and getting paid too much money. You know, I think we got work to do here, definitely.

**Charlotte Dunaief:** Definitely, I know we do.

**Melissa Greaves:** Yeah, I think so, who, I could sit down and maybe get a list of all the contracts, like buildings and grounds contracts. And just kind of look at those to start with and see what could be merged or not merged, what we're actually paying for all those individual contracts versus someone who actually has a lot of certifications which might kind of be too high anyway for, I don't know, just putting it out there.

**Carol Stein:** Yeah, I think getting an engineering company to consult with us would be good. I mean I know we don't have a lot of funds set aside for that, we don't, but this is where I think we could use some of the surplus that we generated this year.

**Melissa Greaves:** Okay.

**Carol Stein:** To do some of this because we'd be saving ourselves in the long run. And then more of our budget could go toward books and materials and supplies and things we really would rather have for the library because we're spending a lot on the plant lately.

**Melissa Greaves:** Okay.

**Meghann Chyla:** Just had a quick question, on the documents that Melissa posted there was, like I see like myself I'm on it right now, and Carol is on it, there was somebody else, I just want to make sure it was one of us. It said like "anonymous lemur." Is that somebody here? And now it's saying when I'm looking at the document, it's saying "anonymous python." There's someone else in this document and I want to make sure it's one of us.

**Carol Stein:** That's not good.

[unintelligible]

**Meghann Chyla:** They typed something weird before, like "instabuildings" and I just saw Carol erased it and now they're back on as "anonymous python." Do you see it? If you go on the document-

**Charlotte Dunaief:** In our Google drive?

**Meghann Chyla:** In our Google drive.

**Melissa Greaves:** When I posted it, when I shared it, the only people who could view it were people with the link.

**Carol Stein:** Yeah, you're right I see that, "anonymous python." It's not-

**Unknown:** Yeah I see it.

**Meghann Chyla:** They were just "anonymous lemur" like two minutes ago so someone's on here and they're changing it and it's fine if it's one of us but I just want to ask because it doesn't look like it's one of us.

**Charlotte Dunaief:** Is there a way to block people from Google Docs?

**Carol Stein:** Well that form should be secure, I mean.

**Stephanie Wolf:** Yeah.

**Melissa Greaves:** Yeah when I shared it the only people who had access were the people given the link to the drive.

**Carol Stein:** You might want to close this document down and redo it.

**Melissa Greaves:** Okay.

**Stephanie Wolf:** Yeah, because when I look at the top right there Meghann you can see who's been in the chat, Meghann-

**Meghann Chyla:** And it's weird, when you click on them, like, their email doesn't come up or anything.

**Stephanie Wolf:** It just says "anonymous python."

**Meghann Chyla:** Yup, and it was "anonymous lemur" a few minutes ago so like someone's messing with this.

**Melissa Greaves:** Alright, so, this-

**Meghann Chyla:** If you created it Melissa I think when you go into it I think you can unshare it, like when you hit that share button you'll see who it's shared with.

**Melissa Greaves:** Okay, hold on, so-

**Meghann Chyla:** Right now it's only, like when you look at it it's only shared with us, like there is no anonymous lemur or panther or something else there, but-

**Carol Stein:** Yeah I was trying to figure out why someone was typing weird things in there. That's probably-

**Meghann Chyla:** Yeah it's not

**Carol Stein:** That somebody left their cursor on and just wasn't paying attention to what they were typing, sometimes if I'm on multiple screens I don't realize where I'm typing but.

**Melissa Greaves:** So I'm just trying-

**Meghann Chyla:** Yeah I would just try to copy your info and like let's shut this document down.

**Melissa Greaves:** Yup. I'm doing that right now.

**Meghann Chyla:** Okay. I don't know who that is or how they got on here but that makes me nervous.

**Carol Stein:** They probably got, I'm looking at the policy one or trustee assignments and it says anyone with the link can access no sign-in required so maybe we have to change that now. Have people sign-in.

**Charlotte Dunaief:** I'll have to start sending it out with a password.

**Melisa Greaves:** So when I share it I can see exactly who it got shared with, right?

**Meghann Chyla:** Right, I can see that too and there's no one else besides us that's what I don't understand what's going on.

**Melissa Greaves:** Huh. Okay I'm going to copy this and then I'm going to just delete the whole thing.

**Meghann Chyla:** Okay.

**Melissa Greaves:** So the other thing is how do I delete it, can I just delete the whole file?

**Meghann Chyla:** Yeah, you can, hang on...

**Melissa Greaves:** Move to trash, I found it.

**Meghann Chyla:** Yeah you can move to trash.

**Melissa Greaves:** Okay.

**Meghann Chyla:** So here's another thing I just went on my policy report and there's an "anonymous turtle" and "anonymous moose." Somebody is in our files right now.

**Stephanie Wolf:** Yeah. Sounds like it.

**Melissa Greaves:** What were they doing edit-wise, could you tell like what was it.

**Meghan Chyla:** Yeah it was just weird like it, instead of your "Buildings and Grounds" it said "instabuilding and grounds" like it's nothing major but like it still is concerning that like, now there's "anonymous jackalope," like it's, just someone keeps popping on here maybe it's someone listening, I don't know.

**Matt Soltis:** Oh I see it too.

**Meghann Chyla:** Yeah. Like someone's on these and I don't know if they're listening to this meeting or not.

**Carol Stein:** I don't [unintelligible]



**Charlotte Dunaief:** But they're not in the Zoom meeting, I can see who's in the Zoom meeting, it's only us.

**Meghann Chyla:** Okay. Okay.

**Carol Stein:** That is, the public can be in in the Zoom meeting but they have to get the sign in. But the, we definitely need to fix this because this can't be-

**Stephanie Wolf:** Yeah and Charlotte I'm wondering if we just need to, you know we have that CPL shared folder, just new one for this fiscal year.

**Carol Stein:** Start a new drive and start putting everything in the new drive but make sure you copy it all in the. So Charlotte you're going to have to deal with that tomorrow with the tech people.

**Stephanie Wolf:** Yeah.

**Carol Stein:** Instead of sharing with anyone who has the link you want to share with people who you actually want to give the names of the emails the people you want to share it with. And that's a different way of sharing instead of saying anyone with the link.

**Melissa Greaves:** Okay.

**Stephanie Wolf:** I mean, if this is the right time but Charlotte and I had talked about, talking about technology, is instead of all of us using our personal emails an email addresses we'll have Board of Trustee email addresses to use for-

**Carol Stein:** I've asked for that since I've been on the Board so that's good. We should-

**Meghann Chyla:** Yeah, we should be doing that.

**Stephanie Wolf:** Charlotte made the list and I have it, I'll get it all to you all next week, I'm going away this weekend but so you'll have your own Google Gmail account you know Cornwall Trustee one, we'll get one to you I forget what they are but to use for library purposes. Using personal emails and so that then when someone leaves the Board the email address gets closed or the password is changed and moves on to the person who, the next Board member.

**Carol Stein:** Perfect.

**Stephanie Wolf:** So that is coming out in the next week or so.

**Carol Stein:** Good.

**Stephanie Wolf:** I'm sorry Missy, we cut off your-

**Melissa Greaves:** Oh no I'm still looking at the, trying to see if I did something wrong on the Google drive, no that's fine. I think that pretty much sums it up for me. I think that everything else, once, now that we know the committee we can sort of work it out from there. I just wanted to sort of touch base with the whole Board just to make sure everybody knew what the big

projects I think are coming up. And if there's a big project that anyone thinks should be coming up that maybe I didn't get

**Charlotte Dunaief:** There's also the interior lighting.

**Melissa Greaves:** Yeah, that is on there, that is, we're waiting for Graybar to give us that dual pricing package?

**Charlotte Dunaief:** Right.

**Melissa Greaves:** Right, so I think that's it for Buildings and Grounds.

**Stephanie Wolf:** Okay, so go on to Garden Committee, we didn't have anything new since the last meeting.

**Charlotte Dunaief:** I do have to mention that I did get a quote-

**Stephanie Wolf:** Good.

**Charlotte Dunaief:** From Miranda Landscaping for the curb cut for the Boy Scout Eagle Project. And he's, like, so much cheaper, and he let Meaghan Doyle know that it's so much cheaper because it is for an Eagle Scout Project.

**Unknown:** Well of course.

**Unknown:** Yeah.

**Charlotte Dunaief:** So as soon as he sends me his thing that I can approve, I'll approve it. I think it's \$1800 compared to \$8500.

**Stephanie Wolf:** Yeah, his mom and his parents started on of those groups.

**Charlotte Dunaief:** His parents were in, yeah they were big into boy scouts, yeah.

**Stephanie Wolf:** Yeah.

**Carol Stein:** His father ran troop 218, not 218 is it 218, yeah the one that's at that Storm King firehouse. He ran that for many, many years and John was an Eagle Scout as well, the one who runs the company now.

**Stephanie Wolf:** Yup.

**Carol Stein:** He actually helped my son with his Eagle Project, so. He's a very generous guy that way, so. He's probably giving it to you at cost.

**Stephanie Wolf:** Yeah.

**Charlotte Dunaief:** Probably, yeah.

**Stephanie Wolf:** Okay, so that's all I have for Garden Committee. Melissa, Friends?

**Melissa Greaves:** I have been emailing with Jane. She said that everybody's doing well on the Friends. And really the most notable thing is she's hoping to be able to do some bookselling in

some way, shape or form. She said even if that's outside on the library patio, so I didn't know if there was anything we could do or anything we could offer them other than time. I was thinking of volunteering some time if she did that to maybe some of the other Friends might be more risky for them to do it so I didn't know. But that's pretty much it for the Friends as a total.

**Stephanie Wolf:** Okay. And Personnel, don't have anything right now. Beginning of the fiscal year, I'm just changing things over. So that's it for Committee reports. Do we have any unfinished business? We have any new business?

**Carol Stein:** No I guess just, you know, as I said earlier at some point after we, maybe the new business will be the reopening, have we talked fully about the reopening?

**Stephanie Wolf:** We haven't talked about it at all.

**Carol Stein:** Yeah so maybe that's the new business here just to understand what the reopening plan is going to look like a little bit. And then once we get reopened and we're back to normal then I think we have to start thinking about the strategic plan but let's worry about reopening. So Charlotte what is our actual reopening strategy I mean.

**Charlotte Dunaief:** So, right now we are just doing the curbside and the copy/faxing. On Monday RCLS is opening up ILLs on our run only. So it's, they're calling it Regional ILL so that any libraries that are on our run are our region. So, like Washingtonville, Chester, Newburgh, I'm not sure what other libraries there are on our run. I know there are about 10. They will open those up on Monday for our patrons to be allowed to place holds on items from those libraries. So, and the quarantine period has been reduced from 7 days to 3 days, a full 3 days. And starting 2 weeks after that, I'm going to see how that goes, 2 weeks after that we're going to start allowing reservations for computer use for people to come into the building for computer use. They're still telling us no browsing in the stacks.

**Stephanie Wolf:** So that, so just so that I'm clear, 2 weeks from now, is that like mid/end July?

**Charlotte Dunaief:** It's going to be like July 27<sup>th</sup> I think, 2 weeks from Monday

**Stephanie Wolf:** Okay.

**Charlotte Dunaief:** Is going to be when we start allowing people in for computer usage by appointment only. They're going to need to call and make a reservation for the time that they want to come in We're going to limit it to an hour. Unfortunately a lot of the people who come in to use our computers are people who want hand-holding and we're not going to really be able to do that because you can't really show someone how to use a computer from 6 feet away.

**Roberta Sherman:** Okay, I get it.

**Charlotte Dunaief:** So we're going to, I mean I'm going to see how the regional ILL goes and let the staff get used to that. I thought 2 weeks was plenty of time for them to get used to that because it means there'll be a delivery again and they're going to have to sort, those things are, I'm not sure, those things will already have been in quarantine by the time they get to us so they can just be unpacked and checked in the way they normally would be but it's going to increase

the staff time that's spending on books that are coming in to the library. I didn't want to give them too much all at once.

**Carol Stein:** But we don't have plans for allowing people in the library except to use computers is that the only thing they can come in to use?

**Charlotte Dunaief:** No, at the same time I'm going to allow people to come in to pick up holds. We'll still be doing curbside pickup, but if they want to walk into the library to have a face-to-face with the, either the reference librarian or the circulation staff they will be allowed to do that at that time. But they will not be allowed to roam around the library.

**Carol Stein:** You know, I find this odd, you know, and I understand the need to be safe but you can go to Walmart and you can go down any aisle and you can pick out stuff off the shelf there's no restriction but yet you can't go to the library and pick up a book off the shelf and it's frustrating, and I think it's frustrating our community. If you wear the mask and you want to get the book you should be able to go do it. I mean I don't know why we're being that, you know, reticent. I'm working in my office every day and so is my staff, you know, it's like kind of nuts.

**Charlotte Dunaief:** I know but this is the guidance that we've been given from RCLS, they've told us no browsing in the stacks yet.

**Carol Stein:** Do we, and are we beholden to RCLS? I mean are they our governing body? I'm just kind of, I'm not looking to be antagonistic, I'm just trying to understand like, is, do they mandate what we have to do or is-

**Charlotte Dunaief:** They don't mandate what they have to do but they are the ones who are helping us with the guidance from New York State for our industry.

[unintelligible]

**Charlotte Dunaief:** Guidance out there for us.

**Carol Stein:** Washingtonville is opening, I started to read that, I mean there's other libraries starting to open

**Charlotte Dunaief:** They're not opening opening to the public are they? I'll have to look.

**Carol Stein:** I don't know, I think we need to start to think about what it is we want to do and how can do it we safely like, and so, yes

**Matt Soltis:** If I could just interject something, I think this is important here, I just happen to know in terms of reopening, at the Mt. Saint Mary College Library, they're reopening to students to actually be able to walk into the building and get books but the system, the plan that they have is, they're going to close off the stacks using caution tape-

**Charlotte Dunaief:** That's what I've done.

**Matt Soltis:** What they're going to do is, students will come in and they will say, I want X book by X author and the librarian will then go and retrieve it for that patron. So that's all that I wish to interject on that.

**Matt Rettig:** And I was going to say, if we were, even if as a body we decided we'd like to open the library maybe, do we have, I mean I'm assuming we sort of have legal authority to do that, but to go against RCLS's guidance on that, I'm asking would that open us up to, you know, liability or I mean, if someone gets the, if someone can sort of prove or make the case that they got the virus in the library and we're not abiding by RCLS's guidance could that be a problem for us?

**Carol Stein:** It's not RCLS, it's the CDC and the Department of Health and the Executive Directives-

**Matt Rettig:** Right.

**Carol Stein:** So if we can maintain like, and I don't know what phase a library is in if we're listed as phase in somewhere-

**Matt Rettig:** Right.

**Carol Stein:** And I haven't been paying attention to it but I think we should think about paying attention to that because if you can go into, you know, a phase, now you can go eat indoors, right, so now there's all these things that we can do, I think the only thing left now is movie theaters and health clubs, right? So we're not a movie theater or a health club that's where they congregate-

**Matt Rettig:** Right, but just from a liability point of view that would become the concern.

**Carol Stein:** Right, but the concern has to be whether or not we can set it up so that you can open with social distancing and somethings. So we can move our computers so they're apart from one another.

**Charlotte Dunaief:** There's no, the computers are stuck where they are-

**Carol Stein:** No, but-

**Charlotte Dunaief:** You can't really move them because of, they plug in where they are, there's no other place-

**Carol Stein:** But we have other tables with outlets that potentially we could move them to. I think we have to start thinking a little more creatively because you have other tables throughout the library that someone could sit at and now you could put people at a computer if that's the biggest demand. And then you know as Matt said you can either have someone go get a book but again if I can go into the store and pick off, you know, my cereal I can certainly go pick off a book you know wearing a mask to do it. And if we have proper cleaning, that's the one thing that we don't really have so much of that we'd have to invest more money in is having more constant cleaning instead of having them every week or whatever, well we started to do every day anyway, and maybe-

**Charlotte Dunaief:** They're only doing the bathrooms every day.

**Carol Stein:** Right, so that-

**Charlotte Dunaief:** They're alternating the other parts of the library, what they do.

**Carol Stein:** Right, so-

**Charlotte Dunaief:** So if I open to the public I can't guarantee that all the surfaces that people touch have been wiped.

**Carol Stein:** Right. So we would have to as a Board make a decision to invest money to have more cleaning, like that, this is the kinds of decisions we would have to make if we want to do this. And what could we then not do in order to make that happen then. And these are the conversations I'm thinking we should have because I mean I understand RCLS is giving us guidance but they're not Cornwall Library, they're not, you know, as long as we're following the executive directives, the CDC guidelines lot's of safe distancing, and try to keep things clean, and people understand you're entering at your own risk I mean we opened up our playgrounds, finally, because we said look people want to play, we have big signs that say, you know, these are not being cleaned hourly they're not, they're being cleaned once a day, if that, you know you enter at your own risk, wear a mask and come play but if you see other kids, too many kids here don't come. But it's now becoming like more of a personal decision whether or not a parent wants to let their kid play on the playground because at some point these are all public funds, these are public areas, and the public's paying taxes for them.

**Charlotte Dunaief:** The CDC guidelines for our space say no more than 25 people in the library at a time.

**Carol Stein:** Well fine, so we do the Walmart system where you stand outside the door and you only can go in when there's somebody has come out. And you know-

**Stephanie Wolf:** Yes.

**Carol Stein:** You know I'm not saying we shouldn't go against those things I'm saying we should plan for those things and create a real reopening plan that helps us actually reopen the library and I-

**Charlotte Dunaief:** Well I do, I didn't send you guys the reopening plan that I had? I thought I sent it out.

**Stephanie Wolf:** It was a while ago you did.

**Charlotte Dunaief:** It was a while ago.

**Carol Stein:** And I feel like we're just relying too much on what RCLS is doing and it's, you know there's liability and I get that-

**Charlotte Dunaief:** Part of that is because RCLS threatened not to keep libraries on their runs if they didn't follow more of their guidelines. So they would cut us off from being able to get the ILLs that we're opening to.

**Carol Stein:** But that's just interlibrary loans, we still have our own books and we still have our own computers and we still have our own resources so you know maybe for some, and we still

have the Chromebooks and all that that's intra library so I don't, you know. I'm not saying what I'm saying is the right thing I'm saying we should think about it. And maybe if there's a couple of people here who want to work with Charlotte on coming up with some ideas I think we could get that down-

**Charlotte Dunaief:** I just need dates. I need dates is really all. I have the plan I just need to know when is it going to be actually safe for me to allow 25 people in the library. I have to tell you I was in the grocery store yesterday and you have to wear a mask to get into the grocery store but there's nobody who tells you once you're in the grocery store to keep that mask on your face. I was followed around by 3 men on Tuesday, when I went to the grocery store, who kept taking their masks off, and-

**Carol Stein:** And Charlotte as the director and the people who are in the library we can say to them if anybody doesn't keep their mask on we ask them to leave. I mean like-

**Charlotte Dunaief:** How, I don't have enough people to police all the stacks.

**Carol Stein:** I can tell you anybody who's going to come into the library is going to wear a mask. They're going to understand that and respect that and we post signs, get signage, you know we could put, I call them the twister circles in front of the circulation desk to say you can't move up to the circulation desk-

**Charlotte Dunaief:** We have them they're already down.

**Carol Stein:** If we're doing these things we should be able to reopen sooner because I think the community wants the library, they need it, and especially now with the summer, you know maybe we can use some of the outdoor space and put some tables out there for the children and have some of the children's books. I think we can get a little creative and get ahead of the curve. I don't know if there's a couple of interested people who can spend some time thinking about this, I honestly can't right now because I'm doing the same thing for getting our schools open. But I think we can be more creative.

**Stephanie Wolf:** Meghann, Charlotte I can help a little bit because of what my husband does, they're opening.

**Charlotte Dunaief:** Okay.

**Unknown:** [unintelligible]

**Stephanie Wolf:** Just so you all know, my husband works at a museum and they're opening on July 7<sup>th</sup>. I think.

**Charlotte Dunaief:** I also have to tell you I have some staff members who don't even want to touch the books coming out of the book drop, they are so afraid you know-

**Carol Stein:** Okay. Well then-

**Charlotte Dunaief:** Telling them to go from 7 days to 3 days was a huge thing.

**Carol Stein:** Well we can work, we all can work now, in the government we're all supposed to work. My entire, our entire 12 month employees are at work at school now there's not, you need to be there or you're not really employed. If you have a specific medical issue then we have an accommodation and you fill that out and we get a doctor that says this person has this immunity problem or whatever and you don't come in. But, and I understand, and you know we do employ some older people and they may not want to come in but you know what, that's, they have a job that we're paying them so we need them to start thinking about coming in sooner than later because they need to come in.

**Charlotte Dunaief:** They are all coming in it's just that they, some of them have expressed concerns about certain things. They don't even want the librarian to stand behind the, inside the circulation corral to count the money in the morning.

**Carol Stein:** So Charlotte what we need to think about is the resource list. Is the resource list more, and I don't want to use the words plexiglass because it has to be the state-approved fire code type of plastic but those types of things, dividers, in the back room for the staff, does it have to be cleaning you know more frequently every night as more of a disinfection I mean we're spraying every night with our Clorox sprayers anyplace we touched, people [unintelligible]

**Charlotte Dunaief:** [unintelligible] cleaning their stations when they come in and when they leave.

**Carol Stein:** So what resources do you, are you asking the Board to give you in order to open this library sooner and I think that's what I'm asking you to do.

**Charlotte Dunaief:** So the back office staff, there's not one desk in the back office except for mine that's actually 6 feet away from another work station.

**Carol Stein:** Right. So what kind of dividers could we use again and then people wear the masks.

**Charlotte Dunaief:** We can't use plexiglass so I really-

**Carol Stein:** No but there are other ones the state has approved because I've been buying them so, you know.

**Charlotte Dunaief:** Right. Okay, so the thing is that we'd need to, it needs to go beyond the workstation, like the circulation delivery desk and the circulation supervisor's desk are less than an arm's length apart.

**Carol Stein:** Right. So all of them need, just like when you would go to the grocery store and you have the register all of them now have a glass in front of them so that you can pay to the cashier so the cashier's protected. So all those places with the reference librarian and the circulation desk, I'm not saying we shouldn't protect our employees, we should, but we should think about what, that's what I'm asking, what resources do we need in order to make it happen.

[unintelligible]



**Charlotte Dunaief:** I need someone to come in and help me figure out what you need because there are so many stations in the back office.

**Carol Stein:** So that's what I'm, that's the kind of work we need to do right now, Charlotte, is what I'm asking for as a Board member I'm saying I want the library to be open sooner rather than later for the community, and so what are the resources that the Board needs to give you in order to get that done and maybe there's another Board member or 2 that are interested in helping to figure that out but you also have staff that can help you, you know.

**Charlotte Dunaief:** Melissa was going to meet with me next week to do, to go over the sight sign grant so maybe she and I can spend some time in the back office trying to figure out what's needed back there.

**Melissa Greaves:** [unintelligible]

**Charlotte Dunaief:** But there are people who actually, they can't sit at the desk at the same time because their chairs are back to back.

**Carol Stein:** Right, so how do we move that. And how do we stagger those people's hours, so use every other desk or whatever, I know it's tight, I know we don't have much space but you know we're trying to be creative and I think we can. I think we have to think let's can and not can't and it really just comes down to what resources do you need.

**Charlotte Dunaief:** So I think we need some plexiglass dividers. I have staggered the 2 people who work back to back. Actually there's 3 people who work in that area that 2 people share a desk and the other person has her own. Their hours are already staggered because I asked them to work on that.

**Carol Stein:** Right. Because we're open from 9 to 8 so somebody can work you know in the morning and then the afternoon and everybody can still get their hours in and just every other desk and it's whatever plastic barrier the state approves, be careful with that because there's a fire code there.

**Charlotte Dunaief:** No I know that because we, they were out of the plexiglass when I ordered the sneeze shield for the circulation desk. And we actually, it's safety glass.

**Carol Stein:** Yeah it's a certain type so I'm just making sure you make sure it's approved, the State Education Department which governs us has a list of the proper materials that you can use.

**Charlotte Dunaief:** Okay.

**Carol Stein:** It's on their website.

**Melissa Greaves:** Is it 25 people total or 25 people including staff? 25 patrons?

**Charlotte Dunaief:** 25 people in the library itself. So if there's someone out at the reference desk and someone out at the children's desk that makes it 23.

**Carol Stein:** Is that based on our square footage, or is that just the number [unintelligible]

**Charlotte Dunaief:** It's based on our open square footage because the stacks take up so much of the room.

**Melissa Greaves:** So how many staff at one time, what is the most amount of staff you have there at one time, I'm just curious.

**Charlotte Dunaief:** The most amount, well we have, I mean in the back office itself we could have, normally we could have up to 12 people back there.

**Melissa Greaves:** Okay.

**Charlotte Dunaief:** You can't now, you're supposed to have 113 square foot per person and my office isn't even that big.

**Melissa Greaves:** Okay.

**Carol Stein:** So that's why I'm saying what resources do we need because I would rather us, even if we needed another meeting you know in the end of July to say here's what the, you know what the new temporary subcommittee wants to propose and where do we think we're going to fund it from.

**Charlotte Dunaief:** Okay.

**Carol Stein:** And again we did end with the surplus, I hate to waste our taxpayer's money and not get the taxpayer resources, you know we just got them to approve it and it's great but we do need to open our library at some point. So you know whether or not we have an interlibrary loan or not, we don't have every book, people will understand we didn't get that title for you but here you can come in and you can look for a book, and I mean I just think it's so inequitable that I can go to the store to buy stuff and nobody's watching, and I think Roberta said nobody's watching anything but I can't go to the library and get a book off the shelf I, it's nuts. And if I feel comfortable touching a book and bringing it home and we clean it when it comes in and let it sit for 72 hours fine, but, you know, it's do it at your own risk. I mean a lot of our population won't come but some will. And maybe we have some outdoor seating areas I mean we can be creative with this. So temporary tables that we can get mean it's going to cost us but can we do it and then that's what really all I'm asking.

**Melissa Greaves:** Just off the top of my head, I think the only place you would still have to cordon off is the children's area because that's the most, like, direct congregation where people just automatically go.

**Charlotte Dunaief:** We were thinking of letting one family in at a time.

**Carol Stein:** Yeah, like a family in or 2 families or like you know kids can come in but they have-

**Charlotte Dunaief:** Can't do two families because the area isn't big enough.

**Carol Stein:** Yeah, but let them go pick out their own books, I mean kids need books right now because they don't have enough things for them to do, you know, and I know when my kids were

little we were there every week getting a new stack of books because I didn't want to go to the bookstore and pay for that I wanted them to get the books and then come back with the next set. So we've got to be able to let them do that somehow because-

[unintelligible]

**Charlotte Dunaief:** People are taking advantage of the curbside.

**Carol Stein:** But there's still something about a kid browsing a book and being able to pick his or her own book I mean it's just one of the joys of childhood. It's almost like going shopping for the kid and a parent can say yes because it's free and it's lovely you know as opposed to having to go to Walmart and pay for something so. You know I see a lot of small smiles here but you know I'm not looking to be antagonistic and sometimes I come across that way and I'm sorry but I just feel like we have to you know be creative and think out of the box here just to get this going. Be safe, I'm not saying not be safe and but I think we should be coming up with something now, so.

**Stephanie Wolf:** It sounds like Melissa and Charlotte are going to meet to look what possibilities for the back room could be done and I'll help out with what I know from what my husband is doing at the museum in terms of how people are going in and out of, going to go in and out of there it hasn't opened yet. Not to the public, he's been working there but they're opening to the public in the next two weeks.

**Charlotte Dunaief:** The biggest issue is going to be how can I have someone staff the reference desk because they're out there in the open.

**Carol Stein:** With a divider, with a plastic divider, you know

**Charlotte Dunaief:** You don't understand there's-

**Stephanie Wolf:** There's nothing behind them.

[unintelligible]

**Carol Stein:** They make ones you're completely boxed around it I mean there's resources you have to start looking. I have been getting vendor emails by the dozens every day about all the products that are out there. And that's we may not choose to buy them and we may not choose to go that route but we should at least figure out whether it's viable or not and doable so that we could determine whether or not, that's what we're supposed to be doing here is figuring out what we can do for the community.

**Melissa Greaves:** Could we temporarily move the reference desk? I know that's-

**Carol Stein:** Sure.

**Charlotte Dunaief:** I did move it a little bit so that it's in a slightly different spot than it was.

**Stephanie Wolf:** Charlotte if you can't move the desk entirely can you, can that person just work at a different location, and leave the desk where it is and not have anybody at that desk and have the reference librarian be at a different location?

**Charlotte Dunaief:** The problem is the reference librarian is there to interface with the public, and-

**Stephanie Wolf:** I understand that.

**Charlotte Dunaief:** You can't interface with the public without-

**Melissa Greaves:** But like moving them to a spot where the thing that's behind them is a wall, like-

**Carol Stein:** I think, let's let you guys figure this part out because it's getting late and I haven't even eaten dinner yet so I think we need to do this but I know that if I can go into the store and pay the money and there's a cashier and there's a cashier literally three feet behind that person and they're boxed in it's doable it's just a matter of making sure that we're protecting our employees and our patrons in the best way possible and the guidelines are you know to do the social distancing as sufficiently as we can and then when people enter it they're entering, the signs, we can clearly say these are the things we have if you don't want to come in don't come in. Like I mean if I'm an elderly person I'm not coming in but if I am a parent with a child who I don't think is going to be exposed I'm coming in, I want my kid to get books, so you know I think we have, and this is now July, we have August, and then who knows if school's going to start fully, it's probably going to be some hybrid approach so kids are still going to be around, we need things for them to do. I'm mostly thinking about our kid population here by the way but I mean but there's also that population that might be looking for a job and wants the computers as you were saying so this is an important resource for them. Can we use the community room, can we put-

**Charlotte Dunaief:** No the community room is the only place I have to quarantine books.

**Carol Stein:** Maybe we-

**Charlotte Dunaief:** Every table in that room, I had to take the tables from the smart space to have enough tables to have all the books that came back in quarantine.

**Carol Stein:** You know I don't know the answer to that but keep thinking about that

**Charlotte Dunaief:** I', worried about if there's an in-person meeting next month where are we going to have it?

**Carol Stein:** Well-

**Charlotte Dunaief:** Because the community room is full of books that are supposed to be in quarantine.

**Matt Soltis:** What about the study room?

**Stephanie Wolf:** Too small.

**Charlotte Dunaief:** The study room is too small for 10 people.

**Carol Stein:** Can that be used for quarantining books, is that an option.

**Stephanie Wolf:** No, too small.

**Charlotte Dunaief:** No, all the excess furniture is in the study room right now because we moved a quarter of the seating out so that we could allow people to come in. I'm trying to get us ready to allow people to come in.

**Carol Stein:** Alright, so let this be a subcommittee work because you know I think with that we're all spinning right now but let's let it be a subcommittee work and maybe-

**Unknown:** Yeah.

**Carol Stein:** Stephanie if we need to have another meeting later in July, a second meeting just to talk about this issue and you know resources that we need but personally I'm just voicing my own personal opinion as a Board member as a steward of the public's money I really would like to see us open sooner than later. I know other libraries are starting to do it and again I feel like I'm a taxpayer saying if I can go to Walmart I can go to my library You know schools are another issue, we have a lot of other safety things we just can't put kids in a classroom but we're going to try we're going to do our best, we're moving kids to gyms, we're coming up with all kinds of ideas so.

**Stephanie Wolf:** Okay, so we'll have some people meet about this and hopefully if we need to have another meeting we'll have it at the end of July. Probably via Zoom. Again, I think that's everything does anybody else have any other new business? Alright, so I need a motion to adjourn the July meeting of the Cornwall Public Library Board of Trustees please.

**Roberta Sherman:** I make a motion to adjourn.

**Stephanie Wolf:** Roberta. Second?

**Matt Soltis:** Second.

**Unknown:** 18.

**Stephanie Wolf:** Matt S. seconds. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** The meeting is adjourned at 8:18.