

**Cornwall Public Library Board Meeting**  
**13 August 2020, 7 PM**  
**Transcription**

**Stephanie Wolf:** Alright so we are going to call the meeting of the Cornwall Public Library Board of Trustees for August 13, 2020, we're going to call the meeting to start at 7:03. All members are present except Carol Stein who is excused. And so, do we have to call roll or is that good enough Charlotte?

**Charlotte Dunaief:** I think that's good enough.

**Stephanie Wolf:** Alright.

**Charlotte Dunaief:** Aside from saying that I'm here as director and-

**Stephanie Wolf:** And Charlotte's here as director, Charlotte Dunaief, Catherine is here to take minutes and Meaghan is recording the meeting for us. And Emily the treasurer is here as well. Matt R. you might want to move your screen up just a little bit because we can only see your stomach. Awesome. Okay so now we need to approve minutes. We have several minutes to approve, couple minutes to approve, the July 9th reorganizational meeting we will start with, does anybody, we have those minutes we need to approve.

**Meghann Chyla:** So moved.

**Stephanie Wolf:** Meghann Chyla moves, does anybody second it?

**Roberta Sherman:** I'll second it.

**Matt Soltis:** Second.

**Stephanie Wolf:** Roberta I think beat you Matt. Roberta will second, so Meghann motioned, Roberta second, all in favor?

**Board Members:** Aye.

**Stephanie Wolf:** So we approved the reorganizational meeting minutes for July 9th, 2020. Let's do our regular meeting minutes of July 9th, can I have a motion to approve those meeting minutes please?

**Meghann Chyla:** So moved.

**Stephanie Wolf:** Meghann will move again, second? Melissa you want to second it?

**Melissa Greaves:** Sounds great, fine.

**Stephanie Wolf:** So we had Meghann motion, Melissa seconded, all in favor?

**Board members:** Aye.

**Stephanie Wolf:** And the minutes have passed. Okay so now we're onto our financial review, we have Warrant #1. Emily you heard that Carol isn't here so is there anything special that you want to point out in this warrant?

**Emily Milton:** No, I would just point out the RCLS fees, we pay those quarterly so that's like 13,000 I think that's on there that looks really high it is high but we pay those quarterly so that would be why the warrant is higher this month.

**Stephanie Wolf:** Okay. I had a question about payroll, one of the payrolls was 624 or something like that, so that got-

**Charlotte Dunaief:** 626, that's because it was paid on July 3rd-

**Stephanie Wolf:** Okay.

**Charlotte Dunaief:** On a cash basis, so.

**Stephanie Wolf:** Okay.

**Charlotte Dunaief:** Yeah it always, it happens fairly often that we're paying for the last payroll of the year in the next year.

**Stephanie Wolf:** Okay. Those were my questions. Does anybody else have any questions about the warrant?

**Unknown:** Nope.

**Stephanie Wolf:** So I need a motion to approve Warrant #1 in the amount of \$124,340.30.

**Matt Rettig:** So moved.

**Stephanie Wolf:** Matt R. motioned, anybody second?

**Meghann Chyla:** Second.

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

**Board members:** Aye.

**Stephanie Wolf:** So the Warrant #1 for \$124,340.30 passes. If I'm looking to the side I have a second screen up so I can see what I'm talking about.

**Roberta Sherman:** Showoff.

**Stephanie Wolf:** What's that? Yeah.

**Roberta Sherman:** Showoff.

**Stephanie Wolf:** It's true, I picked it up from my work office last week, it is like, it's bigger, I don't know it's like 2 feet wide and a foot high, it's nice.

**Roberta Sherman:** [unintelligible]

**Stephanie Wolf:** Let's see what else is next. Oh so public remarks, oh Rosaleen is here do we have any other public? I didn't know she was here before.

**Charlotte Dunaief:** She just popped in.

**Meaghan Doyle:** Yeah Rosaleen just popped in, nobody else.

**Stephanie Wolf:** Okay, so do we have any public remarks? Alright, so we'll move on to communications and donations.

**Charlotte Dunaief:** Okay, so I have some communications although they're from this week I thought I'd share them with you anyway. Linda Gateman says, "Thank you all at the library for being such a beacon of peace and productivity." Thought that was a nice sentence. Louise Pedrick thanked us so much for the Walk in the Woods program, she said it was a wonderful presentation. That was the Storm King, another one from ... Brenda wanted to say that the Cornwall Community enjoyed that program given by Storm King Art Center. It was a perfect setting and presenter, there were 21 attendees and they're all awaiting part 2 and 3, and she says a special thank you to Meaghan for making the Zoom program so seamless. And then there was a rather long email from Sophie Rutimann today. She wanted to thank the library personnel for all that we do to provide such wonderful and crucial resources to the community. She, they've lived in Cornwall since her son was born almost 9 years ago and the library has played an enormous role in her family's life. The librarians, especially the children's librarians Liz, Lisa and Rebecca have provided lots of guidance over the years, have always been friendly, helpful, and incredibly knowledgeable, but this is what she says, "In this strange and difficult time we have certainly missed you and appreciate the email updates about the virtual programs as a way to stay connected during the lockdown." They were so excited when we started the book curbside pickup which they're now doing regularly and they were thrilled to have a steady supply of actual books and they love the Make it Monday craft bags and the activity game boards that went out. And she finds the reading list by age group and the suggestions of what to read next really useful. So I thought that was really nice that she

pointed out a whole lot of things that we are doing right now that she's very happy with. And that's it for communications. We did get another check from Barry John Capella through Fidelity Charitable for \$50.

**Stephanie Wolf:** Very nice. We have to vote to accept that. Yup, so I need a motion to accept the \$50 check from Fidelity from the kind doctor. Melissa will motion, anyone second?

**Matt Soltis:** Second.

**Roberta Sherman:** Sec- okay Matt.

**Stephanie Wolf:** Matt S. will second. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** Okay we will accept the donation of \$50 from the kind doctor through Fidelity. Alright so you had your director's report, Charlotte? Is that all the communications?

**Charlotte Dunaief:** That's all the communications. Yeah. Let me find my director's report. It's in here somewhere.

**Roberta Sherman:** Woah, you did a lot of work this month.

**Stephanie Wolf:** She always does, Roberta!

[unintelligible]

**Charlotte Dunaief:** Always do a lot of work. I'm going to read my blurb. July was another busy month. It seems to me no matter what the CPL is a busy place. The staff has curbside delivery down pat and I think they're ready to take on the next challenge in opening but we still need safety shields for the reference desks and we [unintelligible] I ordered a couple of standup alone ones. I'm hoping that because they're not permanent structures it's alright that they're the acrylic, I'm desperate to find something that's within the budgetary constraints that we have. And we're waiting for Rick of New Glass to come and put in the glass extensions around the circulation desk. I'm worried that we may have to open to the public, we're going to allow small groups in to browse for, I said half an hour but we've decided 20 minutes with probably 10 minutes in between to wipe down high-touch surfaces. And use computers, computers are going to be 45 minutes by appointment only with no extensions unless someone tells us in advance that there's extenuating circumstances but we're not putting that part out. What I'm worried about is that we might open up and then have to close again for the installation of the lighting. The electricians give me an estimate of about 3 weeks for the full installation and I'm just not sure it's safe for the staff to be in there trying to get books while they're working

overhead. I've called for the civil service list of eligibles for the open Public Relations Specialist position. I actually, when I wrote this I had just canvassed it and I've gotten 3 responses from 3 people on the list that we already interviewed. I hope to have it filled before the end of August. And again I do have to say kudos to the circulation staff for the fine job they're doing. I should have mentioned everyone else there in the library because they're all doing a great job. And that's it.

[unintelligible]

**Matt Rettig:** Can I just make a comment about the electrical wiring?

**Charlotte Dunaief:** Yeah

**Matt Rettig:** It just seems, and I know they keep saying 3 weeks for this project, 3 weeks seems like, and I understand maybe that's the worst case, that's sort of like the outside, that just seems extraordinary for lighting and wiring that that would take 3 weeks. Did they give you kind of like a reason why it might take 3 weeks?

**Charlotte Dunaief:** I think it's because the LED lighting over the stacks is, there's so much of it. I really don't know because I've never seen LED lighting, and you know they have to take out all the old fixtures and put in all new fixtures, I don't know how long that's going to take. I've never seen it done to the extent that it's being done it's a lot of fixtures, it's probably, I wasn't in on the grant when it was written, I don't know exactly how many fixtures are being replaced over the stacks but I do know down the barrel ceiling I think it's over a dozen isn't it?

**Stephanie Wolf:** I don't know the exact number but it's all of them over the adult side-

**Charlotte Dunaief:** All of them over the adult fiction side-

**Unknown:** Right.

**Charlotte Dunaief:** Not the nonfiction side and [unintelligible]

**Stephanie Wolf:** [unintelligible]

**Charlotte Dunaief:** All the lighting, all the suspended lighting in the barrel ceiling and all the lighting over the children's side so it's quite a bit.

**Matt Rettig:** No I understand it's a big job, 3 weeks just seems like a lot of time to do that.  
[unintelligible]

**Charlotte Dunaief:** I think they might be giving me a longer than necessary estimate to cover them you know to make sure that they have the time, I think you're right. They are probably giving me a worst-case scenario.

**Matt Rettig:** But then it inhibits us in any sort of reopening plan, now we sort of have to budget 3 weeks.

**Charlotte Dunaief:** Right, and I'm not sure when the lighting is coming either. I know it's been ordered finally but I'm not sure when it's coming.

**Unknown:** [unintelligible]

**Charlotte Dunaief:** So I mean if worse comes to worst we'll reopen, we'll do what we can, I'll try to negotiate with them to either work early, early in the day and leave by 2 so we can open from say 3 to 8, or I'll ask if they can work from noon to whatever. But I know it's going to be noisy and dusty and it's probably not safe for staff to be trying to grab books that is underneath electricians working.

**Matt Rettig:** Granted, I just balk at this 3 week figure, just like-

**Charlotte Dunaief:** Yeah I know.

**Melissa Greaves:** It's possible they have less people working on the project at a time because of the coronavirus, maybe they can only have so many people working in a space at a time.

**Charlotte Dunaief:** It's possible too that could be a reason also I didn't think of that, yeah.

**Matt Rettig:** Okay, thanks. Yeah whatever you can do, and again it may like you say be same time frame that we're thinking about trying to reopen and a bunch of other things going on with reopening, trying to come up with our own plan, trying to work around that, it might be a lot it just seems like gosh if we had to wait another 3 weeks for this project-

**Charlotte Dunaief:** Right. Well I mean we can reopen and then we can say to people you know we have to close, maybe I can get them to work Monday through Thursday and we can open for Friday and Saturday and then the next week they can open Monday through Thursday and we can open for Friday and Saturday. I just don't know because it's my first time doing something like this.

**Stephanie Wolf:** I don't know either.

**Charlotte Dunaief:** So.

**Matt Rettig:** Okay thanks.

**Melissa Greaves:** I think that if we just, you know just communicate it directly to the public that this is something that unfortunately they happened at the same time and just like 2020 seems to be going we're going to have to be flexible and sort of you know I think but even if we said, I love the idea of about opening just the Friday, Saturday, Sunday if you could get them to do the 4 days I mean I think that sounds really smart and that further dipping our toe into reopening-

**Unknown:** Right

**Melissa Greaves:** Just that dipping in, taking everything slowly and being able to back off and rewind as quickly you know if we're doing small baby steps so it makes sense to me that we would strive for the 4 days and then-

**Unknown:** Yeah.

**Matt Rettig:** But that may be, consequence of then drawing out the lighting job now except if we-

**Charlotte Dunaief:** I don't know if just asking them not to work on a Friday would really draw it out that much longer, you know.

**Melissa Greaves:** Are you in communication with Graybar the contractor who's doing it? Can you send perhaps-

**Charlotte Dunaief:** I'm going to email her again and ask her when she thinks the things are coming.

**Unknown:** Okay.

**Charlotte Dunaief:** So that we can have an idea of going forward.

**Melissa Greaves:** Maybe you could just mention to her the sort of, the conjunction with trying to reopen would they, do they think it's really going to need the three weeks, is it the worst case scenario, could they do 4 days?

**Charlotte Dunaief:** That would be RPC who gave me the time-frame for the installation, not the people who are selling us the lights.

**Melissa Greaves:** Right, RPC.

**Charlotte Dunaief:** Graybar is selling us the lights. So I can reach out to Graybar and ask them when they think the lights are coming so that maybe we can plan a little better. I know that RPC put us on for installation at the end of August but I don't know if that's actually

going to happen or not if the lighting doesn't come. I will email both, I will email Graybar and RPC.

**Melissa Greaves:** Okay.

**Charlotte Dunaief:** To ask what's happening.

**Stephanie Wolf:** Okay, so that got a little bit into Buildings and Grounds, which we'll probably get to in a few minutes. Anybody else have anything else about Charlotte's report?

**Matt Soltis:** I do actually have one comment, if I can request you to elaborate Charlotte on, I read in your director's report about the HVAC project, I read about the potential demolition that you had mentioned of the wall in the hallway of the -

**Charlotte Dunaief:** Oh, that's not happening-

**Matt Soltis:** It's not

**Charlotte Dunaief:** For a long, if we ever get around to being able to do that that's not happening for a very long time.

**Matt Soltis:** Okay.

**Charlotte Dunaief:** I mean we're still in the exploratory stages.

**Stephanie Wolf:** We need to figure out what we need, how much it's going to cost, and then we've got to find the money, so.

**Charlotte Dunaief:** Yeah.

**Matt Soltis:** Okay.

**Stephanie Wolf:** It's a while-

**Charlotte Dunaief:** I need a real HVAC engineer to come in and take a good look at the building to see what we need. So if anybody has any suggestions I'll be glad to take the names down.

[unintelligible]

**Matt Soltis:** Sorry Stephanie.

**Stephanie Wolf:** That's okay, go ahead Matt.



**Matt Soltis:** I just had the thought that while we're in the reopening process or before we're really having a lot of public around the library, around and inside the building, would be an opportune time to get a project like that finished or started.

**Charlotte Dunaief:** Yeah unfortunately we're just in the exploratory stages of it, it takes a long time because that's a grantable item-

**Matt Soltis:** Yes.

**Charlotte Dunaief:** It takes a long time to figure out what we actually need, cost it out, get a grant written, and get funding for it.

**Matt Soltis:** And what are your plans going forward to get all that information?

**Charlotte Dunaief:** Well right now I'm meeting with Armistead Mechanical, I think it's mid-week next week, to show him the building and show him what we have. I'm going to have to call our current HVAC people back because they only gave me for the AC side of it not the HV side of it, and then I need to maybe hire an engineer to look to see someone who's not going to try to sell us an HVAC system to try and see what we actually need. And then maybe get a couple bids on that to see what it might cost.

**Matt Soltis:** Good.

**Melissa Greaves:** [unintelligible] great suggestion of having a third party engineer who had nothing to do with anything we would buy, so basically they have no economic interest and they're going to give it to us straight what we actually need, how to do it, what we can do, what we can't do, and again, if they have no financial interest, it was suggested they would give us a straighter answer that what we have been getting which sort of feels like a run-around.

**Matt Soltis:** Good.

**Stephanie Wolf:** I think that's our first step, so this Matt R. is not going to take place for, it's a several year project before we even get started on any kind of construction.

**Matt Soltis:** And how do you think such, if we go forward with this, when we go forward with this, how do you think that that will affect the public's experience going in and out of the library and using the library, how will it be an inconvenience to them possibly?

**Stephanie Wolf:** It will be an inconvenience we'll have to see what all needs to be done. We don't know Matt until we have clear answers of exactly what we need.

**Matt Soltis:** Okay well it sounds like Charlotte's on top of it so we look forward to hearing about your progress in the future.

**Unknown:** Yeah.

**Stephanie Wolf:** Alright, so, anything else? Emily you wanted to talk about Finance for us, please?

**Emily Milton:** Yeah, there's just a couple things that I was going to point out. But first, I'll apologize for getting them so late. Just so you get a quick peek into kind of the process at the end of the month, Valerie is our bookkeeper who does the daily in and out, pays the bills and this and that. I just come in at the end of the month, or the beginning of the month after she's closed out the month. So sometimes there's bills that aren't paid until the very end so sometimes it's not infrequent that she can't close the month until the Tuesday before our meeting on Thursday. So when that happens which was this month which I said is not infrequent then I'm kind of up against the wall trying to get the things out so depending on baseball schedules and whatever I can't always get them on Tuesday so I apologize for getting them out late, but. So I'm just going to mention a couple of things. On the main profit and loss, I don't know if you have them in front of you but some of the percentages you kind of want to keep an eye on the percentages on the right, ideally, like since we're 8% through the year now ideally those numbers are hanging around 8%. Obviously there's a lot of different things, some things are paid quarterly and some things are paid once a year so that won't always be the case but that's kind of a guideline. So I was just going to point out the salary lines are a little higher right now because July is one of the 3 month checks, so you can see the budget year-to-date on that second column, we're about right, but it still looks like a high percentage, so just going to point that out. And the same for the FICA down at the bottom. So that's all I had on that one. The Profit and Loss by Capital Grant is not much changed there this month. And then finally I just wanted to point out on the last report, the Profit and Loss by Class and Operating Grants, so these are the ones that stay in our operating fund, and there's a couple of grants there, the Schmitt Children Grant and the Skoufis Adult Grant, and it looks like that, if you look at the Skoufis Grant, that we're in the hole, and the reason that that happens is because we received the money last fiscal year. Even though we're spending it this fiscal year it looks like we've gone negative we really haven't which is why I keep that balance at the top to let you see exactly how much we still have remaining in that grant even though it looks negative. I was just going to point out that 5,000 that is there for the Skoufis Grant, some of the laptops that we bought with that grant required RCLS, what, programming and fees and upkeep, Charlotte you could probably explain this better, but we went ahead and paid that for the full fiscal year for those grants so next year we'll have to absorb that into our budget, whatever RCLS fees

are associated with those laptops. So this year we've got it paid with the grant, next year we'll have to think about incorporating that, so. That's all I have unless there's any questions.

**Stephanie Wolf:** Alright, so I think we're good to go. Meghann, you want to go to policy?

**Meghann Chyla:** Sure. I created a Policy folder in our August 2020 folder just so everything was all in one spot so everyone figured it out and saw that. We have 2 to vote on tonight, these are leftover from March but obviously with the pandemic got put on hold. So we're just kind of putting them back in rotation for voting, especially now that we have new people to put eyeballs on it, so that was the Ice Policy and Procedure, and the Ice Policy Rollout Guide. So if anyone has any questions or comments on those we'll take them. You know, these had already been worked on but we just never got to do that vote because the March meeting was crazy. And then for this month the new thing we're working on, Charlotte brought to our attention from some librarian concerns was a Zoom policy. So we just wanted everyone to take a look at that this month and then we can maybe vote on it next month that's typically our procedure. Just because there's some things coming up, especially with some teenager meetings about being able to see everybody so we just thought there had to be something specific in place to help the people facilitating those Zoom meetings. So again we'll take any kind of thoughts and concerns about that one and then we can always like let you really look at it this month and we can vote on it next month is typically how we do it.

**Melissa Greaves:** Is it important, should we be voting on it at this meeting? Because there's lots of Zoom programs coming up, especially teen programs.

**Meghann Chyla:** Right, I didn't think, Charlotte, what do you think about that? I mean if we can I'll look at it and discuss, that might help you if you had it in place sooner-

**Charlotte Dunaief:** I think if we had it in place sooner rather than later it would be better.

**Meghann Chyla:** Okay. Okay. So if everyone could just double check that and let us know if you had any thoughts or questions on the Zoom one.

**Stephanie Wolf:** Does everybody have it up, able to just see it? I hadn't read it because I wasn't ready.

**Melissa Greaves:** Oh, sorry. I feel like I just threw it.

**Stephanie Wolf:** It's okay.

**Meghann Chyla:** Yeah, maybe just take a minute now if you have a screen that you can look on it.

**Melissa Greaves:** I just, I had read in the director's report what prompted, and it was kind of frightening, I was like woah, nobody-

**Meghann Chyla:** You're right, you don't want to wait a whole other month for them to be dealing with this, right.

**Charlotte Dunaief:** And the thing is, the big thing was that the youth services department wants to make sure that it's youth that are attending their programs, and that they know that they need to follow our normal behavior policies.

**Melissa Greaves:** Yeah.

**Charlotte Dunaief:** When they attend a Zoom program, the same as if they attended a program in person.

**Stephanie Wolf:** During the [unintelligible] is the chat feature turned off? Because at one point it says you're invited to tap in the chat window as needed and then 2 bullets down it says chat may be, oh private chat is turned off, okay. Sorry, they're different things.

**Meghann Chyla:** Yeah I think they meant 2 different things when they wrote it.

**Stephanie Wolf:** Okay.

**Meghann Chyla:** But we could clarify that if you think it needs it Charlotte.

**Charlotte Dunaief:** Where does it say that? Private chat-

**Stephanie Wolf:** It says, "You're invited to tap in the chat window as needed." That's the one, two, three-

**Charlotte Dunaief:** Right, that's to ask questions to the presenter, but they're not going to allow-

**Stephanie Wolf:** Private chats, which is-

**Charlotte Dunaief:** That's the public chat, we could put in the word "public chat" if you like, to make it clearer.

**Stephanie Wolf:** Okay.

**Meghann Chyla:** I'll do that.

**Stephanie Wolf:** Just because when I saw the 2 chats it confused me.

**Charlotte Dunaief:** And then the other is private chat-

**Unknown:** Yeah.

**Charlotte Dunaief:** And it states “private chat” there.

**Stephanie Wolf:** It does.

**Meghann Chyla:** Okay, I just fixed that.

**Stephanie Wolf:** So that was the only thing I saw.

**Meghann Chyla:** Okay, I changed that. Anyone else have questions or concerns? Because yeah if we could move this to also approve, I think that would be helpful.

**Stephanie Wolf:** Okay. Let’s just give everybody a minute to read it in case they haven’t. And these ice policies, they’re just basically copies of somebody else’s?

**Charlotte Dunaief:** Grace Riario of the Director of RCLS recommended that every library adopt this policy. She sent out the format and we just added our name in where “library” was so that, and yes it was a predone format. So.

**Stephanie Wolf:** That’s what I thought.

**Meghann Chyla:** Yeah, that’s pretty standard.

**Stephanie Wolf:** Alright, so has everybody had a chance to read the one about Zoom? Alright does anybody have any questions, comments?

**Roberta Sherman:** Nope.

**Stephanie Wolf:** Alright, so we need a motion to approve the Zoom Policy for the library.

**Roberta Sherman:** I move to accept the Zoom Policy for the library.

**Stephanie Wolf:** Roberta moves, somebody second?

**Melissa Greaves:** I do.

**Stephanie Wolf:** Melissa will second. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** So the Zoom Policy has passed, or is approved.

**Roberta Sherman:** Good.

**Charlotte Dunaief:** Thank you.

**Stephanie Wolf:** So next we'll have to, we need to approve the, I need a motion to approve the Ice Policy and Procedures.

**Melissa Greaves:** I do.

**Stephanie Wolf:** Melissa will move, Matt R. will second.

**Roberta Sherman:** [unintelligible] second.

**Stephanie Wolf:** All in favor? So Melissa will move, Matt R. will second, all in favor say "Aye."

**Board members:** Aye.

**Stephanie Wolf:** And that one has been approved as well, the Ice Policy and Procedures. Now the Ice Policy Rollout.

**Charlotte Dunaief:** And that's more for staff.

**Stephanie Wolf:** Yeah, it's a policy rollout guide.

**Charlotte Dunaief:** Ice Policy Rollout is guidance and training for the staff so that I can give this to them now.

**Stephanie Wolf:** Okay so I need a motion to approve the Ice Policy Rollout Guide.

**Matt Rettig:** Moved.

**Stephanie Wolf:** Matt R. sorry I couldn't see you. Anybody second?

**Roberta Sherman:** Second.

**Stephanie Wolf:** Roberta will second. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** So we have approved the Ice Policy Rollout Guide.

**Meghann Chyla:** Okay, thanks everybody.

**Stephanie Wolf:** Awesome. So now we're onto Buildings and Grounds, Melissa?

**Melissa Greaves:** Okay. So some of the things we talked about very briefly already, we talked about the interior lighting project so does anybody want me to talk further about that?

**Unknown:** No.

**Melissa Greaves:** Okay. We talked very briefly about the HVAC. I have listed, we have talked about looking for an engineer, third party, who's unbiased and can really give us a good suggestion of-

**Roberta Sherman:** Right, unbiased evaluation of what we need.

**Melissa Greaves:** Yes. So Charlotte, she spoke about it, she's been contacting and meeting with various HVAC, like she said she has Armistead Mechanical who's really well known in the area, one of the top HVAC companies in Orange County, so they should be coming. So again a lot of things in front of us for that, funding, and step one is just like what is going on, what do we need, do we have to replace the whole thing, just AC, just heat, do we have to demo anything, or is that just crazy, like can they take it out in pieces, you know there's all sorts of things we have to find out first. So that's something I think that we're in for the long haul, like Stephanie said. Buildings and Grounds met to look at the sight sign and it actually was pretty exciting. We actually got to see the sign operating in its size, so we got to look at a couple different sizes and we got to see what it'd look like if it was a photo, if it was text, if it was text heavy, we got to see it up close, we got to see what it, like as if a car driving by, it was pretty exciting. The company Dactronics, they actually assemble the whole thing, so they build that, if you look in the folder I think I put in the actual picture of what the structure would look like and it's very similar to what the library architectural style would look like. They're going to give us an example of what it would look like with a portion of the logo at the top and Cornwall Public Library below, and so the committee wanted to go with the 4 by 6, it seemed the right size to suit our needs. It wasn't too big, it wasn't too small. And then this really, the thing that struck me the most is somebody and I don't know who it was realized that Cornwall Public Library is not written anywhere on our building and that's-

**Charlotte Dunaief:** On the parking lot side.

**Melissa Greaves:** Yes. That seems really important, so we also found ourselves another project to think about. But the sight sign, I don't have written down here Charlotte what our timeframe was. Do you remember off the top of your head?

**Charlotte Dunaief:** We have another, we have until June of next year to get it done in. July, yeah.

**Melissa Greaves:** Yes, but when we give him the go ahead, he's going to come with some samples of brick and he's going to give us an example of the logo and the name. When-

**Charlotte Dunaief:** He contacted me today and said he would have the rendering by early next week so I will forward it to the Building Committee when I get it.

**Melissa Greaves:** Okay.

**Roberta Sherman:** Where is [unintelligible]

**Charlotte Dunaief:** Maybe the time frame actually once we order it to have it done?

**Melissa Greaves:** Yeah, I don't really know.

**Charlotte Dunaief:** I think it depends on how long it takes to manufacture it. I can ask him how long that takes.

**Melissa Greaves:** Just-

**Charlotte Dunaief:** It's probably 2 or 3 weeks.

**Roberta Sherman:** Where is it going? Where is the sign going to go?

**Stephanie Wolf:** It's going to go-

**Charlotte Dunaief:** On the front lawn.

**Stephanie Wolf:** On the front lawn on Main Street.

**Roberta Sherman:** Oh. On Hudson Street.

**Stephanie Wolf:** On Hudson Street, yeah.

**Melissa Greaves:** Sorry I forgot, last year, was it last year? I think it was before my time on the Board they had had the electricity run out to the street when they were working on another grant.

**Charlotte Dunaief:** When the parking lot was reconfigured they moved the flagpole to the street side of the building and they had to run electricity to light the flag and from that they just ran it to the street as well where the sight sign would go.

**Stephanie Wolf:** And for those of you who may not know, it's going to be a sign that will be digitized so we can change the message on it to show our programs that are coming up and maybe, you know, you can put photos on it, it can be anything that can be put on a



screen can be put onto it so we can advertise our programs and people driving by will know that the building is a library.

**Charlotte Dunaief:** Library.

**Melissa Greaves:** Yeah. And that seems to be the ultimate motivation to begin with for it was that people were having such a hard time if they were new in town. Anybody who lives here pretty much knows where the library is but it seemed like you couldn't really find it. Charlotte had had a sign put in near the parking lot but streetside if you didn't know we were there you didn't know we were there so really kind of drawing more people. And then something that I think is also very important is that the sign will go off when we close. So at night, and I was- yeah, so. I thought that was pretty important.

**Matt Rettig:** We can make that choice, right? Like it'll dim, it's got a sensor on it so it'll dim at night-

**Charlotte Dunaief:** It'll dim, yes.

**Unknown:** Yeah.

**Charlotte Dunaief:** But we can have it shut off at night so that it's-

**Matt Rettig:** Or not.

**Charlotte Dunaief:** Or not, but I was thinking, you know, Cornwall kind of rolls up the sidewalks around 8, 8:30 anyway-

**Unknown:** Yes.

**Charlotte Dunaief:** So why waste the electricity?

**Melissa Greaves:** Something else I was kind of impressed with this company. They've been in business for 50 years and that made me feel a little more confident. And then the other thing that, somebody asked a really smart question about technology, you know you, technology evolves so fast that you buy something and 2 years later you go to update it and they're like oh we don't support you, you know, 2 years old, you know like it's a very old thing and you're not supported and the contract, they guaranteed I believe it was like 10 or, so he said the lifespan of this device and the structure is about 15 years, and they basically have a 5 year full warranty that's labor, parts, everything, wires, nuts, bolts, soup to nuts, everything fully covered. And then they have a 10 year parts availability guarantee which I think is important if you try to fix something and circumnavigate our throwaway world and you can't get parts. And then the other thing is the actual digital screen is built in these little tiny squares probably about this big I think

he said. And then those each piece are replaceable. So if there's vandalism, like we've just experienced they can replace that small portion instead of having to replace the whole thing.

**Roberta Sherman:** Having to replace the entire sign. Excellent.

**Stephanie Wolf:** Like carpet tiles.

**Melissa Greaves:** Yeah.

**Charlotte Dunaief:** Like carpet tiles, right only I think they're 2 by 2 sections.

**Stephanie Wolf:** Yeah.

**Matt Rettig:** And crucially they're guaranteeing that those individual little screens will be available for 10 years.

**Charlotte Dunaief:** Exactly.

**Melissa Greaves:** Yes.

**Charlotte Dunaief:** Exactly.

**Melissa Greaves:** So hopefully, and the software seems really, oh the software is included in the price and is-

**Charlotte Dunaief:** [unintelligible]

**Melissa Greaves:** Yes so the updates are free the whole life of the sign, you don't have to worry about added cost there. There's a main account, so Charlotte can control everything that's going up on there but if she wants to give control to another person or to there's sub accounts and then for example if it's a snow day nobody has to go in to change the sign to snow day, they can do it from inside, safely at home. So I think that's-

**Charlotte Dunaief:** It's cloud-based so that the sign can be controlled from anyone's laptop as long as they have Wi-Fi they can turn the sign on and put snow day up on it or you know closed due to whatever, unless of course there's no electricity and then I'm going to have to go tape a sign to it.

**Melissa Greaves:** So, anyway-

**Matt Rettig:** It's a good thing that never happens.

**Charlotte Dunaief:** Never in Cornwall.

**Melissa Greaves:** Anybody have any questions about any of those 3 things before we get into the meat of the Buildings and Grounds?

**Matt Rettig:** Yeah, so my understanding was the 4 by 6 sign is slightly more than we have a grant money for, so we'd have to make up a small difference, is that correct?

**Melissa Greaves:** I felt like he didn't really give us a clear answer. I felt like he said maybe but he's not quite sure, seemed like he was going to go work some numbers. That's the, that's how I read it. Anybody else?

**Matt Rettig:** Yeah.

**Charlotte Dunaief:** He, yeah which I should have by early next week so but this is also a purchase through the OMNIA purchasing so we don't have to go to bid on it which saves time and money in the long run.

**Melissa Greaves:** I think I only have one concern which is the appearance of extravagance, like if we do this sooner rather than later we have the deadline of June 2021 but my concern is what it would look like if we get this thing and the public doesn't really know that it's from a grant that we've had so I feel like [unintelligible] we are there.

**Charlotte Dunaief:** I've been telling, I've been writing about the grants, and I think there was something in the *Local* that I'm finishing up some grants that were gotten by the previous director-

**Melissa Greaves:** Okay.

**Charlotte Dunaief:** And that this was one of the, the sight sign would be one of them.  
[unintelligible] up front-

**Stephanie Wolf:** [unintelligible] newspaper articles, yeah I've noticed. Several of the *Locals*.

**Charlotte Dunaief:** Yeah.

**Melissa Greaves:** Yeah. That's great, that's perfect.

**Charlotte Dunaief:** So they're going to know it's grant money because there've been articles in the *Local* and I've written about it in my column in the newsletter. I'll write it again about it if you want me to.

**Melissa Greaves:** No, I mean-

[unintelligible]

**Charlotte Dunaief:** It takes time.

**Melissa Greaves:** Yeah.

**Stephanie Wolf:** And when we get it I think we should do like you know a news release that says this was grant money that we got 3 years ago-

**Charlotte Dunaief:** Yeah.

**Stephanie Wolf:** That we, you know.

**Charlotte Dunaief:** Finally got around to getting you know it takes, I mean you get, you're awarded the grant money and you can't spend it until almost a year after you're awarded it anyway. So you know they tell you oh you're going to get this grant money but it doesn't, it's really not spendable until you get a specific letter.

**Melissa Greaves:** Yeah. I like the idea of when we install it just kind of putting out a blurb wherever-

**Stephanie Wolf:** We could even put it on the sign.

**Melissa Greaves:** Yeah, thank you-

**Charlotte Dunaief:** Yeah, lovely sign brought to you by a grant.

**Stephanie Wolf:** By a grant.

**Melissa Greaves:** There we go. I love that.

**Stephanie Wolf:** Sorry. Tongue in cheek.

**Melissa Greaves:** So the real meat of Buildings and Grounds, and I don't, did everybody read, are we all sort of on the same page of, read the report? It's a big deal, there's so many variables still. We've been working very hard to try and tease through what has to happen first. It's kind of like, it feels like one of those puzzles where you have all these pieces and only one piece is open and you sort of have to move everything to get everything shuffled to place there's just a lot of working parts. Charlotte has had some amazing ideas on how to make it happen and you know one of them was to- So, let me back up. We received a proposal to kind of encase the 2 reference desks in this polycarbonate and it was a crazy price it was like \$12,000. And it's just doesn't seem in the budget and it also kind of made you feel bad you were putting people basically in glass boxes. So there were some suggestions about keeping a person at the reference desk, a reference librarian at the reference desk, or the circulation desk, with one circ person, and to do that you have to move a portion of circ into the children's area. To do that you have to move a

whole entire collection, and then you have to move the holds into the children's area, and I'm moving through it quickly just because I want to illustrate how many working parts it takes just to move one person off a reference desk into circulation. So it is taking time to figure out the system and you know finding a home for a collection of books, even board books, it's a difficult thing. It takes up a lot of space. I think Charlotte's already moved several collections just to get the computer desks able to have 3 people using the- 4 people using the computer desks, including one standalone spot. So the biggest thing is, Charlotte mentioned Rick from New Glass, we're waiting for him to finish sort of boxing out the circulation desk.

**Charlotte Dunaief:** Right.

**Melissa Greaves:** He is also going to put-

**Charlotte Dunaief:** I did, you know that, I didn't realize I was supposed to have him do that too because I didn't think we were going to, wanted it to drop from the ceiling. Do we want it to drop from the ceiling?

**Melissa Greaves:** That was the cheaper and cleaner way to do it.

**Charlotte Dunaief:** Okay, I will call him again.

**Melissa Greaves:** Yeah, and he seemed to think it was also the easier way to do it. Cheaper, cleaner visually, and easier. Otherwise you have to drill into those desks which, and then it makes it even harder to move those desks where if they're floating from the ceiling, they're sort of hanging on the drop ceiling's frames. So there's that and then there's just you know moving collections. One thing that sort of was a blessing in disguise, Charlotte was getting us a new phone system and saving us almost \$200 a month, I think it was like 175 a month Charlotte that you mentioned-

**Charlotte Dunaief:** Mhm.

**Melissa Greaves:** If we move a circ person into children's with the holds to continue curbside pickup, they can use that, that new phone system has a added bonus that we can move a phone into there so that they can do the hold pickup, because you need a phone. So there's all these just moving parts. I think the important things Charlotte mentioned: browsing by appointment only; a very limited number of people that Charlotte and the staff are comfortable with; 20 minute browsing block; 10 minute defogging block. The CDC says you can have a certain number of people but I think it's really up to us and the library community about how many people we do allow in at once, so I think that's something that should be talked about. And something that's really important is I think that the staff should remain on a split schedule because there's no way the back can

accommodate full staff and meet 6 feet in any way, shape or form. So, and you guys have Charlotte been working that out and it seems, has been working pretty seamlessly, it seems to me.

**Charlotte Dunaief:** Yeah, I do have more people working from home when they can. I did some measurements today and I found out that my office is actually a little bit bigger than I thought it was. I'm allowed 1.4 people in my office instead of the only 1 I thought. And we measured the back office and we would be allowed 5 people back there which I think is actually a little tight the way the work stations are configured. So.

**Melissa Greaves:** Yeah. We'd have to move desks to really get 5 people-

**Charlotte Dunaief:** And we can't move those desks because they're not desks anymore, they're those big, you know, put together work stations. Yeah, I would be allowed, actually it says 6.8 but you couldn't because some of the work stations are back to back.

**Melissa Greaves:** Right.

**Charlotte Dunaief:** So. People would be right up against each other, so. And I'm not sure that the children's will give up that area because they were planning on keeping their board books out.

**Melissa Greaves:** To browse them.

**Charlotte Dunaief:** So we'll have to figure out a different place if we're going to move some of the curbside pickup, you know books.

**Melissa Greaves:** Okay.

**Charlotte Dunaief:** But I did, as I said I did order, they're stand by themselves corrals for the desktops at the 2 reference desks, so they're the, they're not polycarbonate they're the acrylic, but I figured since they're moveable they could be knocked down easy in the event of a fire. It's not attached to anything. I think I-

**Melissa Greaves:** But, didn't it [unintelligible] flammability not moveability?

**Charlotte Dunaief:** Hmm?

**Melissa Greaves:** If they're flammable they're flammable, it doesn't matter if you can move them.

**Charlotte Dunaief:** I think, but if they're, there's a difference between putting something permanently that's flammable and putting something not permanent that's flammable.

Like we could take these down every day if we needed to. We could store them you know in the indoor book drop that's supposed to be a fireproof room, if we need to.

**Melissa Greaves:** Oh, okay. Is there someone who we could check in with that, who might know what that actual answer is? Just because the legality of it, I would hate that-

**Charlotte Dunaief:** Well the actual answer is that I need polycarbonate for it but I can't find polycarbonate anywhere. That in a, because the price of polycarbonate has quadrupled since the SED, the New York State Department of Education said, oh you have to have polycarbonate. So all the polycarbonate suppliers have jacked up the price of polycarbonate.

**Melissa Greaves:** Right.

**Charlotte Dunaief:** And then because of that, there's such a huge demand for it, you can't find it anywhere. So in order to keep my staff feeling safer, I want something there. I want them to be able to sit at their desks and not feel so exposed when people are coming in the building. I mean we can take them off the desk every day and lock them in the indoor book drop which isn't being used at this point because people don't want, it, to empty that book drop you really have to put your face down into a bucket full of books, so.

**Stephanie Wolf:** Is that room, how inconvenient would that room [unintelligible]

**Charlotte Dunaief:** Not big enough. It's big enough for, it doesn't even have a book- it has one book cart in it, the other side doesn't have a book cart because you wouldn't be able to get it out of the door.

**Stephanie Wolf:** Oh, okay.

**Charlotte Dunaief:** Yeah. It's why you have to put your head down into a bucket to empty it. Yeah, it's-

**Melissa Greaves:** [unintelligible]

**Stephanie Wolf:** Go ahead Melissa.

**Melissa Greaves:** I was just saying any questions, as you can see there's just a lot to figure out. Any suggestions are great.

**Matt Rettig:** I mean what did, does it behoove us to sort of come up with, just for our own, not for sort of public but let's come up with a date, right, a goal like whatever, 6-

**Charlotte Dunaief:** My goal right now is right after Labor Day.

**Matt Rettig:** Okay.

**Charlotte Dunaief:** That's my goal right now. That's what I'm hoping for, I'm hoping that the polycarbonate comes or the, he's actually using safety glass around the rest of the reference desk. I'm hoping that comes in in time for him to get it installed just before Labor Day. I'm hoping that the safety shield, the removable safety shields come before then also. If not, we'll, the staff member on reference will sit in the office and then someone else will have to work from home because again, the desks are back to back. There's 6 feet between the workstations but there's not 6 feet between the people when they're sitting in the chairs.

**Roberta Sherman:** Mhm. Right.

**Melissa Greaves:** I know that our portion, a very large portion of the program room is being taken up with the quarantined returns.

**Charlotte Dunaief:** Right.

**Melissa Greaves:** Is there any way to turn a portion of that room into the curbside pickup area?

**Charlotte Dunaief:** I really don't want staff hanging out in a room with books that are being quarantined. I don't think that's really a good safety measure.

**Melissa Greaves:** Okay.

**Charlotte Dunaief:** Yeah.

**Melissa Greaves:** Yup.

**Stephanie Wolf:** [unintelligible] You waved your hand Matt R. Did you have something, I saw you wave your hand, I thought you waved your hand.

**Matt Rettig:** Oh no I was scratching my face sorry.

**Stephanie Wolf:** Okay.

**Matt Rettig:** No I was just, but just the idea of having a, I feel like, we sort of-

**Stephanie Wolf:** A goal date.

**Matt Rettig:** I say we sort of know what the issues are but like setting a date, at least a goal date but it sounds like Charlotte you know you have a goal date in mind and that's great, so.



**Charlotte Dunaief:** Yeah. I've been actually working on something to, with other staff members, to put up for the public. I can email it to the Board when we have it tweaked more, we just left a date off of it because I know what we're hoping for-

**Matt Rettig:** Right.

**Charlotte Dunaief:** But I'm not sure if that's actually going to be able to happen.

**Matt Rettig:** Sure, you don't want to set up expectations and all of a sudden-

**Charlotte Dunaief:** I'm waiting for pieces to get here. I can't really do it until I get the pieces. I'm also waiting for some hand sanitizing stations to come, and apparently you can't even get the stands for the hand sanitizing stations anymore so I ordered ones that have to be installed on the walls. I'm hoping that one of my staff member's husbands, she said he might be able to make us some kind of a wooden stand for them so that they don't, I didn't really want to attach it to shelving units.

**Melissa Greaves:** Mhm.

**Charlotte Dunaief:** So we'll see what happens.

**Matt Rettig:** Alright.

**Melissa Greaves:** So Carol had mentioned when we met that the polycarbonate sheets, you could buy through the cooperative, were any, did you, were you able to look through the cooperative? I don't know how the cooperative totally works, but-

**Charlotte Dunaief:** I did not see anything that, where I, I mean I could, let me email the representative.

**Melissa Greaves:** I mean it might not solve the problem if they're not pre-built into a standalone in terms of how to attach it to the reference desk if you want to [unintelligible]

**Charlotte Dunaief:** That's a problem, apparently from what Rick, when Rick from New Glass was in speaking with me, apparently the polycarbonate is less flexible than the acrylic-

**Melissa Greaves:** Mhm.

**Charlotte Dunaief:** So you can't really bend it around.

**Melissa Greaves:** Right, which is why the desks, see I thought, I just, my takeaway from the meeting was just for a short amount of time we were going to relocate a reference librarian, just to get us to where we needed to be, and we were going to save money and

perhaps purchase new desks for both children's reference and adult reference so that we could more easily use standalone pieces. So I kind of, that's what I thought-

**Charlotte Dunaief:** I'm not really sure where the money for that, for new desks will come from at this point.

**Melissa Greaves:** Right, but Carol, I mean Carol was at the meeting and she thought that if we could take the step of just for a very short term relocating reference to circ, or even to the back like you said, that we could find the money for those desks and one of the advantages of the short-term relocation of reference was so we could take the time to let staff really look at and choose desks that they like because one of the problems with this desk is not only because of the weird shape, can you not easily outfit it with protective glass, all the librarians hate it. For a good reason, it's a terrible desk, I mean I don't know why, but so that was sort of part of the puzzle was taking this interim step to buy us just a short amount of time to get this other part done, so because one of the problems with encasing the desks, part of the reasons why it's so expensive is because both desks are totally awkward. Children's is made up of like 5 different pieces of different height and shape furniture, and reference is just like a whacky shape. It's just not, there's no angles, it's just like curves, so you can't just mount things to these desks. If you could that would've helped us a little bit, but then there was also the concern, and I thought you voiced it Charlotte but maybe I was wrong, maybe it was Carol, about encasing people in these sort of glass boxes-

**Charlotte Dunaief:** That was Carol and me. We didn't really feel comfortable boxing people in because I felt that it's sort of, I mean it gives safety in one way and then it interferes with safety in another because if you have to exit the building quickly, you have all this stuff to get around now.

**Stephanie Wolf:** So, just so that we can you know kind of move along, we're going to go forward with the plan of having the adult reference librarian move to a different location, be it probably behind the circulation desk in the office and have somebody else work from home so that-

**Charlotte Dunaief:** Or to the, or into the office because we definitely need 2 people at circulation to cover for the deliveries, the curbside delivery pickups are, we're doing 2 every 15 minutes, sometimes more than that. So-

**Stephanie Wolf:** So, sounds like Buildings and Grounds will continue to try to work through this issue-

**Charlotte Dunaief:** Mhm.

**Stephanie Wolf:** But in the short-term, do that relocation.

**Melissa Greaves:** Yup.

**Stephanie Wolf:** Alright, anything else? Alright, we'll move onto Garden Committee. I put up a report, I know Matt S. you're on it and I will call you and talk about this further, we have a boy scout who is going to widen the path that goes from the parking lot to the back patio to make it so that a wheelchair can use it, and he was, he had, almost had all the money he needed to do it, and he, with the Friends' sale they let him set up a table at the Friends' sale and he has reached his fundraising goal. So he is good to go to start on his project. Charlotte is working with him and Speranza-

**Charlotte Dunaief:** Mr. Speranza, we met one day this week.

**Stephanie Wolf:** Awesome.

**Charlotte Dunaief:** And Mr. Speranza is going to help him make sure that it is a truly handicapped accessible-

**Stephanie Wolf:** Walkable.

**Charlotte Dunaief:** Walkway. He's going to change the parameters of it a little bit from what we had said he's going to move the ramp to the other side of the electrical pole because he didn't want to interfere with the gas lines and the wiring for the electrical pole, so he's going to put the curb cut there. He's going to bring it to, around the fence, and then he's going to bring it straighter to the portico and leave the other walkway there. So they're going to remove, it'll be better. He didn't make a new join but Mr. Speranza is going to make sure that it's a truly handicapped accessible ramp.

**Stephanie Wolf:** Okay, great, and Ben was there when Mr. Speranza was there?

**Unknown:** Yes.

**Stephanie Wolf:** Okay. So sounds like we're moving forward with that.

**Charlotte Dunaief:** Right.

**Stephanie Wolf:** So bench, we should probably have that done by the end of the fall I would think.

**Charlotte Dunaief:** I don't know, it depends on when Mr. Speranza comes to put in the curb cut. I think they're still in negotiations as to when that'll happen.

**Stephanie Wolf:** Okay.

**Charlotte Dunaief:** Okay.

**Stephanie Wolf:** Yup. Alright, so Melissa you're back on with Friends. Or, anybody have any questions about that? I'm sorry. Okay. Melissa, you're back on with Friends.

**Melissa Greaves:** I don't have too much communication. They had their first donation and sale. The donations were by appointment and they had their first, it was 2 days Charlotte? 2 day sale?

**Charlotte Dunaief:** It was 3.

**Melissa Greaves:** 3 days, oh.

**Charlotte Dunaief:** [unintelligible] They did 3 days donation, 3 day sale. It was the Thursday, Friday, Saturday, the sale.

**Melissa Greaves:** So that's pretty exciting and that's basically all I, the information I have for Friends.

**Charlotte Dunaief:** They did well at the sale.

**Stephanie Wolf:** Yeah, they did. Alright, so the last one we have is Personnel Committee. We did meet, we started to put together job descriptions for everybody at the library. We started with the circulation desk staff. Those what's Charlotte's priority was and so they're on the Drive for everybody to review. So. And we're just going to keep moving along so we can, so that everyone has a job description who works at the library, because currently not everyone has a specific job description to them. We have civil service job descriptions but they're not, they're more generic than what, specified for our library. Okay. Does anybody have any questions about that? Alright, any unfinished business? I can't think of anything. Alright, any new business? The only thing that I thought of was in new business was Charlotte put up in our August folder the Library Strategic Plan. We should all take a look at that and read that and we should start seeing if that, keeping that a living document, which means that we'll look at it and make sure the library is going in that direction that's in the strategic plan and if it's not then we either need to correct the library's direction or correct the strategic plan. So everybody should take a look at that by the next Board meeting please.

**Matt Rettig:** I see it's got, you know is this sort of expire in 2022 and if so how far in advance of 2022 is it need to start being you know rewritten or updated or whatever.

**Stephanie Wolf:** Yeah, we should probably [unintelligible]

**Charlotte Dunaief:** Soon.

**Stephanie Wolf:** We should definitely start in 2021 to update it. Was that what you think Charlotte?

**Charlotte Dunaief:** Yeah.

**Stephanie Wolf:** Charlotte [unintelligible] talked about it.

**Charlotte Dunaief:** Yeah, I think soon. I think usually it takes almost a full year to analyze a strategic plan, do community outreach on it, see if the community feels that we are serving them the way they'd like us to, and I don't know how you do focus groups in this age of COVID. Yeah, I don't know.

[unintelligible]

**Matt Rettig:** A lot like this.

**Charlotte Dunaief:** Likely, but, yeah.

**Stephanie Wolf:** Or even, I don't know, Munger Cottage is pretty big if we get it limited to like 10 people at a time and sit them 6 feet apart. That's a possibility, I don't know, I'm just thinking off the top of my head, but-

**Charlotte Dunaief:** We can also hand out surveys with book pickups and to people, once we do open to people who are coming in for appointments.

**Meghann Chyla:** [unintelligible] like a Google Form too.

**Charlotte Dunaief:** Yup.

**Meghann Chyla:** [unintelligible] emails.

**Charlotte Dunaief:** We can do that, we can do a, although I have done a Google Form before for a survey and sent it out with a newsletter and I didn't get very much response.

**Stephanie Wolf:** Wonder if we also put it on the website?

**Charlotte Dunaief:** Yeah, that's probably a good idea.

**Meghann Chyla:** Who compiled this last time, Charlotte? Like who was in on the strategic planning like maybe that document-

**Charlotte Dunaief:** It would have been the Board at the time and the director at the time.

**Meghann Chyla:** Okay.

**Charlotte Dunaief:** Yeah.

**Melissa Greaves:** It says at the bottom it said there were other people, there were, Tilly, someone named Tilly and then [unintelligible]

**Charlotte Dunaief:** Anna Tilly was a Board member.

**Melissa Greaves:** Oh, okay, and then there was-

**Charlotte Dunaief:** And she was also part of the foundation.

**Melissa Greaves:** Okay.

**Charlotte Dunaief:** Yeah.

**Melissa Greaves:** Because at the, in the closing there was like a thank you, gratitude section and it mentioned specifically the name Tilly and then there was a gentleman who didn't, I didn't know, I didn't recognize it in the Board roster that was listed and I was wondering what that person's-

**Charlotte Dunaief:** I don't know who you're talking about.

**Melissa Greaves:** No.

**Charlotte Dunaief:** I'm not good with names if I don't see a face.

**Matt Rettig:** Would there be like an ad hoc, you know a committee, like a Strategic Plan Committee to sort of like tag any input that we're getting from the community, schedule these meetings, at such time as we can have meetings with the community?

**Charlotte Dunaief:** Yeah.

**Matt Rettig:** Would there be a committee of the Board sort of tasked with getting that together?

**Stephanie Wolf:** There will be. There will have to be.

**Charlotte Dunaief:** There will have to be. On a different subject, I do want to bring up the fact that there was, on August 1st we noticed that the storywalk that the librarians, the children's services people had put out, had been vandalized, and when we went to look closer we also noticed that the benches had been pulled up out of the reading patio. They're sitting there now, they didn't quite get them out all the way but they've done a really good job. I did call the police to let them know on Monday of, I guess that was August 3rd. I've been in contact with Officer Thompson. I did finally get a look at the video from the outside cameras, and I noticed that we really don't have cameras that are good enough to get. We saw deer run across the lawn and then we saw a flash of a kid grab one of the posts and pull it up out of the ground and run away. I think we really need to consider getting a new camera system with more cameras, cameras that see further,

and probably a better monitor so you can see what the camera sees more. I did get an estimate from Mr. Speranza when we was here about how much it would cost to recement and affix the benches back to the patio, and he approximated \$400 and it would be mostly labor because they would have to remove the benches, scrape all the old cement away, and then reaffix them.

**Stephanie Wolf:** Is that \$400 per bench or \$400 total?

**Charlotte Dunaief:** He told me in total. I didn't get an estimate from our current landscaper, I was waiting for one from him but I haven't gotten it yet. And this was just a verbal estimate from Mr. Speranza.

**Melissa Greaves:** Charlotte, do you have any idea when the security system that's in place was put in or how old it is? Or anything like that?

**Charlotte Dunaief:** I think it's between 8 and 10 years old.

**Melissa Greaves:** So there's been a lot of time-

**Charlotte Dunaief:** I think it was put in when Karen was director.

**Melissa Greaves:** Okay, so since then there's been so many advancements that we probably could get something with multiple cameras to see more of the buildings and grounds.

**Charlotte Dunaief:** Yeah.

**Matt Rettig:** And this sign, when it gets put in, is going to be a target for, a big, bright, shiny target for vandalism.

**Unknown:** Yeah.

**Matt Rettig:** Might want a camera.

**Melissa Greaves:** Has the library ever been vandalized before?

**Charlotte Dunaief:** Yes.

**Melissa Greaves:** Oh, yeah.

**Charlotte Dunaief:** Yeah, we've had graffiti on the white fence, we've had graffiti on the portico, on the brick of the portico and on the floor of it. I walked out there today and found hard lemonade cans strewn around.

**Melissa Greaves:** Yeah.

**Charlotte Dunaief:** It's, yeah, we do get vandalism unfortunately. We had some screens slashed a while ago.

**Melissa Greaves:** Oh, that reminds me, I wanted to talk about the screens.

**Charlotte Dunaief:** Yeah.

**Melissa Greaves:** I have a, Charlotte was noticing that on another day it appeared that somebody tried to yank, and successfully broke and yanked a screen off the windows, but the thing that concerned me even more was the fact that they were screwed into the windows, and I was wondering how many of the screens are screwed into the window, and is that a fire thing? Is that, I mean we just had the fire inspector there, you'd think they'd notice or say something if that was a problem-

**Charlotte Dunaief:** I don't think they really inspect the outside of the building that much.

**Melissa Greaves:** Just seems like you're supposed to be able to get out through a window and if the screen is screwed into the frame that you can't-

**Charlotte Dunaief:** Yeah, right.

**Melissa Greaves:** I guess you can rip through a screen, but. I'm just wondering if that's something we need to look into and figure out why they're screwed into the windows.

**Charlotte Dunaief:** Well I think they're screwed into the windows because they were damaged, the ones, if you look you'll see the ones that are screwed into the windows were damaged somehow or other and that was the only way the handyman could figure out how to keep them up there.

**Melissa Greaves:** Okay.

**Matt Rettig:** Wasn't that the day after the hurricane blew through that we noticed the screens down?

**Charlotte Dunaief:** Yes.

**Matt Rettig:** It wasn't just from the winds from the hurricane?

**Charlotte Dunaief:** But you would think it would've done all the windows on the same side, it only did one at the parking lot side of the building.

**Melissa Greaves:** [unintelligible] Yeah, and it was done, like you could see that somebody had yanked it the way that it was like twisted, wasn't just, and I don't think a wind, those



winds were crazy but I don't think they could take out a screen that's been screwed with bolts into the frame.

**Matt Rettig:** Okay.

**Melissa Greaves:** I'm guessing there was youth, somebody at hand there. So-

**Stephanie Wolf:** I'm guessing that a security system isn't going to be free.

**Charlotte Dunaief:** No, it's not.

**Roberta Sherman:** Nothing is.

**Matt Rettig:** They're not expensive-

**Meghann Chyla:** The books are free, right?

**Melissa Greaves:** Again, that cooperative, what else can you get from the cooperative? Can you get-

**Charlotte Dunaief:** No I've had Dan Maroney, because he came to help me with the cameras tonight because the, because another issue with the current system is that it's going back to 2012 for some reason, I guess with all the power outages it decided that the day it started back was April of 2012. So it's, we had to figure out from today, how long ago July 31st was so we could figure out when to look on the camera you know on the recordings. We also had to figure out the time clock is off on it as well, it's 10 hours behind, or 10 hours ahead or some strange thing so it took some doing, and.

**Stephanie Wolf:** And you can't reset those dates and times, Charlotte?

**Charlotte Dunaief:** I would have to find the manual. I'm not sure where the manual is for that particular thing. I don't want to reset it now anyway because I want to call Officer Thompson and show him the recording of it-

**Stephanie Wolf:** Yeah.

**Charlotte Dunaief:** Before I try to change anything.

**Stephanie Wolf:** Yup, that makes sense.

**Charlotte Dunaief:** Yeah, so.

**Melissa Greaves:** Do you have the make and model of it? I just-

**Charlotte Dunaief:** I'm sure, if Karen had it installed I'm sure it's somewhere in the files but it's just a matter of me getting to the files to look through for it.

**Melissa Greaves:** I've been having a lot of luck finding manuals online.

**Charlotte Dunaief:** I'm sure she has the manual, Karen never threw any manual out.

**Melissa Greaves:** But there was a person between the 2 of you so you never know.

**Charlotte Dunaief:** Yeah but it wasn't stored in the office, it was in a different room, so. It was stored near Pat, not in the office, so, yeah.

**Roberta Sherman:** But it still might be possible to get the manual online.

**Charlotte Dunaief:** Yeah, if I can figure out the make and model of the machine from the machine.

**Roberta Sherman:** Right.

**Charlotte Dunaief:** Yeah.

**Stephanie Wolf:** Youtube also is very good at figuring out how to do stuff.

**Melissa Greaves:** Amazing.

**Stephanie Wolf:** Yeah. Alright, I think that's everything. Does anybody have anything else?

**Roberta Sherman:** Nope.

**Stephanie Wolf:** Charlotte do you have anything else?

**Charlotte Dunaief:** No I don't.

**Stephanie Wolf:** Okay. Alright. So I think I need a motion to adjourn.

**Roberta Sherman:** I'll move to adjourn the meeting at 8:20 pm.

**Stephanie Wolf:** Roberta made the motion, second? Meghann seconds. So we are adjourning the meeting at 8:20 pm.