

**Cornwall Public Library Board of Trustees Regular Meeting
September 10, 2020, 7PM
Transcription**

Stephanie Wolf: So I'm calling the Cornwall Public Library Board of Trustee September 10th meeting to order at 7 pm. First thing is to take roll, everyone is present. And then we are going to approve the minutes of the August 13th, 2020 meeting. We made one adjustment to it, just in order to show that Charlotte Dunaief and Emily Milton were present at the last meeting. Anybody have anything else they want to add or have questions about?

Charlotte Dunaief: Catherine I just want to make sure that you get Liz Fisher down too as present also. Thank you.

Stephanie Wolf: So then I need a motion to approve the Board minutes of August 13th, 2020 please.

Roberta Sherman: Motion to approve the minutes of August 13, 2020.

Stephanie Wolf: Roberta, and a second?

Matt Rettig: Second.

Stephanie Wolf: Matt R. will second. All approved?

Board members: Aye.

Stephanie Wolf: So the minutes for August 13th have been approved. Now we'll go on to the financial review to approve Warrant #2 for this fiscal year. Carol, you want to take it away? Or Emily-

Carol Stein: So the Finance Committee did review it, we really didn't see anything major, we did ask a question about whether Brodart we were spending a lot of money in that one line, that company, whether they, we need materials for electronics or in house if they are for in house materials. Youth services but apparently we hadn't spent a lot on it in the past so we're kind of catching up with materials that department thinks we need. One of the things we talked about which I guess we get later in the committee report will relate to that topic, so but as far as the warrant goes we didn't really see anything that jumped out at us, and we recommend it to be approved.

Stephanie Wolf: Did anyone else have anything they wanted to ask about the Warrant #2? No? Okay, so I'll need a motion to approve Warrant #2 in the amount of \$79,901.41.

Carol Stein: So moved.

Stephanie Wolf: So Meghann will approve, I mean Meghann will move, who was second?

Carol Stein: Second, I am.

Stephanie Wolf: Carol will second. All in favor?

Board members: Aye.

Stephanie Wolf: So we have approved the Warrant #2 for \$79,901.41. Okay so now we're onto the public remarks. We do have at least one public member so if they would like to say anything. Alright so I think it's good to go onto communications and donations.

Charlotte Dunaief: Okay.

Stephanie Wolf: Charlotte?

Charlotte Dunaief: So communications, I have to, I don't know if I can do this, Liz has been communicating with children via snail mail and some of the things that she has gotten are really cute. Ava and her mother Jasmine have written to Liz saying "Thank you for writing my children letters. They thoroughly enjoyed receiving and reading the letters. Ava wanted to write you and asked for my help. She wants you to know she misses storytime with you. She also enjoys gardening with her dad. We wish you a happy fall season and look forward to art projects." And this is what Ava sent.

Roberta Sherman: Lovely.

Charlotte Dunaief: And then there's one from Brian, who writes, "Dear librarians, thank you for keeping the library open, the books are really good. I just read one called *Built to Last*. I have already checked out more. I'm looking forward to going back in. From Brian." And he also drew some pictures of his summer activities through the library. I don't know if you can see them. And this is another one from a girl named Sienna. She picked up one of our projects and she drew a picture of how much it's grown. She says, "Thank you for keeping the library open. You made quarantine a lot better. I enjoyed reading after school. My family appreciates the work you put into keeping the library open. My bean plant is climbing up the window. It might reach the ceiling. The Legos were really fun too, I built a spaceship. The Monday art projects kept me busy. My favorite craft was the monster. Without you, COVID would be awful. Love, Sienna." "Dear Mrs. Fisher, thank you for the letter. I hope you are doing well. I do play the violin and also piano and guitar. I usually play classical but sometimes rock." He tells us his favorite violinist is Nicolo Pagnini, who was an Italian violinist and composer. And he just says, "I am left handed but I sometimes use my right hand too. I have tried the blind drawing, it is fun and the finished project is always hilarious. What I do is imagine the picture in my head then put it on to paper. I hope you stay safe and healthy, your friend," I think it's Edgar but I'm probably wrong.

Liz Fisher: Elan.

Charlotte Dunaief: Elan, okay. And here's another one from his brother Max. "Thank you for the letter, turquoise is my favorite color, you are right. I like piano, it's my favorite instrument. I like beat-boxing. I like to make music with my mouth. The art project looks awesome, I look forward to signing up." And he drew a little picture, he lost his tooth. I had a letter from Warren and Mary Mumford that came with a \$500 check. They say, "Thanks for your effort to conduct the poetry competition again this year, even under the unusual circumstances. Having this venue to exhibit their writing gives young poets an incentive to express their creative thoughts and feelings. Keep up the good work at the library." And we did write them a thank you back. And again we have a, through Fidelity Charitable, a \$50 check from Dr. Barry John Capella. So we'll need a motion to approve the 2 donations, \$500 from the Mumfords and \$50 from Dr. John Capella, Barry John Capella, I'm sorry.

Matt Rettig: So moved.

Stephanie Wolf: So Matt R. will make a motion to approve both donations, one of \$500 and one of \$50, and Meghann will second. All in favor of approving the 2 donations?

Board members: Aye.

Stephanie Wolf: Both donations have been approved, the \$500 from the Mumfords and the \$50 from the kind doctor.

Charlotte Dunaief: My report. You know, it's busy. It's hard busy too because there's so many times that I sit down to do something and I get interrupted because something more important cropped up. There was some vandalism to the property, I think I told you, someone about it. I called the police. They vandalized the benches on the reading patio and the story walk was pulled up and scattered all over. We interviewed 3 candidates for the public relations specialist. We're waiting for the chosen candidate to return our call. We may end up having to move to the next person, the next choice because we gave them now until Monday to get back to us. The Friends held their book sale on the west portico. For the first two days of that we had no power. They made \$372 dollars during the 3-day sale and had 62 visitors to the sale, and Ben Harrell received \$159 in donations by sitting there with them. I met with John Speranza and Ben Harrell regarding his Eagle Scout project. Ben and Mr. Speranza are in touch with each other and are to keep me in the loop with the project. They still haven't picked a date to start. The installation of the new phone system was supposed to take place on August 11th, but our lines hadn't been ported over, and I came back from vacation and found the lines had been ported over and our phones were not working so I had to scramble to get Net2Phone to do an install that day, quickly. We did have one phone that worked because they had installed one at the public relations desk so we were able to answer the phones, people had to wait a little while for us to get to it. And the install led to a couple of things not working properly.

Most of the kinks have been worked out but I'm still waiting for the fax machines to be made to work. The lines hadn't been ported over properly. Kurt Hahn did 2 trainings for us virtually, "How to stay safe until help arrives" and "Surviving an active shooter" on 2 different dates. And I, you know although we're somewhat burnt out on doing Zoom training, it's great to be able to have staff do training via Zoom because we can record the training and have staff who weren't able to join us on the day take the training on a time that suits their schedule. And I just wanted to point out that our direct-access circulation was 4,506 books this past month. That's my report.

Stephanie Wolf: Okay, does anybody have any questions for Charlotte? Thank you Charlotte, it was a hectic month with losing the electricity and changing the phones and the damage to our property. Keeps everyone a little bit on their toes. And opening, which was a big thing.

Charlotte Dunaief: Yeah, we opened, we didn't open until this month, so.

Stephanie Wolf: Still, this month but you still had to do all of the preparation.

Charlotte Dunaief: We still had to do all of the prep stuff. Yeah. Well I have to, the staff did a lot of that. I have a great staff.

Stephanie Wolf: Yeah, you do have a great staff.

Matt Rettig: Any feedback, is there any feedback from the opening, how did it go, were there any kinks, were people-

Charlotte Dunaief: So far people are very happy, they don't mind the appointments. They're coming in with masks, they're using the hand sanitizer at the stations that we have around. They haven't really been leaving masks behind. We were afraid that they were going to come and pull 100 books off the shelf and, but they haven't been doing that. They've been very courteous and it's been good so far. And the, they just came and finished the installation of the glass around the circulation desk this afternoon. And they did the, I guess it's the polycarbonate-type glass at the computer stations yesterday so we have 4 computers available for use now. And we've had quite a number of people in to use them.

Matt Rettig: Thanks.

Matt Soltis: I would just like to say that I was in yesterday, I went into the library, made a nice 2 o'clock appointment and the staff was really awesome, they were a great help to what I needed. I was, I had come in with 2 purposes, kind of, one to check in and see how things were doing, how things were actually going so I could see things for myself and get an idea of what things look like. And 2, I actually did have an assignment for college that I needed books for. So, everybody was really helpful. In case any of you guys haven't been

to the library lately, I went in, I put in a call, made an appointment for 2 o'clock, I came in. Lisa greeted me at the door. I was greeted. I was told 20 minutes to browse, to do what I had to do. I went in. There was a one-way entrance and another, a one-way exit, so traffic is regulated, which is nice. There's signs throughout the library that indicate the rules, 6 feet apart, only a certain amount of items, so I was very happy to see that the things are, they seem to be working functionally for now. I do have one observation that I'd like to open a small dialogue with you guys about. I think it's small but very, very important. When I checked out my materials, I checked them out at the front circ desk where the permanent polycarbonate has been installed. I don't think we have plans to remove that, am I correct Charlotte?

Charlotte Dunaief: No plans to remove it, no.

Matt Soltis: That's what I thought. So anyway when I was checking out my materials I had noticed as a young person even with no hearing deficits I had difficulty hearing the person who was checking me out. So I can only imagine an older person, which are primarily what our patrons are, older people, who may have hearing deficits, they may have difficulty communicating with the person checking them out. So what I wish to bring to the table to discuss a little bit, even though we have limited time and stuff to get through, is the possibility of installing a microphone, or a small system to only the front circ desk so that people can hear clearly if there's a problem or communication. How do you guys feel about that addition?

Charlotte Dunaief: I don't know that it's necessary, just yet. We haven't had any complaints from our older patrons about it yet.

Matt Soltis: Okay.

Charlotte Dunaief: I'll have to see, I know that there are some things that do, like we already own it, it's a small microphone that the speaker puts on, and an amplifier.

Matt Soltis: Oh yes.

Charlotte Dunaief: Yeah, we could just put that at the front desk to see if that helps. We can hang it outside, on a opening-

Matt Soltis: I know you guys have at least one of those for the programs.

Charlotte Dunaief: Right.

Matt Soltis: Because I've had to use it, a couple of colleagues of mine used it. If there's room in the budget maybe for one more, then we'd have 2 that could work and you could have clear communication because-

Charlotte Dunaief: The problem is that it requires people to wear a headset-

Matt Soltis: Yes.

Charlotte Dunaief: And they have to be able to answer the phones.

Matt Soltis: That is true.

Charlotte Dunaief: We may be able to set something up with a microphone and that thing sitting near the opening or hanging near the opening but I'll have to look into it.

Matt Soltis: Yeah, I will as well Charlotte-

Charlotte Dunaief: Okay.

Matt Soltis: Because I think although we haven't had direct complaints I think some people may be shy, they may be reluctant to, I do believe that, and I think it would be a service to the public to make it as easy as possible to make transactions.

Charlotte Dunaief: Okay.

Matt Soltis: So I trust you'll look into it, I will look into it also, and we'll communicate about it in the future.

Charlotte Dunaief: There may be another small system that we can get that. The other problem is I'm worried about maybe putting too much noise through the barrel ceiling because that ends up being under the barrel ceiling there.

Matt Soltis: Okay. I'm not sure if I completely understand what you mean by that [unintelligible]

Stephanie Wolf: Well Matt I can speak to that. If you're sitting, well you're not sitting any more, in those comfy, cushy chairs by the windows, you can hear every conversation that's happening at the circulation desk.

Matt Soltis: Typically, yes. But I did, I do have, I think it's a serious problem and I do have to report. If there's any way to manage it so that the sound wouldn't be overbearing to people who want to work at the computer or if we eventually do reopen to a point where people want to study, and have a quiet experience over by the table section near the stacks. There has to be a way to contain that, obviously.

Charlotte Dunaief: I'll look into that, maybe like a microphone like they have at the bank-

Matt Soltis: Yes. Yes.

Charlotte Dunaief: That can be turned off and on. I'll look into that.

Matt Soltis: That's exactly what I had in mind Charlotte.

Charlotte Dunaief: Okay.

Matt Soltis: And I'll be doing some of my own homework on that too so that we can both kind of collaborate on that. So that's all that I wanted to bring up. Thank you guys for having a dialogue and being receptive. I appreciate it. I think we've done a good thing here. Thank you.

Charlotte Dunaief: Thanks for coming in Matt.

Stephanie Wolf: Thanks Matt.

Matt Soltis: Sure thing.

Stephanie Wolf: So we'll go onto committee reports. Carol, you're up for the Finance Committee.

Carol Stein: Alright, these are the reports. If everybody has a chance to look at the reports. We start with the "Profit and Loss, Budget versus Actual Operating Report," and while still very early in the year with only 2 months of data reporting, some of the things that we've discussed in the committee was to really look at the revenues because if the revenues don't come in we're not going to be able to spend that money, and looking at this report you see that we only have \$425 in fine revenue, and we are budgeting for \$18,000 so we're woefully under there, and given that the library's recently open and we're not circulating materials the same way and people aren't checking books out as much-

Stephanie Wolf: And we're also being more forgiving of fines. We have-

Carol Stein: Forgiving of fines, like yeah, so we're not really imposing fines, so all that, we're not going to get \$18,000 in fine revenue. So remember this budget was prepared before COVID hit, and none of this was expected. So that's an area that we're going to have to look to reduce significantly and come up with another, you know, estimate and then probably reduce some expenditures somewhere else to follow that so that we're not overspending the budget. We're also a little concerned about the 2,000 and the 5,000 in the grants in the RCLS income line because we believe those will probably be impacted in the 20% state aid cuts, because they are actually funded through New York State, through RCLS and to us. So I think that'll be like a 14 or \$1500 dollar loss that we would have there. So that's the bad news. The good news is that on some of these other categories we're actually running a little bit under forecast, and it's a little early to predict that because sometimes it's just timing of you know when we pay a bill or when things come in or come due. So it's a little early to look at that but we're going to start to take a pulse on that, looking at the, projecting out the staff numbers because those are obviously the most important expenditures because it's about 80% of our budget is staff, so we're going to take a look at that more carefully. We think we're a little bit under on the

retirement. The estimated bill came in and it's over this number so we didn't actually talk about that in the committee [unintelligible]. So that could be an issue. But we'll take a look at some of the other categories and see where are so we can report back if we have to make any major budgetary changes but what it would mean is like saying that if we were going to spend X thousand on books we might have to spend X minus Y on books so you know these are the decisions that we'll have to start to make to adjust the budget. Our budget is a pointer and yeah it's a change in plan when situations change so that's what we'll be looking at. Just a little bit early, not real cause for panic. Then we looked at the different classes and the capital and we are going to make some probably some adjustments to these reports to make it a little bit easier for everybody else to digest but we're in pretty good shape there. When I ran it there's still some money left in the Skoufis Technology Grant so we can put some of our technology expenditures in there, I think there's a little over, we have \$5,400 left there. The good idea fund, we still have \$2200 so as the staff come up with some recommendations, and again we don't have to do it right away, maybe you know we haven't done any while but maybe that's okay, we'll leave the 2200 until we're back fully operating and we use it for something else so there's no rush to spend that. And in terms of capital we know we have \$331,000 in the bank, but some of that is committed, meaning we have to pay it out to the electric project because that was money given to us by the grant at RCLS and some of it we will still get a little bit more back from the roof grant, about \$11,000 left to be reimbursed there, potentially 20,000, we weren't quite sure on that one. Is it the 11 plus the 8 or just the 11, I'm not sure yet but we'll come up with that. And then we still have the commitment for the sign which we'll need cash for, and then get reimbursed. So, things are ins and outs. We're looking at trying to figure out a way to make this more informative as well with the reports so Emily and I are going to work on that. But good news because we have some money, so might have some money in our operating fund surplus, which we might want to move into capital but in a way we are in a pretty good capital position right now. I think a year ago when Suzanne was saying, "I want to do this, and I want to do this, and I want to do this," we were really worried about cash flow and how we were going to manage all of the projects at one time, she had great vision and wanted to go after the money but we were just a little bit worried about cash flow, and this time of year we still use the cash flow to pay the payroll until we get our tax money which doesn't come in until like around October 10th or 12th or something like that. So we still have to make payrolls with whatever we have in our surplus. So it's kind of a game. But we're, I think we're in pretty good shape. We had a revenue issue to look at and we have to take a look at some of our expenditures and make sure we're not going to be in poor shape. But that's really what we discussed in the Finance Committee. The only other thing to report on was that we had an audit conducted by Nugent and Haeusseler and they internal process audit would be how that call that, a risk assessment audit might be the formal term, where they look at our procedures and they ask, you know, how is cash, what cash comes in, what

are you doing with it, how do you know that you've reported it correctly, and deposit it correctly, how do you check that. When we pay bills, how do we make sure that you know our bookkeeper isn't writing the check to her friend? You know, so how do we, what's our checks and balances and things like that, that's what the auditor helps us look at for the procedures, then she'll come up with some recommendations for us. It's difficult when you have a small staff, a bigger library, you can spread out responsibilities. It's harder on a small library, and a small staff to do those things. Emily does a good job of, you know, reviewing that and that's why she's our treasurer and our Board liaison that role but still it's always good to have, making sure your procedures and your checks and balances are good. So I'm curious to see what he comes up with. Emily, anything you want to add on that aspect, no, Emily was there the part of the day, I know Charlotte was there and our bookkeeper was there and probably they interviewed Pat Rovello I would guess and maybe anybody else-

Charlotte Dunaief: Pat wasn't here that day.

Carol Stein: She wasn't there, okay, sometimes they do-

Charlotte Dunaief: No, Pat wasn't there but he loved her personnel files.

Carol Stein: Okay.

Charlotte Dunaief: He liked the fact that she had a checklist.

Carol Stein: Alright. Yeah they're looking at procedures because you know obviously your biggest expense is people and personnel so they want to make sure you're kind of tight in that area. You know they probably looked at how we do our work with Paychex, or whatever vendor we're using for payrolls so those are the kinds of things that they want to check. And those are the things that honestly, we have a judiciary responsibility to make sure that our taxpayer money is used properly and is not funding some sort of you know fraudulent activity. Not, certainly I don't want anyone here to think that I suspect it, but it's certainly not, it is just something that is one of our key responsibilities. We're supposed to set strategy, policy, vision for that, and we have a judiciary responsibility to ensure that our taxpayer funds are being used for library purposes. We're not supposed to figure out the nitty gritty of every day, that's Charlotte's responsibility, but we do have that oversight responsibility so, along with Charlotte. Charlotte does as well. So that's kind of our role and so I'm glad we did that kind of audit this year as opposed to the other kind. The other kind basically they say, "Okay here's your financial statements, here's your balance sheet, here's your income statement, here's your this, here's your that," and it's almost meaningless to us because we're on a cash basis and we really don't care, you know. It's like it does matter more if you're going to go borrow, so if we were going to do a capital project where we were going to have to bond it, we would definitely need to have that externally audited statement because anybody who we want to borrow money

from would want that. But we're not looking to do that right now so it's not really that important of an issue to do. And then Emily and Valerie I will help do the financial reports due soon, are they due now or in January?

Emily Milton: They're due at the end of September. I may file for an extension, we hadn't gotten any communication from them, that's-

Carol Stein: Okay so that's also with checks and balances -

Emily Milton: So I reached out and she said no the deadlines are the same so I thought-

Carol Stein: You're cutting out Emily.

Emily Milton: Oh, I'm sorry.

Carol Stein: Okay. So yeah so there's like a state report that we have to do where I put all this information in, I call it like a tax return kind of thing where you put everything on the line this and this line has to equal that line and it's kind of a nuisance but it's also a way of kind of overseeing that things are going our way because usually if they don't, if you can't get those entries right then something's not right in your bookkeeping so in the past we've been able to balance it but those are the kind of things we do and we went over that because we have 2 new members of our Finance Committee and I appreciate their time so they'll start to pick it up as the year goes on. And then we run it to the rest of you, that these reports look pretty good and there's not, nothing to be alarmed about, or say hey we need to start thinking about maybe some budget modifications. I know Charlotte was a little worried about the staff line when we did the budget, there was one line where we kind of made an incorrect calculation on so she's a little but worried we might be short on those lines so we're going to take a deeper look at those in the next month or 2 to see. And if we do think we're short, based on commitments we've made we might have to do a fund balance appropriation and increase our budget. So that will be a recommendation we make in a month or 2 depending on how that analysis goes. Questions? Because I'm happy to answer them. I know I talk quickly and sometimes in Greek. Matt said I spoke in Greek. Good? Alright. Thank you, that's our report.

Stephanie Wolf: Thanks Carol, thanks Finance Committee. Policy Committee?

Meghann Chyla: So, if you look on the Drive, I had a policy folder. Our report is there, plus 2 policies for your review this month, nothing to necessarily vote on. So there was the Mission Statement, and that was taken from page 1 of the Strategic Plan that I know Charlotte wants to talk about later in the meeting. That's a, you know, broad-vision plan. So we have that up there, that was already kind of, I think worded nicely, I don't think there's much to change. And the other one was the Interlibrary Loan Policy that I think we can maybe just update, Charlotte, the one line I highlighted there about using RCLS

like the app and the library website, maybe it was a little dated to say you had to call the librarian for arrangements. So I think, other than that, that's like, was our focus for the month. We're following the schedule Charlotte has. And then I put under "Policies Currently In Review" the ongoing project that you know Charlotte wants to talk about later with the Strategic Plan. Just so, I think someone also popped that in the Google Drive but I put it there just so everyone could-

Charlotte Dunaief: I think I put it in the Google Drive. I also at the beginning, just a little while ago because we had a request to use the parking lot after hours by a Cub Scout pack for a trunk-or-treat. I noticed, well and Carol also noticed, that the Community Room Use Policy does not include, or we do not even have a property use policy. So we kind of need to look into that to determine whether or not we want to let people use our parking lot for something after hours. I mean this is definitely, a Cub Scout pack meets the nonprofit, charitable organization and educational requirement for room use, so, but I really think we should have something is as a policy, especially in this age of COVID and social distancing where people might want to be able to meet in our parking lot after hours. So I had emailed that to the entire Board, I don't know if you all got it or not.

Melissa Greaves: I got it but I didn't have time to review it.

Stephanie Wolf: I got it.

Meghann Chyla: Do you need that tonight Charlotte, to move ahead?

Charlotte Dunaief: No we don't need it tonight, but if I can give him an answer, he wants the room by October 30th, if I can give him an answer by then, I think that would be a good thing. [unintelligible]

Stephanie Wolf: I think we should give him an answer by our next Board meeting because if he needs to find another place he'll need to find another place.

Charlotte Dunaief: Right, I mean it probably would be a good idea to figure something out prior to the next Board meeting if we can, something that we know we all agree on.

[unintelligible]

Meaghan Doyle: Could I add something too?

Melissa Greaves: Oh, yeah.

Meaghan Doyle: Hi, sorry, Meaghan Doyle, I'm one of the librarians. I've had requests from different patrons who want to know, first about in-person programming at the library, and of course I say, "No we're not doing that right now, you know, we'll have to wait." But sometimes they want to know, "Well can't we do it and it be a program but we'll just do it outside?" And so I've had to kind of say, "Well, it's public property, you know I'm not

going to chase a group but I'm not going to, you know, the library can't sanction that," so as part of that property use I just wanted to throw out there that, you know, besides just this one specific request, there are a lot of people, including a group of women who meets over, every day, over on the yard with their chairs, that, you know as long as they're kind of off to the side, we kind of don't chase them. But today it was raining and they were on our patio right on the front porch, and we were kind of like, I don't know if, you know, are we condoning something here? So I just kind of wanted to add some of those other circumstances for you to consider as you look at how you want to put that policy together.

Carol Stein: So I think that's the issue that we want to talk about, and give the Policy Committee some recommendation, so I think we should be having, I don't know if this discussion is now, is this committee report or as part of the New Business but that's how we put it on there so that we can have this discussion about putting it in

[unintelligible]

Carol Stein: See this. So why don't we finish with the thing then go to New Business and discuss this? Right, would that make sense to everybody?

Stephanie Wolf: Yup.

Charlotte Dunaief: Yeah. Thanks Meaghan.

Stephanie Wolf: So for the Policy Committee we're going to discuss the Community Room, Property Policy in a few minutes. Anything else Meghann from the Policy Committee? We want to review, for next meeting we need to review the Interlibrary Loans Policy to vote on.

Meghann Chyla: And the Mission Statement.

Stephanie Wolf: And the Mission Statement.

Meghann Chyla: I mean I don't know how you want to handle that, Charlotte. Like, did you want that as a separate thing approved or did you want to wait and include the Mission Statement in with the Strategic Plan?

Charlotte Dunaief: Well, the Mission Statement was included in the Strategic Plan the last time.

Meghann Chyla: Okay.

Charlotte Dunaief: But it might not be a bad idea to approve the Mission Statement prior to looking at the Strategic Plan so that we can keep it in mind when we're working on the Strategic Plan.

Meghann Chyla: Okay. So maybe for the October meeting, if everyone could be ready to vote on those 2, Mission Statement and Interlibrary Loans then.

Charlotte Dunaief: And Meghann I'm sorry I didn't see the edit that you wanted on the ILL Policy. I can't do double screens, so.

Meghann Chyla: Oh, I just wrote, there was one line about "arrangements may be made to do so with a reference librarian" to-

Charlotte Dunaief: I think that's for an outside the system ILL.

Meghann Chyla: Alright, so we'll just talk and make that more clear-

Charlotte Dunaief: Yeah.

Meghann Chyla: Yeah.

Charlotte Dunaief: Yeah.

Meghann Chyla: Okay-

Stephanie Wolf: So for everybody, with the being on Google Docs you can make comments or questions on the actual document online so that everybody can kind of have a discussion and we can finalize it to vote on for October's meeting.

[unintelligible]

Charlotte Dunaief: I think that's in the general, is that, did you put those policies in the policy folder for this month?

Meghann Chyla: Yes.

[unintelligible]

Meghann Chyla: Also, if you just go in the policy report you can just click right to them, I made them hyperlinks to make it a little easier as well. So they're either in the, like policy report you can click on through there or you can find them on like the actual policy folder. So yeah, we'll vote on those next meeting so I'm good.

Stephanie Wolf: Okay. Anybody else have anything for the Policy Committee? Alright, we'll move on to Buildings and Grounds. Melissa?

Melissa Greaves: Okay, so congratulations on reopening, I think that's really the biggest thing that is going on the most important thing. I was in today, I got to go, and this is part of Friends as well they were having a book donation drop-off by appointment, and you walk right in, it's seamless. Meaghan was sitting right there, and you can tell she's smiling

because you can see her eyes and you can see her smiling and just that friendliness. You know, it's not lost even with the mask. Charlotte, I love the trifold screens you found. Those are such a great solution-

Charlotte Dunaief: Yeah.

Melissa Greaves: On the desks, I saw them where Meaghan was sitting just they made so much sense and it, good find.

Charlotte Dunaief: They were our least expensive option, so.

Melissa Greaves: Well they look like, they look perfect, and they look very minimalist, too. And so it's really kind of just right there and it looks portable too.

Charlotte Dunaief: They are.

Melissa Greaves: [unintelligible] the person where they're sitting to make it easier. You could just move it as well. I love the solution Meaghan was telling me, that when people walk in, they're handed a slip with information about the opening, and they're given their time that they came in, if I'm understanding it correctly? So that they know what time their appointment was, they can't argue that they haven't been there long enough or that they didn't know what the rules were so I thought that was a really great solution as well. So the reopening, did you want to add anything about the reopening Charlotte? I mean you're-

Charlotte Dunaief: It wouldn't have happened without the staff. They've really done a lot of work towards the opening.

Melissa Greaves: Yeah. I say thank you to everybody who worked on it, I think that it was a long, very stressful, emotionally stressful, you know physically stressful thing to do and I think everybody did it really smoothly and graciously and well. And I think the community is just so excited. And Matt, you mentioned the one-way entrance-

Matt Soltis: Yes.

Melissa Greaves: And the one-way exit and again those sliding doors, what a great feature. That came in super useful and handy.

Stephanie Wolf: Yeah. I think the staff has been tremendous in their ability to shift as things move along. As things keep moving they keep moving right along with it and come up with great ideas, creative ways to make everything work.

[unintelligible]

Stephanie Wolf: Sorry Melissa, go ahead.

Charlotte Dunaief: They have been extremely thoughtful in the way that we have managed to put things together for the opening. And I have to thank the department heads, and Pam Hawks, who have really done a lot of work.

Melissa Greaves: Absolutely.

Stephanie Wolf: Alright, Melissa, go ahead, I'm sorry. I didn't mean to cut you off.

Melissa Greaves: We have a couple of things, interior lighting is still going, moving along, Charlotte spent quite a lot of time the other day meeting as some boxes were checked, double checked, measured twice, cut once, type of situation. And so Charlotte did it seem, did you, were you able to get a sense about if it really is a 3-week project, or-

Charlotte Dunaief: I think it's going to be a 2-week project.

Melissa Greaves: Alright.

Charlotte Dunaief: He was like, "Yeah no 3 weeks was just in case, I think it's going to be a 2 week project." He wants to know which area I want him to work in first. I think I want him to do the pendant lights first, because that's through the whole entire library. It'll be easier after when they're doing the children's section to just close the children's section off for the time that they're working there, or most of the children's section off while they're working there. I think the picture books would still be, we would still have access to the picture books but, and then the adult fiction side is easy also to close off to the public while they're working there. I'm not sure how noisy it's going to be though, I'm not sure if they're going to have to drill or anything. I'm hoping not too much of that.

Melissa Greaves: It makes a lot of sense to have it, you know the pendulums first and then children's, or, you know.

Charlotte Dunaief: Yeah.

Melissa Greaves: Whichever you choose.

Charlotte Dunaief: [unintelligible] I think that the lighting for the drop ceiling has finally been ordered, because the reason that they made him come back and measure everything yet again was to make sure that they got the lights that would actually sit the way the current lights are sitting.

Melissa Greaves: Yeah, that's great. I'm glad somebody did that. Were they, were the measurements the same or were they off from-

Charlotte Dunaief: I think the original lights were slightly narrower, they're having to make them special for us to have the right overhang.

Melissa Greaves: And did he give you any sort of, so he went and ordered, any sort of time frame in between-

Charlotte Dunaief: I sent the form, I had to send the forms to Graybar who will then do the ordering, or who has already done the ordering. That was last Friday, it was just the 4th of September.

Melissa Greaves: So something I think that we need to discuss as a Board in its entirety is the sight sign. So the gentleman Paul from Daktronics, I love the system of we ask you questions Charlotte and you forward it to him and he just answers the questions right in the body of the email, it makes so much sense. But so what it basically comes down to is, we have a grant for \$50,000. The original sign that we were pretty gung-ho about was the 4 foot by 6 foot digital sign, and then the framework around that is bigger, the structure is bigger. And he got it down from about \$60,000 to \$56,000. And then there's another size that's more rectangular. It's a little bit smaller, you wouldn't want to do things like put photos on it, and he got that under budget, and so, by not too much. But I think that what the big conversation is, what we want versus what Carol was talking about with our responsibility fiscally this year, especially because of everything. So I didn't know if we shouldn't even really spend some time, we should just take the one that's right on budget, or if we should discuss what our original want was. Thoughts?

Carol Stein: I would like to spend the extra money and get the nicer sign, personally. I think, and that's my own personal, we have, the extra, what is it, 6,7, \$8,000 to do this-

Charlotte Dunaief: It's under 7.

Carol Stein: Yeah, well plus by the time you get this warrantee extra, and that piece of whatever that they want us to get-

Unknown: Right.

Carol Stein: I think that as long as it's within that range we should go for it because this is going to be a sign that going to lasts us a long time. We want it to look right, we asked for the better lettering, right, so that kind of draws up the cost. And then he still coming back with a better price so we pushed him and that was good, see that's the thing. If you just accept the first proposal, but Melissa kept pushing him and pushing and pushing which was so cool, and-

Melissa Greaves: [unintelligible]

Carol Stein: That's kind of key, and then he kept beating his price and coming down, and I think he saw that we weren't going to do it at all, right, because we told him we only had \$50,000 so I personally would like to see it, the better sign that's going to last us longer

given that people are driving by and we don't want people to get into accidents, you know I think that would be kinda cool.

Melissa Greaves: I agree, my vote is for the 4 by 6 sign, and I'm coming from, I didn't, when I first heard about this project and didn't know too much about it, I was totally against it. And then I saw the sign, and I saw what it could do, and I thought about all the positive attributes and now I'm pretty gung-ho. And specifically for the 4 by 6 sign because of, you know people driving by and all the things that Charlotte can let the community know on there, and we, Cornwall makes some really great flyers for programs and things so why not be able to showcase them. Also we have a lot of great programs period, and wouldn't it be great to show some images from those programs to the community.

Stephanie Wolf: I'm a big believer in you will always regret not spending the money, like you will forget that you saved any money if what you got isn't what you wanted.

Unknown: Right.

Stephanie Wolf: It's not worth, you know, spending good money on something you don't want, necessarily.

Matt Soltis: I have a question. If we vote to go over budget with this sign, where would we draw the \$7,000 from?

Carol Stein: The Capital Account Matt, good question.

Matt Soltis: Okay.

Carol Stein: So that would not be a budgetary item, that would be something we would kind of, as a Board vote, I would say we should do a resolution to say that we're going to spend capital money to do this, so from our capital savings.

Matt Soltis: And what does that mean in terms of tax dollars, is that coming directly from the public or something we already had?

Carol Stein: So as I was saying earlier, that every time we have at the end of the year when our revenues are greater than our expenditures, we end with a surplus, that money then goes into the operating funds surplus. Years back, we had taken, we had built up a decent amount of surplus, and we could do a couple of things with that surplus. So what we could do is reduce the levy, and not have as big a levy in the future, so that would lower people's taxes, but then that lowers your base going forward, that would be a one-time adjustment that's kind of an interesting problem for the future. Or you could take that money and say, "Let me put it in some sort of reserve," okay? And in our case on the Board it was about 3 or 4 years ago, made a decision to put that money into a capital reserve sense, to be used for funding projects for capital. So we've been using that money

over the past years to front the money for the lighting project, to be able to participate in a grant where you have to have matching funds, to be able to outlay money for like those, the roof grant, and the sign grant we have to put the money out first and then get it back, or anything that we didn't budget for. If something happens, like right now we're probably going to have a conversation of our HVA system and we're going to have to make a decision to maybe purchase a whole new system and unless we can get a grant for that we're going to have to fund it. So that's what your capital is for, that you're not having to go back to the taxpayer and say "Oh," we need to do it. Or, otherwise, the other option would be to take our, if we didn't have a capital reserve we'd be taking our property and everything and we go okay where are we cutting now to get this money for this HVA system, like for a sign then we wouldn't be able to do it because there would be no way I would choose that over books or staff. But if we have an HVA system that fails, and we have no capital money, we'd be like "Oh, okay, we have to cut books, we have to cut programs, we have to cut, Liz is on the call, young adults, or you know childrens," we have to cut all these things, we don't want to ever do that, so having money in the capital prevent us from having to do something like that, and risk the operations of the library. Does that help you?

Matt Soltis: Absolutely.

Carol Stein: Okay.

Matt Soltis: You explained it very well Carol, and you know in case I haven't told you already, I'm always very impressed with the way that you can talk about and explain finances. I don't ever work with that stuff, I don't understand it, it's all new to me so thank you for answering my question as thoroughly as you did.

Carol Stein: Okay so I just try to give back. Remember I do this for a living so this is why, and I make presentations all the time so this is what I have so it's not like I'm smart or anything it's just that this is what I do. I'm sure you could teach me a lot about whatever you're strong at knowing so thank you though.

Melissa Greaves: So I don't know at this point how we go about moving this forward. I know that we have to give Charlotte an answer so that she can make the order, give Paul the go-ahead, but do we vote? [unintelligible]

Carol Stein: Let's make a resolution tonight. Let's first of all let's poll everybody and see if everybody agrees. One by one we'll poll everybody and then if everybody, if that poll is successful then we'll make a resolution right tonight.

Stephanie Wolf: And it would be Melissa to do I think the sign that we had talked about, the more expensive one of \$57,000 one? That what it is?

Melissa Greaves: \$56,357, that would be the 4 by 6 sign, and we have, he will come give and give us choice of finishes that are part of that price. So we would be able to choose our finishes, choose a brick color, choose the materials we want for our name, things like that, that's all included in that price.

Charlotte Dunaief: Melissa, wasn't there also an additional thing, after the price for some backup pieces?

Melissa Greaves: I might have missed that.

Carol Stein: Yeah it was at the end of the quote I think.

[unintelligible]

Charlotte Dunaief: I think we might want to go for that as well.

Carol Stein: I think, I'll have to pull it up on my screen hold on.

Melissa Greaves: [unintelligible]

Stephanie Wolf: Yeah we should get that in the resolution so that when we don't have to come back and do it again.

Carol Stein: [unintelligible]

Melissa Greaves: [unintelligible] the B and G folder.

Carol Stein: Hold on wait a minute, I'm here-

Matt Soltis: Does anybody know if the warranties are different for the different options, or are they the same?

Charlotte Dunaief: It's the same warranty.

Matt Soltis: Okay.

Charlotte Dunaief: But the thing with the different options is the screen size, on one it's 4 foot by 6 foot, on the other one it's 2 foot 11 inches by 4 foot, is that, am I right or is it 6 foot?

Matt Rettig: It's 5, it's like long and-

Charlotte Dunaief: Right, it's a long narrow one.

Melisa Greaves: Yes-

Charlotte Dunaief: And it just really won't do what we'd like to do with it.

Matt Soltis: You can't project images on that one.

Charlotte Dunaief: Not as, the images won't be as good, the resolution will be funky.

Matt Rettig: [unintelligible]

Matt Soltis: I agree with, go ahead Matt?

Matt Rettig: Oh sorry, my understanding, it's the same resolution, and technically yeah you could do it, it's just such a weird shape that your images are going to look weird just because it's this long thing.

Melissa Greaves: Imagine a 4 by 6 photo, Matt, that you just cut the bottom off to make a rectangle, like if you have it horizontal. If you, also I don't know if anybody else can go into, if you go into the Drive, there is within the CPL Meetings folder, the CPL Trustee Folder, there is a folder called B and G, and that has all the PDFs and things that are pertain to everything that the Buildings and Grounds, and even one from the Garden Committee in there, like we have a, just one with the Eagle Scout, a few things for Eagle Scout that I put in there that, but within-

Carol Stein: I'm trying to find the sign quote though, I just had it open before and I must have closed it because if I had the extra money in there because we really should just state the amount that we're going to go over here.

Melissa Greaves: I know I'm trying to find on the, it's not on the, I'm trying to read this thing sideways. It's not on the one that's like the, sorry I wasn't prepared I didn't realize.

Matt Soltis: Meghann, you're muted, I don't know if you- there you go.

Meghann Chyla: Sorry. I was just trying to say, it's under the one that says "Customer Quote," it says "Fair Parts," is that what you guys are discussing?

Charlotte Dunaief: Yes.

Meghann Chyla: It's on the bottom, under her "Buildings and Grounds Folder" it just says "CPL Customer Quote 731712 so it looks like \$2,160 is the spare part quote.

Melissa Greaves: \$2,160 you said?

Meghann Chyla: Yeah. That was the Daktronic.

Melissa Greaves: Yeah. Okay.

Carol Stein: I was looking at it before but now I can't find it. Whatever, so Melissa what is the actual total with that?

Melissa Greaves: So, the total-

Carol Stein: And I'll tell you a story about parts. So we have a sign, we have a scoreboard we can't get parts for, it's like now 10 years old and we can't get the parts, so you can't make repairs, so it is probably, if it's, because even though, you know, new technology is going to be out next year, whatever you buy it's like a car, you know you're going to, it's going to be outdated the minute you drive it off the lot, right? So-

Matt Rettig: No, actually, part of the sale is they guarantee, remind me Melissa, it's like for 10 years, or 8 years or something, they guarantee that they will have parts to repair anything that goes wrong with it.

Melissa Greaves: Yeah.

Matt Rettig: For how long, Melissa, do you remember?

Melissa Greaves: I thought it was 10 years.

Matt Rettig: It might be 10 years, that's in my head too, yeah. So Carol, so the spare parts thing, I'm not clear on actually what you get for this \$2100 because they're already guaranteeing that for 10-

Carol Stein: Okay so then we should verify that, so what we could do is vote conditionally on I would say to spend the money for the sign and then allow the Buildings and Grounds Committee to make a decision to figure out the parts separately. So maybe the resolution's in 2 parts.

Matt Rettig: Wouldn't you need a separate resolution, because then you'd have to authorize the other \$2100 for that option-

Carol Stein: So the resolution would be to spend the additional 5000 or whatever the first number is, and then the second part of the resolution would be to grant the B and G Committee the option of spending the extra 2000 if they felt that the parts part was something that we needed to do so that we don't have to reconvene the entire Board -

[unintelligible]

Carol Stein: So you're basically just granting the B and G Committee that latitude to look at whether we need to spend, which of those two monies if you're comfortable with that. If you're not comfortable with that we'll reconvene and do that part but we don't want to hold this water up forever, that quote's going to probably go away at some point, right?

Melissa Greaves: Yeah.

Stephanie Wolf: Yeah, and we have to have this finished by next summer in order to get the grant payment.

Unknown: Yeah.

Charlotte Dunaief: I'd actually like to get it in before the winter.

Stephanie Wolf: Yeah.

Melissa Greaves: Yes, snow closings are definitely something you want to do from home.

Unknown: Yeah.

Melissa Greaves: So the price for the 4 by 6 sign, and I just, I want to double check my math now I'm going back to the email really quick to give you the exact price, is 56,000, and now I'm not seeing that parts thing. I'm nervous about making us vote on it and not having my eyes on it while we're-

Carol Stein: Did you send, I can't find the quote now, I'm looking on the Drive, I don't see it in the shared, in that Drive.

Meghann Chyla: In the Buildings and Grounds Drive, if you go under "Sight Sign-"

Carol Stein: Yeah, but [unintelligible]

Meghann Chyla: That's what I'm looking at, and Melissa posted it the date, maybe look by the date, the one I was looking at said July 17th or August 19th, there were like 2 different quotes but they had the same parts number.

Melissa Greaves: Right, so I'm looking at, I'm just looking at one from Paul, sight sign, where did I get-

Stephanie Wolf: Both of those are not, neither one of those is \$57,000.

Melissa Greaves: No, they're not.

Stephanie Wolf: One's 60,000 and one's [unintelligible]

Carol Stein: Why don't we move on, Melissa will look for it while we move on, then we'll come back to this, we'll come back to this topic while you look for it. I'll try to look for it too but I can't-

Stephanie Wolf: Yes.

Melissa Greaves: Yup.

Stephanie Wolf: Okay so we will go on to the Garden Committee. And Charlotte actually reported what I was going to report, that Ben and, the Eagle Scout, and Mr. Speranza were trying to work on a date to get started. He's, Ben has met his fundraising goal and so they're just trying to figure out what to do next. And Mr. Speranza has agreed to help

the Eagle Scout to make sure that we are in compliance with ADA rules. So Melissa had already started to talk about it a little, does anybody have any questions about that? We talked about that before.

Melissa Greaves: I did find the quote. The actual email with the quote.

Stephanie Wolf: Okay. Great.

Melissa Greaves: Okay, so the quote is, for the 4 by 6 sign, he gave us \$56,357.

Carol Stein: 56, 356?

Melissa Greaves: 56,357.

Carol Stein: 357. Okay. And then the parts was? The extra parts was like, on the very bottom of that quote there was-

Melissa Greaves: That's what I can't see.

Stephanie Wolf: For \$2100.

Meghann Chyla: So Melissa, there was another one in the September 2020 folder that it looks like Director Cornwall put up today, and it says "newest quote." Is it the Dactronic one we're looking at?

Charlotte Dunaief: That's the one.

Meghann Chyla: The newest one today that it looks like Charlotte must have put up says it's 50,000 but the parts are 1900.

Melissa Greaves: That I don't, Charlotte where did you-

Charlotte Dunaief: I'm going to have to look.

Meghann Chyla: It's different, the 50,000.

Charlotte Dunaief: My problem is I'm afraid to close my screen. Let me see if I could find it on my phone.

Carol Stein: I don't see it, I don't see it in the 2020, maybe this is not [unintelligible] the files.

Meghann Chyla: Yes, just when I went to September 2020, it's just in the general folder, and it's from today at 8:51.

Carol Stein: Oh yeah quote, here we go, here wo go I got it.

Meghann Chyla: But this is a different price, that's a big difference. This says 50, but 1900 for the parts.

Melissa Greaves: That seems-

Carol Stein: 56,444 I'm seeing

Melissa Greaves: Okay, so I found the one that says "Spare parts 2160," "2 modules and static cables."

Carol Stein: This one is dated today, 9/20, September 9th, dated yesterday, and-

Melissa Greaves: But I, I didn't get that one that's, so my newest one that I was emailed was the one from, what day is this from-

Carol Stein: Yeah, the one that's shared with us is 56,444 and 1,920 for, includes 2 modulars and sats or cables, whatever that means.

Melissa Greaves: Okay, so we might have to pause on this because I didn't get that. I've only got, the last thing I was emailed was on August 19th.

Carol Stein: So Charlotte where did you get this from?

Charlotte Dunaief: I just reposted, I just reposted one of the things, Melissa. I didn't, it wasn't brand new.

Melissa Greaves: The customer quote 731712?

Charlotte Dunaief: [unintelligible]

Stephanie Wolf: Yeah I have that, and then it says today's date, or it says yesterday's date on it.

Melissa Greaves: Oh okay, so maybe the date is just from being posted yesterday. So, okay so we might have to sit back on this, just until we clear that up because just to make sure because I'm seeing-

Carol Stein: Well why don't we do this. It's between 6-

Stephanie Wolf: Carol can we vote for saying that we will allow the Buildings and Grounds Committee to spend up to-

Carol Stein: Yeah.

Stephanie Wolf: \$58,000 on this sight sign?

Carol Stein: Yeah, like we could do that.

Stephanie Wolf: And parts.

Carol Stein: Yeah. We could give them a range and make the resolution and they just update us because I'm seeing, it's either 6,444 over or another 1920 so that would be like just about 8,000 over, so depending on kind of what we want I guess-

Stephanie Wolf: Can we say to be safe up to \$60,000?

Carol Stein: Yeah.

Stephanie Wolf: Or do we want to stay at 58?

Carol Stein: Yeah, let's just say up to 60,000, let's be safe, so that way we're just covering, we don't have to meet again, and then Melissa can work it out with the exact quote that she makes sure is exactly the right one.

Melissa Greaves: Yeah because if we're-

Carol Stein: And now that we're not waiting a whole nother month to do this.

Stephanie Wolf: Yeah.

Melissa Greaves: And if it is those numbers, the 56 and the 2100 it is over 58 by
[unintelligible]

Charlotte Dunaief: The quote number is 73171214?

Stephanie Wolf: Yes.

Charlotte Dunaief: Is that the one that you have Melissa?

Melissa Greaves: I'm looking at customer quote 7611712, I've got -13 as my newest.

Charlotte Dunaief: Okay, I've got -14. And the-

Carol Stein: So we've got to take the differences, and maybe there's something that he had to change and we'll [unintelligible]

Charlotte Dunaief: The price that I have is 56,444 and 1,920.

Stephanie Wolf: Okay, so let's do this as a Board. Let's approve for the Buildings and Grounds Committee to spend up to \$60,000 on the sight sign, including this parts.

Carol Stein: If the parts are warranted, right. [unintelligible]

Stephanie Wolf: If the parts-

Carol Stein: [unintelligible] Upon their final review. How's that? Upon their final review.

Stephanie Wolf: Yeah.

Carol Stein: So we can make that resolution.

Stephanie Wolf: Okay so let's make a, who can, I need a motion to approve the Buildings and Grounds Committee to spend up to \$60,000 on the sight sign, which would include the warranty and the parts.

Matt Soltis: Motion to approve.

Stephanie Wolf: Matt S. will make a motion, anyone second?

Roberta Sherman: Second.

Stephanie Wolf: Roberta will second. All in favor?

Board members: Aye.

Stephanie Wolf: The motion was carried. Okay. Was that everything for Buildings and Grounds
Melissa?

Melissa Greaves: Yes. I think that-

Stephanie Wolf: Until we get to new business?

Melissa Greaves: Yup.

Stephanie Wolf: Okay. So I think you're up to Friends.

Melissa Greaves: Yes, so Friends, as Charlotte said, they had a super successful first donation and book sale since the coronavirus. And if anybody doesn't know, they are currently taking donations today, tomorrow, and Saturday by appointment. Tomorrow 2:30 to 5 and Saturday 10-12. And then they're going to have a sale September 24th, 25th, and 26th. Again, Thursday and Friday, September 24th and 25th, 2:30 to 5 pm and Saturday, the 25th 10 to 12. So spread the word on that. And otherwise they're, you know, moving right along and rolling with it. Still doing some great fundraising. And that's it for the Friends.

Stephanie Wolf: Great.

Carol Stein: Going to miss those cider donuts though.

Melissa Greaves: I know.

Stephanie Wolf: Yeah. Alright so I guess we're up to Personnel. We did not meet this past month but we are meeting next week. We're going to keep going over job descriptions, and we're also going to brainstorm some ideas to make the staff feel more supported and during this time. Because they're feeling a little, like everybody I think a little, they could use some morale boosters, so we're going to try to brainstorm some ways that we can help out with that. So if anybody's got some we'd be more than willing to listen. Okay, do we have any unfinished business from before, I'm sorry, Matt S.?

Matt Soltis: Well, would it be too much to consider, you mentioned brainstorming consideration of the staff, morale boosting, and so, I'm not on the Personnel Committee but as somebody who's, you know, I've been on the front line a little bit, my first job was in the library, I'm very, very immersed in it, I feel a sense of closeness there, you know at the scene of the library rather than just objectively kind of thinking about it, making decisions from the outside and hoping kind of that it affects the staff well. I hope it's not too radical to bring up the idea of maybe interacting with them a little bit. Consorting with the staff on certain things, certain ideas, decisions, making them feel comfortable after all, this is a major transition they're going through in the reopening, and I know they like to see our involvement. They like it when we ask them questions. I know in the past that's maybe been a little bit frowned upon, you know the Board is a separate usually considered a separate thing, Board and staff, but of late, because of the circumstances of COVID-19, I think it would be a really good idea to maybe consider that. At least, at the very least, temporarily, just so that, yeah, any thoughts, responses on that kind of idea? I know it's fairly radical-

Stephanie Wolf: Well I know I have in the past, couple, like we used to try to have a Board member go to the staff meetings, just at the beginning of the staff meeting, just to get some interaction, so I know they do that via Zoom, maybe we can try to do that again.

Matt Soltis: I think that's a great idea, Stephanie.

Stephanie Wolf: Not stay the whole staff meeting because they want to talk about things they want to talk about but-

Matt Soltis: Of course.

Stephanie Wolf: Just to get some interaction and some face time with each other so-

Matt Soltis: Of course.

Stephanie Wolf: So we can try that again.

Matt Soltis: Any other responses?

Melissa Greaves: I completely agree with you, Matt. I think that's a great suggestion. I think that even, is there any way, I know that you know everybody's sort of not beaten down with meetings but maybe a little bit beaten down with meetings, especially everything via Zoom, but maybe what if we had a once every 2 months meeting, all Board members and staff as many, you know, not mandatory but you know we could just have a Zoom meeting, specifically just like a-

Stephanie Wolf: A quarterly Board and Staff meeting?

Melissa Greaves: Yeah, even if it was a less technical thing and more just to get to know each other? I don't know, maybe-

Matt Soltis: Absolutely. Those are both great suggestions. Even if, I mean this is going to be my 2 cents, here, I think Stephanie and Melissa your ideas are great. I think you have my vote for approval on them, you know you guys are very impressive with that. But my 2 cents is going to be also, you know, the staff likes it when we come around, when we're visible, for them. They like to see our faces, and, you know, as somebody who is a user of the library too, I'm very involved in the library, not, beyond just sitting with you guys on the Board. Prior to COVID I gave several programs, and Charlotte has been very gracious, she's been very welcoming to me and receptive to ideas, we work very, very well together. And, as I mentioned before, it was my first job ever, I was working there since I was about 14 years old. And I spent, for about the last year or 2 every other day, working, researching for programs, as a historian of sorts at the library. So I've learned that they want to see us, but my point here that I'm trying to make is if you don't use the library, use it. It's a great resource, you know, and it makes sense. You know if you're going, if we're going to be here and make decisions, we should know what's going on and visualize it for ourselves. You know, go take out a book. You know, see how everybody's doing. You know, there's a great selection, the services are wonderful, the staff is amazing, they're very professional, use it. That's what it's there for. So my 2 cents, to sum up, is visibility.

Stephanie Wolf: Thanks Matt. I know Roberta had suggested us getting together and giving them a catered meal, and-

Matt Soltis: Oh, yes.

Stephanie Wolf: And Melissa had suggested, she makes these wonderful masks, that she could make some for staff. So those are all ideas on the table.

Matt Soltis: Absolutely, I think we should definitely consider them and we should act on them as soon as possible with urgency because this would be very important to them. This is very important, these people work hard and we should be around them to make sure that

they're considered, that they're listened to, and acknowledged. It's very, very important, and I cannot stress that enough.

Stephanie Wolf: Thanks Matt. Yes Roberta.

Roberta Sherman: You talk a lot of good ideas Matt but during COVID we have to think about things a little differently. You can't just pop in and visit, I mean we used to do a staff breakfast, we used to do a lot of things on a personal level. I can't even get together with my whole family, never mind coming to chitchat in the library.

Matt Soltis: Of course.

Roberta Sherman: I don't think this is the time, but I like Stephanie's idea of a quarterly Zoom meeting with the staff. They could come in or not, it would be totally up to them, I think that would be good.

Matt Soltis: Any form of visibility that you guys are comfortable with is fine as long as the staff feels acknowledged, and their input is considered by us. So that's a very good point.

Meghann Chyla: I agree with Roberta, and none of us, I think we're all here because we are big supporters of the library, so I don't think that's a question for anyone here.

Roberta Sherman: Exactly.

Meghann Chyla: But I love the mask idea too, like I was just going to suggest that, like how cute to have like Cornwall Public Library, maybe, or whatever, like a book theme, Melissa.

Melissa Greaves: Yeah, so I do make masks, and I thought that maybe, just as a welcome back type thing, I mean I wouldn't want anyone to think that they had to wear my mask, you know, or just pass it on, I don't know. You know, just a suggestion, so.

Roberta Sherman: I think it's a good suggestion. I think it's cute and I think they would like it. With a couple little books on it I think that they would, I think they would all use them.

Stephanie Wolf: It's something we all need right now anyway, so.

Meghann Chyla: Yeah, no that's a cute idea.

Matt Soltis: That's a wonderful suggestion, I think we should totally go with it, Melissa.

Melissa Greaves: I'll get to work.

Roberta Sherma: Get sewing Melissa, you're on!

Melissa Greaves: Ingrid's going back to school, I'm going to have some hours, hours to fill.

Stephanie Wolf: Alright.

Carol Stein: Let's move forward-

Stephanie Wolf: Yup.

Carol Stein: Because we have-

Stephanie Wolf: Yeah we still have some business to get to.

Carol Stein: We still have that New Business.

Stephanie Wolf: Yeah we don't have any unfinished, do we have any Unfinished Business from last month? I can't remember any. Alright, so New Business. The Safe and Sound for alarm system. We talked about getting a new alarm system because the old one, the video was odd.

Charlotte Dunaief: This has nothing to do with, this has nothing to do with the video.

Stephanie Wolf: Oh sorry.

Charlotte Dunaief: This has nothing to do with the video, this is just to switch alarm companies to one that I'm hoping because they're local will be more responsive than DBen has been.

Stephanie Wolf: And cost analysis, Charlotte, is this one more expensive or less expensive?

Charlotte Dunaief: It's slightly more expensive however because he can do, he can use the VOIP lines, his is all Wi-Fi oriented rather than telephone-line oriented, we would be saving \$80 in fees from Verizon.

Stephanie Wolf: Oh. \$80 a month or \$80 total?

Charlotte Dunaief: \$80 a month.

Stephanie Wolf: Okay.

Charlotte Dunaief: And it's Dan Mahoney from Safe and Sound. He is a local Cornwall person. He's been-

Carol Stein: So Charlotte I think that's your decision, I don't think that really needs to be a Board decision.

Charlotte Dunaief: The thing is it's a contract that's longer than, it's like a year contract so I didn't know that I had, I thought the Board had to-

Carol Stein: Yeah didn't we do a year contract with the other security company too, I mean every security company wants a year contract. So you have to have [unintelligible]

Charlotte Dunaief: [unintelligible] contract with the other security company at this point. I think we're going-

Carol Stein: Most everybody does them on a year basis so that's fine, you should be able to do that.

Charlotte Dunaief: Okay.

Carol Stein: I don't think you need Board approval for that.

Charlotte Dunaief: Okay, I just, I wasn't sure I wanted to put it out there.

Carol Stein: I mean it, those are the kinds of things it's just nice to inform us but I don't think that you really need to have us decide on. I'm [unintelligible] because that's operational.

Charlotte Dunaief: Okay.

Melissa Greaves: I'm curious, I have a question. Would they be able to roll in any type of video security? Would that, could we-

Charlotte Dunaief: That's a totally separate thing. He did give us, I think he gave or I asked him to give us a quote to upgrade the current security system, not security the secure current camera system, because they're 2 separate things. The current camera system, because of all the blackouts, brownouts, surges that we've had lately, has gone back to 2012 on its clock. I had to figure out how to reset the clock, but I wanted to first find the footage of the vandalism, which we actually did find. But the police officer hasn't come in to take a look at it. You really can't see much, you see a kid in shorts and a tee shirt run and grab 2 of the signs and run out of the picture. So it's not fast enough to make, it's too fast to make an identification of who it was. It happened at 1 a.m. Like, what kid is out running at 1 a.m.? But I just felt that it would be, I mean and he came, the guy who owns Safe and Sound came in and helped me find the footage. I can get a quote from the new cameras but it'll probably be more, be a lot more money than what we have, I mean it would be a better system, it would have better resolution, better cameras.

Matt Rettig: You might be surprised. They've come down in price a lot and there's actually pretty decent ones available for not a ton of money. So get a quote, you may be surprised-

Charlotte Dunaief: Well, what do you consider not a ton of money? Because to me like anything over \$500 is a ton of money.

Matt Rettig: Yeah, no, I mean south of that, I mean less than that you can get decent cameras now, so.

Charlotte Dunaief: Yeah.

Matt Rettig: You might be surprised, just get a quote and see what happens.

Charlotte Dunaief: Okay.

Matt Rettig: Okay.

Stephanie Wolf: Alright, so the next thing in the New Business would be RCLS budget, but Grace said for us not to approve that today because she wants us to hold on until more information is available?

Charlotte Dunaief: Yeah there's some, the ANSER committee made a recommendation to the Board of, the Director's Association to transfer a certain amount of money from the RCLS budget to the ANSER budget, and there's a question on whether or not the committee, the ANSER committee had the authority to actually do that.

Stephanie Wolf: So-

Charlotte Dunaief: So she's asking us to hold off on approving, I mean its, their Board has already approved their budget but-

Stephanie Wolf: Right

Charlotte Dunaief: They like the, all the Boards of Trustees of all libraries to take a look at the budget and know what's in it and how it affects their own library.

Stephanie Wolf: Yeah.

Charlotte Dunaief: And most of the information in that is accurate but there's a \$69,000 question mark.

Stephanie Wolf: And we have until November 30th to have to approve it.

Charlotte Dunaief: We have until the 30th, yes.

Stephanie Wolf: So we'll just hold off until Grace gets back to us.

Charlotte Dunaief: Right.

Stephanie Wolf: Okay, so the next thing was the Strategic Plan, which Melissa, or Meghann talked about a little bit that we all, if we have looked at. And that's something that we're going to have to just keep looking at over the next year because it does expire in 2022, so we want to keep an eye on it and see where we have still left kind of to like "to do" and where we have made progress in the Strategic Plan. As we start to think about the next one also. Did anybody have, see any questions that they had in it? And Charlotte what did you want to talk about in it?

Charlotte Duanief: I, you know, I haven't even, I read it a couple of times I think I need to read it a couple more times before I can make comment on it.

Stephanie Wolf: Okay.

Charlotte Dunaief: I apologize. I really haven't had a lot of time to focus on it.

Stephanie Wolf: That's alright. So what I had wanted everybody to do was just to read it and become familiar with it and as we look at it more, see where we can move the library in this direction that the Strategic Plan has. Like there are certain things that we have done things have made progress and you know like the teen space was one of the things that was in our strategic plan and we did, you know, make the teen space available. So we have done some things like that, we're in progress of making outdoor signage which is one of the big things in the Strategic Plan so just take a look at it and see where we've made progress and where you think that we could you know direct some of our energy. There's a chat here.

Charlotte Dunaief: Emily just said she's sorry to ditch out-

Stephanie Wolf: Oh.

Charlotte Dunaief: But she's got something.

Stephanie Wolf: Okay. Alright so the next thing is the Room Use Policy, Property Use Policy. So we have the Community Room Use Policy that Charlotte emailed to all of us and as I read through it quickly right before the meeting I think it could be adapted to the entire property. But with some amendments or additions.

Carol Stein: Well a lot of policies, this isn't an area where the Board really does have a rule so when Charlotte asked the question "Can the Boy Scouts use the parking lot," she should be able to go to policy and ask that question, right? So that's partly why the Policy Committee is so important because as we go through the policies and we look through to see, you know, if our policy needs to be updated, that's where you go. So that's how these things arise, like when you have issues. Like I know right now because of COVID we're having our policy committee go over our policies and we zeroed in on a bunch that we said "Okay we need these to be changed because they won't relate to the things with COVID," and one of them we were looking at was our Facility Use Policy. So this is in a sense a Community Room, Facility Use Policy. We need to broaden it now to call it maybe Facility Use so that we're not just calling it Community Room. That might be the first recommended change, but then and include the grounds, right. So that would be the next piece. And right now, we might want to have, amend this policy, this whole policy to say, "During periods of, you know, unusual circumstances" and it can be a pandemic, it could be where the library had an issue of something happened to the building, like a

fire event or some sort of knock on wood nothing happens but some sort of thing that the community use is restricted. And we may not want to have visitors so certainly for a pandemic we don't want to have visitors in the library, we don't want to have programs. That would be something we might add to this policy. So I think what I really want to do is let the Policy Committee figure it out but I thought that the policy, the Board should weigh in right now to give the Policy Committee some guidance as to what we're all thinking in terms of whether or not we should use allow the parking lot [unintelligible]. And also the other piece of it is when we get bigger users to use the library and the things we should have, I'm looking through this policy, we don't have any insurance requirements. So if it's an outside group we should be requesting an insurance document. So that like, for example the scouts have insurance and they can add the library as additional insured, so that if something happens and they break something or something happens, or even if there's some event where we could be sued, then it would be their insurance first, and we would have that rider to show that the boy scouts are covering it. So let's say some malfeasance happened while the Boy Scouts were using it. Then, you know, generally the types of meetings we have don't have that many outside organizations using it. There are really more library programs using it. The art show is the only thing I can think of that's not really library-sponsored perhaps. Right? I'm trying to think of other examples of uses that we have where it's like a completely outside group books the library. Not too many, right Charlotte?

Charlotte Dunief: Not too many. We've had the Garden Club have their annual meeting.

Carol Stein: Okay.

Charlotte Dunaief: Off the top of my head I can't think of anything else.

Carol Stein: Yeah they might, like I know when I ran soccer we used to have to give our certificate to use Munger Cottage. You know, it was just, that was how they had it. They said "You want to use Munger grounds for soccer? Sure, you have to give us your certificate of insurance." Which we did, because we had it. You know. So most big organizations have insurance documents that they will allow you, and what that does is that transfers risk from our insurance to their insurance. So we still would get sued and our insurance company would have to be involved, but our insurance company would say "Hey let's go after the Boy Scouts first. Cornwall Library was just allowing them to use it." So they'll go after that. Something would have happened. And so that's the first thing that this policy, I just happened to notice this, and shame on me because I was on that Policy Committee for a while so obviously I didn't do such a good job there. You can only do so many every year, right? But like for the outdoor use I mean it is tricky because even though somebody is using it and they're outside group they're still on your property and people assume it's your program, right? So when you think about it, they think it's your program running it and they might see people running around without a masks, and

say “Wow the library’s running a program and people aren’t are running around without masks.” Or they’re congregating, or whatever in this time. So that’s my worry, allowing use. We in our school district have prohibited all outside use at the moment with the exception of our farmer’s market because that’s been a longstanding tradition and they are wearing masks, they have signage up to stand here, stand there, and so forth and so on so there is some form of protocol. But I think that if we monitor periodically, and we thought they were not adhering to those protocols we’d shut them right down. And that’s the only thing we’ve allowed. We’ve not allowed any soccer clubs to use our fields, nothing, because I feel like I can’t police that.

Roberta Sherman: What is the advantage to us of allowing outside groups to use our parking lot?

Stephanie Wolf: The Cub Scouts want to have a trunk-or-treat. They typically have a Halloween party in the COH Elementary School but because the schools are not allowing any extracurricular activities or any outside groups using the schools, they're looking for an alternative.

Charlotte Dunaief: So Roberta, I think the advantage to us-

Stephanie Wolf: Oh, I’m sorry. I misunderstood the question.

Charlotte Dunaief: In this particular case is community goodwill.

Carol Stein: That, it’s also all the same tax dollar so like I look at it as this is, you know, this is all our tax money, like I almost wonder about you know like even in schools like it’s our school property we all pay for those schools and we all live here in this town, right?

Roberta Sherman: [unintelligible]

Carol Stein: So it’s the use of our, it’s not our property it’s not the library’s it’s the community’s property-

Roberta Sherman: Community property, right.

Carol Stein: So generally you want to side in favor of allowing the community group to use your facility with proper insurance, proper supervision, you know, such and such. But this is a little bit different because I just feel like we have this public relations issue right now with not, because people will not know that that’s a Boy Scout program.

Unknown: Right.

Carol Stein: They’re going to think it’s a library program so that’s my only concern . They’re not going to associate that, you’re not no matter even if you put signage up and wrote it in the paper and everything you did people are just going to drive by and go “Wow the

library's running a program, kids are running around without," so I don't really know what the program would be, and did they submit like a protocol, a safety protocol that they were going to employ, Stephanie?

Charlotte Dunaief: They just asked a question, "Can we use your parking lot?" I didn't ask for anything because I wasn't sure the answer would be yes or no. If the answer is maybe I can ask him to send me things.

Stephanie Wolf: I know that for the Boy Scouts, each troop is making their own safety protocols, I mean they have to have certain ones, but like my son's troop, they haven't been having meetings yet because they are just getting together all their protocols. So I don't know what the Cub Scout troop is doing. I'm not involved in that one any more.

Carol Stein: Why don't we poll everybody, see what everybody thinks on this topic, yes or no and just kind of go from there because it is kind of getting late. Just poll everybody individually here.

Stephanie Wolf: Alright. Go ahead, Carol.

Carol Stein: Oh I'll speak last since I've already spoken.

Stephanie Wolf: Okay, I'm just going down my screen.

Carol Stein: Oh, okay.

Stephanie Wolf: So, Meghann.

Meghann Chyla: So I would, yeah, only really feel comfortable if we had like protections in place about safety protocols, if we asked for insurance. I agree with Carol, that it's just, in the COVID times it feels a little different.

Stephanie Wolf: Okay, Matt R. You're muted, Matt.

Matt Rettig: Sorry. Yeah, like Carol said, you know it is public property we have to, the bias should be toward letting people use it. You know, just like there's a bunch of rules for the interior space, you're probably going to have to come up with extra rules for the exterior space, like no open fires, no, you can't shoot off fireworks, obviously no alcohol, like all of those sorts of things that you don't need to make rules for inside, you might need to make rules for outside. Can they put up little, like you know those canopy tents, can they put those up, yes or no. So it's like stuff for us to think about just because being outside might sort of require extra rules that being inside doesn't [unintelligible] just something to think about. But in general yeah I'm all for letting community organizations like this use a public space.

Stephanie Wolf: Thanks. Matt S.? And you're muted Matt. There you go.

Matt Soltis: I definitely agree with Carol and Meghann. I think we can absolutely use, we can allow the Cub Scouts to use our property because it's public property and as Charlotte said it's community goodwill. I think that's an excellent point. So, we allow them to use our property, we allow the public to use our property within the parameters of what's safe in the time. So we'd have to come up with what, with those specific stipulations. And maybe if I could add one additional suggestion to that, possibly when we invite this group to use our space, perhaps beforehand, so that it doesn't get misinterpreted as a library program, maybe informing the village police, or the town hall, or whoever would be the authority to go to, that way-

Charlotte Dunaief: I was planning on that, Matt.

Matt Soltis: Then I read your mind, Charlotte. It's good to know we're on the same page. So I, so with that I give the floor back to Stephanie.

Meghann Chyla: Well, quick question, Charlotte this would only be when the library is not in operation hours, correct?

Charlotte Dunaief: Right, it's probably an hour, 6:30 to 7:30 on Friday, October 30th. Parents might come, the parents will drive their car in to the parking lot, they'll be assigned a space, I'm sure it'll be six foot apart from other cars. The kids will go around with their trick-or-treat bags to the trunks, which will have the treats in them, and the parents will give out treats. It's trick-or-treating in a more confined, controlled environment.

Stephanie Wolf: Roberta.

Roberta Sherman: Yeah I, yes I'm sure it's a good idea. I think though every event that's not library sponsored has to have clear signage that it's a Boy Scout program, a community, whatever it is that it's not library sanctioned. Other than that I'm fine with it.

Stephanie Wolf: Okay. Melissa?

Melissa Greaves: Absolutely yes, everybody has said exactly, insurance, signage, and the sight sign you could put a big "private event today in the parking lot" up. Really, the question was asked by Liz, it's a really good question, we have to make sure that they keep the book drop accessible, because even though the library is closed, the book drop needs to be available to everybody. And, always on my mind, who's cleaning up the mess and who is making sure, so. And all those things are in the Community Room Policy as well. Matt R. said that there's a lot of things that you're going to have to think about for outside use, too, like fires. So, you know I think everybody you know has brought up really good points, and I think it is a very doable policy and there might be a lot of restrictions but I think it could be a really great opportunity. I think, I love the idea of the women meeting under the portico. I mean, I sat in Ingrid's preschool, Hudson Highlands,

in their field on many days in a circle with my friends, and being able to do that you know means a lot to us and you know endears the school even more to our hearts. So allowing people to do that at the library I think would, you know, endear us even more than we already are to the community, so. Again, community, community, community.

Carol Stein: I'm going to say one more thing before Stephanie gets the final word as our President. The only other thing I will say-

Stephanie Wolf: Carol you're last.

Carol Stein: Well you have to say something too, Stephanie.

Stephanie Wolf: Yeah I will.

Carol Stein: The only other I'll say is it will put a little pressure on us, on Charlotte, and our program people to maybe think about doing some programs outside ourselves, because if we're allowing for others to do it you know we haven't run any programs outside except these informal ones that are running, like the ladies you just talked about with the portico. It's going to be interesting, so I hopefully we are, I don't know and I apologize if we are running programs outside, I am a little bit out of touch with some of the things we're doing because I just haven't been paying attention as much as I should, so let's make sure that we are also doing some things outside because if we're allowing outside groups to do it and then we say "Oh no I'm sorry we can't have any programs outside" we're going to look pretty stupid I think. So, just keep that in mind. Again, if they're going to, if they're setting up a program, sounds great, you know, trunk, you walk car to car, that's really controllable. Some of our programs may not be that controllable, but just to keep that in mind. And plus now the weather's getting colder, people don't really want to be outside, but, just think about it because this could still be going on in the spring, who knows. So I'm all for it, I'm obviously I like to be as a steward of our taxpayer money make sure we get everyone gets the best bang for their buck, I do like to see them submit a plan and make sure that they follow it because if they don't and something happens to us, some has criticism to us, we can say "Here's the plan that was submitted and we reviewed the plan and we thought it was safe." So I would just want to see a plan, have insurance, cleanup as someone mentioned, you know make sure that they know they have to have clean up. Scouts generally do that, but you know I have seen it where it doesn't happen, so. Stephanie, you're final word.

Stephanie Wolf: Yeah. My first thought was, I really would like to see this happen, but then my fear came in of this will set a precedent for some programs that we haven't been doing, and you know other folks will come to us and say, "Oh they did this, let's, can we do this?" And so I think having a policy will be very helpful to help us determine who can and cannot do these types of things you know because if we want, I don't know, I just had some random thoughts of different groups wanting to use our parking lot for, you know, a

bonfire, or something, which, no. So we definitely need to have a policy so we can be fair about what we're doing. And I think that, you know, it will help spread some goodwill in the community. And the Cub Scouts are generally you know they're a nonprofit, they're a youth development organization, and you know something that I personally support, so obviously my son went through that program and it was a good one, so. I'm for it as long as we have a policy in place and they have their safety mechanisms in place and insurance in place.

Melissa Greaves: I'm really, I'm sorry, I really like Carol's idea of, they have a plan and then there's an approval process. I think that might be the key there.

Stephanie Wolf: I think that's what we have in Community Room Use Policy.

Carol Stein: Here, "The room must be left in the same condition," so we'll consider this the parking lot has to be left in the same condition, right? You know, [unintelligible] We do say "burning of any materials including incense and candles is prohibited," Stephanie, so we do actually have that.

Stephanie Wolf: Yup, so there's no bonfires allowed.

Carol Stein: You know-

Matt Rettig: Fireworks, no live music, I mean people-

Stephanie Wolf: But it does say no alcoholic beverages are permitted in the building-

Matt Rettig: Right.

Stephanie Wolf: So we have to just you know say "or on building grounds."

Carol Stein: Well I think we clearly keep the library closed, we need to make sure they know that you know that there's no bathroom access-

Matt Rettig: That's true.

Carol Stein: Nothing like that. We're not going to keep the building open, so that has to be, so one of the things that we do also with the facility use is we have a form, when the applicant requests a thing, and I think we do have that Charlotte somewhere, we have a Community Room Use Application-

Charlotte Dunaief: We do have a Community Room Use Agreement Form-

Carol Stein: And they fill it out for what they want and then we sign and say "yeah here's what you've been granted access to." So in this case we would say, "bathrooms closed, buildings closed, no, you're just getting the grounds, this is all you're getting," and it says on there "leave it as it is" and then on our form it says "insurance received, insurance

form received,” so we get that, get that rider, and that we have to quickly turn that around now with the Policy Committee and Meghann I can send you, you’re still policy? Head of policy?

Meghann Chyla: Yes.

Carol STEin: I can send you our Facility Use Policy if you want just to steal from it.

Stephanie Wolf: That would be good, Charlotte. And this could help what Meaghan Doyle said at the beginning of this discussion that she’s, you know, struggled with people coming to the library saying “Can we use the grounds for this or this” or just to meet or whatever, impromptu meetings like you had Melissa with your friends at your preschool, that’s going to happen as an impromptu meeting, that’s not an organized group-

Melissa Greaves: Right, it’s just-

Stephanie Wolf: Outside group. But any organized group would need to go through this process.

Meghann Chyla: Well I can type this up this week with everyone’s, because I’ve been writing everyone’s suggestions down, so I’ll retype it and share it back out to everyone in the next few days, does that work?

Stephanie Wolf: Yes, that would be great, Melissa. I mean, Meghann.

Charlotte Dunaief: I call this gentleman back and tell him what we need from him?

Stephanie Wolf: Give us a few days, Charlotte.

Charlotte Dunaief: Okay, I will wait.

Stephanie Wolf: He’s, I know him, he’s okay. He’ll wait.

Charlotte Dunaief: Okay.

Stephanie Wolf: He’s not going to be calling you tomorrow.

Charlotte Dunaief: I just, I told him I would, I told him I was having a Board meeting soon and that I would get back to him as soon as possible.

Stephanie Wolf: Yeah.

Meghann Chyla: You can tell him it’s pending.

Stephanie Wolf: Yeah, I mean if you want to tell him that we’re working it through that’s fine.

Charlotte Dunaief: That’s fine. If he calls me, then I’ll tell him. But, yeah.

Stephanie Wolf: Yeah.

Meghann Chyla: I'll retype it and send it out to everyone in the next few days and you know email it to everybody.

Charlotte Dunaief: Thank you Meghann.

Stephanie Wolf: Yup. And Carol you're going to email Meghann what your school has?

Carol Stein: I'm looking for it right now.

STephanie Wolf: Okay.

Carol STEin: Because I won't remember tomorrow.

Melissa Greaves: An area of the Strategic Plan was sort of revamping the outside and making those gardens, if I am remembering correctly, sort of redoing-

Stephanie Wolf: Yeah.

Melissa Greaves: [unintelligible]

Charlotte Dunaief: I think it was an Exterior Building Plan as well as the Strategic Plan.

Stephanie Wolf: Yeah, they were not exact same-

Charlotte Dunaief: They were loosely tied together.

Stephanie Wolf: Right.

Melissa Greaves: This might start the ball rolling on that.

Stephanie Wolf: Yeah.

Melissa Greaves: Really pushing it into the forefront [unintelligible] move that forward so that you know we do have space to offer, or the, you know, Cornwall Library can have specific programs out there, so, more than they already do. I know Liz used to do a program outside, I don't know if she still does, but the fairy building house, and the garden, I mean there are, there have been things going on outside before.

Stephanie Wolf: Okay. So does anybody else have any final thoughts on the facility use?

Roberta Sherman: Nope.

Stephanie Wolf: Okay. So, with that I think we can make a motion to adjourn.

Carol Stein: So moved.

Stephanie Wolf: Carol moves, anyone second?

Meghann Chyla: Second.

Stephanie Wolf: Meghann seconds. All in favor?

Board members: Aye.

Stephanie Wolf: I'm calling the meeting adjourned at 8:46.