

Cornwall Public Library Board of Trustees Regular Meeting
October 8, 2020, 7PM
Transcription

Stephanie Wolf: Okay, I'm calling the Cornwall Public Library Board of Trustees Meeting to order on October 8, 2020, at 7:04 PM. We're going to take a roll. Everyone is here except for Melissa, who is excused. We also have Charlotte Dunaief, Liz Fisher, and Dean, I always forget her last name.

Charlotte Dunaief: Satterly.

Roberta Sherman: Satterly.

Stephanie Wolf: Satterly. That's it, Dean Satterly on with us.

Charlotte Dunaief: Catherine Incledon and Meaghan Doyle as well.

Stephanie Wolf: Yes, and Meaghan Doyle, and Catherine. Okay, so we need to approve the meeting minutes from September 10th, 2020.

Roberta Sherman: I move to approve the minutes of September 10th.

Stephanie Wolf: Oh, and Emily Milton just joined.

Carol Stein: I second that.

Stephanie Wolf: Okay, so Roberta motioned to approve the meeting minutes of September 10th and Carol Stein second. All in favor?

Board members: Aye.

Stephanie Wolf: Anyone opposed? Okay the motion carried to approve the minutes of September 10th. We need to have a financial approval of the warrant for September. Let me find it.

Carol Stein: In the amount of 103904.72.

Stephanie Wolf: Yup, that's exactly right. Did anybody have any questions about the warrant that they didn't get to ask the Finance Committee? Wow, so this might go fast. So-

Carol Stein: I think the warrant does include some capital expenses. It's not all operating money. So even though it's 103,000 it's not all general fund, it's partially capital it's a combined warrant. You have to keep that in mind. So there's stuff for the lighting grant in here just FYI.

Charlotte Dunaief: [unintelligible] \$2816, there's also-

Carol Stein: No there's the Graybar, that's 15,721.

Charlotte Dunaief: Right.

Carol Stein: So [unintelligible]

Charlotte Dunaief: And also almost a thousand for the last bit of the roofing grant expense, the entrance doors exit only lock.

Carol Stein: Right. So just FYI so people don't think we have a, we're spending that much in one month. So there, alright?

Stephanie Wolf: Okay. Thank you Carol, so we need a motion to approve the September warrant in the amount of \$103,904.72.

Carol Stein: So moved.

Stephanie Wolf: Carol makes the motion, anyone second?

Roberta Sherman: Second.

Stephanie Wolf: Oh, 2 people. Roberta second. All in favor?

Board members: Aye.

Stephanie Wolf: So the warrant has been approved for \$103,904.72. Okay, so we will move on to public remarks. Okay, I don't hear anything. So we'll go to communications and donations.

Charlotte Dunaief: Okay. So there were a number of things that came to my attention this month. There was a 6 year old boy named Jotham, who had moved to Oregon around August but he had been a contestant in the Timothy Mumford Memorial Poetry Competition. And we mailed him his certificate, and his mom wrote "Thank you so much for mailing him the certificate and his prize, he was glowing with pride. Never underestimate the power of a library and the impact you have on our children and the future. Thank you again, Carla."

Stephanie Wolf: Nice.

Charlotte Dunaief: Then, Liz Fisher got a nice note from a woman and her son, they had such a wonderful morning today at the library. "Liz Fisher was an absolute delight, very helpful, attentive, and friendly. She selected some special books for Hudson and played a quick, fun game with him as well. The library clerk who checked out our books also took time later in the day to find a lost book that was listed on my account. She found it on the shelves and cleared it for me. The woman in the library lobby who checked us in for our appointment was also wonderful and greeted us so warmly. We love our local library and felt very safe today. Thank you, Sarah and Hudson." And then another one from a gentleman to Ellen, "The library is our lifeline. Thank you so much for all you do. Sincerely, Richard." And then, I wanted to bring 2

programs to your attention. The Estate Planning Made Simple had 62 people in attendance and they were, they all seemed quite happy. And-

Carol Stein: Zoom of course, right?

Charlotte Dunaief: Zoom of course, yes.

Carol Stein: We wouldn't want our listening public to think we had a gathering of 62.

Charlotte Dunaief: No, it was all virtual. Andy Mahoney has been doing mock interviews via Zoom, no Andy Maroney I apologize, and he's done 5. One of the people, Lark, sent us an email saying she "just got off a video call with Andy. I wanted to thank you again so much for connecting us. I cannot say enough how helpful he was. I now know exactly where I can prepare better for an actual interview, as well as where I need to improve my resume. He is an incredible resource and I am so grateful at the quality of his aid, and pro bono at that. Thanks again, I will be encouraging my sister to look into these services as well." And then another program that had a lot of people in virtual attendance was the Cyber Operations and the Law of War that was given on 9/30, September 30th. There were clusters of attendees, a total of 54. So that's the correspondence, and then donations we had 3. I only have, yeah 3. Ellen Dempsey sent us a check for \$25. And again, Dr. Barry John Capella gave us \$50, and we will be, we are expecting a check from the Hannaford Community Bag program. September raised \$38 for the Cornwall Public Library. So we'll need a vote to accept those donations.

Stephanie Wolf: Yes. So we need to have a motion to accept the donations as Charlotte listed, the \$25 from Ellen Dempsey, the \$50 from, I always, the doctor-

Charlotte Dunaief: Dr. Barry A. Capella.

Stephanie Wolf: Dr. A Capella, and we don't have the money, the check from Hannaford yet.

Charlotte Dunaief: We don't have the check from Hannaford yet.

Stephanie Wolf: Okay.

Charlotte Dunaief: It's coming soon.

Stephanie Wolf: We'll have to accept those 2 donations. Motion to approve? Meghann I think is approve, made the motion. Second?

Carol Stein: Carol. [unintelligible]

Stephanie Wolf: Carol second. All in favor?

Board members: Aye.

Stephanie Wolf: So the motion to approve those donations is carried.

Carol Stein: I think by the way Matt Rettig is having some trouble, technical trouble. So just, I see something in the chat, so.

Stephanie Wolf: Yeah. I saw the same thing. He dropped off the screen and then in the chat he wrote “All I’m having” I’m guessing it’s-

Carol Stein: Well, he may be trying to get back in at some point. So whoever the moderator is, just look for him trying to get back in.

Stephanie Wolf: That would be Meaghan Doyle.

Meaghan Doyle: Yup, no problem. I’m watching.

Stephanie Wolf: Thanks.

Carol Stein: We accepted 2 donations, Meaghan, Catherine.

Stephanie Wolf: Yup. Alright, so the director’s report.

Charlotte Dunaief: Okay, so I tried to do what you asked and give bullets. In personnel, I attended the personnel meeting on September 16th. I’ve worked on writing Cornwall Public Library-specific job descriptions. I’ve requested work from home logs for staff members who didn’t turn them in yet. And I’ve asked for those who are still doing work from home hours to continue logs and submit them in a timely manner. I ran a fire drill with Kurt Hahn of Cornwall Emergency Management who debriefed the staff that participated afterwards and we’ve since added making sure that we close all windows and doors to the emergency evacuation checklist, because with the Covid we’ve been leaving, we’ve been opening a lot of windows to make sure we’re getting good cross breeze. Even though it’s a little chilly. Then, I asked the bookkeeper to keep Covid-related expenses separate from the normal office supplies and building repairs because Gracie Riario informed directors that she may be able to secure reimbursement for them and she would like us to be able to supply her with those numbers immediately if she tells us to. The Net Phone, Net2Phone transfer is nearly complete. We’re waiting to go to a radio cell for our alarm system so we can port the last fax line over. And the new alarm system will let us drop 3 landlines. Under programming, I reminded programmers to check the online teamup program calendar prior to booking a program and ask that they continue to coordinate with each other. There was a meeting on September 2nd. Book clubs that are continuing to meet via Zoom are the Mystery, Book Chat and Chocolate, and Out and About. And there’s a new program, the Parent’s Book Discussion, it has a varying attendance of from 3 people to 10. I think one time it had more. But it’s a fairly new program so we probably need to do a little bit more pushing on that. And then I mentioned the Cyber Operations and Estate Planning Made Simple. Staff worked on getting the Adults Writers’ Group up and meeting via Zoom. Okay.

Stephanie Wolf: Thank you Charlotte. We did appreciate the bulleted points. So it’s good, you did a good job, thank you.

Charlotte Dunaief: Thank you.

Stephanie Wolf: So we'll move on to Finance Committee, to committee reports, to Finance Committee.

Carol Stein: Alright. Well wonders never cease, I actually wrote a report today.

Stephanie Wolf: I saw that.

Carol Stein: Isn't that like a wonderful thing. Because we actually had our meeting on Wednesday and I did write it, so. So there you go. I can't promise I'll continue that but whatever we'll give it a try. So we had a very long active meeting yesterday. We reviewed, first we reviewed the warrant and the financial statements. We talked about as Charlotte just mentioned coding the expenses for the reopening just in case we get a grant that could reimburse us. So that's been done. We had a little conversation about how voided checks should show up and we have a little more work to do with quickbooks to see what's going on there, then Emily will follow up on with Valerie. And then we talked about trying to show the full-year forecast in some of the, in a column like we do when we start to get closer to the end of the year so that we can see where we're going. And if you look at any of the financial reports which I know you all did, and you looked at the operating report, there's for example if you look at the library fines and you see that for the first quarter we've only received \$579 and if you multiply that by 4 you're going to get only about you know a little over \$2000 let's say, and our budget is 18,000. So the way that this is working right now, it's only showing we're under budget by a little bit but we're really under budget significantly. So you know, you can write in the column year-to-date budget shows that we're under budget by 3920 but the full year, the full column doesn't show that yet. So we're going to look at some of the ways of doing that. Because obviously it's what I said, if you don't get that revenue in you can't spend it, right. That's going to be an issue. So we're going to take a little bit more look at that. But those are the kinds of things that when you look at this report if you're, you know, somewhat good with numbers try to, you know, do some extrapolation like that so that we can find any of the problem points and then we can reallocate resources. So then speaking of reallocating resources, we proposed a, worked on a Budget Transfer Policy so when we do have to make switches from one line to another, like if we have to now take some money out or something, we can have the director do that, and then also have the Board look at those depending on what the amount is. So I won't propose that policy yet because we're going to send it to the Policy Committee first and make sure that they are, can review it and then we'll send it to probably in November to the full Board for discussion. So it's really just something we should have. I mean we've kind of doing it informally right now but we're just going to formalize it and we also looked at a form, a tracking form that would track all of the different budget transfers that are made. And then the last thing we did was we looked at the audit report from Nugent and Haeussler. This year they did, instead of a, kind of a financial statement audit where they put together our balance sheet and our income statement, which is really just restating us, since we're on a cash basis it's nothing really major. They looked at one

of our control audit, which is normally what, in the industry called an internal audit or a risk assessment audit and those are important to do every so often as well, so. In fact in most school districts you're required to do that every year, but in smaller organizations you're not, so. But they issued a favorable report in my mind. There was a couple of things that they had some recommendations on, some things that really aren't practical for us, and some things that maybe we could improve on. So we will share that report at the next meeting also, but the Finance Committee wanted to have another shot at discussing a couple more of the recommendations made by the auditors and we had kind of gone over the hour limit and the Yankee game was starting. So that was why we stopped at that point. So that's kind of where we're at. It was a very active meeting. If Meghann or Matt want to add anything to that, or Emliy? Let me know.

Meghann Chyla: Sounds good.

Carol Stein: Okay, so that's that. So you all have the reports, you know we're doing well so far. We have some savings in some lines so we'll keep looking at that. Everyone is always encouraged to look at all of the reports that are provided to the Board. Emily does a really good job of giving estimates. I will make a note on one other report, the report of the Profit and Loss by Capital Grants report. Emily is now showing us you know while our bank account shows one number, that some of that money is tied up in projects. So for example the lighting project is in a sense spoken for, that money. So it's not spendable. So if we wanted to know how much money we have to spend, say if there was an idea for a new HVAC system, or like we were talking about last month the increase the budget for the sign, supplement that a little bit, or pay for this engineering review of our system, that we will probably talk about later, we know exactly how much money we have that is available as opposed to just in the bank. So right now that number is, looks to be \$163,000 approximately.

Stephanie Wolf: I like that we can see that number. Thank you Emily. There's always a question about how much can we spend here, how much can we spend there. Does anybody have any questions about, for the Finance Committee? Policy Committee. We will move onto the Policy Committee.

Meghann Chyla: So we shared a policy report on the Drive under a policy folder in our October meeting folder. So for tonight's meeting we're voting on the Mission Statement, which is the first part of the Strategic Plan. And we're also voting on the Interlibrary Loans Policy we had talked about last meeting. So today is just voting on those. And for review for everybody so we can vote on [unintelligible] for Charlotte tonight, the Policy Committee has been looking at this Facility Use [unintelligible] form we have as well. So does anyone have any problems or questions with those?

Stephanie Wolf: I had a question, I'm not having great internet connection so I missed a lot of what you said, but on the Facility Use, we talked, mentioned briefly last time about insurance, if

a group has some type of insurance that they need to submit to us, did that get put into the policy? I didn't, I made that comment but I didn't see it included.

Charlotte Dunaief: I think it's in with the safety plan section.

Stephanie Wolf: Okay.

[unintelligible]

Carol Stein: Meghann, you're breaking up a little. Is there a way you could get closer to your router or something to get better internet connection?

Stephanie Wolf: Yeah I had, having a lot of trouble hearing Meghann.

Matt Soltis: I can't hear either.

Carol Stein: Yeah, it's probably-

Charlotte Dunaief: She froze.

Carol Stein: It's her internet connection, it's not too strong.

Stephanie Wolf: Okay. I thought it was mine.

Carol Stein: No, no no. You're loud and clear.

Stephanie Wolf: Yeah, she's frozen.

Carol Stein: Alright, you want to come back to policy in a little bit then?

Stephanie Wolf: Yeah. Let's go on to Buildings and Grounds.

Carol Stein: Matt, you want to read that report for Melissa, or, you have audio now? Matt may not still have audio. Alright, well I have it up I can read it if you'd like. Okay, so Melissa has put the, her report in the shared Drive, and she's talking about the interior lighting project that's moving right along, we're almost, we're getting there. I guess the completion date is 3 weeks after receiving all the materials. So, but we still aren't on the schedule [unintelligible] which is the vendor through this project, so we're still looking for that. And there could be some limited in-person browsing during the time that it's being done. If anybody wants to mute if they're not talking that would be helpful too. That might also cut down on the use of the Zoom. Sight sign, we did approve the sight sign. We had a meeting right after our last month's Board meeting and followed up with the questions that the group had and we got the guy on the phone, and we were sitting outside and doing this and we did not need any of those extra materials that we were, weren't sure about, those extra parts and everything. All of that was under warranty and we didn't need any of that. He talked about the reason for those was if you had, if you were like a, you know a business venture that never wanted to have your sign out for any 5 minutes at all

then you would have those extra parts and you could put them in yourself but that's not, you know we're not that critical with our signs, it's down for an hour oh well, or a day it's not like it's going to be life or death for us, you know we're not a [unintelligible] So that's all there, I think Melissa sent out the picture of what the library would look like in the B and G folder, I don't know if everybody saw that. To match, the wood structures and the white lettering on the bricks. Did everybody get the chance to see that?

Stephanie Wolf: I did.

Carol Stein: Okay. [unintelligible]

Stephanie Wolf: I see people shaking their heads that I can see.

Carol Stein: Well because I'm reading from this thing so I can't see that. Okay so that is what we just like to I guess finalize tonight that everybody's good with that. And then the rest of her report just talks about reopening the library, and all the other things I think we already talked about that before, so. We still need to have more of a , looking for an impartial engineer to look at our, you know, our HVAC system so that we can get on that-

Stephanie Wolf: Yeah. The person that I knew that we contacted is, he's not comfortable doing it. He said he would talk to some estimators that he knows but I'm not going to hold my breath.

Carol Stein: Okay.

Stephanie Wolf: He did say that there are-

Carol Stein: Well if anyone else knows an engineer, I think we all have to try to come up with our brains here on who could be an engineer or if you know an engineer who might know an engineer. Ask your favorite engineer so we can get someone in here. Because we really do need this, because this is like, we're spending so much money on repairs, and maintenance contracts, and we just need an independent opinion at this point.

Stephanie Wolf: We do. The person that I spoke with, he said there are computer programs that you can, if you put in the square footage of the building, the number of windows and their sizes, you should be able to, it'll automatically calculate the heat and cooling load, so that'll give you some kind of a guide. But you know, I think if it would be better to have somebody come and be a person and help us to be able to explain some things to us that we don't quite understand or know, you know.

Carol Stein: Alright. Well anybody who does know somebody, reach out to Melissa, let Melissa coordinate it but reach out to her and give her some names she can follow up with, she's happy to do that. I'm actually thinking Stephanie, it just came to me that maybe I'll check with Carl who was our clerk for the work that last project and see if he knows anybody.

Stephanie Wolf: Okay. That's great.

Carol Stein: Yeah I just thought of that. And then there's like, I think there's some local people in town that I might be able to try to reach out to as well. So everybody needs to network here. Alright. And then the last thing I think she mentioned is that we are doing a tree removal, or did a tree removal, Charlotte was that done already or no? I forget.

Charlotte Dunaief: That was done.

Carol Stein: That was done, okay, so that was-

Charlotte Dunaief: The tree to the left of the front door as you exit was all of a sudden infested with yellowjackets, hornets and wasps, and the bark of it was, had holes all the way around the trunk to the top and it was half dead, so the guy who came to spray it for the bees and wasps said that it really should come down. The tree guy agreed, and there was a dead tree over on the other side closer to the woods. It was a pine tree and it had some kind of blight and it was dead. And he trimmed the tree that was hitting the roof over on the west end of the building.

Carol Stein: That's good. And then also we, Melissa points out that we need to powerwash the fence around the utility corral so we're going to look for some volunteers to do that. If we can't find any then we'll ask our landscaper to do it. So that's her report. Any questions on buildings and grounds? And can we look at, is everybody taking a look at that sign?

Stephanie Wolf: I did. I'm happy with the reconfigured with the "Cornwall Public Library" in two different lines and centered so the letters are bigger.

Carol Stein: Okay. I am as well.

Stephanie Wolf: And as somebody else pointed out, you know if the bottom line happens to be covered in snow for 3 times a year, it's covered with snow 3 times a year. I'd rather have the larger sized letters.

Charlotte Dunaief: It makes them from 4 inches to 6 inches which could make a big difference in visibility.

Stephanie Wolf: Yeah. 4 inches isn't very big.

Charlotte Dunaief: No.

Stephanie Wolf: Okay. Does anybody have anything else about Buildings and Grounds? We already approved the expenditure for the sight sign so I think we're good to go with that.

Carol Stein: Yup.

Stephanie Wolf: So, the Garden Committee. Ben removed the pavers that he's going to replace to make the path wider. Charlotte does he have anything else scheduled, do you know? I haven't heard from him since then. You don't know, okay.

Charlotte Dunaief: No, I haven't heard from him yet about, because the, oh I know, he asked me where we would like the pavers to be delivered because he's ordered them.

Stephanie Wolf: Okay.

Charlotte Dunaief: And I told him it would probably be better to have them delivered close to where he'd be working with them. But Mr. Speranza hasn't come and done the curb cut and he said that didn't matter, that there were things that he could start working on prior to the curb cut happening.

Stephanie Wolf: Okay. Alright. I'm guessing from Friends since Melissa isn't here does she leave anything with you, Charlotte?

Charlotte Dunaief: The Friends have had another one of their donation weeks, and then a week later they had the, their, a book sale. I think they made \$270 some odd-

Stephanie Wolf: Great.

Charlotte Dunaief: And they're going to do another one before the end of October.

Stephanie Wolf: I saw that they had, they're having a donation this weekend.

Charlotte Dunaief: This weekend, and then then the next weekend they'll have a book sale. It's the, instead of the cider and donuts it's their \$5 a bag sale.

Stephanie Wolf: Okay. And that's by appointment only.

Charlotte Dunaief: By appointment only. Masks must be worn. Yeah. Out on the-

Stephanie Wolf: Back patio.

Charlotte Dunaief: Portico.

Stephanie Wolf: The portico. Okay. So we'll move on to personnel. So the Personnel Committee met and we're talking about how we can, the Board can show their appreciation to the staff, and we brainstormed quite a few ideas that we're going to follow through with. And we decided we're not going to do just one big thing, we're going to spread several small things out throughout the year so that it keeps it constant in our minds that the staff is appreciated and so that it's not a once and done thing, it's an ongoing process to show our appreciation. Let me think, what else did I write? Charlotte has something, some staff that we're hiring that we have to approve those. And we talked about greeter's desk and volunteers to fill the position. And we, Charlotte did a great job doing all the job descriptions so the committee's going to have to review those and just make sure they're consistent and what Charlotte wants not just what some people do, so. Those are our plans for the future and that's what we talked about at our last meeting. So Charlotte we need to approve the hiring of 2 pages, or no, move the, promotion of 2

pages to circulation clerks and approve the hiring of one page. Can we do that all at one vote or do we have to do them separately?

Carol Stein: What was it again? The [unintelligible]

Stephanie Wolf: We have to promote 2 page, we have to approve promoting 2 pages to circulation clerks and hiring one page.

Matt Soltis: Just, before we get to a vote, I'd like to ask a quick question. Charlotte, did you get my email this morning about a small summary of performance or performance audit of some of these employees up for promotion so we can make an informed decision?

Charlotte Dunaief: I'm not, I did not get an email from you today, Matt.

Matt Soltis: Oh, okay. I just, basically all I, my point was that I feel like if we don't have an idea of how some of these people may be doing or you know, or anything or what kind of, what kind of qualities they have, we might be able to determine as a Board whether or not they have the characteristics that make them good for circ desk.

Charlotte Dunaief: Well, the people who recommended to me that they were, would be promoted to this was staff members who were in charge of their supervision and I have also worked with them. They're supreme, they're very, very good workers. They do everything that you ask them to do with a smile on their face. Even if it's just bringing you papers from the copy machine 16 times because your back hurts, which one of them did today for someone who hurt her back over the weekend at home. So they're exemplary employees. I wouldn't suggest that anything other than that get promoted.

Matt Soltis: That is very exemplary for sure but Charlotte in terms of working closely with the public at the front desk it's a comple- it's a little bit of a different role. There are different responsibilities and they're also closer to the public. Do you think these are- how competent are they in terms of handling, thinking on their feet, sporadic conflicts that may come up, and things like-

Charlotte Dunaief: They're very, very good. They worked with the children's department very closely over the summer.

Matt Soltis: That's excellent. Would you mind maybe, do you, can you give me an example of some of the things-

Carol Stein: So Matt, Matt-

Stephanie Wolf: Yeah, Matt-

Carol Stein: I'm going to interrupt you a little on this one because really, and I know, you know this is a little bit more difficult, but really this isn't the Board decision, so it's really more of a

director decision, so the Board really looks at the process, and whether process is followed. We really, we're just you know, they put on the changes of staff for our information, but really that's a director decision. If there's an issue about a particular employee then the Personnel Committee would meet and go over it but you really can't in public talk about specific people's strengths/weaknesses in a public meeting like that-

Stephanie Wolf: Yeah.

Carol Stein: Certainly not in a public forum and it's really a director's decision to make these promotions.

Matt Soltis: Oh, then that was my misinterpretation, I apologize.

Carol Stein: Right, so if you're on, are you on the Personnel Committee? Or-

Matt Soltis: No, it's just a question that I had.

Carol Stein: Well, any time you have an issue just email the head of the Personnel Committee -

Stephanie Wolf: I'm the head of the Personnel Committee, Matt.

Matt Soltis: Excellent.

Carol Stein: Then let Stephanie work that angle, that's really how we do this, and it's always a director's prerogative to make an appointment, unless there's something that specifically is not process-related, or, you know, very sticky issue, then we would get involved.

Matt Soltis: Well I appreciate you explaining that to me, thank you very much, Carol.

Carol Stein: You're welcome. You're welcome. Yeah, you probably haven't had a chance maybe even go to some of that Trustee, those trustee sessions yet. There's a lot of that, but yeah.

Matt Soltis: I read the book that I was given cover to cover, that's why I was a little confused, to be honest, when I read the email that seemed to suggest that we were going to be voting about that. I'm like, that doesn't-

Stephanie Wolf: We have to, we approve Charlotte's decision, but she brings the recommendation to us.

Matt Soltis: That sounds like what I, what was in the book. Okay.

Carol Stein: Yeah. And the other thing is what the Board would do, is if Charlotte were to bring 5 people to our attention to appoint, and we were like "Woah there's not budget for 5" then that might cause pause for us to say "now wait a minute we don't think we could afford that." But here we're Matt merely open that have been funded by budget, and so it's a different situation. It's more informational for us. It's more of a formality, if you will.

Matt Soltis: Understood, thank you so much for explaining that.

Stephanie Wolf: And Matt, where we would make a decision about particular people, it would be when we would hire the director.

Matt Soltis: Excellent.

Stephanie Wolf: Just to give you some idea.

Matt Soltis: That I was always clear on.

Stephanie Wolf: Okay.

Matt Soltis: But I just, I must have misinterpreted the email. I was a little confused. Thank you for explaining.

Stephanie Wolf: Sure. So, we'll have a motion to approve the promotion of 2 pages to circulation clerks, Jonathan Caufaglione-

Charlotte Dunaief: Joshua Caufaglione-

Stephanie Wolf: Okay.

Charlotte Dunaief: And Orlane Dubreus.

Stephanie Wolf: Okay. So a motion to approve the promotion of those 2 folks. Meghann, second?

Roberta Sherman: Second.

Stephanie Wolf: Roberta.

Roberta Sherman: Yup.

Stephanie Wolf: All in favor?

Board members: Aye.

Stephanie Wolf: That's motion approved. So we need to, a motion to approve the hiring of Stephanie Till as a page.

Roberta Sherman: I make a motion to hire.

Stephanie Wolf: Roberta, Meghann will second. All in favor?

Board members: Aye.

Stephanie Wolf: Okay. So now we will move to unfinished business, which was-

Carol Stein: No, we need to go back to Policy.

Charlotte Dunaief: We still have to go back to the Policy Committee.

Stephanie Wolf: Oh, back to the policy, I'm sorry. You're right.

Meghann Chyla: Sorry. I moved, so maybe this will help. So, okay, we were talking about the Facility/Community Room Use, and I think where we left off, before I got booted, was that we wanted, I wanted to clarify where we should put the information about attaching a copy of the group's liability insurance so I added it in on 2 parts but maybe Stephanie you could just let me know if that's what you were looking for.

Stephanie Wolf: Where did you add it Meghann? I couldn't-

Meghann Chyla: So at the bottom of the actual application I added a line where you had suggested-

Stephanie Wolf: Oh okay.

Meghann Chyla: I didn't know if that's like how you would phrase it. I don't really know much about that. And then, let's take a look at that one maybe first if you want to see. Like is that what you mean? Like adding a line in that "I will attach a copy of the group's liability insurance."

Stephanie Wolf: I would just say, "Attach a copy of the group's liability insurance is attached."

Meghann Chyla: Okay.

Stephanie Wolf: That still makes it sound like it's in future tense.

Meghann Chyla: Yeah, because the first part says that "I have read" so I didn't know if it was another "I" thing you wanted.

Carol Stein: Well one is an application I don't know, because it's kinda screwy-

Stephanie Wolf: Yeah.

Carol Stein: It's like application, and so you're right, this is the application, so then we should have the approved use, you know maybe there's a, on the bottom we could say "approved for use" and then it could be a checked box insurance [unintelligible] insurance form [unintelligible].

Stephanie Wolf: Yeah. That's a good idea, so we can have "insurance form attached or received" and then "approved" and then a signature line.

Carol Stein: And then you give a copy that, you know everybody has a copy that you've approved it, so. Because we don't, this is an application so it's not like it should be for office use only kind of thing on the bottom.

Meghann Chyla: Okay. I'll fix that part up.

Charlotte Dunaief: Because we're also asking them, are we also asking them for like a safety plan when they're using the grounds?

Carol Stein: You mean like just for during Covid right now?

Charlotte Dunaief: Well, no, in general because if they're using the parking lot they're going to need to be able to tell us that they have enough people to direct traffic so that kids won't get run over while people try to use the bookdrop.

Carol Stein: So let's go back to the policy part and see what the policy says.

Meghann Chyla: There's something in there about that. We already did that.

Stephanie Wolf: We said the book drop always needs to be accessible.

Meghann Chyla: Do you want to add another line in then?

Stephanie Wolf: Oh yeah, it says "There must be a safety plan in place to use our outdoor space."

Charlotte Dunaief: Okay.

[unintelligible]

Meghann Chyla: That's all under this facility use part, yup. Do you want it to say something more specific, Charlotte, that you're worried about?

Charlotte Dunaief: No, that's fine.

Meghann Chyla: Okay. So on this form that we're looking at, where it says "Facility Use Policy" do you also want the line then about insurance there as well? I included it like up-

Carol Stein: It should be in that first part, well, it shouldn't just be, okay so community room, yeah-

Stephanie Wolf: Application [unintelligible]

Meghann Chyla: [unintelligible] Is that like legally what it should say?

Stephanie Wolf: I would say something like "Any group using the facility must have proof of liability insurance" or "must provide-

Carol Stein: Here's the problem you're going to run into, and I'm going to tell you this right now. A group like the Boy Scouts is going to have insurance. A group, you know a larger group

is going to have it. A small group that wants to use the community room may not have it. So I'm thinking maybe a book club wants to use it, they're not going to have it.

Stephanie Wolf: Right.

Carol Stein: Some of these artists, they're not going to have it.

Unknown: Right.

Carol Stein: So I think you know, I think we have to be mindful of that. But if it's a large group that's going to use it, that's a public or a well-known group then they should have insurance and we should ask to be named as an additional insured. So I would just say, you know, maybe we could say, "Organized groups must name the library as an additional insured on their insurance." So like, you know, something like say, because we're not going to prohibit someone from using it because they don't have insurance.

Stephanie Wolf: No.

Carol Stein: You know, I just, but we also are saying they are releasing us from liability actions during loss of individual property. So we've said that there so they know that this kind of use at their own risk. I almost would rephrase that just to say you know, the use of the library is at your own risk, including you know they understand that you're releasing the library from that. It wouldn't ever stand up legally, because we're still going to be liable, you know, they trip over a carpet in our floor they're going to, we're still going to be, still going to be our insurance that would have to be there. But if it was an additional insurance, they would go to that one first. So-

Meghann Chyla: So should I get rid of that line, right before what I highlighted, where it says "the application includes a liability statement," we don't need that?

Carol Stein: Well, I mean-

Meghann Chyla: Or do you think [unintelligible]

Carol Stein: No, I think it's okay. Leave it, it's okay. It won't really hold up, it might make people think twice about wanting to come after us if something happens. You know?

Meghann Chyla: Okay. Okay, so that's just the part I didn't really understand-

Carol Stein: As an additional, I'm just going to type in here, "as an additional insured."

Unknown: Okay.

Carol Stein: "Use of the library is-"

Stephanie Wolf: "Is at your-"

Meghann Chyla: Okay.

Carol Stein: “Is at the group’s own risk.”

Meghann Chyla: Yeah.

Carol Stein: I say group because we don’t really [unintelligible] to an individual person. Okay.

Meghann Chyla: And do you see right underneath, last meeting we had talked about “unusual circumstances,” is the term we used. But I don’t know if you guys wanted me to make that more specific, like throwing in “pandemics” or “catastrophes” or “fires” or do you think we should just leave it generic, as it is?

Carol Stein: Yeah, I think it’s good, it’s okay.

Meghann Chyla: Okay. Okay, so that was the only other-

Stephanie Wolf: Kind of getting hard to decide what’s unusual though.

Meghann Chyla: I know. So I, or I’ll just leave it at that, because we talked about last meeting [unintelligible]

Carol Stein: And there’s unusual circumstance, could be something where we have to then reschedule so our meeting is falling on the same night as their event and they have to take, their day away, we can revoke permission.

Unknown: Right.

Carol Stein: It’s really, we could just basically do whatever we want.

Meghann Chyla: Okay.

Carol Stein: Sorry. Because first and foremost library use, and that’s really what this is telling you.

Meghann Chyla: Okay, so that was the one we just wanted everyone to look at. I’ll fix up the, for office use only on the other one. So that was, we just brought this to your attention because Charlotte maybe needed this sooner rather than later. So do we want to vote on this tonight as well? As well as the Mission Statement and Interlibrary Loans? Is that, like, going to help you Charlotte? Okay.

Stephanie Wolf: Okay. So, while we have this one fresh in our brains and while we’re looking at it, I need a motion to approve the Facility Use Policy, Facility/Community Room Use Policy.

Matt Soltis: Motion to approve.

Stephanie Wolf: Matt S. made the first motion, second? Roberta is second. All in favor?

Board members: Aye.

Stephanie Wolf: Carol?

Carol Stein: Aye, sorry.

Stepahnie Wolf: That's alright.

Carol Stein: I said it, I didn't put my hand up.

Stephanie Wolf: That's okay, I could see your mouth moving but I didn't know if you were talking to us or somebody else. Matt R. we lost again. Okay, so that motion is passed. The Community Room/Facility Use Policy has been approved.

Meghann Chyla: Okay, so-

[unintelligible]

Meghann Chyla: Yeah, the other one was the Community Room Use Agreement Form, is that just something for Charlotte or is that something that needs to be approved?

Stephanie Wolf: Charlotte you're on mute. I think that's just part of the policy.

Meghann Chyla: Okay. Okay.

Charlotte Dunaief: Yeah that's an additional part of the policy.

Meghann Chyla: Okay. The only other things on there then were the Mission Statement that we had talked about, the first part of the Strategic Plan, and the Interlibrary Loans, which we had already spoken about and fixed up last meeting.

Stephanie Wolf: Okay.

Meghann Chyla: So if you want to approve those as well.

Stephanie Wolf: Great, so we'll start with the Interlibrary Loan Policy. Did anybody have any other comments about that? So I need a motion to approve the Interlibrary Loan Policy.

Carol Stein: So moved.

Roberta Sherman: Motion to approve.

Stephanie Wolf: So Carol, and Roberta will, Carol made the first motion and Roberta will second. All in favor of the Interlibrary Loan Policy?

Board members: Aye.

Roberta Sherman: Somebody's coming back in.

Stephanie Wolf: Matt's back here. So the Interlibrary Loan Policy has been approved by the Board. And then the other, the other was the Mission Statement.

Meghann Chyla: Yup.

Stephanie Wolf: Did anybody have any additional comments about the Mission Statement?

Carol Stein: Nope.

Stephanie Wolf: So I need a motion to approve the Mission Statement.

Roberta Sherman: Approve the Mission Statement.

Stephanie Wolf: Roberta will make a motion. Anybody second?

Carol Stein: I'll second that.

Stephanie Wolf: Great, thanks Carol. All in favor of approving the mission statement, aye?

Board members: Aye.

Stephanie Wolf: Meghann? Okay.

Meghann Chyla: Aye.

Stephanie Wolf: And I can't hear Matt but his box is lighting up.

Matt Rettig: Hey, I'm in and out, but sorry, what are we, I just clicked on so what are we voting on?

Stephanie Wolf: The Mission Statement that we looked at at the last meeting.

Matt Rettig: Ah, yes. Yeah, I read it over. Aye.

Stephanie Wolf: Okay, great. So the Mission Statement has been approved by the Board. Alright, for our Unfinished Business. We've been talking a little bit about the Strategic Plan but I think we need to have some in-depth time to focus on it. How would Board members feel about maybe having a retreat where we have, you know, like 2 hours where we just sit and focus on the Strategic Plan?

Carol Stein: One and a half.

Matt Soltis: I agree.

Stephanie Wolf: One and a half hours, Carol? Alright.

Matt Rettig: I like the idea, you mean kind of an in-person get together.

Stephanie Wolf: I'm thinking yeah, I'd like to try to do it in person.

Matt Rettig: Okay.

Stephanie Wolf: If we can do it fairly soon, my deck is pretty big we could meet outside. Like on a Saturday morning when it's not so cold or in the afternoon.

Matt Rettig: Yeah I love it, I think it's be much more productive in-person than [unintelligible]

Stephanie Wolf: When it's daytime.

Roberta Sherman: Afternoon sounds good, that's usually the warmest part of the day.

Stephanie Wolf: Okay. So if I just put out a few dates on, you know a few Saturdays that I have available will people get back to me?

Carol Stein: Sure.

Stephani Wolf: Okay.

Roberta Sherman: Good.

Stephanie Wolf: And I think even if the weather would be bad I could probably figure something out in my house and we could wear masks. Okay. If I don't write it down it will go straight out of my brain and tomorrow I won't even know I said it, so. Alright, and the RCLS budget, Charlotte has anything changed about that? You're on mute.

Charlotte Dunaief: Sorry about that. No it's the same one that was proposed before. The issue that was raised was an improper issue and it was resolved.

Stephanie Wolf: Okay. So we are, we should go ahead and vote on that. I don't have that in front of me to put the, give the figure.

Carol Stein: I don't think we need the figure. We just adopt it as it is.

Stephanie Wolf: Okay. Just approve it?

Carol Stein: Yup.

Stephanie Wolf: Alright, so I need a motion to approve the RCLS budget for the next fiscal year.

Carol Stein: So moved.

Stephanie Wolf: Carol moves, anyone second? Meghann will second. All in favor?

Board members: Aye.

Stephanie Wolf: So the RCLS budget for the next fiscal year has been approved by the Cornwall Public Library's Board. And then, we're onto New Business which is the 2021 Holiday Schedule. There's 2 drafts. The difference Charlotte that I could see was the closing for the full day on Christmas Eve and New Year's Eve or closing at 1 o'clock.

Charlotte Dunaief: Right, that's the difference, because we're supposed to have 8 full holidays for full-time staff members and 3 half holidays.

Stephanie Wolf: So if we close those, the day before Thanksgiving, Christmas Eve and New Year's Eve day, if we close those days entirely then we're not doing 3 half holidays.

Charlotte Dunaief: Right, so, but then you only need to add one and a half floating holidays because you do have 2 half holidays with Good Friday, you have a half holiday with Good Friday and with New Year's Eve. Or am I looking at the wrong one?

Stephanie Wolf: No, that's the Draft 2 of 2.

Charlotte Dunaief: So the Draft 2 of 2 gives 7 full holidays and there should be 8, and 2 half holidays and there should be 3, so you'd only have to add one and a half floating holidays to the 3 floating holidays. I think I made a mistake down at the bottom, it should say 4 and a half floating holidays at the bottom of that one.

Roberta Sherman: Oh, okay.

Stephanie Wolf: Okay.

Carol Stein: I would defer to Charlotte on this and take her recommendation.

Stephanie Wolf: That's how I feel. I mean-

Carol Stein: It's an odd year because a lot of the holidays fall on weekends so you know.

Stephanie: Charlotte, you're still mute again.

Charlotte Dunaief: I know. I would recommend the Draft 2 where we're closing for the Christmas Eve Day and the day before Thanksgiving. I think that would help staff's morale a little bit more.

Stephanie Wolf: I had the same thought. There's not a lot that we can do for staff in terms of raises and time off because of our budget and staffing issues.

Carol Stein: I would suspect those are lighter days, traffic-wise, anyway, with people all doing holiday things and travelling and whatnot all this year people are home more, I really don't, if you can't go to the library that day plan ahead a little bit. Get the DVDs ahead of time. As long as we announce the schedule with enough notice and people, it's on our website and people

know, so Charlotte just making sure you could put out some reminders that the library will be closed those days, I think we'll be fine.

Stephanie Wolf: I agree.

Carol Stein: If it's the staff preference, I wouldn't go against that.

Stephanie Wolf: Charlotte, were you going to say something?

Charlotte Dunaief: No I was just going to say thank you.

Stephanie Wolf: Okay. Does anybody else have anything they want to add to this discussion about which draft or which holiday schedule we should use? Draft 1 or Draft 2?

Carol Stein: So Matt R., or Matt S. this is a Board decision to adopt the calendar. You'll get there, don't worry.

Stephanie Wolf: It takes a while, Matt.

Matt Soltis: I appreciate the help, I really do.

Carol Stein: It's okay. We were all there once.

Matt Soltis: I've learned a lot from you guys. Taking a look at the calendar, I honestly, again I'm new to this, I don't really understand. I see the difference but in terms of the laws of floating holidays and things like that, what we're supposed to have. I'm a little cloudy on that stuff so I'm going to trust your judgements on this one.

Carol Stein: There is an employee handbook which specifically states how many days they have, so if you want to pick that up from somebody, if we didn't already give that to you, it tells you in there how many days total we're giving out and-

Matt Soltis: I think I should get that.

Carol Stein: Yeah.

Matt Soltis: Because I only got the Trustees Guidebook.

Carol Stein: Yup. So that's published and that's probably what Charlotte's picking that up from [unintelligible]

Charlotte Dunaief: Right, well I, yeah I have it here. "The facility is closed for 8 scheduled holidays and 3 half holidays."

Roberta Sherman: You said 8 full days?

Charlotte Dunaief: 8 full days and 3 half days.

Roberta Sherman: So we only have 7 full days though, right?

Charlotte Dunaief: I know, that's why we give an additional 1 and a half floating holidays-

Roberta Sherman: Oh.

Charlotte Dunaief: For full time staff.

Stepahnie Wolf: So if you look at Draft 2 of 2 we're actually closed-

Charlotte Dunaief: We don't count Easter Sunday-

Stephanie Wolf: Okay.

Charlotte Dunaief: Because it's very unusual for full-time staff to have been scheduled for that day.

Stephanie Wolf: We have 8 then if we don't count Easter Sunday.

Charlotte Dunaief: 1, 2, Independence Day is a Sunday.

Stephanie Wolf: Oh. Okay.

Charlotte Dunaief: That's why I didn't count it.

Stephanie Wolf: Okay. So I still get 8.

Charlotte Dunaief: We're closed New Year's Day, Memorial Day, Labor Day, Thanksgiving day before, Thanksgiving Day, Christmas Eve, Christmas Day. 7.

Stephanie Wolf: Oh okay. Okay, I was miscounting. Sorry.

Carol Stein: I'm good with it.

Matt Soltis: We're moving for Draft 2 of 2 then?

Stephanie Wolf: [unintelligible]

Charlotte Dunaief: Yes.

Stephanie Wolf: Draft 2 of 2.

Matt Soltis: Okay. Excellent.

Stephanie Wolf: So I need a motion to approve the holiday schedule that's called Draft 2 of 2.

Roberta Sherman: Motion to approve the holiday schedule Draft 2 of 2.

Stephanie Wolf: Roberta will make a motion, I need somebody to second.

Meghann Chyla: Second, Meghann.

Stephanie Wolf: Meghann will second. All in favor?

Board members: Aye.

Stephanie Wolf: Thanks Matt. So the Draft 2 of 2 for the holiday schedule has been approved.

Matt Rettig: I actually raised my thumb up, not that anybody could see it.

Stephanie Wolf: I could hear you. Okay, so Carol I think we're hitting it right on time.

Carol Stein: Well, an hour late but that's okay. Started an hour ago but we'll deal.

Roberta Sherman: Carol it's two nothing.

Carol Stein: No I know. Yeah I got my, I'm looking at it. I got the phone.

Stephanie Wolf: So,

[unintelligible]

Stephanie Wolf: Are there anything else, other pressing issues that we need to talk about tonight? Look for an email from me in the next, by the end of the weekend about dates to get together for the strategic plan. It'll be in the next month.

Carol Stein: Great.

Roberta Sherman: Very good. We're awaiting your email with the date.

Stephanie Wolf: Okay, so I with, nobody has anything else? I'll call the meeting adjourned at 8:02.

Carol Stein: Great. But we have to have a motion to close the meeting, I think.

Stephanie Wolf: Oh, yes. I'll need a motion [unintelligible].

Carol Stein: I'll make the motion.

Stephanie Wolf: Carol will make the motion. Anyone second? Roberta will second. All in favor of adjourning?

Board members: Aye.

Stephanie Wolf: And it's still 8:02.