

**Cornwall Public Library Board of Trustees Regular Meeting
November 12, 2020, 7PM
Transcription**

Stephanie Wolf: It's 7:01. I'm calling the meeting to order of the Cornwall Public Library Board of Trustees for November 12, 2020. I'm calling roll, all Board of Trustee members are here. We also have Meaghan, who is doing our Zoom, and Catherine doing the minutes, and Charlotte.

Charlotte Dunaief: And Emily Milton, treasurer.

Stephanie Wolf: And Emily Milton, treasurer. So that, and now we'll need to approve the minutes from the last Board meeting. Did everybody have a chance to look at those? So did everybody have a chance to look at the October 15th Board meeting minutes? Anyone have any questions? Carol has a thumbs up. So I need a motion to approve the, no that's the staff meeting, the Board of Trustees meeting from October's minutes?

Carol Stein: So moved.

Stephanie Wolf: Carol moves, anyone second?

Roberta Sherman: Second. Second.

Stephanie Wolf: I froze.

Charlotte Dunaief: The second by Roberta.

Stephanie Wolf: Seconded by Roberta. All in favor?

Board members: Aye.

Stephanie Wolf: So the minutes have passed. Now we need to look at the warrant for Warrant #4. I did have a question. The Speranza bill, that was for the-

Charlotte Dunaief: The curb cut.

Stephanie Wolf: The curb cut? That's what I thought but I just wanted to double-check. Anybody else have any questions about the-

Carol Stein: As we state every week, it's a little difficult because you have to look at the coding to know whether it goes into the capital or not, which is hard to see from here sometimes so, so there's a couple of capital expenses in here. Like, the Graybar is capital, right, that's the 8, \$9,000 charge, and there was a couple other, there was one other, that Speranza one I think. Well actually, that went to repairs to building but that's going to be part of, I don't know we may move that to capital, I'm not sure yet. I thought there was one other capital in here. I forget now, we looked at it just last night. There was definitely, maybe it was just the Graybar then I guess.

Charlotte Dunaief: Right.

Carol Stein: We had also a large expense for RCLS this quarter, that shows up for the 4th quarter charges, so you don't see that every time, you see that quarterly, right? I believe.

Charlotte Dunaief: Yes. And the Consumer Reports will only be once a year, not quarterly but just billed in the fourth quarter.

Carol Stein: Where is that under?

Charlotte Dunaief: That's under the RCLS, it's the 3rd item on the list in here.

Carol Stein: Oh that's right. Yeah.

Charlotte Dunaief: We get it a lot cheaper by getting it through RCLS.

Carol Stein: Alright, so, any other questions?

Roberta Sherman: Nope.

Stephanie Wolf: Alright, so I need a motion to approve Warrant #4 for \$121,018.04.

Meghann Chyla: Approve.

Stephanie Wolf: Meghann will, yeah Meghann Chyla will approve, or motion and Matt R. will second. All in favor?

Board members: Aye.

Stephanie Wolf: Okay. So onto public remarks. We were going to have Grace from RCLS speaking. Charlotte said she's not feeling well, so we will put her on for a later meeting. And it doesn't look like we have anybody else from the public with us tonight. Nope. Okay, so we go to Communications, Donations.

Charlotte Dunaief: Okay, so I've got the donation on top so I will start with that. Again, a check for \$50 from Dr. Barry John Capella through the Fidelity Charitable Donor Advised Fund. And then there are several emails about programs. The, I can't pronounce their last name, I'm going to spell it. P-E-G-U-E-S, Pegues? I don't know. They thanked the Youth Services staff for the crafts that they did over the summer with the Take It, Make It bags that they had. Again, they "thank you all for the great arts and crafts projects you provided for our family. We finally finished the string art from the summer," and they attached photos. And they say next up, the apple, I guess there was a program with an apple in the bag. The Storm King Art Center program was well attended and everybody liked it. There were 87 people on Zoom for that program. Michael DiRosa says, "Thank you so much for the Storm King Art Center program," actually he's from the Storm King Art Center program and they were so happy to have us run such a smooth, lively, and community focus program with them. We had a student ask us for permission

to use one of our pictures up on the New York Digital, the New York Heritage Digital Collection, one of the pictures of Cornwall. And they will be giving- it was Idlewild, the Residents of N.P. Willis, and they'll be giving us credit in their dissertation for it. And then there's something from Lynn Pollard as a member of the Orange County community. "Please let me take this opportunity to express my appreciation for all that the Cornwall Public Library and its admirable employees do. And especially for Ms. Goldfarb, my deepest gratitude." And that's Lynn Pollard. And then the Legal Aspects of Information Warfare that was done on October 7th had somebody asking for Professor Barnsby's contact information because they really enjoyed his lecture and wanted to thank him personally. And what else. The Alzheimer's Association had 21 attendees at its program. That's all I have for that at this time.

Stephanie Wolf: So we have to approve the, we have to vote to accept the \$50 from Dr. Barry John Capella through the Fidelity DAF. So I'll need a motion to approve that acceptance of that \$50 donation. Melissa will make the motion, anyone second? Meghann will second. All in favor?

Board members: Aye.

Stephanie Wolf: So we will accept gratefully the \$50 from Dr. Barry John Capella through the Fidelity Donor Advised Fund. Alright, so Charlotte you're still on for the Director's Report.

Charlotte Dunaief: Yeah, I'm looking for my report because I'm at home tonight. Okay, here we go. So, we began the hiring process for the provisional Public Relations Specialist Joe Duraes. He's actually on board now and has started working with Pam to be trained. We're hiring another Librarian I, Audrey Taravainen, who will take the budgeted hours that Kerin cannot take. And the Head of Adult Services interviewed and hired one more page to take hours that other pages can't take. I will need motions to approve those appointments. I continue to get work from home logs for those employees who, continue those work from home hours. As you know I picked up the check from Cornwall Central School District and deposited it, it was the first half of the payment. I'm going to call him tomorrow and find out when the second one is going to be forthcoming. I worked on and submitted the request for payment #3 and today I got the approval for it. They're going to be sending the payment through in 2 checks because they miscalculated when they did the first check. I'll be getting the full amount that I asked for. And you know we received a bill from Cornwall Central School District for tax settlements. It's \$4,079.81 over what was budgeted. I kind of spoke about the programs already when I did the-

Stephanie Wolf: Communications.

Charlotte Dunaief: Correspondence, sorry. And you know we've been working in conjunction with Storm King Art Center and it was a, it ended up being a 3 part lecture collaboration which has been very well received. And Youth Services is still running their Brown Bag programming, which people are really happy to get. I met with an engineer from Fellenzer Engineering of Middletown to talk about a proposal for an analysis of the HVAC system. I'm going to have to forward what he sent me to everybody. Pam Boyette of New York Engineers sent me something

also and I'll have to look for it and send it to the, I guess the Building Committee? Should look at those proposals first. Mr. Speranza came and did the curb cut and Ben Harrell is nearly done with the walkway. It looks really lovely.

Stephanie Wolf: It is great.

Charlotte Dunaief: And I looked into a bottle filler, water fountain. Jim Roth of Roth Mechanicals called me tonight to let me know that it's going to cost \$8,588 because there's not a retrofit that he could find that really fit in with what we have there with the water fountain. He's going to have to do, I'm going to have to do some more research to try to find something that's, and he wanted me to mention to you that delivery is not available until February for most of these bottle fillers stations. So, and the problem is-

Stephanie Wolf: \$8,500 did you say? \$8,500?

Charlotte Dunaief: \$8,588 yes, because-

Carol Stein: That's a lot of money, so-

[unintelligible]

Carol Stein: I think we put that on hold and revisit that maybe after the engineers look at our HVAC system.

Charlotte Dunaief: Okay, because, they'd have to build the wall out to put the bottle, the thing in, into the hallway, they'd have to build the wall out some. The location of the drain makes it an issue of the old things.

Carol Stein: [unintelligible] We could put a water cooler thing for a lot less. And just get refills with Nestle Refresh or something a lot cheaper. I know in the long run it would be good to do it but right now, no.

Charlotte Dunaief: Yeah, well, yeah. So, we'll have to look into something else for the time being. And, okay, more lighting has been delivered. We got, I think over 24 items in over this past week. I emailed RPC. I'm going to contact the lighting company to see if that fulfilled the rest of the order and try to get RPC to get us onto the schedule very soon. And on October 31st, Safe and Sound came and redid our alarm systems so we're now with Safe and Sound. And that's my report.

[unintelligible]

Carol Stein: What percentage of our employees are working 100% remote versus going hybrid, going in part of the time and not part of the time?

Charlotte Dunaief: There's nobody working 100% from home at this point.

Carol Stein: Okay. So they take turns coming in just so that we don't have too many people in the office at one time?

Charlotte Dunaief: Right, because the back office, there's no desk that's really 6 foot in certain areas from another desk.

Stephanie Wolf: So they stagger.

Charlotte Dunaief: So we try to stagger our hours and we try to keep people, probably if we put plexiglass up we could have more people in at once but then I think it might obstruct airflow so I don't know that it would really do any good.

Stephanie Wolf: Also-

Carol Stein: No, what you're doing is safer so let's just stay with that for now. You know, as long as we're meeting the needs of the work, I would say that's safer and let's just go with safer.

Charlotte Dunaief: Most of the people who work in the back office are part-time so they're really staggering their hours. There are a couple who do half-day home, half-day in the office. And they alternate those.

Carol Stein: Okay, good.

Roberta Sherman: Any further developments with Rosaleen?

Charlotte Dunaief: Beg your pardon?

Carol Stein: That would probably be a private matter, we shouldn't discuss in a public meeting.

Roberta Sherman: Oh, okay.

Carol Stein: That's like a Personnel Committee thing, we shouldn't-

Roberta Sherman: You're right.

Carol Stein: Yup. Sorry.

Charlotte Dunaief: Okay. So I think you can start the committee reports.

Stephanie Wolf: [unintelligible] Charlotte you finished. Does anybody else have any further questions for Charlotte? No?

Roberta Sherman: Nope.

Stephanie Wolf: Alright so Carol we're going on to the Finance Committee.

Carol Stein: Okay. So typical I did not write anything but we did meet yesterday and we had a, actually a pretty long meeting. We went over the reports quickly and then we talked a lot about the audit report, which we will now send out to the full Board. I think Emily you have that, you can send that out to the full Board at some point, or we'll post it on the Google whatever, whatever it's supposed to be. But you know I think we had alluded to it last time that we wanted to spend a little more time looking at it and there's really nothing in the report that's saying we're doing anything wrong, so that's a good thing. And, but we just wanted to take a look at our procedures and make sure we think they're, I don't know how to say this. I guess that the best we can be under limited resources we have because there's some things that you just can't do. Like they'll recommend us using purchase orders and we talked a little about doing that but we looked at, Charlotte kind of took us through the process of how money is spent and how the department heads keep track of the money and that we have never really ever overspent an area. So we felt that the idea that he's recommending of using purchase orders, while it is a good thing to do, would just be kind of really cumbersome for us at this moment without specific software to do it. So it's something we can continue to look at if we can find the right software inexpensively, or if we can find out if QuickBooks can do it for us, but otherwise, it would be a manual process that would just add very little to our checks and balances. And we have never had a problem with anyone overspending in any area so we talked about that. We talked about coding checks, making sure we had review of the checks, how we make sure that the reports are coded properly, and there's a couple of things that we'll look at a little bit further but that's what we spent time doing. We also talked about payroll and how the process is because he mentioned payroll but I think he really didn't have the right report when he wrote what he wrote about, not knowing the hours, because they were, all of them report. And then we also talked a little about the bookkeeper position, the job description and the account clerk position so we can get a sense for who's doing what, and what should be going on. So there's a little bit more work we have to do there. So in general it was a positive meeting-

Stephanie Wolf: Carol hold on, back up a second. The account clerk and the bookkeeper, you said?

Carol Stein: So, yeah. We'll have to bring that up to the Personnel Committee offline because there's a little bit of a wrinkle that's you know with duties that are overlapping. So-

Stephanie Wolf: And, but, do we have 2 people? One person in each one of those positions?

Carol Stein: No.

Charlotte Dunaief: [unintelligible]

Stephanie Wolf: That's what confused me, I was like we don't, yeah.

Charlotte Dunaief: Carol I found out that the library doesn't even have a bookkeeper position in civil service on our list.

Carol Stein: Oh it doesn't. Okay, because we were concerned that there was a bookkeeper position and it's really an account clerk title so we were worried that it was not the right title. But if that's the case, there is no bookkeeper position and an account clerk is the right title then we'll probably be okay. There was concern that we had the wrong title maybe, but if we are then we're good, okay. So because that, you know you have to be careful with civil service that you're not having a person do the wrong work if there's a title because you can get in a lot of trouble with that, so.

Stephanie Wolf: Yeah.

Carol Stein: Alright. We'll do that followup, we're good there. Okay. So we just, we're taking a look at the different areas and you know I think it was a productive meeting. Emily also, we'll talk about when we get to the reports, or maybe we're actually at that point now but Emily will talk about the columns that she added on the reports. So I think that's it, I'm just trying to think if there was anything else in this audit report. Oh, they talked about you know making a deposit within 72 hours, and you know we've talked about that too. We don't get a lot of cash receipts in into the library, especially not right now. And if you do get a significant amount they go in the, they go to the bank. But go to the bank you know we have to send an employee there, it's not that local because you know we're not allowed to use a Walden Savings Bank, you're not allowed to use savings banks in municipal entities, so you have to go somewhere else. And then you're paying mileage for the employee to do that. So for us, going once a week is sufficient. If we ever got a lot of money we would endeavor to do it quicker. So other than that there really weren't a lot of other findings so we'll send this out to everybody who's, you know give us a. So Emily you want to talk a little about the reports and the addition that you made on the report?

Stephanie Wolf: Now, too, just before you start Emily, Carol I just want to follow up there. So there's nothing in the audit report that needs immediate attention?

Carol Stein: Not really, no. But you'll see it, you'll see it.

Stephanie Wolf: Good. Alright, good job.

Emily Milton: Not too much new. The Profit and Loss by Capital Grant is pretty standard. There was a little movement on grant projects, which is great. And then the Profit and Loss by the Class and Operating Grants, that was not a lot going on there. So the main difference was on that, it's the only financial report that comes out portrait, so it's called Profit and Loss: Budget versus Actual in the Operating Account. That's the report that probably you spend the most of your time looking at anyway, if you look at reports, so the last two columns are new. Just, and it's super preliminary. This is the report that I've sort of done more towards May, towards the very end of the financial year. So, Carol mentioned last time that we knew there were a couple places that were going to be a problem, like the library fines specifically, so I went ahead and added these last two columns just as kind of a snapshot of where we are now. You'll see that second to last column is the end of year projections to kind of consider. So that's, most of those numbers are

run-right numbers. Calculated by how much we spent in the first four months, and what would that mean that we would spend after a full year. So the few numbers that are highlighted there are the ones that are not a run-rate, so either we've gotten a bill that we know is different so, but for the most part those are just where we'll be if the spending continues exactly as it has been the first four months. So that obviously is not going to be the case, that's why I say this is kind of a grain of salt kind of two columns, but there are a couple numbers that I highlighted in gray that we really kind of just need to keep an eye on. So that's kind of the main point of the, these extra columns is to see where we know we'll have a problem. So the library fines, obviously. Right now it's not showing on the report the office supplies that next gray line down, that's showing that we're over, we could be over \$15,000. I've added a line for COVID expenses so I mean there's nothing you can do about that but right now we're projected to be over budget. And then at the bottom as Charlotte already mentioned the refund of the property, I don't even know what that stands for, the tax assessment that we already know that we're \$4000 so this is just kind of some ideas of places that we know we'll have to keep an eye on, so. If the spending does continue we're still under budget overall, which is good, but you know, some things will change in the summer more, so this is just a snapshot but they're there for reference point right now.

Melissa Greaves: Didn't-

Stephanie Wolf: Those office supplies that we're going over, a lot of those are due to COVID. Were we going to classify them differently, I mean or-

Charlotte Dunaief: They have-

Emily Milton: It's just hidden on this report, I can leave that open in the next month, but it is separated out. I just combined them for the report. But I'll add that, I'll make a note.

Melissa Greaves: I don't want to derail the conversation about this report, but I'm just curious, and I don't understand it, the \$4,000 tax assessment. I don't understand that even on the most basic level, so if someone could give me the most layman terms, just so I have something?

Carol Stein: Okay. I will do that. And again, this is like a concept, so everybody pays taxes. You get your tax bill, you just all paid it, right? But mostly, like any larger businesses, you could do it as an individual taxpayer as well but mostly it's done by businesses, say I don't like the bill that I, you know the assessment that I have. They file a lawsuit, okay, you know there's two ways of grieving your taxes. One is to go to the assessment review and try to get your assessment changed, and that's usually through the small claims assessment review process. So, it's also called a SCAR. But then, you know the bigger companies they actually hire an attorney and they file a lawsuit, so it's called the tax tertiary lawsuit. They make a tax tertiary claim and they're looking for refunds, so usually they're saying that my property is worth, it was assessed at \$1 million and I think it should be assessed at half a million dollars. They'd come in with appraisals, they come in with all their backup documentation, and it could actually go to a court hearing. Generally, the two parties settle. Sometimes it's multiple parties depending on if the property's in

multiple municipalities like in Cornwall we have multiple jurisdictions. So it could overlap. It gets a little hairy. And then a lot of times if this revenue is split between the school district and a town, then it's multiple parties that are in the suit so you have to all settle together. So it's usually the town and the school district are the main property. We have never been a party because we just let the school district handle it for us because they're our tax collector. We could technically be a party, we should be receiving a notice of the lawsuit when we first get them, but, and in years many years the school district never even billed us they just paid them, but at one point Harvey did get a little smart and said wait a minute, some of this money you got as tax because remember we receive this tax revenue and now they're saying we're getting a refund and we have to pay that usually when you settle on these or you do go to court, you have to pay back the taxes from what was paid to you to refund. And so he's saying "Hey Cornwall Library, you got part of that money also so you should pay a portion of it." It's a proportional share, so if our budget was one million and theirs was 60 million we're going to be paying 1/60th of the amount. So now if you think about that, 3 \$7,000 tax bill, multiply it by 60 you're going to get what the school district probably paid. Okay? It might not be 60, I'm sorry, their budget, it would be their tax revenue so probably it would be like 40 or something because they're, they get state aid I forget that their revenue isn't completely tax revenue. So, they're probably paid, you know, \$280,000 for that same expense. So most places, you know we budget it, for it. The hard part is when they take years to settle, and you have to go back in years because usually a lot of these take several years to settle. The quicker you can actually agree to something and settle the better because when it comes back into the, when you finally you change the assessment, say like you settle on 750 in this case, right, the assessment roll is the entire, everybody's assessments, and then everybody gets taxed the rate, the tax rate on that assessment. So the sooner it gets back in the tax roll the right amount, then everybody pays their portion on what the total assessed value is, but by pulling it out, we're having to pay that refund and nobody else got paid taxes on it. So that property, it's tough, it comes out of it, that's the hard part to explain to people, so the quicker you can actually settle on some of these the better so then it goes back into the tax roll at the right rate. So now, here, nobody ever else paid the taxes on that property like you know we all paid a higher or a lower amount. We should have all paid maybe a teeny smidge more and have had we all paid that teeny smidge more we wouldn't be doing this refund. It's just the nature of it is. So fortunately we don't have a whole lot of commercial property in Cornwall, I mean that's fortunate for the tax refunds. It's bad because we end up paying as residents most of the taxes. In a city like White Plains or Newburgh, you're going to have way more tax certs because you have a lot more corporations that are filing these tax certs all the time. And unfortunately, there's also lawyers who seek this out, they solicit companies and they say, "You're being overtaxed," and they lay out the generator, like the old Jacoby and Meyers for bankruptcy, like it's terrible. So, it's out there. They also do it to residents who they say, "Oh you know that you're being overtaxed." Cornwall just did a reevaluation so we shouldn't be seeing a whole lot right now but they don't always like [unintelligible]. And then sometimes what's also complicated about commercial property is sometimes it's not just based on the value of the property but it's based

on the income that the property can generate. So you could have, like let's say you had a hotel in your district, and a hotel doesn't generate a whole lot of income because the occupancy rate is low, or let's just say it's an office, it might be better to say it's an office building where you have half of it leased. If you only have half of it leased, you're going to end up getting an assessment reduction. So even though the property still might be valuable to sell, it's because you weren't being able to get income off of it when it wasn't leased. So there's a lot of weirdness that goes on, and it's pretty complicated. So the school district hires attorney, has an attorney specially for tax cert negotiations and then they end up settling usually. Rarely do you go to court because it just costs too much to do it, but I have seen it happen so. Does that help? Or was it too much?

Melissa Greaves: So this is something, it was a lot but I'm thinking about it. But so was this just this time? Like have we, has the library had this every year, is it just like a one-off?

Charlotte Dunaief: We have had one before but not this high.

Carol Stein: Yeah, [unintelligible]

Charlotte Dunaief: Some of these went all the way back to 2007.

Carol Stein: So it could be, this property had probably multiple years. I didn't look at the actual one but it probably had multiple years. So it had 2007, 2008, 2009, 2010, 2011. So you're paying, it could be like \$10,000 a year that you had to refund, and when you add it all up it's this money, or a little bit more. And then they're just assessing us the portion that would have come to us and we would have already received.

Melissa Greaves: It's just a tough year, a tough time to get it.

Carol Stein: I have some that are like million-dollar refunds. I have one coming up right now where I've got to make a million-dollar refund and it really hurts the budget. It really hurts you because you took the income in a prior year and now you're having to pay it as an expense in this year, where you already recognize the revenue of the prior year. So it just throws your accounting all out. And it's never easy to predict. I mean the school district probably has a reserve for tax certs, and that's something, a concept that we might want to think about, because this is going to be hurting our budget. So Emily you know when we were talking about yesterday in the meeting about reserves, maybe that's something we actually think about doing, is creating a reserve so it comes out of the budget and we use the reserve for that because you never know when they're coming, when these things are coming. So, and you actually can borrow to pay them back, but that's usually a last resort, but many districts have to do that. I mean think about some of the bigger plants, like when [unintelligible] went off the grid or you know some of these power plants, it's really hurting. I think any complaint is going to completely destroy the Henry Hudson School District because it's coming off the tax rolls. So.

Melissa Greaves: Thank you.

Carol Stein: Yup.

Stephanie Wolf: Does anybody else have anything for the Finance Committee? Emily, you finished?

Emily Milton: That's all I have.

Carol Stein: I'm just very appreciative of this report. I know it takes a little extra work to do something like this because it's not just coming from Quickbooks. You have to actually, you know do formulas in there and sit and think about it. So Emily did a lot of work so I just wanted to say thank you to that.

Stephanie Wolf: Yeah, I like that because we've always like tried to do it in my head but to see it on paper is much better. Thank you.

Emily Milton: Yup.

Stephanie Wolf: Okay. We're onto Policy Committee.

Meghann Chyla: So this month we looked at, if you looked in the Policy folder, we had two policies that we really looked at, which was the Procurement Policy and Carol met with us last night during the Finance Committee meeting and we kind of just buttoned up some language that I needed help with, and then we had a Budget Transfer Policy draft that we at the last Board meeting agreed on \$1,000 prior approval and I just fixed that up. So it wasn't a lot of changes it was just kind of buttoning up language. And we're not voting on these this month, this was just supposed to be reviewing these this month and vote on it for next month. That was the schedule, so if anyone has any questions or comments on these, they're in the Drive.

Stephanie Wolf: I'm just making note of it because I tend to forget. So we don't have any policies that we're voting on tonight, right?

Meghann Chyla: No.

Stephanie Wolf: Okay, that's what I thought. Does anybody have any questions about these that they've seen that we need to make changes for next month, or make sure you take a look at them before we get to the meeting next month so we can vote on them, make them official. Okay.

Carol Stein: Everybody knows how to access that, right? Nobody's having trouble accessing any of these documents? Okay. Because you know, if somebody is you can just ask and we'll email it.

Stephanie Wolf: Yup.

Meghann Chyla: Yeah, and if you're ever curious what we currently have up on the November policy folder I always, or whatever month we're in, I always have the meeting, the policies that

we're working on but I also in my report have kind of like a what we're reviewing and then like what we're voting on each month. So right now we're just reviewing these so no votes for this month. Next month I'll change it for December and we'll vote on these.

Stephanie Wolf: Thanks Meghann.

Unknown: Okay, thank you.

Stephanie Wolf: Buildings and Grounds.

Melissa Greaves: Okay. So in the Drive, in the Buildings and Grounds folder, you would've seen the report that got in there very late, and I'm sorry about that. It has been a month. So interior lighting, Charlotte talked a little bit about that. We're still moving along and it feels like we are inching slowly. Charlotte spoke a little bit about it today that she thinks we have everything and hopefully we're going to get on that schedule. The completion date, they still were saying 3 weeks after receiving the materials so fingers crossed on that because that's a long project that's been in the works for a long time. To consider in the future, lighting that still needs to be converted and updated, we need to find money for one, and two the, it's for the program room, the hallway, the main entry, the Friends' room, nonfiction adult, and bathroom. So that's just something to kind of put in your minds. The site sign, this is kind of exciting like I feel like this is really going to be installed soon and be done and I think that's a big check off the list. And I did notice that that's also in the Strategic Plan so I was kind of excited to put a little check mark, a tentative check mark near that. One thing that I just wanted to kind of keep everybody aware of, the grant was originally for \$50,000 and we are nearing the \$60,000 mark with just the additional letter size wasn't that big, but the additional cost of electric was close to \$4,000. So that's just something to think about too, but incredibly necessary. You can't have the sign without the additional electrical work. So something to think about there. And just as a side note, in the Strategic Plan I did notice that one of the, or in, I can't remember if it's specifically in strategic planning but it kind of correlates with it. Suzanne was saying that our electrical box area, I don't know why I can't think of the correct term for this right now, it really needs an overhaul. So that's something to think about too, especially when they were doing the tie-ins, I'm sure they were looking at it like it was a squirrel's nest, wondering what happened, so again that's a side note for future, and probably talk a little bit more on Saturday. Moving down to the DASNY Roofing Grant. We had kind of an impromptu meeting and while we were walking around the building we were looking for the conduit for the site sign, and we were making a determination on the letter color for the site sign, and what I noticed was the building really needs power washing. It's kind of grimy, the pillars on the portico are two different colors. All the eaves sort of needing a sprucing up, and I thought maybe this might be something, if we can get that done, the building powerwashed and painted, sort of the you know, everything that's not brick maybe in that \$5,000 just to tie up that DASNY grant. I don't know-

Charlotte Dunaief: So if I can speak to that Melissa. I did get someone from CertaPro to come out and give me a quote. I'm still waiting for someone from Patterson, Mr. Patterson to come to give me a quote. He came and looked. The quote from CertaPro is over \$15,000.

Roberta Sherman: Wow.

Charlotte Dunaief: However, the grant will allow us to pay whatever is left in the grant towards that cost, so.

Stephanie Wolf: Then that would still leave us paying \$10,000.

Charlotte Dunaief: I know. If Mr. Patterson comes in under that, it would be good. But that would include power-washing and painting all the trim, the portico, the doors, the outside of the doors, the exit doors that are solid, the fire exit.

Melissa Greaves: Did he itemize, maybe we could sort of pick and choose within that \$5,000?

Charlotte Dunaief: I don't know, Melissa, when I get, when I get back to the office tomorrow I will forward you the quote.

Melissa Greaves: Okay, thank you. So, and then the other part of that is Charlotte did need the quotes to even get DASNY to really commit to allowing us to use the money. I think that was my understanding as well, so put that on hold until we know more about that. Charlotte also spoke about HVAC and she's currently receiving proposals from engineers. I have a feeler out to a third engineer just to see, compare and contrast the three. It's a slow, it's going to be a slow build for this one I think because there's a lot of moving parts, and it's a huge expense but it is pretty necessary. So again, just things to think about. What does replacing a complete system look like, how much internal demolition does that entail, air quality that seems to be something really important and something I don't think is just, you know I think it's indicative of the future we're moving into. And a green unit, something you know what sort of grants can we get if we move towards a greener option, and what does that look like. So these are all things we're hoping that the engineer can help us determine. I know this is a Garden Committee thing, but the Ben Harrell walkway is so fantastic.

Stephanie Wolf: It's awesome. He did a great job.

Melissa Greaves: He really did, it looks so professional. It's so nice, it's just, it's really wonderful. So when we were there we were looking at it and oohing and aahing and we realized that the green fence should be white and Matt thanks for coming in and, Matt R. and power washing that.

Stephanie Wolf: Thank you, Matt.

Melissa Greaves: Jane from the Friends commented that it looked really great, between the walkway and everything it was fantastic for the last sale. And the green mold did not take away

from the walkway so that was great. So there's two things left. One of the things is the Frank Rovello bench memorial. That is something I think that's pretty important to talk about. I don't know if you had a chance to look at the report because I did post it late, but just to sort of recap, Frank is the deceased husband of one of Cornwall's really long time, I think Pat's been there 35 years, Pat Rovello's worked there?

Charlotte Dunaief: For quite a while, I, much longer than me.

Melissa Greaves: Yes, so she's been there a long time and they had put in a bench memorial and a sundial, and several things have happened. One, there was vandalism, two, wear and tear, and three the initial project kind of wasn't really, I felt like it was under-engineered for what it needed to be. So we're looking to get the ball rolling on replacing that. The funds are being held by the Friends, I believe? Am I saying that correctly?

Charlotte Dunaief: Yes.

Stephanie Wolf: Yes.

Melissa Greaves: So I got really excited to sort of match it with Ben's project because it does have a walkway from the street, and I don't know if the specific funds for that part would come from Frank's memorial, or from other memorials that were allotted for the garden project but it's something to consider matching Ben's walkway and sort of using that to go maybe all the way to the portico, but also in the interim, that's kind of future planning, but in the interim at least getting it to replacing Frank's bench and then making it like a little bit of a patio and sort of a more useable space for everyone, handicap accessible, etc. The sundial needs a little bit of refurbishment. It does seem like a lot of people use it. Again, I think Charlotte said there was a teak bench that's already been picked out.

Charlotte Dunaief: Yes, I've been talking with Pat about this for quite some time and she picked out a teak, last year, she picked out a teak bench, I believe it's called a "Chippendale" style and we just, we'd like to be able to either park a wheelchair or a stroller on one side of it, or on both sides of it, so that it's more family and handicapped friendly. Because the platform that was there for the bench just hit underneath the bench.

Melissa Greaves: Yeah it was too small. It was too small for [unintelligible]

Charlotte Dunaief: [unintelligible] it was much too small.

Melissa Greaves: And also the walkway from the street was too small, you couldn't accommodate a wheelchair or I don't even think a walker on that-

Charlotte Dunaief: No.

Melissa Greaves: Small space. So, something to think about again, something to think about how to do that. And then in terms of continuity and thinking about future planning, and the

strategic planning for the Garden Committee, how can we tie these things all together. And I think again this is a conversation for Saturday, as well, how do we have a level of continuity and the best use of these memorial funds, and I think this is really a Garden Committee project and I think I might be overstepping from building and grounds but I just thinking about it when I was reading both Suzanne's report and writing this about Frank's memorial, and thinking about Saturday. So, something to put in everybody's mind. And then the last thing, and I hope I haven't just rushed too quickly through, I don't know if anybody has any questions. And then the last thing is just the Design Institute 2020, and that I feel like Charlotte you kind of know best about what's happening there.

Charlotte Dunaief: Well, *Library Journal* runs this thing every year called "Design Institute" and they ask for libraries who are having issues with their building to submit their issues and they pair you up with an architect who tries to help you design or takes your issues and your input and tries to design your library in a way that will help you take care of those issues. I had a meeting with him, Melissa, Stephanie, the head of adult services, and Liz Fisher, the head of Youth Services to talk about our library and what our issues were. I put in saying that we needed a more fluid, moveable space. We needed more room for study, and for quiet tutoring, and I got picked. I said to myself, "I'll put this in, and never in a million years will I get picked," and I got picked. So we've had one meeting, I had another meeting with him today, by myself, to look over his plans and he's going to try to revamp them and he's probably going to get back to me later in the weekend. And the thing is, we only had about 2 ½ weeks for this. We got paired last week when like it was a day before we had the program is when I found out that I got picked before we had our meeting. And the program is this coming Wednesday or Thursday, I can't remember which. So we'll see what he comes up with. So far I like most of what he's done, I just kind of wish it could be in a different spot, but.

Stephanie Wolf: You've gotten some things back from him, Charlotte?

Charlotte Dunaief: Yeah.

Melissa Greaves: I guess my-

Charlotte Dunaief: I mean it wasn't an email it was a Zoom meeting presentation. So I don't have anything concrete in front of me to show you, but when I do get something I'll email it out.

Melissa Greaves: I think what I didn't understand from the whole thing is what is our level of commitment? What do we have to do-

Charlotte Dunaief: We don't have to do anything. We can just take their ideas and put them on a shelf, it's just, it helps-

Melissa Greaves: Yeah.

Charlotte Dunaief: It might be just that we move some furniture around to a better location. You know, it might mean nothing. There's no level of commitment on our part at all. It's all free to us.

Melissa Greaves: Something that I really liked about what he said during the meeting, and I thought, again, so many things are tying in for Saturday, is he said we could break it down into, "Okay, what can you do in the next 6 months, the next 5 years, and what does the next 15 years look like." And I liked that he could sort of help us long-range look at things to do. I just didn't know if we had to commit to doing anything within the-

Charlotte Dunaief: No, we don't. No. If we don't like it we can just say, "Thank you very much," and stick it on the shelf.

Matt Rettig: Like, is it like you said, just moving furniture around, or I mean is he going to suggest actual you know, sort of heavier lift-

Charlotte Dunaief: Some of it is heavier stuff. I mean you can't really move our shelves around. They're bolted to the ground.

Matt Rettig: They can be unbolted. But I mean, it's just using the space better or actual changes to the building, changes to...

Charlotte Dunaief: Some of it is using the space better. He's done 3 separate designs. One of them is just moving furniture around inside the building to try to use our, what's there better. The next step up was a smaller interior redesign that would involve moving some walls, adding in some other walls and the third one was a much more major design which was adding a second community room to the left of the door. When you're facing the entrance doors, there's one to the right, he would add one to the left. And he would bump out the place where the staff is to move us back further out of the building more to give more space to the public. He would also move where the circulation desk is and make it more of a rounder central thing so that there was more visibility from all around the library. I liked that, but I wasn't sure we could ever do that.

Stephanie Wolf: Yeah, would the staff like that? Because I know Charlotte, one of the things that a lot of the staff didn't like about their desks were that people could come up behind them.

Charlotte Dunaief: This one isn't, the staff would be sort of back-to-back, they wouldn't be, it would be, the staff would be in a circular desk and the public wouldn't, unless the public walked into where they weren't supposed to be they wouldn't be able to, yeah. Another one was to move the circulation/reference desk more to the left where the reference desk used to be, but have the circulation desk come out from the wall and have the reference desk so that the circulation people and the reference librarian were more back-to-back. That was an interesting idea too. I don't know, I talked to him, he's going to do some more work and we'll see what he comes up with.

Stephanie Wolf: So basically what he's giving us is a new floor plan that we can use if we want or can or take parts of or whatever.

Charlotte Dunaief: Right, right. And we have no obligation to do anything. We can just say, "Yeah, that's really not going to work for us, thanks for your work," or you know.

Melissa Greaves: If we did say, shelve it for two years, and then went back to it, and said, "Oh now look, we have some funding for this, this is a really great idea," what is our responsibility to them?

Charlotte Dunaief: I don't know, we would have to ask him.

Carol Stein: Can you send us the information on this? I'd be curious to read a little bit.

Charlotte Dunaief: Sure, well it's through *Library Journal*. I don't know if I have, I'll have to find out because it was all online, what I did was just I answered a-

Carol Stein: Well then just send us the links that you used.

Charlotte Dunaief: Okay, I'll try to find them.

Carol Stein: Thank you.

Matt Rettig: I mean I like that it's free, like that it's not costing anything, it's like free advice.

Charlotte Dunaief: Yeah.

Matt Rettig: All about that.

Stephanie Wolf: Yeah. Does Buildings and Grounds have anything else? Any other questions? Pardon me Melissa?

Melissa Greaves: Nothing else from me. Does anybody, do I need to clarify? I'm really terrible at public speaking so I always feel like I'm forgetting a thousand things.

Stephanie Wolf: Does anybody have any other questions for Buildings and Grounds? Okay, we'll go on to the Garden Committee. Like Melissa said, it was incorporated in there and that was great. I'm fine with that Melissa, thank you. So, do you have anything from Friends?

Melissa Greaves: Yes. Friends. So again, Jane specifically mentioned how wonderful Ben's path was, and that it was great because it was able to accommodate several people with accessibility issues. So, right off the bat, it's working. So that was on November 7th. The Friends are holding another outdoor sale on November 28th and probably, if the weather, I don't know if they'll do another one if the weather holds out, but right now it seems like this will be the last one. So that's Saturday, November 28th, from 10-1, and that's also Shop Small Saturday. They have also come up with a couple of volunteers to sit at the greeter's desk so that, and then they're also able to

open their store at the same time so that's kind of a big deal I think. I think it's great that their store is being able to be opened, and Charlotte, I assume this helps you guys out on that greeter's desk.

Charlotte Dunaief: It helps us out a lot. Yeah, because then somebody can be in the library doing linking or book covering or ordering, which is hard to do out at the greeter's desk.

Melissa Greaves: So that's fantastic. Their book sale on November 7th was pretty successful. They said money-wise they sold almost \$400 worth of used books, DVDs, and CDs, so. Something that I didn't know if, are they having a donation event prior to the Thanksgiving event?

Charlotte Dunaief: They will, probably a week prior they'll start taking donations, because again, because of all the lighting that's in the building now they don't have a lot of room to store.

Melissa Greaves: That community room is getting it's workout.

Charlotte Dunaief: Yeah well it's also now in the main, in the library proper. We have caution tape around boxes because there's just so much. We got over 600 pounds of lighting in this week, like 4 huge pallets.

Melissa Greaves: That's amazing. So that's it for Friends. Make sure you get to the sale if you can.

Stephanie Wolf: Thanks Melissa. Alright, so now we're on to Personnel. As Charlotte mentioned in her report earlier, we do need to make, approve the hiring of two people, one page and one additional Librarian I substitute. So I'll need someone to make a motion to hire the page Ariel Yarmus. Melissa will motion, Matt R. will second. All in favor?

Board members: Aye.

Stephanie Wolf: So we have approved the hiring of one page, Ariel Yarmus. And then we need to approve the hiring of one additional Librarian I substitute, Audrey Taravainen. I need a motion to approve that hiring, please. Meghann will make the motion, Melissa will second. All in favor?

Board members: Aye.

Stephanie Wolf: Then we have approved hiring the additional Librarian I substitute Audrey Taravainen. The Personnel Committee also met this month and you can see from the, it looks like it was a short meeting but it actually took a while to work on those job descriptions. Seems like, it looks like it's a short meeting report but there was a lot of things that happened in there because when you go through a job description it takes a, it takes us some time folks. Thanks. So we met and we talked about the account clerk job description, circulation, and the library page. Something's happening, because it's, some of the words are disappearing.

Melissa Greaves: Is it that same anonymous so and so from last time?

Stephanie Wolf: No, I don't think so. I don't know. That's weird. Okay. So we did talk about the account clerk job description. We talked about circulation position job description, and we talked about the library page's job descriptions. The library page's is very succinct and follows the, they all follow the civil service but some of them have differentiating and additional responsibilities. So that's what we had talked about. Does anybody have any questions for the Personnel Committee? No? Okay, so unfinished business is the Strategic Plan. Hopefully, you all have, were able to, got a link to a Google Meet for Saturday from 1 o'clock.

Roberta Sherman: Yup.

Stephanie Wolf: Everybody have that? And everybody was able to open up a link to the Strategic Plan and you have a copy of it that you can read? Okay, good. So we will meet on Google Meets on Saturday at 1 to talk about the Strategic Plan, what we have accomplished of it, what we still need to accomplish of it, and what may not be applicable anymore, would be the big 3 things to talk about. Does anybody have any questions about that?

Roberta Sherman: Nope.

Stephanie Wolf: Okay. Any new business?

Matt Rettig: Sorry, tried to get myself unmuted about the Strategic Plan. I mean this is sort of a multi, it's not like Saturday, everybody's going to meet and boom we'll have a new Strategic Plan, right? It's kind of like-

Stephanie Wolf: This isn't going to be planning a new Strategic Plan at all, Matt. This is talking about the one we currently have just to make sure we're, we've been following it and what we still need to work on this particular one that we have that expires in 2022.

Matt Rettig: Okay, cool.

Carol Stein: I mean I guess you know if the group says, "This is terrible and we want to start working on a new one," then we could conclude that too. So there's really no right answer, but-

Stephanie Wolf: Yeah.

Carol Stein: We're trying to honor, to see what is there that we did and it's a new group, we could certainly go in a new direction. I mean there's nothing to stop us from doing that.

Stephanie Wolf: Yeah and if we feel-

Matt Soltis: I have a quick question-

Stephanie Wolf: Like we need to go on to a new Strategic Plan we'll have to come up with a process on how to develop that.

Matt Rettig: Alright. Just tweaks and amendments, really, I mean you wouldn't start, wholesale.

Stephanie Wolf: No.

Matt Rettig: If anything it would be like little tweaks and amendments.

Stephanie Wolf: Matt S., did you have something?

Matt Rettig: Oh yeah I just had a quick question. So, on Saturday, are we going to be like voting on tweaks and amendments pretty much as-

Stephanie Wolf: No.

Matt Soltis: needed, as Matt suggested, or it's strictly-

Stephanie Wolf: We're going to just-

Matt Soltis: Strictly a review?

Charlotte Dunaief: A review.

Stephanie Wolf: More strictly a review-

Matt Soltis: Okay.

Stephanie Wolf: Of where we are, where we've been, where we are, where we, this plan has us going and if that's where we want to go.

Matt Soltis: Excellent. Thank you.

Melissa Greaves: I think one of the things I'm looking forward to-

Stephanie Wolf: And I froze. I froze. So I'm sorry, I missed that for a minute.

Melissa Greaves: I was saying, one of the things that I'm looking forward to, I was reading through and I know that you had told us to kind of think about a few things while we were reading it, and there's a bunch of things that we can check off.

Stephanie Wolf: That we did, yeah.

Melissa Greaves: [unintelligible] And one of them is the site sign. So that's, I mean I only came in halfway on that, or $\frac{3}{4}$ of the way but still it's exciting to know that check, next.

Stephanie Wolf: Yeah. Okay. Does anybody have anything else? Alright, so I need a motion to adjourn the meeting, please.

Roberta Sherman: I move to adjourn the meeting at 8:05 pm.

Stephanie Wolf: So Roberta makes a motion, Meghann will second. All in favor?

Board members: Aye.

Stephanie Wolf: So I'm calling the meeting adjourned at 8:05 pm.