

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

**Stephanie Wolf:** So I'm calling the December 10th, 2020 Board meeting of the Cornwall Public Library to order. Everyone is present, all Board members, and we have Grace from RCLS joining us, we have Catherine taking minutes, and Director Charlotte, and Meaghan Doyle had set up the call for us. Alright, so we can just move on to the next thing, the approval of the minutes from November 12th. Did everybody have a chance to look at those on the Drive? I had looked at them and I made two minor changes. There was one typo, there was a space in the word "as," it was "a" space "s," and then instead of the Board meeting to do the strategic plan I called it a Board retreat. Those were the only two changes I had made. Alright does anybody have anything else? I need a motion to approve the minutes, please, from the November 12th, 2020 Board meeting.

**Roberta Sherman:** I move to approve the minutes from 12, whatever that day was-

**Stephanie Wolf:** For the November 12th, 2020 Board meeting.

**Roberta Sherman:** November 12th.

**Stephanie Wolf:** So, Roberta motions, anybody second? Melissa. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** Alright, so we'll go to the Warrant #5 for November. I had one quick question about it. The last item on it so we can fix it, it says it's split, it's charged to [unintelligible]

**Charlotte Dunaief:** It's supposed to be 452.

**Carol Stein:** Yeah, I think we've fixed it since then.

**Stephanie Wolf:** Oh, okay.

**Carol Stein:** Didn't reprint it. We didn't repost it.

**Stephanie Wolf:** Okay.

**Carol Stein:** See, you want to make sure people are looking at the warrant. It was a test.

**Stephanie Wolf:** I passed.

**Carol Stein:** You get an A+ Stephanie.

**Stephanie Wolf:** Anybody else see anything- go ahead, Carol.

**Carol Stein:** It's a larger warrant also because we paid the retirement match, that's our share of the New York State Retirement System.

**Stephanie Wolf:** And that's a one-time, one time per year thing?

**Charlotte Dunaief:** Yeah.

**Carol Stein:** We'll pay once per year and it reflects April through March 30th in salaries, it's not a full fiscal year, it's weird. Their year is different than our year because the state likes to make things complicated. Well it matches more of a village year, or a village or a town has that kind of a year sometimes. Some have January through December, some have April through March, some have, schools have July through June, so it gets a little tricky. But, yeah.

**Stephanie Wolf:** Anybody have anything else-

**Carol Stein:** Well it's usually around, between 13 to 15 or 16% of the salaries. That's our contribution.

**Melissa Greaves:** I have a question, it's not directly related to the warrant but we had talked about checking out our service contracts in the Strategic Plan and I was wondering, is there any way to get a list of what we're paying for Buildings and Grounds service contracts and a way to start looking at that so that we can start applying what that money would look like if we hired a full-time maintenance person? Is that-

**Carol Stein:** That's, I think we looked at that once before, we should definitely look at that again in terms of the Budget process. Otherwise I didn't see anything different and you know unusual in the warrant, so. The Finance Committee did not do a formal meeting, we just did a review, like our own review this time, we just didn't have it in us and we had such a long, a lot of meetings in the past so we skipped this month.

**Charlotte Dunaief:** We also did pay \$13,000 towards the lighting that came in. That's under our grant.

**Carol Stein:** And then we had the audit expense of 5500. So a bunch of big bills. Oh and plus our quarterly payment I think on our insurance. Right?

**Unknown:** Yeah.

**Charlotte Dunaief:** Actually we paid the remainder of the, we paid the remainder of what was due.

**Carol Stein:** Okay, so maybe semi-annual. So I'll make a motion to accept the warrant in the amount of 173549.25.

**Stephanie Wolf:** Anyone second?

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

**Stephanie Wolf:** Roberta seconds. All in favor? Aye. So the warrant for \$173,549.25 has passed. Okay, so next we have public remarks. So Grace, thank you for joining us.

**Grace Riario:** Good evening folks. I just wanted to have the opportunity to introduce myself because I've been director of the system for almost a year and a half and since we had had lockdown I was not able to come and see you in person. But here I am. So my name is Grace Riario. I've been in the system for almost 9 years. I used to be the assistant director before that and I have worked in many libraries and many type of libraries, and I've had many many jobs, but to date my job is supposed to be your support and support of your director during the times that we have today. So any time that there is an emergency, or any time that you guys need any help you can reach out to me. I'm very knowledgeable about laws, human resource matters, regulations and such about the library. I was just having a conversation with Matt, your new trustee, so we are going to be doing a trustee training again. We used to do it all the time and we stopped because of the pandemic but we're back to doing it and it will begin in January. All this training will be done online, and I have made sure that it's only an hour of training at a time because people are busy. We're trying to do some in the morning, some in the evenings, so the 101 training for folks that are brand new trustees I would suggest you to definitely take those and those can be found in the calendar which I think Meaghan put a link to it in your chatroom. There other training that I just provide you, that I put in which is January 5, 28, 9th and 23rd, those are a little bit different. During our focus group sessions we heard from a lot of trustees that they want to have the ability to talk to each other and to meet each other, because we have some very smart trustees that have been across our system for many years, trustees of their libraries, and they understand a lot of the things that we discuss so they wanted to have the opportunity to talk to each other, so at the same time that I'm going to be bringing a topic of conversation to you for an hour, I will suggest to you to join us because you're going to meet other trustees across the system and you're also going to share each other's knowledge, because there's a lot of knowledge out there that we should be sharing with each other. And I hope that these sessions will provide you that, the ability to meet others to discuss what's happening in a particular topic, especially as you can see in January we're going to be focusing on advocacy and minimal standards. The minimal standards have changed, as of January 1st of 2021, we have had a few minimal standards added to the list. I'm sure your director has discussed this with you prior to this so it's going to make it very interesting to us because one of the biggest changes is that they are requiring us to provide training to the staff on technology and the other thing that we are discussing with the State Librarian at the time is the minimal standard of hours being open. As you know, many libraries during the year of 2020 were not able to open to the public, so we are trying to negotiate with the state librarian about what does the meaning of "opening" means in a pandemic. So we are not forced to have a variance when it's out of our control, we can open our building or not to the public. So I'm going to talk about that and of course advocacy. As you all know, the state of New York is going through a very bad economic

situation at the moment. If you have friends and family that work in the schools you are very aware of the cuts we have received and the schools have received and towns and villages so we are going through a bit of a hardship when it comes to the economic situation of RCLS. We have tried our best for 2021 not to increase your membership fee. I'm sure you saw that when you approved the RCLS budget so thank you for your support. We did not increase your fees this year but if we continue to get cut from state aid in 2021 to 2022 we will have to come to you for funding because we don't have another venue to get funding. We only get the state aid that comes through the Department of Education and you folks. We are not able to go to the taxpayers directly so if we want to maintain the current services that we have to our member libraries without having the state aid we will have to come to you in 2022. So I just want to make sure that you guys are aware of that, we are going to try our best but I don't see how. Does anybody have any questions for me about RCLS, what we are about, anything at all?

**Carol Stein:** I do. Grace, my name is Carol Stein, I've been a trustee for I don't know, 7 years, I don't know, I have no idea how many years. But one, you know, when you talk about the funding, obviously we have similar predicaments, we can only raise our taxes so much and our costs are going up and we want to be able to give raises and the RCLS fees are a decent, you know, amount of our budget. If you are getting less funding and need to seek more from the member libraries, have you thought about any cuts you might make to programs-

**Grace Riario:** We have already done so.

**Carol Stein:** Well from, I'm just saying, you know, like I know you talked about current services but maybe you're looking at some of the services that we're not using particularly or you could cut back on or go part-time with, because that's obviously something that we are always doing. We're looking to see what is our most important services, what are the core, so that we can provide that and then not do the other stuff until we have a chance we can, you know, raise more. So I'm just [unintelligible]

**Grace Riario:** I completely understand, yes, I understand where you're coming from but I can tell you today we have cut 2 full positions, we have cut a part-time position, I have cut my own rates to survive the 2021 and not ask you for money but the other part that I have talked to the legislators and the senators about is that there are certain regulations that were established on us in order for us to be a system. So I must have certain amount of people working in the facility. I must have certain services to the member libraries in order for us to continue being a system. So I have made a effort to educate our legislators that if they keep cutting our budget they are talking about the infrastructure of library systems in the state of New York. We are no longer talking about just letting people go, we're talking about the system will disappear because we're not meeting the regulations and the laws that they have put in place for us when we were created in 1959. So if you're not providing funding needed to meet the regulations that we are required to do, what are we to do? You have two choices: you can change the law, or you can give us funding. So that's where we are today. So I completely understand where you're coming from,

and, trust me, I have, the only service I know for sure that is not a requirement is delivery. And I've been looking at the delivery to see if we can make it cheaper. So I completely understand where you're coming from and I understand what you're saying and I will have the documents to prove that we have all diligence because I'm not keen on asking you for money. That's the reason why I didn't ask you for anything on 2021.

**Carol Stein:** Yeah I know, it's just, I just know that sometimes when we're doing our budget and we look at the cost of buying a computer and whatnot and we're always shocked, Board members are always shocked and maybe this Board doesn't know it yet but like, when we want to go and buy a computer it's not just the cost of the computer, you're buying the support package with it, you're buying the software, you're buying everything and it seems like it's just more and more and more and more and I get that you're trying to spread the cost of that support over the purchases of the equipment but it seems like a lot. We're just always floored and then it limits your ability to buy things because you're pricing us out of that. And so I just wanted to share that feedback because we have, we struggle with that for when we do our budgets. You know we only buy this because each one is not just, you know I could buy a laptop for \$500 but it's like \$2,000 dollars when you get it through RCLS because of all the extra stuff that you've got to buy, so. Just feedback.

**Grace Riario:** Thank you. No, I appreciate it. I'm listening. Anybody else has any other questions?

**Matt Rettig:** Hi, yeah, I'm Matt Rettig, I'm a new trustee, I just started this term but can you speak a little more about this idea of either giving funding or changing the regulations around a library system? I mean obviously the preference, maybe not obviously you tell me, the preference obviously to get the funding restored to the normal level. Obviously this year that might not be in the cards so what regulations would have to change, and what would that mean as far as the services that RCLS or any other system would then be able to provide? Like if you're allowed to like reduce your level of staffing and programming and whatever, that's not good, either. So how would that work?

**Gracie Riario:** I don't disagree with you Matt but there is a limit to what we can do with our money and I have said this to the senators and the legislators. When you're cutting the schools you're talking about billion dollars, when you're cutting a library system you're talking about million dollars. So when they cut 20% this year, we lost a half a million dollars. A half a million dollars for us, it's a lot of money. For a school it's not, you may lose 3 or 4 employees, but for us we're in the limit of getting, it's hitting on infrastructure and this is what I mean. We're required by a regulation that was established in the 1950s to have four librarians in a staff, plus me. That's a requirement, so I can't turn around and say to one of my staff, "I'm sorry, I can't afford you." If I let that person go, I'm not meeting a regulation. That's, I can't get state aid.

**Matt Rettig:** Right.

**Gracie Riario:** And if they change that regulation that means we're probably going to lose a REACH Coordinator which does, did all the census work, got all the grants for us to do the census work, is helping us get grants to do more programs for the libraries, without state aid. We would lose the children's consultant which helps the children's librarians to do the programs. All that online storytime that happened during the lockdown was done because of my staff and your staff working together. So that's what I mean about hitting infrastructure. It's not just a matter of losing a person, it's a matter of losing what makes the system able to help the member libraries. So if we are not able to help you that means you will have to go pay for the service yourself and that will make it even worse. With the e-content, for example, we're trying to get the state to understand that e-content is state, e-content is very much needed, and for them to put limitations on how we spend library aid across the central library is not efficient anymore. Central library is no longer a library that has to do reference, meaning we don't need to pay \$10,000 in reference books to sit in the shelf that nobody use. It would be nice to have those \$10,000 to pay for e-content instead, and that e-content can be used through 47 libraries. But again, there's the regulations that are a little old that need to be changed.

**Matt Rettig:** And how is the reception from the legislators, do they get it?

**Gracie Riario:** I think the state librarian is making some efforts when it comes to central library funding, which I'm very happy to see, but again the red tape is going to take a couple of years. But all legislators, we are very lucky, I will say, that senator Skoufis is big supporter of the libraries. I think the assembly folks in our region are very supporters of libraries and understand what we are doing. We do have some work to do with the new people that are coming in, we will have to educate them about what we do but that's why I mean advocacy is extremely important for us in 2021 so we don't have to face major issues in 2022.

**Matt Rettig:** Right on, thanks for that. Good education for a new guy so I appreciate it.

**Grace Riario:** No of course. And anything, and please, if you have any questions or if anything comes up or if you ever don't understand something about our budget, or have more questions about any of the services, please reach out. I am more happy to explain all the things that we have and the more feedback I get as Carol said is better for me to understand what's happening.

**Matt Rettig:** Right on, great. Thanks, Grace.

**Grace Riario:** Any other questions?

**Stephanie Wolf:** I do, Grace. Oh sorry. You said that you have experience with, you know, human resources. What types of assistance do you offer for that?

**Grace Riario:** Many, especially lately we've been helping directors make decisions about how to handle COVID cases, how to handle HEPA compliant, how to handle the different benefits that are right now, like right now the CARE act is about to end in December 31st. We're hoping

it will increase but then we have the New York State Family Plan that can kick in so how those benefits go to get together, we help directors work through some of the ins and outs of the different laws. We also just, we hire a labor lawyer this past few months to help us understand how the different changes are happening in human resource laws are affecting us because of the facts and in your case because you're a school district library, some laws don't apply to you. Some laws apply to you. So we are not lawyers, so I hire a lawyer to help us understand what the difference is between an association library and a public library. What are the things we need to know about benefits? I also helped folks when there is a grievance issue. So if a director is having an issue with an employee, sometimes I have come in and talked to both parties and try to mediate things to make it a little easier. And of course when you're hiring a director, I'm the person that you contact. If you need any help with evaluations and things like that I'm the person that you contact.

**Charlotte Dunaief:** Grace, can I ask a question?

**Grace Riario:** Sure.

**Charlotte Dunaief:** You were talking about changes to the regulations. If red tape holds up such changes, how quickly would RCLS end up dissolving? I hate to ask that.

**Grace Riario:** I don't know. I can tell you this, it's going to be a very, and it's not going to start with RCLS because I have to say that thanks to Robert Hubsher we are able to stand strong for the next 2 years.

**Charlotte Dunaief:** Okay, good.

**Grace Riario:** I think we're going to see the systems closing upstate New York. Like right now I have a colleague that, she is not meeting the regulations right now, she has had to let go of many people in her building, so the State Library has given her a year to hire those people again because she's not meeting the regulations. So I think that we are going to start seeing the impact of these cuts if they continue to happen in 2021. Upstate New York faster than down here.

**Charlotte Dunaief:** So they don't even give you a full year, they give you a year-

**Grace Riario:** Yeah.

**Charlotte Dunaief:** Once they, once you stop meeting their benchmarks they give you a year.

**Grace Riario:** Yeah, yes because you can apply for a variance and a variance is 12 months. It's the same thing with libraries as you know Charlotte. When you don't meet a minimum standard, we have to give you a variance, and the variance has a year for you to meet, so for example if you didn't have a plan of service, you tell me you don't have a plan of service, we have to meet a variance which stops you from losing your charter, which stops you from getting money from your taxpayers, right, because if you lose your charter as a library, you can no longer obtain tax

money from people. So in order for us to stop that process from happening we give you a variance and you have 12 months to meet that minimum standard. So it's the same for us, the system.

**Melissa Greaves:** Hi my name's Melissa.

**Grace Riario:** Hi Melissa.

**Melissa Greaves:** Hi, I'm wondering, you know, because of the unprecedented times, nobody's talking about just maybe putting a pause on the standards that need to be met, just until things get straightened out. I mean it's, that seems like maybe a fantasy slash simplest solution. That's my first question, and then my second question is, other than the regular avenues, what are ways that we can advocate and, you probably cover this in the workshops but what are other ways that we can help you fight to get the funding back?

**Grace Riario:** To the first question of the minimum standards, those are the reason why we're having conversations with the State Librarian about the meaning of "opening" because the minimum standards requires the library to open minimum I think 55 hours a week and that all changes depending on the population that you serve, right. That's impossible to do in the current circumstances. So we have asked the State Librarian to consider curbside services, appointment services, as a way to mediate the opening meaning of the building, right. You can't open the building because you have cases of COVID, so it's a health hazard. So if we have curbside will that be a consideration to be an open, and she is considering at the moment of how many hours are we offering curbside and how many hours we have actually been closed. So we should have an answer from her probably by the end of February beginning of March on if most libraries will meet the threshold of that minimum standard of opening. I will say to you she's not very keen on putting a pause on anything because it doesn't look, in her eyes it doesn't look good to put pause in the minimum standard for libraries when businesses are open and businesses are sort of back to normal, kind of thing and it doesn't look good for the politicians to see libraries not meeting their minimum standards. So it's more a political I guess game that she's trying to keep us afloat sort of thing, because the biggest thing that is happening right now is the Albany Public Library has not opened its doors at all, so the Albany Public Library is the main library that all the aides and all the politicians use in Albany and that's the one library that has not opened. So it's a political game.

**Melissa Greaves:** Okay. Other than that, I mean in terms of keeping a full staff, nobody ever wants to see layoffs, but if there was some sort of clause that said, "During a pandemic, maybe you can operate with this many librarians with the guarantee by such and such a date you hire back this many librarians," has anyone talked about something like that? Hitting a pause button on that sort of a thing?

**Grace Riario:** You mean on the regulations for the systems? I don't know if she would be willing to do that, but I've heard her do is extend the variance time. So if you don't meet your



standards today you have 12 months to meet those standards, she has considered extending that time so you may have 2 or 3 years to meet those standards instead, but she's not keen on changing those standards. And with regards to advocacy, I will say to you that the more you talk about libraries, and the more you talk about how we help you do things, I think it would be very helpful because I can talk to the legislators, my staff talk to the legislators, Charlotte has talked to the legislators but we are an employee. You guys don't get paid for the work you do. You're there because you love your library and you want to make a difference so coming from you makes a bigger difference and bigger impact than if coming from me about what will happen if you didn't have the RCLS system as a support. Any other questions? Well I just want to thank you for your time, I really appreciate giving me this time to speak to you and introduce myself. Please consider coming to those open forums and for you new trustees please consider coming to the 101 training. I promise you you'll be there for 60 minutes and you'll be done, promise. And if you need me, please reach out. It has been a pleasure to meet you all. Please take care of yourselves and have a nice holiday.

**Charlotte Dunaief:** Thank you Grace.

**Stephanie Wolf:** Thank you Grace.

**Carol Stein:** Thank you for coming.

**Grace Riario:** Take care. Bye Charl.

**Stephanie Wolf:** Okay, so we will go now to communications donations.

**Charlotte Dunaief:** So we have one donation and one thing that I just want to make you aware of. We have a donation from Arlene Litowitz, I think it is, in memory of Margaret Baxter Taylor Faurot, who worked at the Idlewild Avenue Library for 48 years. It's a donation of \$200.

**Stephanie Wolf:** Wow.

**Charlotte Dunaief:** Yeah. So, and then, Brenda worked on a-

**Stephanie Wolf:** Charlotte, we should probably vote to accept that donation before we move on.

**Charlotte Dunaief:** Yes, you should accept that.

**Stephanie Wolf:** So, I need a motion to accept the donation of \$200.

**Carol Stein:** So moved.

**Stephanie Wolf:** Carol moves, Meghann seconds. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** Okay, so we'll accept that donation, thanks.

**Charlotte Dunaief:** Brenda worked on sort of on behalf of the Friends to get a grant from the EKB Kitchens Matthew and Kathryn Wilhelm Charitable Fund of \$700 and we got the grant and it is to be spent on buying new monitors for the public computers.

**Stephanie Wolf:** Oh wow.

**Charlotte Dunaief:** \$700 is enough to buy 6 new monitors and the money went to the Friends, I just thought you should be made aware of that. And then I have a letter from Amy Reville, I don't, R-E-V-I-L-L-E, thanking Meaghan so much for all the help she has given her on so many occasions. I think she's, I think Meaghan is her tech go-to person. And I got a nice note from Jane thanking us for the use of the library patio on the Saturday that they had their book sale. She asked to do it again this coming Saturday, of course I told her yes. So she's, that was Saturday, November 28th. She says they got \$365 from the sale of a lot of books. And then there's, well the programs that happened, a lot of people enjoyed. They came to the Medicare program, there were 22 people. There were 35 people at Combating the Flu, that's Combating the Flu. There was lovely article by Mike Falco about Brenda and the programs she was running in November. And I got an additional \$1403 from DASNY towards the roofing fund that they had missed on the last request for payment that I had sent in. They looked it over and added more, they paid what they should have paid [unintelligible]. That's all I have in correspondence and donations. So I'll move on to my Director's Report.

**Stephanie Wolf:** Go for it.

**Charlotte Dunaief:** COVID has been a major concern this month because of the spiking and we went back to curbside pickup only. I know, I'd rather be safe than sorry at this point. I'm hoping curbside counts as being open. And, the Youth Services department has been busy as always. I sent you a couple of the links of videos that they had done. They're a, it's a very talented staff. All the staff here is very talented. And there's no report from Rosaleen, she's out for a while so Meaghan added the programming report to the bottom of her report. And that's all I have for now. I've been dealing with trying to get RPC to come but they've had some issues with staffing. So, even this week they were supposed to come and one of their staff members got contact-traced and has to be tested, so they could not come this week at all.

**Stephanie Wolf:** Anybody have any questions at all for Charlotte about her report? Alright, we'll move on to Finance.

**Carol Stein:** So as I said we did not meet per se, we had some lengthy meetings in October/November so we punted this time. And we know we're going to be meeting a lot come January/February for budget process so we took a breather. I know Emily has prepared the reports, they're here and so everybody has the data so it's not like we're not looking at anything. Everybody, again, it is incumbent upon everybody to look at these lovely reports and ask any questions. You can always email me or Emily and that's really it. Short and sweet.

**Stephanie Wolf:** I had some questions but I'll email them to you about, just some budget transfers, like the tax assessments refund were over, and-

**Carol Stein:** Right, so we'll be approving a Budget Transfer Policy soon so that will help-

**Stephanie Wolf:** Yeah.

**Carol Stein:** to make those transfers, because that's what this report shows you. It tells you where you're negative and so you get that sense because remember we talked about that a lot last month is we know we have to take care of those, yeah.

**Stephanie Wolf:** Okay.

**Carol Stein:** Very good.

**Stephanie Wolf:** Anybody else have anything for Carol and the Finance Committee? Emily?

**Roberta Sherman:** Nope.

**Stephanie Wolf:** Okay Meghann, you want to lead us through the policy?

**Meghann Chyla:** Yes, so this month we're voting on what Carol just mentioned, the Budget Transfer Policy. So under the December 2020 meeting there's a Policy December 2020 folder, so everything is in there as well as our policy report. So it's the policy transfer and then the Procurement Policy which we talked about last time, and everybody helped fix up the language, Carol especially, so I think we're ready to go with those. Will everyone just take a look and see if we have any questions? And then this month we were just working on a Pandemic Response Plan that Charlotte got sent over from Grace Riario which we just had to I guess basically like retype for us, and then we're also looking at a Credit Card Policy and Use Procedure Policy for December too. So the only ones we're voting on are the Budget Transfer and the Procurement Policy.

**Melissa Greaves:** Meghann, I sent a request to get into the Pandemic Response Policy. I couldn't get into that.

**Stephanie Wolf:** Yeah I can't get into it either.

[unintelligible]

**Stephanie Wolf:** A lock on it.

**Melissa Greaves:** Yeah, I sent a request but I sent it today so.

**Meghann Chyla:** Okay yeah I can get that, it's opening on my computer, I can just share it with everybody. I think that was the one that was, you know, sent to us and we type it up so yeah just give me one sec I'll share it with everyone. My computer's just slow.

**Stephanie Wolf:** So while Meghann's sharing that, does anybody have anything before we move to vote on the Budget Transfer Policy?

**Meghann Chyla:** Any questions or anything? I mean I think we went over mostly everything last time I mean-

**Stephanie Wolf:** Yup.

**Meghann Chyla:** the Budget Transfer was just that money and then the Procurement Policy was the language we needed help with, but with Carol's help I think we're all set.

**Stephanie Wolf:** Yup, alright.

**Carol Stein:** I believe, this is like the second read, right? We already discussed most of this?

**Stephanie Wolf:** Yeah, we did. I just want to finalize it before we, so I need a motion to approve the Budget Transfer Policy. Matt Rettig will make the motion, I need a second? Roberta will second. All in favor of the Budget Transfer Policy say "Aye." So the Budget Transfer Policy has passed. And now the Procurement Policy. So I need a motion to pass the Procurement Policy.

**Roberta Sherman:** I'll move to pass the Procurement Policy.

**Stephanie Wolf:** Roberta will make a motion, anyone second? Matt R. will second. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** So the Procurement Policy is also passed. Alright, I can open the Pandemic Policy now, or Response Plan now Meghann.

**Meghann Chyla:** Okay good. Yeah, I think everybody got it now.

**Stephanie Wolf:** So that's on the docket for, to vote on next month is the Pandemic Response Plan, and you said that just came from RCLS?

**Meghann Chyla:** Yes.

**Charlotte Dunaief:** We need to tweak it for Cornwall, that's all.

**Stephanie Wolf:** Okay.

**Melissa Greaves:** I got into it.

**Meghann Chyla:** Yeah, you might have to just refresh your like pages but yeah everyone should be on there now. [unintelligible]

**Carol Stein:** But we're not going to vote on that one tonight, right?

**Stephanie Wolf:** Yeah, we're not voting on that today.

**Carol Stein:** So we have time to look at it. I did not get to look at that yet.

**Stephanie Wolf:** Well, we couldn't look at it, or at least I couldn't.

**Carol Stein:** Maybe that's why. I probably just thought it was me.

**Stephanie Wolf:** Yeah, that's what I did. And then the Credit Card Policy is there also that we need to vote on next month. And I just had one question about that, the Credit Card Policy. It says it has to, on the second page, number 2, before "payment by the library." "The form has to go to the Finance Committee." Does it really have to go to the Finance Committee?

**Carol Stein:** I don't think so.

[unintelligible]

**Carol Stein:** I don't remember us talking about that, did we, Emily? I don't think so.

**Meghann Chyla:** I think that was what was already there, I mean if you guys want to work that out with Charlotte, maybe we could change it to just the Treasurer. Do you think that would be more appropriate wording?

**Carol Stein:** Yeah, I'll look at it again, I don't have it open right now but I'll look it up again.

**Stephanie Wolf:** Yeah.

**Meghann Chyla:** Okay, we can talk about it next month. Yeah, that might be more appropriate wording, that's up to you guys.

**Stephanie Wolf:** Yeah, it's on the second page, number 2, Carol says the Finance Committee would review this form and I think that's, I don't think that's, I'm not sure that's necessary.

**Carol Stein:** Yeah, I don't either.

**Stephanie Wolf:** Because I think that would hold up payment. Because we only meet, the Finance Committee only meets once a month.

**Roberta Sherman:** Except that it says "the paperwork shall be filed and stored," oh "per the CPL record retention policy," that's stored with us, not them, okay, I got it.

**Stephanie Wolf:** Right. Okay, does anybody have anything else for the Finance Committee? Or I mean, the Policy Committee.

**Roberta Sherman:** Nope.

**Stephanie Wolf:** Alright, so Melissa, we'll move on to Buildings and Grounds please.

**Melissa Greaves:** Okay, it's not 10 pages this month, it's just one and change. So the interior lighting, Charlotte talked about it a little bit, RPC, due to emergencies, postponed so the good silver lining here is that we're closed to the public and hopefully they're going to start work and be working in conjunction with us being closed to the public. So hopefully that makes it slightly easier on the staff and Charlotte. That rolls into the sight sign. We're unclear as to the install date. Last month we reported it was supposed to be mid-November, it is well past that. And the other thing that concerns me about that is RPC needs to work in conjunction with the install, so if they're having technical issues, we're just worried that, Charlotte, you want to say something?

**Charlotte Dunaief:** I've been in contact with Leigh, the office manager at RPC Electric, and she promises me that as soon as I know when they're coming for that she will get someone here.

**Melissa Greaves:** Okay great, yeah, I mean if it's, the circumstances are beyond their control, with, you know, everything.

**Charlotte Dunaief:** She promises me for that she'll have someone here.

**Stephanie Wolf:** I had a question about it, Melissa, you said about the concrete pad, that's included in the installation price and they will do that, right?

**Charlotte Dunaief:** Yes. Yes.

**Melissa Greaves:** Yes.

**Stephanie Wolf:** Okay.

**Melissa Greaves:** That is Dactronic doing that. And the, Charlotte found the conduit that was sort of up in the air last time. How did you find it Charlotte?

[unintelligible]

**Charlotte Dunaief:** RPC came in and he looked for it. They dug around until they found the end.

**Melissa Greaves:** Great.

**Charlotte Dunaief:** They just have to mark it.

**Melissa Greaves:** Great. Any questions about the sight sign or...? The roofing grant, we had had that, the remaining \$5000 of the grant, and something we had thought about would be a good use of that would be exterior painting and powerwashing of the building for and it looks like, with preliminary research, it seems like it might cost more than what we have in that grant. I feel like it would cost somewhere between 5 and \$6,000 above what we have so we were just wondering if we pursue this and request bids, would that be something the Board would be willing to think about or entertain? I know that it's a big ask in today's current economic climate so just

something to think about. Charlotte was, had some really good forward thinking and requested and received an extension for the grant. Originally, we needed to have all work completed by June of 2021 and Charlotte had-

**Charlotte Dunaief:** 2020.

**Melissa Greaves:** Pardon?

**Charlotte Dunaief:** Yeah, June of 2021, you're right. Sorry.

**Melissa Greaves:** Yeah but I made a mistake on my report, I put August of 2021 but you got it extended until August of '22?

**Charlotte Dunaief:** Yes.

**Melissa Greaves:** Yes. So just note that. And you also received a thumbs up that that would be something that would fall under the umbrella of that grant.

**Charlotte Dunaief:** Right, so we just have to decide whether or not we want to pull the excess money from, I forget where it was.

**Melissa Greaves:** Capital.

**Stephanie Wolf:** That would be capital, right?

**Carol Stein:** Capital.

**Charlotte Dunaief:** Capital fund.

**Carol Stein:** Well I mean, I think what we were discussing in Buildings and Grounds is that if we do this, right, and we get the 5000 free, then it's better than having to pay like 8 to 10 thousand later without getting the 5000 free. So it's like, we don't really have anything else, unless somebody can think of something, that we can use the 5000 for. So it's kind of like 5000 free money and we can kind of match it which is how all the other grants are that we would get from, you know, RCLS and we may not get those grants this year because if you heard Grace saying there's probably not going to be a lot of pool for that this year. So we'll see. But I think it's worthwhile, I mean we should like just sleep on it a little bit and discuss it maybe in January to make sure nobody can think of something else. It's not really the right time of year to paint anyway so not like it's a big rush.

**Stephanie Wolf:** Now that we have until August of 2022.

**Carol Stein:** Right, so that was all good but it's something that I think is worthwhile.

**Melissa Greaves:** I think so too. I think in terms of building maintenance it's important, especially because of rot. I was really looking at some of the sockets, they were super grimy and

again I feel like I'm going to start pushing and plugging for a full-time maintenance person because you know technically if we had a maintenance person this would be something we could say, "Could you please powerwash that?" or you know I think maybe, thinking about a maintenance person's job description and you know, I assume that that would fall under their purview. So something to think about, just another plug for maintenance instead of service contracts and paying out for some of these things. HVAC, Charlotte I was wondering if you could talk, if you had heard back from the Green Jobs, New York?

**Charlotte Dunaief:** Not yet. They said it would take 3-6 weeks or longer, so.

**Melissa Greaves:** Okay, and then last but not least, I was at the library the other day and I just happened to notice that Ben nicely stacked the bricks from the old walkway and it seems that Charlotte and I had the same ideas, that maybe we could use those bricks to widen the pathway from the street to where the Frank Rovello memorial is. And you know we haven't really thought beyond, talked about it beyond that but I just thought that would be something to think about, put in the pot to think about.

**Stephanie Wolf:** Yeah. We'd have to get somebody to do that.

**Melissa Greaves:** Yeah.

**Charlotte Dunaief:** Well first of all we would have to figure out what we want it to look like, and then we have to figure out somebody to do it.

**Stephanie Wolf:** Yea hand if that's enough bricks.

**Melissa Greaves:** Yeah, but better than starting with no bricks.

**Stephanie Wolf:** Yeah, I'm just thinking it 3 steps ahead.

**Melissa Greaves:** So just something to think about upcoming, I feel like something to really be thinking about. And that's pretty much it for Buildings and Grounds this month. Any questions?

**Stephanie Wolf:** Anybody have any questions for Melissa? I'm just making a note so I don't forget. Okay, the Garden Committee, I don't have anything to say. So Friends, Melissa.

**Melissa Greaves:** So Friends, Charlotte talked a little bit about this. The Friends have been having an amazing success with their last few book sales. This most recent one they made \$365 they had a lot of regular patrons and customers come, and people are stockpiling for the winter, so something to think about with the upcoming sale this Saturday, something you might want to do yourselves. They had a shop hop, the attendees numbered about 30 and a lot of them even came back later and bought books as well. Again, they have another sale this Saturday from 10 to 2 and if you would like Jane's number to either make an appointment to go to that book sale or to make donations of books, DVDs, or CDs I have that number I can share with you. And you know just spread the word about that. And that's it for Friends.



**Stephanie Wolf:** Thanks, Melissa. And Personnel. Like Finance, we took the month off. We had a couple of lines-

**Charlotte Dunaief:** I need job descriptions soon.

**Stephanie Wolf:** Yeah.

**Charlotte Dunaief:** I have to start doing-

**Stephanie Wolf:** Right, doing reviews. So everybody on the Personnel Committee, make sure you take a look at the job descriptions and we're going to finalize them in-

**Roberta Sherman:** Yes ma'am.

**Stephanie Wolf:** early January.

**Melissa Greaves:** Are there any specific ones, or just all, you want to go with all?

**Charlotte Dunaief:** All of them.

**Melissa Greaves:** Than a few.

**Stephanie Wolf:** All of them.

**Melissa Greaves:** Okay.

**Stephanie Wolf:** Okay, so then our last thing was the Unfinished Business from our Strategic Planning Retreat. We talked, we decided that day that we would put the Strategic Plan into 4 basic topics, I guess. Four themes, which were Technology, Building Floor Plan and Outdoor Space, Maintenance, and Staff Development. And we were going to use this meeting to determine which one we would start looking at in more detail first. In my preliminary thinking was first of all since we are doing curbside pickups primarily right now, the Building Floor Plan and Outdoor Space might be a good place to start because we don't have public in the inside the building all the time so if we need to make any changes we could do that but I'm open to any other ideas because that would also, some of that is going to require money that we may not have.

**Melissa Greaves:** That makes sense to me to look at that. The other thing that I thought made sense to look at first was our outdoor space since it seems like this, we might need it more in the coming-

**Stephanie Wolf:** In the summer.

**Melissa Greaves:** Because of outdoor programming. So those were both things that I was thinking might be first. Again, that's monetary though. That's like a big money.

**Matt Rettig:** I mean it kind of gets back to this like more fundamental question of how much of our planning is going to be, look, I mean we hope this is like another 6 or 8 months, right, I mean like how much of the planning is to get through the next, let's say 4, 6, 8 months and how much of it is truly long-term strategic thinking, you know? And certainly in terms of our thinking but also in terms as you said of our investments and you know allocation of resources.

**Charlotte Dunaief:** And can I speak to something about the outdoor space? People like to have programs outside, especially in the warmer months, if we can [unintelligible]

**Stephanie Wolf:** Even when we're not in a pandemic people like to-

**Charlotte Dunaief:** Even not in a pandemic. Kids like to come and watch, you know, jugglers and hear a story read outside in the warmer months. Parents like to come with them and sit outside in the warmer months. It would just be helpful to have space that's more usable for the types of programs that we do give in those months. So-

**Matt Rettig:** [unintelligible]

**Charlotte Dunaief:** long-term thing, I don't think it's a short-term "let's get through the pandemic in a panic" type thing. And remember, we've had, there've been pandemics before that just haven't been as bad as this particular one became. We still need to think that maybe in the future there's going to be another one.

**Melissa Greaves:** I do think the outdoor space is a wise investment in terms of longevity. I think the pandemic may kick us into moving forward on it but I think that it is something that will be well-used well beyond this particular pandemic and maybe, whatever our futures look like. You know, I think that-

**Matt Rettig:** You know I think that's important, that's good, like that's good feedback and that's important to keep in mind as we sort of think about what we want to do with these outdoor spaces, and it is a long-term investment, a long-term plan and not just "Let's get through 2021," sort of. You know what I mean? It's not this emergency sort of like extra space, it's an actual thing we want to do, you know, long term so that's good.

**Melissa Greaves:** So in the buildings and grounds, if we choose to focus on this first, in the Buildings and Grounds folder there is a garden plan that Suzanne and the Board prior to this one had, I don't know who you used to, what landscape architect you used for that but it is quite lovely and quite gorgeous and-

**Carol Stein:** Very expensive.

**Charlotte Dunaief:** Yeah, quite expensive.

**Melissa Greaves:** Yeah, so-

**Carol Stein:** But it was good it was a very good plan, I think it was meant to be more of like a 5-year plan, like try to not do it all at once, but if we were going to do things the idea was not to do it without a plan so it can be done piecemeal but to have a vision right so that's really what it was all about.

**Melissa Greaves:** Exactly, and that makes so much sense, you know you're not going to do it all at once but if you're doing things in a thoughtful way with the end goal of, you know, a specific sight planned out that's really key. So if you get a chance to look at that at some point, it's in the Buildings and Grounds and, I forget what folder it's in but I can tell you really quick. It is probably in the Garden, yes it's in the Garden folder. There's 3 different files there and yeah.

**Stephanie Wolf:** So, just not hearing a lot from anyone else, it sounds, are people okay to work on the building floor plan and the outdoor space as our first priority?

**Carol Stein:** I think so.

**Stephanie Wolf:** Matt S. is shaking his head yes.

**Roberta Sherman:** Yes, I think so too.

**Stephanie Wolf:** Matt R. is saying thumbs up, and Roberta said okay, alright, and Meghann's saying thumbs up. Okay. That's what we'll work on next. So everybody take a look at that folder that Melissa pointed out. Charlotte, the people that we met with that did that, did a floor plan?

**Charlotte Dunaief:** Yeah, I have to contact him and ask him if he'll send me what he did.

**Stephanie Wolf:** Yeah, that would be great.

**Charlotte Dunaief:** Yeah.

**Stephanie Wolf:** Because that would be a good starting point, I mean he did work. He did work on it.

**Melissa Greaves:** Did you like what he did, Charlotte?

**Charlotte Dunaief:** Not particularly.

**Stephanie Wolf:** Oh, okay.

**Charlotte Dunaief:** I mean, there were some things that were good and there were other things that, it's like, I don't know what it is with architects but they just don't hear what you're saying sometimes. You know you think you're being as clear as day and they just don't get it.

**Carol Stein:** I'll pass that information on to my son who just graduated with his architecture degree.

**Charlotte Dunaief:** Maybe he can come and listen.

**Stephanie Wolf:** [unintelligible] project.

**Carol Stein:** We're having the same problem with our architects at school, it's horrible, they're just, you're right they, I don't know.

**Charlotte Dunaief:** It's like you said, we want lower shelving and we want it to be moveable, so they design a totally different room, and it's not even what you asked them about.

**Stephanie Wolf:** I think it's hard to match our practicality needs with aesthetic desires and I think-

**Melissa Greaves:** Oh, I think-

**Stephanie Wolf:** In my experience that's the, where the, it doesn't match sometimes.

**Melissa Greaves:** I disagree with that because I think there's so many beautiful things we're forming-

**Stephanie Wolf:** Oh no, I'm not saying that you can't be practical and beautiful, I'm saying that sometimes architects can have a vision-

**Melissa Greaves:** Yeah, right, their own.

**Stephanie Wolf:** doesn't match the practicalness that you need sometimes.

**Melissa Greaves:** I feel like a lack of knowledge of how the space is actually used, like I feel like it's asking someone who's never been in a grocery store to go redesign a grocery store, like I just feel like if you've never really immersed yourself in a space to see how it's used, like you always know when a product is designed by somebody who's never used the product, and you know. It just seems like maybe the architects need to come and like sit and watch and see how the day-to-day function is like I just feel like it's an immersive you know you can't design something you can't understand how it's used, I think it's like a, I don't know, maybe, maybe I'm ranting.

**Carol Stein:** No, no you're right, they really have to spend that time and they often don't so [unintelligible]

**Charlotte Dunaief:** Yeah he didn't spend any time here at all because he couldn't really do it, we did, Meaghan actually walked him around using her laptop-

**Stephanie Wolf:** Yeah.

**Charlotte Dunaief:** to show him what everything looked like but that's still, without people in the building, without you know, and with the stuff in the way we have it, pushed all over the

place now to make space for COVID, he really couldn't get an idea of how we use the space and what we were really asking for.

**Stephanie Wolf:** Okay. So, we'll start with the floor plan and the buildings and grounds. So everybody needs, we need to think about what the library looks like inside, and-

**Charlotte Dunaief:** I can send everybody a floor plan of now, I think that might be helpful.

**Stephanie Wolf:** Charlotte, yeah, could you put on the Drive the current floor plan that we have and even the one that he gave to you.

**Charlotte Dunaief:** If I can, he didn't give me one, I have to contact him to see-

**Stephanie Wolf:** Okay.

**Charlotte Dunaief:** if he'll send me one.

**Stephanie Wolf:** Okay, but definitely the current floor plan.

**Melissa Greaves:** How do you want to organize this? Do you want that in the Strategic Plan folder and keep it separate from the Buildings and Grounds folder? How should we organize this?

**Stephanie Wolf:** Let's just, yeah let's put them both in the Strategic Plan folder right now so that it can be in both places but so that we can just go straight to the Strategic Plan folder. It's all there.

**Melissa Greaves:** Yeah.

**Stephanie Wolf:** Thanks.

**Melissa Greaves:** Yup.

**Charlotte Dunaief:** I'll try and get that done tomorrow morning.

**Stephanie Wolf:** Okay.

**Melissa Greaves:** I'll make copies of the Garden renderings and put them in there as well.

**Stephanie Wolf:** Great, thanks Melissa.

**Melissa Greaves:** Okay.

**Stephanie Wolf:** Does anybody have any further they want to add?

**Roberta Sherman:** Nope.

**Stephanie Wolf:** Any new business?

**Carol Stein:** Happy holidays.

**Stephanie Wolf:** Yeah. So yeah on that note I'd like to say thank you all for all of your work so far this year. It's been unusual for everyone to say the understatement of the decade I think.

**Roberta Sherman:** Yup.

**Stephanie Wolf:** So I think we're all getting used to, I'm sitting in this chair all the time because I work from home now and this is my setup. So I want to thank you all for your time and your dedication and you know showing up to these Zoom meetings. I know they're not always fun, and they're not easy to do all the time but I want to thank you for all of your input and all of your thoughtfulness and dedication to the library.

**Roberta Sherman:** And we in turn thank you.

**Stephanie Wolf:** I wish you all a happy holiday.

**Carol Stein:** Yup. It's funny that we really haven't had a chance to get together, it's just mind-boggling, isn't it?

**Stephanie Wolf:** It is.

**Carol Stein:** Because usually for the newbies this is our social meeting and we have like you know, we have treats and we all bring stuff and we you know we're more festive or we just, we invite the Friends, you know we-

**Stephanie Wolf:** We have like a little holiday party with snacks and-

**Carol Stein:** Yeah.

**Stephanie Wolf:** mingling and, maybe someday.

**Charlotte Dunaief:** I was just telling the staff that was here earlier today that when this is over I am throwing a huge party out on the lawn of the library.

**Carol Stein:** Welcome back party, right.

**Charlotte Dunaief:** Thank God it's over.

**Stephanie Wolf:** So I'm, does anybody have anything else, I'll adjourn the meeting at 8:06.

**Carol Stein:** Very good.

**Stephanie Wolf:** Oh, do I need to make a motion to adjourn?

**Carol Stein:** Yeah, we do.

**Stephanie Wolf:** I need someone to make a motion to adjourn the meeting.

**Carol Stein:** [unintelligible]

**Stephanie Wolf:** Carol makes a motion, second? Roberta seconds. All in favor?

**Board members:** Aye.

**Stephanie Wolf:** So the meeting is adjourned at 8:07.