

**Cornwall Public Library Board of Trustees Regular Meeting
January 14, 2021, 7PM
Transcription**

Stephanie Wolf: So I'm going to call the Board of Trustees meeting for the Cornwall Public Library to order. This is January 14, 2021, and it is 7:04. So, all Board members are present, and Emily our Treasurer, Liz Fisher is here, Catherine and Meaghan, and Charlotte. So then we'll just move on to the minutes of December 10th, 2020. Does anybody have anything they need to change? Okay, so I'm going to ask for a motion to approve the minutes of December 10th, 2020, please.

Carol Stein: So moved.

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

Board members: Aye.

Stephanie Wolf: Okay, so the minutes for December 10th, 2020 have been approved. We'll go onto the Warrant #6. Did anybody have anything they saw that they wanted to talk about on the warrant?

Carol Stein: Okay we'll let, the Finance Committee will just let everybody know that there were 3 payrolls on this warrant so it's a little bit larger than normal, plus the sign for Daktronics, we had to pay a half a payment of it, so that was Capital but it shows up on this warrant. That was 28,000 if I recall. So that is what leads to this larger warrant. Other than that, I don't think we saw anything else that was of note that's out of the ordinary. So, just wanted to point out that's why we're at 120,000 from 3 payrolls. Actually, we're actually, not counting the 3 payrolls and that 28,000 we're pretty much under what we would normally have at this time of year so, if that makes any sense.

Stephanie Wolf: Anybody have anything else? Thanks, Carol. So I'm going to ask for a motion to approve Warrant #6 for \$120,852.55. Melissa will motion, Matt R. will second. All in favor?

Board members: Aye.

Stephanie Wolf: So the Warrant #6 for \$120, 852.55 has been approved. Okay, so we have now public remarks.

Charlotte Dunaief: Okay, so I'm going to say something and then Liz is going to say something.

Stephanie Wolf: Okay.

Charlotte Dunaief: We've had a family, the Pegues? Is that how you say it Liz?

Liz Fisher: Pegues.

Charlotte Dunaief: Pegues, okay. They have been participating fervently in our curbside programming, and Liz has something to talk about for that.

Liz Fisher: About that, oh, okay.

Charlotte Dunaief: Yes, about that, public commentary.

Liz Fisher: There were a few things I was going to talk about. Okay, yeah no they, I know them through book groups, I know them through art afternoon when we were in normal times, not that these aren't normal times anymore, and they're very into the library. They absolutely adore the library. What's happened with the curbside is they've taken everything to another degree which is just really fun and actually it makes me very, very happy. I did a glue batik, because you can't really drip wax virtually, or from the curb, and you really shouldn't be dripping hot wax with young kids anyhow. So I found a glue way of doing it and put it out there, and we got some pictures back from them today. Do we have them Meaghan?

Meaghan Doyle: We do, I can share my screen and flip through the pictures. You want me to do that now? Or do you want to wait?

Charlotte Dunaief: Now.

Liz Fisher: It doesn't matter. You can do it now.

Meaghan Doyle: I'll do it while you talk, how about that?

Liz Fisher: Sure, that's fine. What I really love is that their parents participate also. I guess mom got into it and they really did a deep dive into what batik is all about, figuring out what traditional things would be used in batik, you know symbol-wise and stuff like that, so [one] here is doing a moon and [one] did what I think is like a sunburst, no there's a moon in there too. Anyhow, very, very cool family. They also take the family fun challenge, and mom says, "Okay, there are four suggestions, I want you to do seven things," with whatever we put into that brown paper bag. And we've put, let's see, play doh was first, we put an apple in, we put a stamped envelope in at one point, just this month we put in post-its, and always with some sort of background, like "Did you know this is where post-its came from," and some suggestions, but that family, mom always says, "Okay, you've got four suggestions, I want 3 more." And these kids come up with stuff. It's really, it's heartfelt. I mean, we get very little feedback so it's really great to hear from them. Is that enough?

Charlotte Dunaief: Yeah, that's good.

Meaghan Doyle: I actually was able to find real quick here the link to the apple pictures. So just really quick, I'm just going to flip through a quick preview of those.

Liz Fisher: Okay.

Meaghan Doyle: Just because they're so cool. So these were [one's] projects that he did with the apple-

Stephanie Wolf: Oh, wow.

Meaghan Doyle: And you can see the different drawings, the word cloud, a Lego, a collage, a paint, and the, I love his little crab!

Liz Fisher: [unintelligible]

Meaghan Doyle: And then these are [hers]. So she did some drawings, some pictures, the clouds, the Legos, kind of all similar but different, so. Really fun.

Stephanie Wolf: Neat. Thanks for sharing that, Liz.

Liz Fisher: I wish we had more feedback. I wish, you know, people love them, they go, but we never really know what happens with them. So, at least we have this. I'm starting to ask for feedback now on things so we'll see if that happens.

Carol Stein: [unintelligible] is there a way that we could, on our website, have a little space for them to post things? Like they could post some of the stuff to get a little feedback, you're doing a wonderful job with this.

Meaghan Doyle: We've tried with some of the different things on social media to suggest, you know, "and tag us in your pictures." With kind of limited success you know a few times it happens but not nearly as much as we wish it did. So-

Charlotte Dunaief: Would a TikTok account be better for that?

Meaghan Doyle: I don't think so. We could talk about it but probably not.

Charlotte Dunaief: TikTok is too adult for that?

Meaghan Doyle: Yeah, I think it's a different audience.

Stephanie Wolf: It's a different, yeah, well, yeah.

Meaghan Doyle: Yeah.

Stephanie Wolf: It's more video than photo.

Charlotte Dunaief: Okay.

Meaghan: Yeah.

Liz Fisher: Right.

Charlotte Dunaief: Okay.

Stephanie Wolf: From what I can tell.

Liz Fisher: So my other comment is I want to thank you for the holiday card and little giftie. It was very well received, so thank you very much, and I wish you all a very happy new year, as much as you can have a happy new year in these times.

Stephanie Wolf: Well thank you, Liz-

Meaghan Doyle: I agree with Liz. Thank you Liz for saying that.

Stephanie Wolf: We appreciate [unintelligible] Thank you for coming and telling us, sharing those with us, and those photos. Great job.

Liz Fisher: It's great when we have that kind of feedback, so I wanted to let you guys know.

Stephanie Wolf: Thank you. Anyone else from the public? Liz, you said you had a couple of things you wanted to talk about?

Liz Fisher: The thank you.

Stephanie Wolf: Oh, I want to make sure we got, we heard everything that you wanted to say.

Liz Fisher: Yeah, no. I'm done.

Roberta Sherman: Let me ask you a question. Are we working on getting the microfiche machine repaired or are we waiting until the library opens?

Meaghan Doyle: No, I've been working on that. I've actually been working on it for now about a year and a half since it went down, and going back and forth with the gentleman that we bought it from, and all the different troubleshooting and trying. I have uninstalled and reinstalled the software on multiple computers multiple times. I've done a bunch of different updates. I think I'm pretty much at the end of the line, I'm not sure that the software is going to get us there. I sent him an email, I'm waiting to hear back from him on whether or not there's anything else we can try before we give up and say, "Okay, we need to do a service call on the actual machine itself." He's been trying to avoid that because we don't have a service plan or any kind of warranty on the machine, so he said it's going to be really expensive if we have to fix it and so he's been trying to put that off and hope that we can find something else that will get us there that will work before we get to that point. Like I said, to my mind, I don't think there's anything left we haven't tried, but I'm waiting to hear back from him if he's got any last thoughts. So I think we're pretty much at a point where we're going to have to spend money to have it work. In the meantime, we have been exploring more of the digitizing of the film, so that we can just

move away from the film completely and so I've got some information from the company that can give us some quotes about how much that's going to cost, and over the next few years we can move in that direction but in the meantime the film is just not operational and I have no timeline for when we're going to get it working. Even if we open.

Roberta Sherman: Okay.

Meaghan Doyle: Yeah. I'm trying through.

Melissa Greaves: I have a question, but I'm not entirely sure this is the right venue. Liz, I was reading your comments in the Director's Report about some of the frustrations you were having when serving the public and I don't know if this is the right place to bring it up or talk about it but I was just wondering if we could figure out how to help everyone navigate that? Anyone else?

Charlotte Dunaief: I'm actually going to address part of that in my report.

Melissa Greaves: Okay.

Carol Stein: Either that or New Business, right, one or the other.

Melissa Greaves: I don't know which.

Charlotte Dunaief: It's one particularly difficult patron.

Melissa Greaves: Okay.

Liz Fisher: Actually, it was others, also.

Charlotte Dunaief: Oh, others too.

Liz Fisher: Yeah.

Charlotte Dunaief: I was only aware of one, so.

Liz Fisher: It was just, you know, we're all trying our best, and then you kind of get pounded. And, it takes a toll on everyone at that point, because we're really not trying to be a stone in anybody's shoe let alone- we're trying to help, that's really what we're all about and when people get, kind of fly off the handle and you can't help them because they don't want to be helped, they want what they want. It's very difficult to deal with.

Melissa Greaves: Yeah.

Charlotte Dunaief: So Liz, you and I will talk about that more on Monday.

Liz Fisher: Sure.

Charlotte Dunaief: Okay. So are we moving on then to Communications and Donations?

Stephanie Wolf: Yes, we will, there's no more public remarks.

Charlotte Dunaief: Okay. So Brenda got an email from Storm King Art Center requesting, well, I'm going to read it. It says, "Storm King has developed a long term strategy for our site to appropriately address the substantial growth we have experienced over the past decade. The carefully considered master plan is designed to protect our people, art and landscape and improve the visitor experience on site. As we seek approval from the Town of Cornwall Planning Board, we are preparing for an important milestone in the process." And they were wondering if the Cornwall Public Library would be able to participate during the public comment period or send a letter in support of them and their new strategic plan. Their strategic plan is posted on their website I think. I briefly looked at it and it looked like they're going to enhance the parking lot and some of the walkways towards the art that's out on the grounds, but I don't know what we're allowed to do as far as writing a letter of support for another nonprofit.

Carol Stein: I think we can send a letter of support, I don't think we can donate any money, of course, that we can't.

Charlotte Dunaief: Right, okay, so we can write a letter of support?

Carol Stein: I believe so. You might want to check with the lawyers but I don't see why not if all of the Board is in agreement on it, I don't know that it's necessary to do it, but like you know I have seen it done in the past though, where one organization will kind of endorse another one. I think we should think carefully about it, but.

[unintelligible]

Stephanie Wolf: I've seen it lots with other nonprofits. Us being more of a public entity is where my question was.

Charlotte Dunaief: Right.

Meghann Chyla: Yeah. I just want to say be I think you should be careful with it, because I know it's a very hot topic in town right now because people might think it's a good thing, but there's a lot of people who I know are against it because what it's going to do you know with building and traffic. So it's just something I think you should really consider putting your name on it.

Charlotte Dunaief: Traffic is already horrendous around that area-

Meghann Chyla: I know.

Charlotte Dunaief: During certain times of the year.

Meghann Chyla: There's a lot of layers is all I'll say.

Charlotte Dunaief: I got stuck on that road for 2 hours once trying to come home from the ice cream parlor over out that way. So, yeah, alright, well maybe what I'll do is, Brenda and I will-

Stephanie Wolf: What I, the other thing is maybe if they're addressing the parking situation it might alleviate some of the traffic on the road, because people are waiting on the road for a parking spot.

Charlotte Dunaief: Right. So, so maybe what I'll do is-

[unintelligible]

Meghann Chyla: [unintelligible] meetings about it.

Stephanie Wolf: Yeah.

[unintelligible]

Meghann Chyla: Something to think about.

Charlotte Dunaief: Okay.

Stephanie Wolf: You ought to check with the attorney just to make sure that it's-

Charlotte Dunaief: I'll check with the attorney, I'll look at the master plan a little more thoroughly and then I'll check with the attorney. Maybe what I'll do is have Brenda and I will draft a letter and ask the attorney to check it over for anything that might cause contention.

Carol Stein: But Charlotte, every single Board member would have to agree, like we would really all have to agree in support of that letter, so.

Charlotte Dunaief: Okay, so I would send it around to the Board too before we sent it out anywhere.

Carol Stein: Yeah but if this is something that, are they looking for this is in a very timely manner? Because something like this should go on the February agenda. And if we were going to draft a letter then we should be discussing it, because-

[unintelligible]

Stephanie Wolf: It's before our February meeting, I think it's February 4th, for some reason I have stuck in my head that they need it by.

Charlotte Dunaief: I don't know, it might have already passed the time that, oh, you know what, it already passed, January 4th.

Stephanie Wolf: That was the first, that was the first public meeting but they were asking for a letter the next Cornwall Town Meeting.

Carol Stein: I think, what we should just do is say, if you wanted to do anything just say, you know that we encourage our citizens to stay informed, and if they want to present anything at the library they are certainly welcome to use library resources to help that but other than that, I really wouldn't, as Meghann said, get involved that much. I'm not familiar with it, because I haven't been paying attention to it, but I don't know that we want to be political. If there's any type of diversion there I mean-

[unintelligible]

Carol Stein: I love the art center, I go there all the time, but I don't know that it's our place, but, I don't really know.

Charlotte Dunaief: Right, well that's what I said, I said I didn't know. I told Brenda she could write a letter of support by herself if she wanted to but it couldn't be with the library. The library has to remain apolitical. I'll just reiterate that to her.

Carol Stein: Yeah.

Charlotte Dunaief: Okay, moving on-

Matt Rettig: One thing real quick though that may be worth considering, as the library we do support learning, we do support you know experience and for breadth of experience, I don't plan I don't really know the ins and outs, you know maybe reading the strategic plan seeing, kind of getting an idea where it's going with the Planning Board if it is legitimately sort of controversial as people are concerned. Depending on all that I'm saying it may be worthwhile to consider doing a letter, just because it in the spirit of we're into kind of similar things I think as the art center, so, and I know maybe most of us-

Charlotte Dunaief: We have a very good relationship with them because we've been doing programs with them and we have several of the passes.

Matt Rettig: Yeah, I just do feel like our missions are somewhat aligned and if we can support them you know we might consider it, that's all I'm saying.

Carol Stein: Well, I mean you could certainly write a letter saying, you know, please take the time to get informed, you know that this is out there, and, you know, if there is any way that the library has always had a good relationship with them, but I really wouldn't go much further in advocating for one way or the other because then you're being political. But you could certainly say, you know, "Please stay informed," you know, something like that, advocacy, I don't-

Matt Rettig: We keep it general, "We support Cornwall as a hub of learning and of," you know-

Carol Stein: Right, make it very generic, right, like that Matt. I would support that more than I would taking a position.

Melissa Greaves: Could we offer to host a public forum for them to let the public know what's going on in a very neutral way, just as a host? Would that-

Meghann Chyla: They've been having a lot of meetings already, I don't know where though.

Charlotte Dunaief: I don't know that I want to do a meeting in person right now.

Melissa Greaves: Oh, I didn't mean in person but I was thinking like a, how online programs are going.

Charlotte Dunaief: Alright, well-

Matt Rettig: Something to think about I guess and, I don't know.

Charlotte Dunaief: Yeah.

Matt Rettig: I guess if it doesn't happen soon it's not going to happen so if we dither too long I guess it's going to kind of go away, but.

Charlotte Dunaief: Right, okay. I got an email from Jane Harkinson with, attached to it were various notes via email from friends, praising Brenda for her efforts to get that \$700 grant that's going to be used for new monitors, they were all very pleased about that. There was an email from a mom, Joan Scott, who said that her two sons had a great time at a Teen, a virtual Teen Trivia program for grades 6-12. There were 10 teens participating, which is pretty good for an evening Zoom thing for kids. And then the Paint and Sip that was held on December 2nd, I might have told you this already, had 23 happy participants, and some of them brought their pictures to the library to have a picture of themselves taken with it. And I'm going to move on to contributions now. Again we had two \$50 checks from Fidelity Charitable again, Dr. Barry John Cappella. One is dated November 30th, it came too late for last month's meeting, and one is dated December 28th. And then we had a contribution of \$200 with a letter from Barbara and Bob Miller, in memory of their cousin Kathleen Hokey. It says, "We have great memories of Kathleen and family, one is our mutual love of reading and occasional sharing of our books. Hope our libraries can get back to normal soon, Barbara." So we'll need a vote to accept, it was a \$200 donation from them.

Stephanie Wolf: Yeah, first we'll need to vote to accept the two \$50 donations from Barry John Cappella. So I'll need a motion to accept those, please.

Carol Stein: So moved.

Stephanie Wolf: Matt R. will make the motion. Somebody second?

Roberta Sherman: I'll second.

Stephanie Wolf: Roberta will second. Everyone in favor of accepting the two \$50 donations from Barry John Cappella say "aye."

Board members: Aye.

Stephanie Wolf: So we will accept the two \$50 checks from Barry John Cappella. Now we need a motion to accept the \$200 donation from Barbara and Bob Miller.

Roberta Sherman: I move to accept the \$200 donation from Barbara and Bob Miller.

Stephanie Wolf: Okay, Roberta will make the motion, Carol will second. All in favor?

Board members: Aye.

Stephanie Wolf: So we've accepted the \$200 donation from Barbara and Bob Miller. That was very nice of them.

Roberta Sherman: Yeah.

Charlotte Dunaief: Okay, so I'm going on to my Director's Report. COVID again was a major concern in December. Cases did seem to drop in the county but they went back up. We seem to be nestled in between a couple of very dark red areas: New Windsor, Newburgh, and just seems to be all around, so. We're trying to be very careful in the library. Work on lighting did start on January 11th. The site sign install has been moved to late March due to cold conditions and frozen ground. There was concern on my part that the cement wouldn't set properly and would crack later on if we poured it the, into ice cold ground so I worked with them to move it into March. Adult Zoom programming is still getting attendees. The book clubs have close to their normal numbers which is good. And Liz mentioned phone calls that have ended in verbal abuse of staff. One patron has been warned yet again, and now can only speak with me, Meaghan or Ellen because I can't let him verbally abuse my staff like that. If he starts to verbally abuse any of the three of us he will be banned from the library for 6 months, because we just can't deal with that and all of the other things that are going on. And that is my report.

Stephanie Wolf: Does anybody have any questions for Charlotte?

Roberta Sherman: Nope.

Stephanie Wolf: Alright, so we will move onto the Finance Committee. Carol?

Carol Stein: So, we did meet and, Monday I think it was, right? Monday? And started to work on the budget, so we didn't [unintelligible] reports. Reports speak to themselves. I think Emily could speak to that for a minute talking about that first and then we can talk about the budget.

And Emily, I think you have highlighted some important numbers there for you to, if you want to talk about them quickly, and then also the budget transfers you're proposing.

Emily Milton: Yeah, so Charlotte and I went through to look sort of at where we sit for the end of year projections and obviously it's early on but to kind of get a feel for some categories where we'll be having a little bit of extra money. So the cells that are highlighted in yellow, I'm just looking at the main, you guys can see it, the P&L, it's the only landscape. I said that backwards, portrait, the only portrait one, so the yellow cells are the ones that Charlotte is projecting those numbers, anything that's not in yellow is a calculated number so it's based on the current spending if it projects to be the same. And those green numbers on the far right, are the numbers Charlotte and I are proposed to be some budgets transfers. So, we knew that we spent more than anticipated on retirement and also on the refund which was talked about, and the service contracts looked like they'll be a little bit under, so we proposed that some money come out of that line and into those other two budget lines, the Tax Assessment and the Retirement. And in the, I just barely put it on there late I apologize, but in the Google Drive there is a, the January of 2021 Budget transfer request. So, since it goes between budget categories and over the \$1,000 which is, doesn't need approval, these transfers would need the budget approval, or the Board approval, sorry.

Carol Stein: Okay. So again, what Emily is doing, what Emily and Charlotte are doing is they're telling us is that we have to be mindful, that if we have a category that's gone over we need to take it from somewhere else so we don't overspend the budget, and that's the essence of what we're doing here, so that's what these transfers are. So there's a couple of areas where we've taken it. We've taken a bit of a hit, and you know, we've had some like issues with supplies and stuff, so that's going to be another area where we have to look at next month, right Emily? We have to look at where we're going to cover some of those COVID supplies and things we had to buy, right?

Emily Milton: Right, so right now the office supplies are under so like I said, I think we'll wait until next, probably next quarter to kind of get a better idea of where we're looking for the end, but these are ones we know are already overspent so we went ahead and thought we might, it would be good to go ahead and get some transfers underway for those.

Carol Stein: Right. [unintelligible] so we've had some expenses but we've had some opportunities because we're not open as much so there's some benefits so that this is a year that's just really strange in terms of the finances but I believe that Emily has a good handle on this, we're looking at it. So we do recommend those transfers, are we going to vote on those tonight? Is that on the agenda or not? Did you add it to the agenda?

Stephanie Wolf: It's not on the agenda. I didn't.

Carol Stein: Okay, so then we'll add this to the agenda as new business if everybody's comfortable, if not we'll do it in February so that's up to you all we can throw that anywhere.

Stephanie Wolf: I'm good with being in new and voting on it tonight.

Carol Stein: In New Business? Okay, so we'll bring that up in New Business and we'll have a vote for the budget transfer since it's on the-

Stephanie Wolf: Just remind me when we get there.

Carol Stein: Sure. Sure. So we spent the rest of our time at Finance Committee working on a preliminary budget. And so the process is really the director creates the budget for the Board to look at, and the Finance Committee spends the time looking at it in a little bit more detail so that we can update the full Board, just like the Buildings and Grounds does more detail work on that and Policy work does more work on that, everybody has their piece so we're not spending hours and hours as a group trying to you know, come up with every line. So this was a first shot, we were just looking at it in an overall sense. We have since gotten the tax cap levy number which by the way is 1.23, which is lower than I was hoping. I was thinking it was going to be around 1.5 but it's lower. I keep forgetting that they use a non-seasonally adjusted index not the seasonally contrasted index, so-

Stephanie Wolf: So, what number is that again, Carol?

Carol Stein: 1.23. So our tax cap levy has-

Stephanie Wolf: That's the tax cap levy?

Carol Stein: Yeah, it's a low increase. So this is a year where I think there's going to be quite a bit of advocacy in, you'll see in the school districts and in, hopefully in libraries as well, that it's just too low. I mean, you can't even meet contracts, you can't even meet salary contracts when you're at a 1.23% increase.

Charlotte Dunaief: We have like \$22,000.

Carol Stein: Yeah. I didn't do the calculations yet-

Charlotte Dunaief: I did.

Carol Stein: I've been spending too much time crying in our own district right now, but because it means a lot of money for us too, especially once your budget's a little higher, but it's going to be really tough this year to do everything. But that said, I think we've had a lot of pluses, and there's a couple other places that I think we can look at. Fortunately, you know, we're not in the worst shape in terms of surplus and our fund balance so we have somewhere to keep contributing toward fund balance, I mean toward the budget until we get to a point where we really have to then raise or exceed the tax cap. We talked about it last year and then we decided we're ready to do it, and then when COVID happened we pulled that, right? We were all ready to do it. For those of you that just joined the Board, Roberta and Matt and Matt, we were pretty much going to do it, and our budget was set for that, and then we couldn't do it, we had to change our budget

at the last minute. We unadopted it and readopted it because people were out of work and things were happening. This year, I personally feel the same way. It would be a tough year to go against, to go over the cap. That said, we're going to have to do it at some point, like hopefully the year after or the year after that. Like, we have to do it and correct the budget at least once so that we get to a better spot with annual growth but in the meanwhile we have enough surplus that I think we'll be able to plug the difference that we need in order to have a balanced budget and still give an honorable raise, and still give, you know, meet the needs that we have of the facility, books, programs and such. So we're doing the detail, I think in February we'll have a solid discussion. We'll have a document ready that we could then share with everybody with some more specifics. But we just had our preliminary meeting and we have two more scheduled before the next Board meeting, so hopefully we will be able to come up with some plans. I do think I would like to open it up to the full Board, either now or later, just to have everybody's philosophy about the tax cap and going over it, because that will guide the work that the Finance Committee does with the director. If everybody feels similarly, then I do, but certainly that's, I'm only one opinion, but I'd like to hear that so that could guide our work, if we could just open up to that discussion right now, maybe just poll everybody in terms of what they think. Is that okay Stephanie to do that?

Stephanie Wolf: Yeah, that's fine, go ahead. You want me to poll them or do you want to poll them?

Carol Stein: Sure, just kind of ask people. I mean you don't have to be a poll, you could kind of just offer your opinions as you want them right now, but.

Stephanie Wolf: Yeah.

Carol Stein: Feel free to speak up I guess.

Stephanie Wolf: I, personally I'm with, I do agree with Carol, I don't think this is a good year to try to go over because people are suffering, people are, you know, our businesses are suffering, our people are unemployed, people are underemployed, you know, if they're working they're working less hours especially if they were part-time or hourly workers, they're working less hours in small businesses. I don't think it's a good time to go over but I also feel for our staff and us not being able to give them, you know, better package than we can.

Carol Stein: Well, I'm not suggesting that we don't, Stephanie, that's the other piece of it. I think that, and that's the other conversation, and maybe we need to do that in exact, but I do think we are committed to paying our staff and giving them an increase, because even though the levy increase is at 1.23, meaning that's what they think the inflation level is, it is actually higher, it's, the indexes that I see are more like 1.5 so that's like what they call the seasonally adjusted versus the non-seasonally adjusted it's just, I don't want to use the word that I was going to use into the public but, that the state uses for the tax cap formula. And I think there will be a lot of

lobbying this year, I mean they need to make it 2%, they just need to do it. Our costs are really going up. I mean, there's places where we see it, even gas-

Stephanie Wolf: All the PPE costs that we've had to-

Carol Stein: And all the PPE and they're making us do all these things and they want us to do this and yet they don't want to pay it. So I think what we will do is, with our surplus that we have, we will fund, we'll plug the difference that we have in the budget and that's what we're going to recommend like we do this year at the last minute where we thought we were going to be balanced by going over the cap and then we ended up plugging it with the fund balance appropriation. We'll do the same thing, and then we'll see where we're spending it, and we'll figure it in. I know Emily has told us what our, that we have, you know, a surplus. It could mean, it could mean that we actually at some point might borrow for a tax anticipation note, which we haven't had to do in the past, but, you know, that's small, small dollars compared to maintaining the library and keeping the programs, because alternatively you're cutting staff, you're cutting programs, you're cutting books, and it's just not, you know, what we want to do. We've worked too hard to get where we are. So I think we will recommend, what the Finance Committee will recommend that, a fund balance appropriation again. You know, it's something we don't want to do forever, I will say that. We need to get out of that mode of doing it, but we should do that until this crisis is over. It's kind of like how the government is giving us these cash bonuses right now until this crisis is over. At some point we're going to have to pay the piper and deal with it, but I think this isn't the time. So that's just my own personal opinion. It doesn't mean I'm advocating not giving people a raise, though.

Stephanie Wolf: No, I didn't take it that way. Melissa, you had something you wanted to say?

Melissa Greaves: No, it was kind of along the same lines. I think it would be, not look very well if we did go over the tax cap in today's climate: economic, social, COVID, all of that. But also, with not being able to open on a regular basis for the safety of the staff, I feel like that would, you know you kind of, people would lose sight perhaps that we're not opening because of safety, and then look at it through the lens of taxes are raised and here you are not open, so I think that would be really hard to explain as well even though it makes so much sense to not be open because of safety. So again, with the idea that we could potentially keep the staff getting a raise, cost of living raise or whatever, I don't really understand the whole financial aspect of it, but you know, are there places we could sacrifice so that we could keep the staff well-funded and, you know, take away from other spots. But in a more eloquent way, you know. So I don't think this is the year.

Stephanie Wolf: Anyone else have anything they want to, chime in?

Carol Stein: Okay, I mean some of the other things, Melissa to your point is that, like with the newsletter, you know, we always funded money for our newsletter to be mailed out. I think we're still planning on printing ones so we can have one in the library we can hand out when people

come in, but we're basically going to rely on the electronics. It's expensive to mail them out. We have to mail the budget a postcard out, but we don't necessarily have to mail a newsletter. We used to probably do it 3 times a year, 4 times a year, but those days are gone. Now we do it electronically, people are still reading it, but we still like, as Charlotte mentioned to have one in the library for new people, or people to pick up and maybe we can find more inexpensive ways of doing that. And that's an area where we won't sacrifice a lot but we'll be able to maintain the intent of what we're doing. So we're looking at those things and if anyone has any of those types of suggestions, please send them on to Charlotte as she puts her budget together, because it's, you know it's really the library's budget, we're just approving it. We're an advisory Board, we're not looking to create the budget but we're looking to approve what she's doing. And of course, you know, we're the ones who have to make a decision about it over the tax cap or funding, doing the fund balance appropriation, so. So that is our purview, but not the details of the specific each little piece of the budget, you know, that's not really, you know. We're looking at saying what we want as initiatives, or directive of what we want. Do we want more facilities, do we want more books, do we want more people, that's kind of our job but not necessarily the detail of every little line. So I've kind of, trying to back off a little bit, and not micromanage. So I mean there are some things we're also talking about, the idea of trying to cut down on the maintenance so much with United and the HVAC and one of the discussions we had Monday was, which we have to work with Buildings and Grounds, is putting in a grant this year, if there's money in the grant cycle, for a new boiler, which would help us out tremendously, because then that would cut into the repair costs that we just seemingly are just I don't want to, they're just taking money out of a sieve, you know it's just a sieve there with that. And also I don't know where we are with the analysis of an engineer who can help us but the United just doesn't seem like they're servicing us well so we need to find another vendor for that. So that's another to-do list that could potentially save us some money. And we're still going to budget money for it until we can solve this because we can't not, you know, we can't not heat the library or cool the library, right? So we have the obligation but we have to fix this, this is just a problem. And that's just taking away money that we could be using for books, materials, and everything else. So that's something that we'll be looking into. And then another thing we were looking into is the cost of our cleaning service versus the idea of having a custodian on staff instead, and having somebody who could do some light maintenance, do some preventative maintenance, be a presence more on an everyday basis or four days a week if that's part-time, like you know not full, 8 hours every day but you know a couple hours every day to do some light cleaning and then we could use the cleaning service to do more of a deep clean less, you know a little bit less frequently, maybe 1 or 2 times a week as opposed to every day. They're expensive, and you know, while it's good to have we have to be careful. Now be careful when we do this we need to make sure we're still cleaning, disinfecting and all those things that we're doing now but again, I'm thinking for the whole year now, not just thinkings for this minute so that's the other thing. So we're going to look into that, and we're already costing out what that might cost us and how does it look with that. So those are some of the ideas that we were thinking about, we have to,

we're just putting it out there and we're going to work on it some more and hopefully have something to give you in February. Like I don't know yet whether or not the budget process is going to be a full mail-in process again like it was last year. If that's the case then we're likely going to need to do this in May with the school district again. If not, we can vote in April like we've always done in the past, so we'll have to kind of see what's happening on that end. I haven't heard much yet on it yet but I'll keep my ear, I'll know very quickly when it comes out so I'll keep you all posted on that, but. So right now we would present something in April normally, right? I think Charlotte we picked a date if we-

Charlotte Dunaief: The 20th of April.

Carol Stein: April 20th, okay. If not, we would go with the May, I think it's either 18th or 19th whatever Tuesday it is in May, which the school does, and just pair up with them again because they, it's no sense in making two mail-in votes with the cost of that, that's just crazy. It can all go on one ballot and just roll the dice there, so. Honestly with the levy being that low we're not going to get a huge increase so if the vote were to go down it's not going to kill us, it's not going to kill us.

Stephanie Wolf: Going back to the mail situation, last year it was only by mail. There was no, I'm just thinking about how they did the regular elections this year, they did mail-in and in person-

Carol Stein: They did.

Stephanie Wolf: [unintelligible] say, have you heard anything about what, would they do that same situation?

Charlotte Dunaief: I've been in touch with the Orange County Board of Elections, they don't know yet.

Stephanie Wolf: Okay.

Carol Stein: And this is going to be probably one of the ones that Governor Cuomo just makes a decision and tells us what to do and so it hasn't come out yet. What I will say, you know Emily and I, has shared with us the total fund balance in the sense that we have so remember, fund balance is a number that is generated from whatever our expenses are less than our revenues. And you know, you budget for the worst case but you try not to spend every dollar because you never know what's going to happen. So usually, every year you end up with a small surplus. Those surpluses start to grow, and that's how we've been able to fund our capital fund for the most part over the years. I remember when I first came on the Board, we had quite a bit of money in the fund balance so we actually all earmarked that to be capital for the most part. You keep a sum amount in undesignated fund balance which is really just for any type of, you know emergencies, things that you hadn't planned, anything you really need, and that's how I would

say we were going to use to appropriate, we could appropriate some of that excess fund balance toward, back in the budget, because this is the time of year you do it. When they talk about, like, I've heard Harvey talk about it as a rainy day fund or whatever. Well, this is kind of a rainy period right now. We have to weather this storm and get through it, and then see where we land ultimately. So I think this is the year to fund the gap with the money that we have in our undesignated fund and then whatever's remaining we can then still continue to put in capital because we do need to keep it in capital because we are going to have still more capital projects, we have to you know keep that in mind,. Everybody has to keep money in their own house project for capital for things that go wrong in their own house so it's the same kind of thing. And we know how hard it is to get a vote to do anything in this community. The positive vote to do anything out of the ordinary. So the library has great support, but as soon as you talk about building projects and bonds, they're like, just do this and they say "no." So and it's because the resident pays all the taxes in Cornwall, let's face it, I mean we all pay them. So I think we have a much better shot at just keep putting our budget up, doing as best we can and going through that and relooking at it again. So I think we'll be okay, I really do. The preliminaries weren't horrible. Tax cap will go down another, what, 5, 6,000 when we take out, when we use that 1.23 but you know, really we have to, everybody who has a chance to lobby for 2%, a minimum 2% tax cap should be doing that, so. You should all be writing your legislators right now saying, "2%, 2% minimum." I mean people want increases and we have contracts, you know. It's nuts. But, anyway, I'm on a soapbox, sorry.

Stephanie Wolf: That's alright. Does anybody else have anything they want to add? Alright, we'll move on to the Policy Committee.

Meghann Chyla: Sorry, I can't hear anything.

Stephanie Wolf: Oh.

Meghann Chyla: Sorry, can you hear me?

Stephanie Wolf: Yeah.

Meghann Chyla: Sorry, my phone- all of a sudden everything like died.

Stephanie Wolf: We can't see you- well, now we can see you.

Meghann Chyla: Okay. Yeah, it's like bad time to be dying here. Okay, so for the policy report for this month, there's nothing up for review. We are currently working on a few policies that next month will be ready for everyone's input. For this month, we're voting on the Credit Card Policy and the Pandemic Response Plan that we reviewed last month. So I don't know if anyone had any questions on either of those or if you feel like they're ready to be voted on.

Stephanie Wolf: I've noticed that you changed it from the Finance Committee to be the Director for approval. I mean you changed it to the Director from the Finance Committee for approval of spending on the credit card.

Meghann Chyla: Yes, that was the one suggestion we had.

Stephanie Wolf: Right. I'm good to vote on the Credit Card Policy and Use Procedures. Alright, so I need a motion for someone to, for us to approve the Credit Card Policy and Use Procedures. Carol will make the motion, Melissa will second. All in favor?

Board members: Aye.

Stephanie Wolf: So we have approved the Credit Card Policy and Use Procedures. Now the Pandemic Response Plan. I think I just had one question on it, was that we had the cleaners named in it-

Charlotte Dunaief: I changed that Stephanie, I changed it to "a professional cleaning company."

Stephanie Wolf: Right, because I didn't want to name a particular company because if we switch-

Charlotte Dunaief: Right.

Stephanie Wolf: Did anybody have anything else they saw on that? So I need a motion to approve the Pandemic Response Plan.

Roberta Sherman: I'll move to accept the Pandemic Response Plan.

Stephanie Wolf: Roberta makes the motion, can I have a second? Matt R. will second. All in favor?

Board members: Aye.

Stephanie Wolf: So we have approved the Pandemic Response Plan.

Meghann Chyla: The only other thing the Policy Committee, I know Charlotte wanted to bring to the larger group is about fines. We are currently working on some fines policy but maybe Charlotte you want to speak to that and kind of what you're thinking and how it might affect how we adopt this policy.

Charlotte Dunaief: Right, so. Right now due to the pandemic we're really not collecting any fines. And most libraries have already gone completely fine free or fine free for a particular portion of their collection because the American Library Association has put forth a new proclamation that it has been determined that fines really don't do what we thought that they would do. Instead of making people return their books on time, what happens is they have a late book, they become afraid that they're going to have to pay or they get blocked because their

fines are so great, and then they're embarrassed or scared to come in because they don't have the money to pay the fines. So, I'm hoping that, I'm not saying we should go completely fine free but I'm thinking maybe we could make our children's collection fine free.

Melissa Greaves: Had we talked about it once before in a meeting, you had talked about doing children's and perhaps seniors fine free?

Charlotte Dunaief: Yeah, but that wouldn't be a particular collection then if we do. One would be age groups and one would be just a particular collection. So we could pick and choose which collections but if we did the entire children's collection, everything on the children's side, that would help more of our target audience who, when their parent uses their card to take out 8 DVDs and doesn't bring DVDs back on time, the kid gets blocked and it's really not fair to the kid, who needs to be able to use the library computers and take out a book for a book report.

Stephanie Wolf: Charlotte, that is still age-specific, not necessarily collection-specific.

Charlotte Dunaief: No it's collection, we could make everything on the children's side fine-free.

Stephanie Wolf: Yeah, but if I go in with my kid's card and take out 8 movies from the adult side-

Charlotte Dunaief: It would, the adult side, yeah.

Matt Rettig: Administratively, is it easier for you to identify the collection or to identify the borrower? If you're-

Charlotte Dunaief: You know, that's something that I need to go back and check with in the ANSER manual, which way it works better.

Matt Rettig: Alright.

Melissa Greaves: You, on cards, so if you're, when you're filling out cards, if I'm remembering this correctly, you can make a certain group exempt. So if everybody who signs a child's card up, they know that that particular card is clicked as "exempt." You could do it that way. And that way you can ensure that if an adult did take out the *Saw* DVD series on their 2 year old's card, which I think you guys, you have an age bracket for how old kids can be to get their cards?

Charlotte Dunaief: No we don't, as long as they can write their name.

Stephanie Wolf: They have to be able to write their name.

Melissa Greaves: Right, so you can't take out a card in your 6 month old's name-

Charlotte Dunaief: No.

Melissa Greaves: So, some libraries you can do that, but so you can, when creating a children or youth card, you can just blanket make that exempt. And then I believe it's Jerry Kuntz can go in, into your records that all exist, and do a blanket exempt for a certain bracket.

Charlotte Dunaief: Okay.

Carol Stein: Couldn't you do it for just, say children's books and not DVDs?

Stephanie Wolf: Well that's what I was wondering.

[unintelligible]

Stephanie Wolf: That's by collection.

Carol Stein: Yeah.

Charlotte Dunaief: That's by collection.

Carol Stein: Yeah, I'd rather almost do it by collection.

Charlotte Dunaief: [unintelligible] One is by collection and one is by age. Liz had something to say.

Stephanie Wolf: Yeah. We can't hear you, Liz.

Carol Stein: You must be on mute, Liz.

Stephanie Wolf: You might be on mute.

Liz Fisher: I am on mute, sorry. I would suggest, since people are really children until they turn 18, I mean they need a parent to sign off, so I would suggest that children's collection and YA probably would be the best way of putting it because there are a lot of teens that just can't pay fines and end up not coming in because they don't pay fines.

Charlotte Dunaief: So, are we doing it by age group or by collection that's the question.

Melissa Greaves: I lobby for age group because again you can be, you know you can be ten years old and your parents can take out adult items on your card, or you can be a child who wants to read a book that is from the adult collection. So if you're doing it by collection it doesn't necessarily make a child have no fines. If your goal is to give a certain group of people no fines, then I think you have to go by age range and not by collection.

Charlotte Dunaief: Okay.

Carol Stein: Melissa it could go by collection, you're going by young adult books and children's books, it will prevent the parent from taking out books on the kid's card. Like, every so often I do that by accident, I pull out my son's card and I'm like "Oh," but-

Melissa Greaves: But it wouldn't prevent you. It wouldn't prevent you from borrowing-

Charlotte Dunaief: It wouldn't prevent you-

Carol Stein: Right, but I would never get a fine in that case, and I'm an adult. So, but I'm not taking out a children's book I'm taking out a fast fiction or something.

Melissa Greaves: But what if a 16 year old wants to take out *Grapes of Wrath* and they grab the adult copy?

Carol Stein: Okay, but, yeah, that's the exception maybe, a little bit more and we have to maybe figure that out, but I think if the goal is to start and test the waters, shouldn't we test it with a collection of the young adult and the children's books, where the bulk of the kids are doing it? Meghan, you wanted to say something?

Meaghan Doyle: I was actually going to bring up something that was similar to what you just said which is something that happens very regularly, is the parent card is blocked so they just start using the child's card. So, depending on what we decide here, what you guys decide how we want to address this, a corollary policy that we would have to consider would be whether we tell our circ staff that you can no longer allow parents to use children's cards which a lot of libraries do. We tend to be very generous about it and just have the attitude of, "We want them to have the material however they need to do it, we're going to make it work for them." Which I like to be that way, because I don't want them to go away without the stuff that they want and need, but again depending on what the goal of the discussion is here, there are other policy decisions that would come into play.

Carol Stein: So, I like the idea of the children's books and the young adult. And I also like the idea of an amnesty period every so often to correct those situations where that child then took out the *Gone with the Wind* in the adult section or whatever, because then you have an amnesty period, there's always a way. And you can tell, well no, you'll be able to clear your account or whatever, like every so often, but the problem is, if you just never have a fine, then somebody's going to take those DVDs out, and never return them and then no one else can use them. So there's a, and same thing with the fast fiction and the same thing with some of the more popular books, that people-

Charlotte Dunaief: Carol, they found out that's not the case, they found the case to be that people are more likely to bring things back if there isn't a financial penalty that will embarrass them when they get to the desk.

Carol Stein: [unintelligible]

Stephanie Wolf: I can see Carol's point about the amnesty period.

Carol Stein: Amnesty periods, and you can run them however frequently we want. But what I-

Stephanie Wolf: Like a week a month, even.

Carol Stein: Yeah, you can run them frequently, but the point is that it, psychologically, if I know I never a fine, I know I never have to return it, I'll give you a case in point, like you know with the whole free lunch thing, we can't tell a kid that they can't buy lunch now because they don't have money in their account. I had a parent who said, "Well I'm never going to pay you. I'm never going to pay you because I have no incentive to do that." This was last year before the whole free lunch, because you just said I can. So there are people who will take advantage of it. Now that's not the majority of people, but still psychologically, "Oh, I don't feel like going to the library to return that DVD." Before, I knew I had to stop at the library to return it because I knew I would get a dollar a day on that DVD if I didn't return it, right? There's something psychological about that, and now somebody else is waiting for that DVD or that book.

Charlotte Dunaief: Right, but now if you don't return it after a certain period of time, your account gets blocked anyway and you get charged for the full price of the DVD. You won't get charged the fine, but you get charged for the DVD.

Carol Stein: Maybe we put a max fine instead of getting charged for the DVD, we put a max fine of \$5 or some other number-

Charlotte Dunaief: We already have max fines.

Stephanie Wolf: We have a max of 10.

Carol Stein: Then how are we charging for the DVD if we have a max fine?

Charlotte Dunaief: Well they bring it back and you collect the fine. [unintelligible]

Stephanie Wolf: When they don't bring back the DVD, if they don't bring back the-

Melissa Greaves: So if it's a dollar a day, and you return it 12 days late, you're still only charged a maximum of \$10. However, if you never return it, then you're charged the \$34.99 that is the full replacement cost of the DVD.

Carol Stein: Which kind of makes sense, because the library has to replace the DVD for others to use, so like, at some point, you know, people have to own the fact that they lost something or couldn't find it or whatever. I mean, I think, you know, you could always use discretion if you believe that someone needs to have you waive it, I would say I think it's discretion to the staff when they feel that they should waive it, maybe that's the policy should say that "It is the discretion of the library director to waive fines as they need to, whatever the circumstances," because I don't want to get involved with that, but you know, again, this is public money, so we have to be careful. We can't just say, like I never need to go to Barnes and Noble again, I'm just going to buy books at the library, quote end quote, you know? I think that you have to think about it from more than one angle. I like the idea of no fines for the kids, I like the idea of

amnesty periods, and I like the idea of discretion with the director to waive things, but I don't want to totally eliminate fines because I think that it creates an incentive not to.

Stephanie Wolf: I'm also not sure it would go over well in our community, no fines, just from people that I talk to. I understand the theory behind it but I'm not sure that our community would say, "Oh, they aren't charging fines, so now they're going to raise our taxes."

Melissa Greaves: So, as a former circ supervisor, it was one of my main jobs was to come out to the desk and deal with people with high fines, and people had anywhere from 50 cents that they would argue about, to, some people were in for \$500-800 if you had many DVDs and then if you had many cards within your family. So the fines could be crazy, and I was given complete freedom to waive when I felt like I could waive. Now, that only applied to the books that we owned. Late fees are one thing waiving, but if they're owned by another library and they weren't returned, then you had no wiggle room, even as the director, you have to contact the owning library to see about those things. So one of my, I still maintain that I think we should go by age range and maybe discourage parents from checking out on their kids cards. And then I did have one question. Charlotte, I believe that the computer knows, again if I'm saying this in a crazy way I'm sorry, but the computer knows, so like if I borrow say a book from, through Cornwall ILL, from say Port Jervis went fine free, I will not get fines on that item, even if I return it-

Charlotte Dunaief: That is not, it goes by the checkout library now, not by the owning library.

Melissa Greaves: Oh. So that changed. So-

Charlotte Dunaief: And the checkout library keeps the fines.

Melissa Greaves: Well, yeah the checkout library always kept the fines because they felt like it came out in the wash but so even if I borrow a book from a library that has zero fines, I'll get fined on your schedule?

Charlotte Dunaief: I think so.

Carol Stein: [unintelligible]

Charlotte Dunaief: I really have to look into it a little more.

Carol Stein: So, if we don't get Port Jervis's book back we owe them a book and they bill us for it because I remember seeing those kinds of charges on our warrant.

Melissa Greaves: Correct.

Carol Stein: You know, at some point your collection gets depleted if you don't keep replenishing it. So every time we don't get a book back, that's one less book that we have in our library. So I just think we have to keep that in part in mind as well. So, I like the other aspect a little bit better and just, I know that I'm lazy and I'm not going to return it if I don't have to.

Melissa Greaves: Part of the confusion, during this conversation though, I think we have to separate fines from replacement costs. Fines are for things that are returned late, and then the replacement costs for things that don't come back are a different conversation, because those replacement costs should be thought of as replacement costs, like a whole different thing. Fines are just for when things are returned late. So you should always have replacement costs, like if you never returned an item in 10 years. And now here is where that gets interesting, that cap, so say you borrow a DVD and you return it 2 years late, they still will only charge you the late fees, and if that gets capped at \$10 you'll only pay \$10. Now, if you show up in 2 years and you're like, "Oh I don't know I lost that DVD," then you have to pay \$34 for replacement cost. There's like a subtle difference but it's 2 different things, and I think for this conversation, for the fine free, we have to think about it only in terms of late fees. Items that were returned, just late.

Carol Stein: So, I think what we should do is, we had a conversation, Charlotte has heard our opinions, and if anyone else wants to offer one still tonight that's great. And I think Charlotte should go back and make a recommendation to us next month about how she wants to proceed with it because it's really, you know, I would like to hear from you and from the members of the library staff who have an opinion on this what you think. I think you know, I've given you my view, I don't know if, I know some people have given their view, if anybody else on the directors want to give us some guidance on what you're thinking, but I just want to hear from everybody on the staff now and the director, what do you recommend because it's a, there is mixed feelings on it, and I'm not against waiving fines I think we just need to give thought to it.

Roberta Sherman: Can I ask a question? Why are adults allowed to take adult books out on a child's card? Shouldn't children only be allowed to take children's books?

Stephanie Wolf: Well if I have, Roberta, like when I, my kids were young, if I showed up at the library and they brought their card and I forgot mine, and they checked out their stuff, and I wanted something too while I was there, I would just use their card because I didn't bring mine because they brought theirs.

Melissa Greaves: I also think it's a sticky wicket if you start saying, trying to block adult materials from a child-

Stephanie Wolf: [unintelligible]

Melissa Greaves: [unintelligible] censorship.

Stephanie Wolf: Because yeah, again, I have a 17 year old daughter, I, her age, she's 17, as far as I'm concerned she can read almost anything in that library-

Roberta Sherman: I agree.

Stephanie Wolf: I don't want a librarian to tell her she can't take something out.

Charlotte Dunaief: When my daughter was 12 I had to write a letter to the school saying she was allowed to take out anything she wanted from their library.

Stephanie Wolf: Same.

Charlotte Dunaief: They weren't going to let her take out books for 17 year olds, but she was perfectly capable, actually she was younger, I think she was like 10. She was perfectly capable of reading anything she wanted.

Stephanie Wolf: So I don't want to say that kids can only take out kids, that kids' library cards can only take out kids' materials because I don't want to do that to a 13 or 14 year old.

Melissa Greaves: No. And what if you're doing a research project and you need to be in the adult nonfiction section? What if you have questions about health things that you don't want to go to your parents about? I mean, it just becomes like a, I think a censorship issue if you say only certain collections can go out on youth cards.

Meaghan Doyle: If I can also contribute, I hope that's okay, I think also, but Roberta and Stephanie, that's also a separate issue of, you know the child being allowed to check out whatever they want is I think a different question from can the mom just use the kid's card because her card is already blocked, or whatever her excuse is. You know, we have the, we often struggle as librarians with the question of how much information do parents get about an older teen's card, you know, can they look at what's being checked out, you know they're responsible for those materials if they get lost until the kid is 18, but how much privacy do we want to give them as far as what the parent is allowed to know? And so, you know, we're always, you know, battling this among ourselves as, you know, what's the right way to address that, and it goes back to the idea of maybe the kid gets to use the kid's card, the parent gets to use the parent's card, and you know it doesn't matter what the materials are, it's the cardholder's prerogative to address the fines or what the materials are borrowed. You know, it's just another piece of the puzzle.

Stephanie Wolf: Alright, so from this I'm taking it that Charlotte's going to bring some recommendations to us next month?

Charlotte Dunaief: Yes.

Stephanie Wolf: Great.

Matt Rettig: To the full Board or just policy?

Roberta Sherman: Concern is that just no fines-

Stephanie Wolf: Matt, what did you want to say?

Matt Rettig: Sorry, were the recommendations to the full Board or Policy Committee?

Charlotte Dunaief: To the full Board.

Stephanie Wolf: To the full Board. Roberta, what did you say?

Roberta Sherman: My only concern is with no fines, a lot of material just won't get returned.

Charlotte Dunaief: But their card will get blocked if they don't return any materials so they won't be able to take anything else out.

Roberta Sherman: Okay.

Charlotte Dunaief: If you don't return something after a certain amount of time, your card becomes blocked.

Roberta Sherman: Oh, okay.

Charlotte Dunaief: So you need to return the materials in order to use your card.

Roberta Sherman: Alright.

Charlotte Dunaief: It's just that returning those materials won't cause you any fines.

Roberta Sherman: That's okay.

Matt Soltis: Charlotte, could you just clarify, how much time would have to pass before their card would be blocked?

Charlotte Dunaief: If something's not returned? Melissa, do you remember how long that is? Is that like 60 days?

Melissa Greaves: I thought it was longer than that. A regular loan period is 21 days, and you usually get one renewal, and then sometimes you know if you, if there's nobody waiting for it you could even extend your due date a little bit, and a lot of that is just maintaining a conversation, and I thought it was a couple of months. I thought it was-

Charlotte Dunaief: Yeah, so after your due date, if you don't return something, it's 60 days and then you're charged for the material. I believe that's what it is.

Matt Soltis: I was just wondering because it seems a little bit lengthy to me that if we're going to have no fines, maybe to ensure that we get our material back in a timely manner, that the incentive of, you know, having your card become blocked be what's used in place of that. So maybe instead of a couple of months, maybe a few weeks or something.

Charlotte Dunaief: Unfortunately, that is not something that can be done by individual libraries, that's one of the ANSER committee prerogatives and it's a system-wide time.

Matt Soltis: Oh.

Matt Rettig: And anyway, kind of philosophically, doesn't that defeat the whole purpose of doing no fines? The purpose of doing no fines is so people aren't intimidated from coming back.

Charlotte Dunaief: From coming back, right.

Matt Rettig: But now, if you're blocking their card, then they're out of the system as well, so you might as well just keep doing the fines. So, I don't know, there's just a lot of moving, the more we sort of-

Charlotte Dunaief: A lot of moving parts. It is, a lot of moving parts. So, I will talk about it more with my staff, I'll get some more opinions, I'll talk to the department heads, and I'll bring you back more information next month and a recommendation.

Stephanie Wolf: Great, thanks Charlotte. Alright, so Melissa, Buildings and Grounds.

Melissa Greaves: Okay. It was a little offhand this month with the holidays. Charlotte already spoke about the interior lighting project and it has started. I was pretty excited the other day, I went to pick something up and I saw all the RPC trucks and got very excited. They had some difficulty with, because of COVID and staffing, so under the scope of the interior lighting project is the generator. Charlotte has been in touch with OMNIA to see if we can purchase through the cooperative, and I believe I'm still sort of learning the nuances of the cooperative, and I believe you can also do the install potentially with RPC but through the cooperative so you don't have to go to bid and things like that. Is that true Charlotte? Am I-

Charlotte Dunaief: That's the way we've done the lighting.

Carol Stein: It depends on the total dollar amount. What's the total dollar amount on the install?

Melissa Greaves: We don't know yet.

Charlotte Dunaief: For the lighting?

Stephanie Wolf: No, for the generator.

Charlotte Dunaief: I don't know.

Melissa Greaves: She sent them the specs so we're still-

Charlotte Dunaief: I sent them the specs.

Carol Stein: Pricing is like over \$30,000 you're supposed to bid that out. Even if it's like a cooperative, they can bid it, you still have to do competitive bidding if it's over 30,000.

Melissa Greaves: For the install, not the purchase of the product.

Carol Stein: Right, right, only the install.

Charlotte Dunaief: Okay.

Carol Stein: [unintelligible] purchasing cooperative.

Melissa Greaves: Okay. So the site sign, Charlotte talked about that and, it seemed like that they finally put us on the books and it was also the day of the snowstorm so it's been pushed to the March start date. The DASNY and the roof grant. This one is still sort of in motion. So we did get an extension on that grant for another year, and what we've been talking about is the exterior power washing and painting and we're still trying to work out the numbers. So that's sort of in limbo right now.

Charlotte Dunaief: We did get a third estimate and it was \$10,000.

Melissa Greaves: So that is something that's still sort of being worked out. Charlotte's working on the staff hydration situation. And then the biggest chunk of what Carol already brought up is the maintenance person. So I sort of have been pushing for this, I got it in pretty late today and I have to say also sorry about the committee report, I put it in the B&G folder thinking I was putting it in the January 2021 folder. I had also put together with some help a sort of job description for the maintenance person and I got it in very late this afternoon. And I think that we should think about the distinction between a maintenance person and a custodian. I think there is a bit of a difference and I don't know, I feel like you can ask more of a maintenance person, you can ask them to do more. In my head, I'm seeing saving money by, so you have a maintenance person going through the bathrooms once a day or every other day, and they're fixing small problems, that right now because we don't have someone in there daily that we're not noticing until they're a big problem and now we have this huge bill to pay because we had to call a plumber on a Sunday and pay through the nose for that repair, when if we had noticed it, if we had a regular maintenance person it could have been just taken care of on a Thursday, no big deal. Again, those contracts, the HVAC contract, which I think isn't really getting us anything for \$900 a month, and the cleaning contract is over \$1000 a month, and I feel like again that is something that we could, and again Carol talked about this, have a maintenance person do, and then the cleaning, a deep clean every once in a while. So I'm wondering if there's other contracts that we can look at that the money could potentially go to someone who is either full or part-time and what the availability is with that. And that's sort of it for Buildings and Grounds today.

Carol Stein: Melissa, the key will be finding a custodian/maintenance person who has some HVAC experience and doesn't want to be paid a whole, whole lot of money.

Stephanie Wolf: So we're looking at someone who's almost like, if it's part-time, wants to do this in their retirement.

Melissa Greaves: Yeah.

Carol Stein: It's possible. We're probably going to find somebody, there are people, so I think we just have to try, you know, if we don't try we'll never know.

Charlotte Dunaief: I did poll other Orange County Directors and found that the position they pay between \$18 and \$21 an hour.

Melissa Greaves: And that's for full or part time?

Charlotte Dunaief: Yeah, for both.

Melissa Greaves: Okay.

Charlotte Dunaief: Some had full time some had part time.

Stephanie Wolf: And did those other directors find this helpful and did it save them cost on things like their HVAC-

Charlotte Dunaief: They didn't mention. I just polled for monthly fees. If I, if you poll for too much information you generally don't get answers back from directors.

Stephanie Wolf: Okay.

Melissa Greaves: I think we're looking for someone to do way more than just empty garbage cans and pick up-

Stephanie Wolf: Yeah.

Melissa Greaves: And I do think that I, you know you want someone to be doing those things because it seems unfortunate that the staff is you know maintaining the bathrooms, you know I've seen what happens on a busy Saturday, you know. I think that, you know, maybe not, they can't, maybe they can't do the plowing but maybe they could do shovelling so maybe we could have a little bit less on our plowing contract, maybe they're not going to mow the lawn but maybe there's something else in the landscaping contract we can sort of whittle that down, just have them doing the lawn mowing, and then have a person, you know the more things we can find for them to do the more we can bring down service contracts. Like I was looking on the warrant, the service contracts you know are, there are so many service contracts. I know it's more than just Buildings and Grounds, but it does seem like we could probably find it, we could probably find the money so, I don't, you know I'm saying that.

Meghann Chyla: We had our Finance Committee meeting the other day, we were talking about this and I reached out to the Cornwall School District's Buildings and Grounds, asking like what's a typical, like Charlotte did, like what's the typical hourly wage for like a maintenance, custodian person who would have like HVAC experience, LED lighting, and he said 15-20 an hour, is like the going rate in Cornwall, if that helps.

Melissa Greaves: Okay. So Carol, is that something, those numbers, do you think we could figure out how to-

Carol Stein: So Charlotte has to do the math and look at what we're paying the cleaning company and seeing how many hours we would save on that contract, and then kind of see how much more money would get freed up from that to put toward this, and that's the math I think she's going to be working on before our next Finance Committee meeting.

Melissa Greaves: Okay. So I put that job description in the Personnel folder with all the other job descriptions. It's not formatted or anything, it's kind of a draft, but. If you want to take a look at that as well.

Charlotte Dunaief: I will.

Stephanie Wolf: Okay. Does anybody have any questions for Melissa, Buildings and Grounds committee? Something for us to see what we can do about. I want to skip over the Garden Committee for now and go to Friends Melissa.

Melissa Greaves: I don't have anything beyond what Charlotte mentioned about the Friends today.

Stephanie Wolf: Okay. So, Personnel Committee. We met last Wednesday and we went over quite a few job descriptions. You can see it in our report that I put together. We are as I said, we're putting some standard formatting on all the job descriptions, making sure they all meet civil service requirements, making sure they all have some consistent language and you know, some of the consistent languages that the customer service skills, working with others skills, you know being able to handle multiple things at a time, those are just standard boiler-plate things we're putting into all the job descriptions. It's in my job description at my work, it just goes kind of hand in hand, but we're trying to make them all more alike so that each person knows exactly what they're supposed to be doing and Charlotte can help with that, help them achieve those goals. I think that's what I had to say, and we do have them in the Personnel folder. We need to clean up that folder because there's multiple versions of each job description in there and we need to just keep the most recent one so that we know what we're working on.

Melissa Greaves: [unintelligible]

Stephanie Wolf: As we work through we're getting multiple copies of the same and we kind of need to just remove the old ones and so we have the most recent one-

Charlotte Dunaief: I'll try and do that tomorrow.

Stephanie Wolf: Okay, thanks Charlotte. So, we have unfinished, does anybody have any questions about that? Okay. So our unfinished business, our Strategic Plan. We were going to talk about the floor plan of the library, did anybody take a look at Charlotte put things on the

Drive and I have to be honest I didn't have a chance to look at them. Does anybody, did anybody and does anybody have anything else, anything they want to start talking about that or have any questions for us to look into for next month? I know with the holidays I think a lot of us just kind of-

Charlotte Dunaief: I think nobody had time this month.

Stephanie Wolf: So that has, definitely have to put it back on the agenda for next month and I will try to be a little bit more mindful about it. So, we'll go onto New Business. And I skipped over the Garden Committee on purpose because I wanted to propose to the Board that we consolidate the Garden Committee with the Buildings and Grounds Committee. The two committees seem to overlap continuously and it just makes more sense as part of the Buildings and Grounds Committee you know, things like the Sight Sign are part of the Buildings and Grounds, whereas [unintelligible] part of Garden, so you know it just is all merged together and seems to make more sense to have just one committee and have it be Buildings and Grounds cover it all. And I wanted to know what everybody else on the Board thought about that. I see some shaking of heads-

Carol Stein: I see the synergies, I totally see the synergies.

Stephanie Wolf: What's that Carol?

Carol Stein: I totally see the synergies. I think we broke it apart years ago because of some specific reasons that probably no longer exist, and the whole master plan that was done with the Garden and some interest on maybe a particular Board member who liked gardening, I don't remember exactly all the details but I think there's, I don't see any reason why not to at this point.

Stephanie Wolf: Does anybody else have anything they want to say?

Roberta Sherman: I agree.

Matt Soltis: I agree as well.

Stephanie Wolf: Okay, so I guess I need to have a motion to consolidate two committees and just make it Buildings and Grounds.

Matt Soltis: Motion to consolidate the two committees.

Stephanie Wolf: Matt S. will make the motion. Anyone second? Roberta will second. All in favor? Aye, so the Garden Committee is now part of the Buildings and Grounds and Buildings and Grounds is the standing committee. Okay, and I had on the New Business the 2021-2022 Preliminary Budget Discussion but we had that already so I don't think we have to discuss that anymore.

Carol Stein: [unintelligible]

Matt Rettig: Right, but weren't you-

Stephanie Wolf: What was that?

Matt Rettig: Weren't you, what was it, the fund transfer Carol?

Charlotte Dunaief: Budget transfer.

Stephanie Wolf: Oh yes, thank you Matt. I knew I needed to be reminded of it.

Matt Rettig: [unintelligible] all of us was going to remember. My lucky day.

Stephanie Wolf: Yup, so. There's the form, blank form, oh-

Carol Stein: It's on the Drive, I'm not sure how long it's been up there but it's definitely on the Drive right now.

Stephanie Wolf: Yeah, I see it.

Carol Stein: Alright, if we, you know it's not urgent if we want to take our time and look at it but I don't see, I would say that it's recommended to do this but we can do it whenever so if people want to still take the time to look at it they can. We're moving it from, we have to cover the tax cert, we have no choice, and we have to cover the retirement, we have no choice, those are bills we don't have choices on, so, and we see the surplus in this one area, and if this surplus doesn't materialize then we'll move something to that location, so that's just how it is. It's really just so that we don't overspend.

Stephanie Wolf: Can, has, can everybody see it?

Melissa Greaves: Did you say it was on the stuff that was, the page that was in the Drive?

Carol Stein: Yes, it's called January 2021 Budget Transfer Request, it's in the January meeting folder.

Melissa Greaves: And this is the-

Stephanie Wolf: It's to take \$7100 out of Service Contracts and put \$4100 into the payment of the tax assessment, the repayment of tax assessments, and then \$3000 into retirement.

Carol Stein: Well, I'll make a motion.

Matt Rettig: Do you first need to make a motion to add it to the agenda, or wouldn't you just-

Stephanie Wolf: I think we can just, make a motion to approve the budget, we don't, we haven't typically voted on what's on the agenda, we just kind of formulate that as we [unintelligible] today-

Matt Rettig: Right. Late items, I don't know, public meetings, laws, stuff like that.

Stephanie Wolf: Okay.

Matt Rettig: I don't know. I'm asking, I really don't know.

Stephanie Wolf: Yeah, I don't know that either. I mean, the agenda that we had today I just finalized last night, so I don't know-

Carol Stein: Alright, let's be safe, we'll add it to the agenda and then we'll vote on it.

Stephanie Wolf: What's that?

Carol Stein: We'll make a motion to add it to the agenda.

Stephanie Wolf: Okay, we'll add it to the agenda for February?

Carol Stein: Well no [unintelligible]

Stephanie Wolf: Vote on it to add it to the agenda, okay, we can do that. So Matt, you want to make a motion to add this to the agenda?

Matt Rettig: So moved.

Stephanie Wolf: Can I get a second?

Meghann Chyla: Second.

Stephanie Wolf: Meghann will second. So we're adding the budget transfer to the, to January's agenda.

Carol Stein: [unintelligible]

Stephanie Wolf: Oh, and we all need to approve, sorry, it's getting late.

Carol Stein: That's why we might as well do this because I don't want to have another 10 minute discussion about it next February. Alright, so we all approve, yea?

Stephanie Wolf: Yes.

[unintelligible]

Stephanie Wolf: So it's on the agenda, so Carol-

Carol Stein: I'll make a motion to approve the budget transfer itself.

Stephanie Wolf: Carol's making the motion, who wants to second?

Meghann Chyla: So moved.

Stephanie Wolf: Meghann will second. All in favor?

Board members: Aye.

Stephanie Wolf: So we have approved the budget transfer request, which was taking \$7100 out of Service Contracts, putting \$4100 into the refund of the fiscal year tax assessment and \$3000 into the retirement budget line item.

Carol Stein: It's going to make for riveting reading in the Cornwall Local.

Stephanie Wolf: Yeah, I'll look really good in that. And I think that's it. Anything else? Alright so I will, I will need to have a motion to adjourn the meeting. Melissa will make the motion, I need somebody to second it please. Matt R. will second it. So all in favor of adjourning?

Board members: Aye.

Stephanie Wolf: We are adjourning today's meeting at 8:34 pm.