

Cornwall Public Library Board of Trustees
Organizational Meeting Transcription
July 8, 2021

Stephanie Wolf: So this is our annual organizational meeting that takes place once a year and all Board members are present. And I'm going to call the meeting to order at 7:02 pm. So, the first thing we need to do is everybody should have been able to review the minutes from last year's organizational meeting. And did anybody have anything that needed to be changed or changed I guess?

Melissa Greaves-Kulisek: Can I ask, did we talk about it last year that we should check those minutes next meeting? Because I was reading them and I don't really remember

Stephanie Wolf: [unintelligible] check the minutes at the August meeting-

Carol Stein: I think we do this every year, so.

Stephanie Wolf: We have done it like this every year I've been on.

Meghann Chyla: I remember someone suggesting that though.

Melissa Greaves-Kulisek: Didn't we talk about that?

Meghann Chyla: And it makes sense, because I'm not going to remember that next year.

Carol Stein: Yeah, I just think we have to check with RCLS.

Stephanie Wolf: Charlotte, will you check on RCLS to see if we can?

Charlotte Dunaief: Yes.

Stephanie Wolf: So we're going to check on that to see if we can do that, approve the minutes at our next regularly scheduled meeting in August. So going back to the current meeting, July 9th, 2020, meeting minutes, does anybody have anything? So I need an approval to accept the minutes.

Carol Stein: I'll make that motion.

Stephanie Wolf: Carol will make the motion, Matt S. seconds. All in favor?

Board members: Aye.

Stephanie Wolf: So we have approved the minutes from the July 9, 2020 meeting. Okay, so now we have to do the oaths of office. So that's, Melissa and I were elected this year. So we

need to take the oath of office. And Charlotte is getting Pam to be a notary because she needs to witness us signing it. [unintelligible] Okay. Alright, so I guess I just read it?

Charlotte Dunaief: Yes.

Stephanie Wolf: I, Stephanie Wolf, do solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the office of Trustee of the Cornwall Public Library according to the best of my ability. And Melissa, I think you do the same.

Melissa Greaves-Kulisek: I Melissa Greaves-Kulisek do solemnly swear and affirm that I support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Cornwall Public Library according to the best of my ability.

Stephanie Wolf: I signed it. Okay, so now I will go to Meghann for the nomination and appointment of officers.

Meghann Chyla: Okay. For next year's Executive Board, Stephanie has four votes for President and I have three votes, but we tied for Secretary, and Stephanie prefers to be Secretary, so she is accepting that nomination while I'll accept the nomination for President and Carol received the vote for Vice President. Second is committees. So looking what everyone had, their first second choice-

Carol Stein: Well, we have to make nominations.

Stephanie Wolf: Yeah, and Emily is the Treasurer.

Meghann Chyla: Emily's the Treasurer, correct.

Carol Stein: So I'll make a motion to nominate Meghann as the President.

[unintelligible]

Carol Stein: We all have to vote.

Stephanie Wolf: Alright. So I will second for Meghann to be president.

Carol Stein: All in favor?

Stephanie Wolf: All in favor? Aye.

Meghann Chyla: Alright, so I'll nominate Carol for Vice President.

Stephanie Wolf: I will second that. All in favor? Aye.

Meghann Chyla: I'll nominate Stephanie for Secretary.

Carol Stein: Second that.

Stephanie Wolf: All in favor? Aye. And treasurer. I will nominate Emily for treasurer.

Meghann Chyla: I'll second that.

Stephanie Wolf: Meghann seconds. All in favor?

Board members: Aye.

Meghann Chyla: Okay, so we did executive board. So for committee positions, I'm just going to read through them. And then let us know if there's major issues with any of these. For, basically everyone's first choice they received. And basically, that means you also get to be chair of your first choice. So yeah-

Carol Stein: With the exception of one, right?

Meghann Chyla: Yeah, with the exception of one. So Lynn, we had to finagle you a little bit. So we'll go through yours. Okay, so for the Finance Committee, we just read through them all, and we can go through any issues or if we miss something, Carol would be our chair. And then Lynn and Matt would be on Finance.

Stephanie Wolf: Matt R.

Meghann Chyla: Matt R., sorry. Policy, I would chair, and Lynn would be on that committee as well. Buildings, Grounds and Gardens, Melissa would chair, Carol will be on that committee, and Matt R.

Carol Stein: We should send this list out-

Meghann Chyla: Yeah, I have it all written down. I just want to go through first. Personnel would be Stephanie as chair, Melissa, and then myself. Strategic Planning would be Matt S., would be the chair. And then Stephanie and Lynn are on Strategic Planning as well. Sustainability is Matt R. as our chair, and then Matt, and Melissa will be on that as well. So the last talking point we just wanted to go through was the Friends Liaison. So Melissa, I know that's a lot of work and you're already on like the three committees you wanted. We were wondering, Matt S., would you be able to maybe do Friends Liaison, unless you don't want to give that up? And we could figure out where else to put Matt. It's just you already are on the three and that seems, that's too much.

Melissa Greaves-Kulisek: Yeah, I definitely was hoping that I could skip that.

Meghann Chyla: Okay, okay. I just don't want to take something away. So Matt, I know that's not something you put on that list because Friends wasn't an option on there, but would that work?

Matt Soltis: I would totally accept. I have a great relationship with Jane-

Meghann Chyla: That's what we were thinking. Yeah.

Matt Soltis: And, I think it's a great fit.

Meghann Chyla: Okay, good. Because we didn't want to also have you on three things plus that. So right now, the way it worked out with like the odd number of seven people, with Matt, you're the only person, like you're just the liaison for Friends. Okay? And then you have two other committees. So everyone is on three, like, three jobs, I guess you'd call it committees like the Friends Liaison, everyone has three jobs except the executive board right now has two, because we also-

Stephanie Wolf: Are on the executive-

Meghann Chyla: Yes, because we're also on the executive board. So it just kind of makes sense. Like everyone has three jobs, whatever that looks like: a liaison, an executive board or a committee position. So reading those aloud is someone like, "Wait, you forgot me," or does someone have-

Carol Stein: [unintelligible] Everybody's okay with them?

Lynn Daniels shook her head at this point.

Meghann Chyla: Now, I know.

Carol Stein: You talked about budget when you first came in.

Lynn Daniels: Yeah, my own budget.

Matt Soltis: And once again, just to be sure, you're going to email all of this to us?

Meghann Chyla: Yes, I have a doc, I can email it in one second. Yeah, I just want to make sure before we put it out there that everyone was okay with what we put, you know, it doesn't work out, unfortunately, that everyone gets 1, 2, 3, but we had to put people where we also thought your strengths were. So it worked out otherwise, and I know we have some new things. Get those ones up and running.

Matt Rettig: [unintelligible]

Carol Stein: [unintelligible]

Meghann Chyla: Yeah, maybe it's a good time to talk about what we think these should look like. And also, you know, I was saying when we were walking in, you know, a lot of people started during the pandemic, and we never had normal meetings. So I think it's also worth it to talk about what do we want all of these to look like? You know, how

should they be run? So my understanding, like when I came on the Board, you guys could speak better to this, you know, each committee tries to meet once a month, but that could look like you know, for Policy it wasn't a visual meeting, we didn't have to meet in person because you did most of it via Google Docs. I know other committees are run like a little bit differently. So that I think would be the minimum, like you expect to have at least one meeting a month. I know things happen with holidays, whatever. But depending on your committee be available via email, too.

Carol Stein: So, a committee doesn't need to meet every month.

Meghann Chyla: Right.

Carol Stein: The committee needs to do the work that's involved with that committee and they can choose to meet. The job of the committee is really to do that work and make a recommendation to the full Board so that we're not spending all of our time on every single little detail. Like for example Buildings and Grounds has been going through proposals for the engineering contract and whatnot, that would be tedious if we did all seven of us. So it would take too long. We're looking for that group to make a recommendation to the full Board so that we can, and then justification. Likewise, for Finance, we review the reports. And then we start to work on the budget. It would be tedious if all seven of us sat in a budget planning meeting and tried to say okay, it's just too much. So it's a little bit more detailed work for a smaller group, right, we get more done. Same thing with Personnel. Same thing with Policy where you're looking at different policies, but you're making a recommendation to the larger Board. The larger Board still has the final say on all these things, they're just making recommendations [unintelligible]. And each committee can choose how often they want to meet. It might be monthly, it might be quarterly, it might be three times a month. [unintelligible] During budget time, we might have met two or three times in a short period of time, and then not again for a little while, right? For the Buildings and Grounds, they sit for a while [unintelligible] So it's really up to the committee chair to figure out what they need to do. And they do work sometimes via email [unintelligible] but there's really no one size fits all. That's really how you structure it. So if you're a lead, the first week, your first meeting should be to set what your objectives are exactly, figure that out if it's a [unintelligible] So figure out what it is you're looking to accomplish. And then that's great. [unintelligible] And then you, and then in our reports, in our monthly meeting you make a report. If you met, what did you talk about?

Matt Rettig: [unintelligible] what the limits are of that committee [unintelligible]

Carol Stein: I would think Matt after you make your first meeting and you post your recommendations then that would be a great time to do that because you guys have to figure out what it is that you recommend. [unintelligible]

Matt Rettig: [unintelligible]

Carol Stein: Right, but then how do you go about it, what's your plan [unintelligible]

Matt Soltis: [unintelligible]

Meghann Chyla: We do have that planning document for you to start from.

[unintelligible]

Matt Soltis: I would like to see that.

Meghann Chyla: Yeah, it's on the policy tab always there.

[unintelligible]

Matt Soltis: I think I have a physical copy as well.

Carol Stein: Everything is on the Drive and if you can't find it, then you have to ask Charlotte, she'll get it for you. Sometimes it's not where you think it might be, but maybe we could move that one into a folder to [unintelligible].

Stephanie Wolf: Yeah.

Carol Stein: And each committee has a folder. Very good.

Meghann Chyla: So yeah, that's all we, I'll send all this out to everyone as long as there's no other questions, issues?

Unknown: Do we have to vote on that?

Carol Stein: [unintelligible] We're assigning ourselves to the different [unintelligible]

Meghann Chyla: Last year we did-

[unintelligible]

Carol Stein: Oh, maybe the chairs.

Meghann Chyla: Oh, the chairs. Yeah.

Carol Stein: So I'll make a motion to appoint the chairs and members as stated by Meghann, which will then be in the minutes.

Stephanie Wolf: Second? Matt R. will second. All in favor?

Board Members: Aye.

Stephanie Wolf: There we have our committees. Okay, so the other things are kind of things that we have to make official. So we need to make our bank of deposit official. We've been using Orange Bank and Trust Company and we'd like to continue to do that. So I need a motion to approve Orange Bank and Trust Company. Melissa will make a motion to, second?

Carol Stein: I'll second.

Stephanie Wolf: Carol second, all in favor of appointing Orange Bank and Trust Company as our bank of deposit?

Board members: Aye.

Stephanie Wolf: So Orange Bank and Trust Company is our bank of deposit. So then we need to approve the accounts as you see. The Trust and Agency, Checking, Payroll, General Funds, Investors Choice, Capital Fund and Memorial Fund. I need a motion to approve the accounts as listed.

Carol Stein: I will but with some reservations because we may need to move the Trust and Agency to the General Fund due to changes in accounting laws in New York State. So for now we should keep it [unintelligible]

Stephanie Wolf: Okay, so due to accounting-

Carol Stein: [unintelligible] So let's leave it for now because obviously we still have the account but we may need to take it back.

Stephanie Wolf: Okay.

Carol Stein: [unintelligible]

Stephanie Wolf: So I need a motion to approve the accounts as listed. Matt R. will make a motion, Carol will second. All in favor?

Board members: Aye.

Charlotte Dunaief: Is this where we wanted to vote on donations from Barry John Capella?

Carol Stein: We should do that in the general meeting.

[unintelligible]

Stephanie Wolf: Alright, so then we need to appoint the media, attorney and auditor. Because we need to do them separately. So for media we use *The Cornwall Local*, the *Times Herald Record*, and the *Orange County Post*. Can I have a motion to approve those as our media?

Carol Stein: So one of them has to be our newspaper of record though.

Stephanie Wolf: Okay.

Carol Stein: [unintelligible] Is our newspaper of record *The Cornwall Local*?

Charlotte Dunaief: I think we've been doing the *Times Herald Record*.

[unintelligible]

Charlotte Dunaief: We could change it to *The Cornwall Local*.

Carol Stein: Any which one, we just had to name one of them as our newspaper of record. That way, if somebody were looking for our advertisements, they would know to look for it here in our newspaper of record. We could still continue to put it in all three just for transparency, but we have to put it in whichever one we named as our newspaper.

Charlotte Dunaief: I have to check with the lawyer, because the lawyer placed our ad for-

Carol Stein: We placed the ad. We place the ads.

Charlotte Dunaief: No, they placed it for us-

Carol Stein: Well we should be doing it. So, I mean, I think we should name the *Cornwall Local* as our newspaper of record because they are our local paper.

Stephanie Wolf: So we're going to name our newspaper of record as *The Cornwall Local*. I need a motion to approve that. Matt R. will make the motion, Meghann will second. All in favor?

Board members: Aye.

Stephanie Wolf: That does not preclude us from using the *Times Herald Record*.

Carol Stein: No.

Stephanie Wolf: Okay, our attorney, Jacobowitz & Gubits. We need to make a motion to approve [unintelligible] Second? Matt S. All in favor of Jacobowitz & Gubits? Aye. Okay, and our auditors-

Carol Stein: I would recommend we hold off on this.

Stephanie Wolf: We just did it in August.

Carol Stein: Yeah we did it in August, I think we need to hold off until we can actually get some more bids and prices. You don't actually have to appoint one right now, I think we can appoint one when we're ready to do the next audit. I think we should hold off on this so

that we can get some more bids. They do a great job. It's just that we're small. We're smaller. Not a lot of small firms do this type of work. [unintelligible]

Stephanie Wolf: Okay, and then the library keeps on petty cash, general petty cash account and it's \$165 so we need to approve that that amount is [unintelligible]

[unintelligible]

Carol Stein: Yeah, you just have it in one place? Who manages it?

Charlotte Dunaief: Oh, Pat Rovello.

Carol Stein: Okay, because [unintelligible] part time?

Charlotte Dunaief: Yeah, she's part-time.

[unintelligible]

Carol Stein: Once it's spent, it can be-

Stephanie Wolf: Replenished.

Charlotte Dunaief: We only have to replenish it once a quarter. [unintelligible]

Stephanie Wolf: So we have a general petty cash of \$165. [unintelligible] Okay, so then I need a motion to approve that general petty cash of \$165 managed by Pat Rovello.

Meghann Chyla: So moved.

Stephanie Wolf: Meghann will move, second? Lynn second, all in favor?

Board members: Aye.

Stephanie Wolf: We have a petty cash account of \$165 managed by Patt Rovello. Now, authorization of payment prior to a warrant. Each month we either one [unintelligible] However, there are some that do need payment prior to the warrant. These are things like utility bills, health insurance, telephone and FIOS bills-

[unintelligible]

Carol Stein: If we need to name something else we'll name it in the meeting. But we pretty much covered most of the things that are like everything [unintelligible]

Stephanie Wolf: So I need a motion to, well Carol already made the motion-

Meghann Chyla: Second.

Stephanie Wolf: Meghann will second it [unintelligible] All in favor?

Board members: Aye.

Stephanie Wolf: And then the finance committee has authority to approve the warrant.

Carol Stein: [unintelligible] backup if we don't have a meeting or we need to approve the warrant prior to the date, the meeting date [unintelligible]

Stephanie Wolf: So we need a motion to make that [unintelligible] Melissa will make the motion, second? Matt R. [unintelligible] All in favor?

Board members: Aye.

Stephanie Wolf: Finance Committee [unintelligible] Okay. And then our meetings, we've been meeting for the last, for a long time on the second Thursday of the month, but due to some member changes we're proposing to move to the second Wednesday of the month.

Charlotte Dunaief: I have one question.

Stephanie Wolf: Yep.

Charlotte Dunaief: Can we make the July meeting the third Wednesday of the month to give the bookkeeper a longer time to close-

Stephanie Wolf: Close the year.

Charlotte Dunaief: To make sure we get actually all the bills that are from the previous year in? Give us a little bit more time.

Stephanie Wolf: Yeah, because it was a rush-

Charlotte Dunaief: It was a rush.

Meghann Chyla: Instead of the August 11, do it like August 18th?

Charlotte Dunaief: No, the July meeting.

Meghann Chyla: Oh.

Charlotte Dunaief: So like all the other meetings would be the second Wednesday, and then the July meeting-

Meghann Chyla: Oh, it would be the next year.

[unintelligible]

Carol Stein: Yeah, that's fine. We can always do that in June too.

Stephanie Wolf: Yeah, make that call. So-

Matt Rettig: Is anyone going to remember it?

Charlotte Dunaief: I will.

Meghann Chyla: [unintelligible]

Charlotte Dunaief: I will remember, yeah.

Carol Stein: But in general, we should state that our meetings are the second [unintelligible]

Stephanie Wolf: Is everybody good with Wednesday?

[unintelligible] 7 pm [unintelligible]

Stephanie Wolf: Okay, so we need a motion to make the, our regularly scheduled meetings to be the second Wednesday of each month. Lynn will make the motion, Meghann second. All in favor?

Board members: Aye.

Matt Rettig: So it's the second Wednesday of August?

Stephanie Wolf: Yep, Yep, so our next meeting will be Wednesday, August 11. Okay, so that I think concludes our Organizational Meeting.

Carol Stein: [unintelligible] Thank you to Stephanie-

Stephanie Wolf: Well we need a motion to adjourn the meeting. Meghann?

Meghann Chyla: So moved.

Stephanie Wolf: And Lynn. All in favor?

Board members: Aye.

Stephanie Wolf: So we've adjourned the meeting at 7:27 pm.