

Cornwall Public Library
Board of Trustees
December 8, 2021, 7:00 PM
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes –November 10, 2021
- III. Financial Review
 - a. Approval of Warrant #5
- IV. Public Remarks
- V. Communications/Donations
- VI. Director’s Report – *See Google Docs*
- VII. Committee Reports
 1. Finance Committee
 2. Policy Committee
 3. Building, Garden, and Grounds Committee
 4. Friends
 5. Personnel Committee
 6. Sustainability Committee
 7. Strategic Planning Committee
- VIII. Unfinished Business
- IX. New Business: Good Idea Fund requests; Request by staff members to be closed the day after Thanksgiving next year, instead of the day before.
- X. Adjournment

Next Regular Board Meeting Weds. January 12, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
November 10, 2021, 7:00 pm
Minutes

Meeting was called to order by Meghann Chyla at 7:00 p.m.

I. Roll:

Trustees Present: Meghann Chyla (President, Presiding Officer), Melissa Greaves-Kulisek, Matt Rettig, Matt Soltis and Lynn Daniels.
Emily Milton, Treasurer
Charlotte Dunaief, Director.

Trustees Excused: Carol Stein, Stephanie Wolf.

Also Present: Library staff members Catherine Incledon (minutes), Meaghan Doyle and Liz Fisher.

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of October 13, 2021, was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #4 in the amount of \$97,993.32 was made by Lynn Daniels, seconded by Matt Rettig, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: Patron J. Disare emailed the library to thank staff for their service. Joan Barkley's holiday card-making program had 17 attendees.

VI. Director's Report: See written report.

VII. Committee Reports:

- **Finance Committee:** Emily Milton presented the Finance Committee report. The committee did not meet this month. The committee recommends that the library pay its NYS Retirement dues early in order to receive a discounted payment rate. The payment will appear on Warrant #5. The committee also reviewed other items of note that appear in Warrant #4.
- **Policy Committee:** Meghann Chyla presented the Policy Committee report. A motion to approve the Investment Policy 6240 was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved. A motion to approve the Workplace Bullying Policy was made by Lynn Daniels, seconded by Matt Soltis, and was unanimously approved. A motion to approve the Gift and Donation policy, as well as the elimination of the Materials Donation Policy, was made by Melissa Greaves-Kulisek, seconded by Matt Soltis, and was unanimously approved. The committee also reviewed the Work From Home Policy, the Study

Room Policy, and the Exam Proctoring Services Policy with the Board, all of which will be put to vote at a later date.

- **Building, Garden, and Grounds:** Melissa Greaves-Kulisek presented the Building, Garden and Grounds report. The committee did not meet this month. The committee discussed the staff hydration project and recommended the reinstallation of the water delivery service due to the recurring issues with the Culligan water filtration system. The library declined an unsolicited offer of roof maintenance. The interior lighting project has been reviewed and a new scope of work has been adopted. The committee also discussed the HVAC project, the generator project, and the fencing project.
- **Friends:** Matt Soltis, Friends Liaison, presented his report. The Friends will be having a book sale on Saturday, November 27th from 10:00 am to 3:00 pm as part of the Shop-Hop event for Small Business Saturday.
- **Personnel Committee:** No committee report. A motion to approve the appointment of Colette Fulton to a library clerk position was made by Matt Soltis, seconded by Melissa Greaves-Kulisek, and was unanimously approved.
- **Sustainability Committee:** Matt Rettig presented the Sustainability Committee report. The committee continues to review grants and opportunities for the library to adopt sustainable practices.
- **Strategic Planning Committee:** Matt Soltis presented the Strategic Planning Committee report. The committee presented a draft of a community-wide survey to the Board. The committee will continue to work on the survey before it is finalized. The committee also discussed priorities it would like to see the library adopt, such as increased inclusionary and accessibility practices in the library's programs.

Commented [1]: I know Matt said 10:30-3:30 but the correct times are 10-3

VIII. **Unfinished Business:** None.

- IX. **New Business:** A motion to approve the formal adoption of a 7.5 hour workday was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels, and was unanimously approved. The Board reviewed three Good Idea Fund applications from library staff members. The Board approved a \$100 request to purchase Staff Book Recommendation participation prizes as well as a \$1,300 request to purchase digital access to the New York Times. An application for \$400 for the purchase of air purifiers was reviewed, but the Board postponed the decision in order to see whether money for the purchase could be taken from a different budget line.

X. **Adjournment:** A motion to adjourn the regular Board meeting was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels, and was unanimously approved. Meghann Chyla adjourned the meeting at 8:15 pm.

The next Regular Board Meeting will be held on Wednesday, December 8, 2021 at 7:00 p.m.

These minutes were recorded by library staff member Catherine Incledon.

Cornwall Public Library
Warrant # 5
As of November 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Alz Authors						
Bill	11/23/2021	Adult Program 11.17	Adult Program 11.17 Storytelling for the Alzh...	437.2 · Prof fees-Adult programs	Paid	50.00
Total Alz Authors						50.00
Architectural Digest						
Bill	11/10/2021	2 Year Renewal	2 Year Renewal Nov 21 Warrant	413.6 · Serials	Unpaid	49.99
Total Architectural Digest						49.99
Backpacker						
Bill	11/10/2021	1 yr renewal	1 yr renewal Nov 21 Warrant	413.6 · Serials	Unpaid	24.50
Total Backpacker						24.50
Belsito						
Bill	11/30/2021	Invoice 120121902	Invoice 120121902	437.1 · Prof fees-Office	Unpaid	550.00
Total Belsito						550.00
Benninger Landscaping LTD						
Bill	11/10/2021	Invoice 25522	Invoice 25522 November 2021	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	11/10/2021	Invoice 2003847	Invoice 2003847	-SPLIT-	Unpaid	61.90
Bill	11/10/2021	Invoice 2006341	Invoice 2006341	-SPLIT-	Unpaid	89.09
Bill	11/10/2021	Invoice 2004708	Invoice 2004708	-SPLIT-	Unpaid	38.95
Bill	11/23/2021	Invoice 2009306	Invoice 2009306	-SPLIT-	Unpaid	358.03
Total Blackstone Publishing						547.97
Boys' Life						
Bill	11/10/2021	2 year renewal	2 year renewal November 2021 Warrant	413.6 · Serials	Unpaid	28.00
Total Boys' Life						28.00
Brodart Co. - Juv FT						
Bill	11/23/2021	Invoice B6315182	Invoice B6315182	410.4 · Juvenile Fiction	Unpaid	8.74
Bill	11/23/2021	Invoice B6315076	Invoice B6315076	-SPLIT-	Unpaid	14.81
Bill	11/23/2021	Invoice B6315080	Invoice B6315080	-SPLIT-	Unpaid	35.77
Bill	11/23/2021	Invoice B6315178	Invoice B6315178	410.4 · Juvenile Fiction	Unpaid	11.33
Bill	11/23/2021	Invoice B6315094	Invoice B6315094	-SPLIT-	Unpaid	36.67
Bill	11/23/2021	Invoice B6315093	Invoice B6315093	-SPLIT-	Unpaid	55.98
Bill	11/23/2021	Invoice B6315086	Invoice B6315086	-SPLIT-	Unpaid	22.42
Bill	11/23/2021	Invoice B6315179	Invoice B6315179	410.4 · Juvenile Fiction	Unpaid	18.32
Bill	11/23/2021	Invoice B6315091	Invoice B6315091	-SPLIT-	Unpaid	143.32
Bill	11/23/2021	Invoice B6315069	Invoice B6315069	-SPLIT-	Unpaid	325.08
Bill	11/23/2021	Invoice B6315077	Invoice B6315077	-SPLIT-	Unpaid	33.83
Bill	11/23/2021	Invoice B6315064	Invoice B6315064	-SPLIT-	Unpaid	82.16
Bill	11/23/2021	Invoice B6315095	Invoice B6315095	-SPLIT-	Unpaid	69.29
Bill	11/23/2021	Invoice B6315092	Invoice B6315092	-SPLIT-	Unpaid	21.31
Bill	11/23/2021	Invoice B6315075	Invoice B6315075	-SPLIT-	Unpaid	9.94
Bill	11/23/2021	Invoice B6315202	Invoice B6315202	410.4 · Juvenile Fiction	Unpaid	8.74
Total Brodart Co. - Juv FT						897.71
Brodart Co. -Supplies						
Bill	11/16/2021	Invoice 590672	Invoice 590672	430.1 · Library supplies	Unpaid	26.26
Total Brodart Co. -Supplies						26.26
Brodart Co. (McN)						
Bill	11/10/2021	Invoice M191134	Invoice M191134	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	11/23/2021	Invoice 76200081	Invoice 76200081	-SPLIT-	Unpaid	110.24
Total Cengage Learning/Gale						110.24
Central Hudson Gas & Electric Corp						
Bill	11/30/2021	Acct. 2100-4099-18-6	Acct. 2100-4099-18-6 Nov. usage No meter r...	450 · Fuel/Utilities	Unpaid	1,850.00
Total Central Hudson Gas & Electric Corp						1,850.00
Charlotte Dunaief						
Bill	11/30/2021	Nov 2021 Mileage	Nov 2021 Mileage Reimbursement	435 · Travel/Conference	Unpaid	23.52
Total Charlotte Dunaief						23.52

Cornwall Public Library
Warrant # 5
As of November 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Cornwall Public Library - Payroll						
Bill	11/09/2021	Pay end 10.29	Pay end 10.29 Pay date 11.5.21	1012 · OBT Payroll Checking	Paid	18,725.67
Bill	11/16/2021	Pay end 11.21.21	Pay end 11.21.21 Pay date 11.19.21	1012 · OBT Payroll Checking	Paid	18,878.42
Total Cornwall Public Library - Payroll						37,604.09
Cornwall Public Library - Trust & Agency						
Bill	11/09/2021	Pay end 10.29.21	Pay end 10.29.21 Pay date 11.5.2021	1003 · Due from Trust & Agency	Paid	7,298.45
Bill	11/23/2021	Nov Health Insurance	Nov Health Insurance	1003 · Due from Trust & Agency	Paid	4,931.35
Bill	11/16/2021	Pay end 11.21.21	Pay end 11.21.21 Pay date 11.19.21	1003 · Due from Trust & Agency	Paid	7,344.08
Total Cornwall Public Library - Trust & Agency						19,573.88
Culligan of Newburgh						
Bill	11/30/2021	Acct. 271475	Acct. 271475 Install Fee on 8/10/2021	469 · Service Contracts	Unpaid	175.00
Bill	11/30/2021	Acct. 271475	Acct. 271475 Service on 11/30/21	469 · Service Contracts	Unpaid	50.00
Total Culligan of Newburgh						225.00
Family Tree Magazine						
Bill	11/10/2021	2 year renewal	2 year renewal Nov 21 Warrant	413.6 · Serials	Unpaid	57.16
Total Family Tree Magazine						57.16
Guardian						
Bill	11/23/2021	Policy 00964906-0000	Policy 00964906-0000	9090.81 · Disability Insurance	Paid	2,162.96
Total Guardian						2,162.96
Haight Fire Equipment Supply						
Bill	11/23/2021	Invoice 61315	VOID: Invoice 61315	469 · Service Contracts	Paid	0.00
Bill	11/23/2021	Invoice 61315	Invoice 61315	469 · Service Contracts	Paid	358.67
Total Haight Fire Equipment Supply						358.67
hoopla						
Bill	11/30/2021	Invoice 501354263	Invoice 501354263	412.8 · Digital Streaming	Unpaid	442.39
Total hoopla						442.39
Ingram Library Services						
Bill	11/10/2021	Invoice 55639690	Invoice 55639690	-SPLIT-	Unpaid	39.29
Total Ingram Library Services						39.29
Lime Energy Service- Wildan Co.						
Bill	11/10/2021	Invoice 246417	Invoice LI-000000246417	452 · Repairs to Building	Paid	4,427.61
Bill	11/10/2021	Invoice 246418	Invoice LI-000000246418	452 · Repairs to Building	Paid	5,968.00
Total Lime Energy Service- Wildan Co.						10,395.61
Lock Around the Clock						
Bill	11/10/2021	Dec 2021	Dec 2021 Unit 3434	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
Marangi Disposal						
Bill	11/10/2021	Invoice 1B104219	Invoice 1B104219	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
NET2PHONE						
Bill	11/10/2021	Invoice 1214356166	Invoice 1214356166	431 · Telephone	Paid	251.99
Total NET2PHONE						251.99
News of the Highlands, Inc						
Bill	11/10/2021	Acct C00341	Acct C00341 1 year Renewal	413.6 · Serials	Unpaid	40.00
Total News of the Highlands, Inc						40.00
NYS & Local Retirement						
Bill	11/10/2021	51247 ERS 2022	51247 ERS 2022 Annual Payment	9010.8 · Retirement	Paid	64,564.00
Total NYS & Local Retirement						64,564.00
Orange Bank & Trust Cardmember Services						
Bill	11/30/2021	Acct. 1088	Acct. 1088	-SPLIT-	Unpaid	1,631.47
Total Orange Bank & Trust Cardmember Services						1,631.47
OverDrive, Inc.						
Bill	11/10/2021	Invoice 21428123	Invoice 21428123	412.32 · E-Audiobooks -- Adult	Unpaid	561.47

Cornwall Public Library
Warrant # 5
As of November 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Bill	11/10/2021	Invoice 21428120	Invoice 21428120	410.12 · Adult E Book	Unpaid	864.45
Total OverDrive, Inc.						1,425.92
Patricia Parker						
Bill	11/10/2021	Pajama Storytime	Virtual Pajama Storytime 3 Sessions	437.4 · Prof fees-Juvenile	Unpaid	210.00
Total Patricia Parker						210.00
Paychex, Inc.						
Bill	11/16/2021	Invoice 2021102800	Invoice 2021102800	437.1 · Prof fees-Office	Paid	217.35
Bill	11/16/2021	Invoice 1781999	Invoice 1781999	437.1 · Prof fees-Office	Paid	95.76
Total Paychex, Inc.						313.11
Rich Dambra						
Bill	11/10/2021	Holiday Music	Holiday Music Program 12.17.2021	437.2 · Prof fees-Adult programs	Unpaid	200.00
Total Rich Dambra						200.00
Spark Joy Charlotte, LLC						
Bill	11/30/2021	Invoice LIB283	Invoice LIB283	437.2 · Prof fees-Adult programs	Unpaid	84.00
Total Spark Joy Charlotte, LLC						84.00
The Library Store						
Bill	11/23/2021	Invoice 541544	Invoice 541544	430.1 · Library supplies	Unpaid	69.61
Total The Library Store						69.61
Toshiba Financial Services						
Bill	11/02/2021	Invoice 456107168	Invoice 456107168	469 · Service Contracts	Paid	419.45
Bill	11/23/2021	Invoice 458482643	VOID: Invoice 458482643	469 · Service Contracts	Paid	0.00
Bill	11/23/2021	Invoice 458482643	Invoice 458482643	469 · Service Contracts	Paid	443.55
Total Toshiba Financial Services						863.00
United A/C Refrigeration, Inc						
Bill	11/10/2021	Invoice 430725	Invoice 430725	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
Utica National Insurance Group						
Bill	11/10/2021	Acct. 101086941	Acct. 101086941	454 · Building Insurance	Paid	15,524.78
Total Utica National Insurance Group						15,524.78
Vanguard Cleaning Systems of the HV						
Bill	11/10/2021	Invoice 41245	Invoice 41245	469 · Service Contracts	Paid	672.30
Bill	11/10/2021	Invoice 41247	Invoice 41247	469 · Service Contracts	Paid	517.70
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	11/10/2021	Service 11.10,12.9	Acct. 652-121-949-0001-81 Service 11.10,12.9	431 · Telephone	Paid	119.00
Total Verizon						119.00
Verizon Wireless						
Bill	11/10/2021	Invoice 9891907913	Invoice 9891907913	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
Village of Cornwall-on-Hudson						
Bill	11/30/2021	Acct 007472-000	Acct 007472-000 Water usage 9/18 to 11/10/...	450 · Fuel/Utilities	Unpaid	104.00
Total Village of Cornwall-on-Hudson						104.00
W.B. Mason						
Bill	11/10/2021	Invoice 224723557	Invoice 224723557	430.2 · Office supplies	Unpaid	52.49
Bill	11/10/2021	Invoice 224682722	Invoice 224682722	430.2 · Office supplies	Unpaid	15.28
Bill	11/18/2021	Invoice 225057440	Invoice 225057440	430.1 · Library supplies	Unpaid	27.98
Bill	11/23/2021	Invoice 224969471	Invoice 224969471	-SPLIT-	Unpaid	89.00
Bill	11/23/2021	Invoice 225248117	Invoice 225248117	430.2 · Office supplies	Unpaid	141.60
Bill	11/23/2021	Invoice 225373320	Invoice 225373320	430.2 · Office supplies	Unpaid	5.70
Total W.B. Mason						332.05
TOTAL						164,635.46

November 2021 Director's Report

Personnel

- One page left the CPL's employ. M & I spoke about it & she will be holding off hiring a new page, until after the new year.

Budget/Financial

- Deposited second half of taxes {collected by CCSD on our behalf} 11/23.

Programming

- Met with B to discuss some ideas for new programming. She is working on getting some speakers for discussions of differing abilities, how to deal with those who may be differently-abled, and other subjects.

Building and Grounds

- Dealt with heat issues. I am currently trying to get two quotes from other HVAC companies to fix the current issue of no/minimal heat.
- I reminded J. Willimot about the lighting issue. He has gotten back to me with the name of the tech from Acuity who will be in touch for an appointment to come here to finish the work with those lights. An appointment is made for David Byrne to come on December 2nd.
- Culligan sent the owner/operator from the Newburgh office out to look at the cooler. The issue was fixed by removing the reverse osmosis filter from this unit. I have tasted the water and asked others to as well. It seems to be satisfactory.
- I contacted Broderick about the newly recommended repair. He suggested going ahead with it to keep the system operational. I am waiting for quotes.
- Safe & Sound came to do their yearly alarm inspection. I had a *lights-only* fire alarm installed in the Friend's room.
- Haight came and inspected the fire extinguisher and exit signs. I had an additional Fire extinguisher installed near the director's office.

Monthly Statistics for November 2021 (previous month in parentheses):

Registered borrowers: 8,206 (8,155); Direct Access/Circulation: 9,750 (9,459)
ILL Borrows: 1,991 (2,007); ILL Loans: 1,758 (1,809); Item Count: 74,685 (74,588);
Wi-Fi: 5,638 (5,981); Overdrive checkouts: 2,552 (2,598); Overdrive unique users: 531 (533).

Meetings Attended: Staff Meeting 11/17/21; Dept. Heads Meeting 11/16/21;
Director's Assoc. 11/10/21; CPL Board Meeting 11/10/21; RCLS System Services 11/15/21,
NYSHIP annual webinar 11/30/21, Personnel Committee 11/30/21.

November 2021 Monthly Outreach Report

Date	Title	Attendance
11/9/21	Virtual Paint Night 'Painting with Monet'	23/Zoom
11/17/21	Storytelling for the Alzheimer's & Dementia Journey	8/Zoom
11/19/21	Art Restoration	35/Library
11/29/21	Hanukkah Happening & Dementia Journey	65/In-person
		Total: 131

Book Talks:

11/3/21	Member's Choice On the Brink of Everything by Parker J. Palmer	9
11/9/21	Teen Book Club Dry by Neal & Jared Shusterman	1
11/17/21	Virtual Out & About The Midnight Library by Matt Haig	6
11/18/21	Mystery Book Discussion Something in the Water by C Steadman	6
		Total: 22

Virtual Creative Writers Workshop (Mondays 11-1:00 pm) 11/1-6, 11/8-5, 11/15-cancelled, 11/22-3, 11/29-6

Total: 20

Homebound Delivery Service: 11/11-2 items, 11/23-3 items, 11/30-2 items and 2 articles

Total: 9

Highlights & Tidbits: The programs this month had inquisitive, crafty, health-seeking, and mixed multigenerational audiences. The Storytelling Alzheimer's program had a small but focused and glued to the Zoom group. The paint night events always bring out the 'Monet' in everyone. Paul Gould & Matt Soltis could have continued their program for another several hours without losing a single audience participant. They truly captivated the attendees and volleyed to perfection providing information. But my personal favorite is always seeing the wonderment on the faces of children as we read a holiday story as part of our Butterhill Day School Outreach.

There were 2 references promoting our programs of which the Cornwall Local did one feature article on the Art Restoration program.

December arrived way too soon, but we are ready to meet the interests of our community.

Best wishes to you and the Trustees for a very happy, healthy and library-filled year with great programming!

Submitted by Brenda Goldfarb 12/1/21

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>IN-PERSON / REMOTE</u>	<u>ATTENDANCE TOTAL</u>
Story Time @Home	November	12			Remote	
Fall StoryWalk	Oct/Nov	38			Passive	
Thankful Turkey Feathers	November	377			Passive	3
T.U.T.	11/5			9	In-Person	
Chess Time	11/8, 11/22	11	5	2	In-Person	
Dog Tales	11/15, 11/29	20			In-Person	
ChatterBooks	11/9	7			In-Person	
Veterans Day Cards/Wall	11/11	24	54		In-Person	
PJ Story Time	11/15	6			Remote	
Book Break	11/16	3			In-Person	
Art Afternoon	11/18	6			In-Person	
Readzza Readzza	11/30	3			In-Person	
TOTAL:						5

Youth Services – End-of-Month Statistics – November 2021

MEETINGS & OUTREACH:

Preventing Suicide: Responding to LGBTQ Youth Webinar
 Battle of the Books
 Board Meeting
 Dept Heads Meeting
 Staff Meeting
 CLOUSC Meeting

DATE:

11/1
 11/10
 11/10
 11/16
 11/17
 11/29

ATTENDEE:

Liz, Lisa
 Liz
 Liz
 Liz, Lisa
 Liz, Lisa & Rebecca
 Lisa

QUESTIONS @ THE DESK:

Reference 216
 Circulation 83
 Tech 7
 Telephone 53
 Programs 51

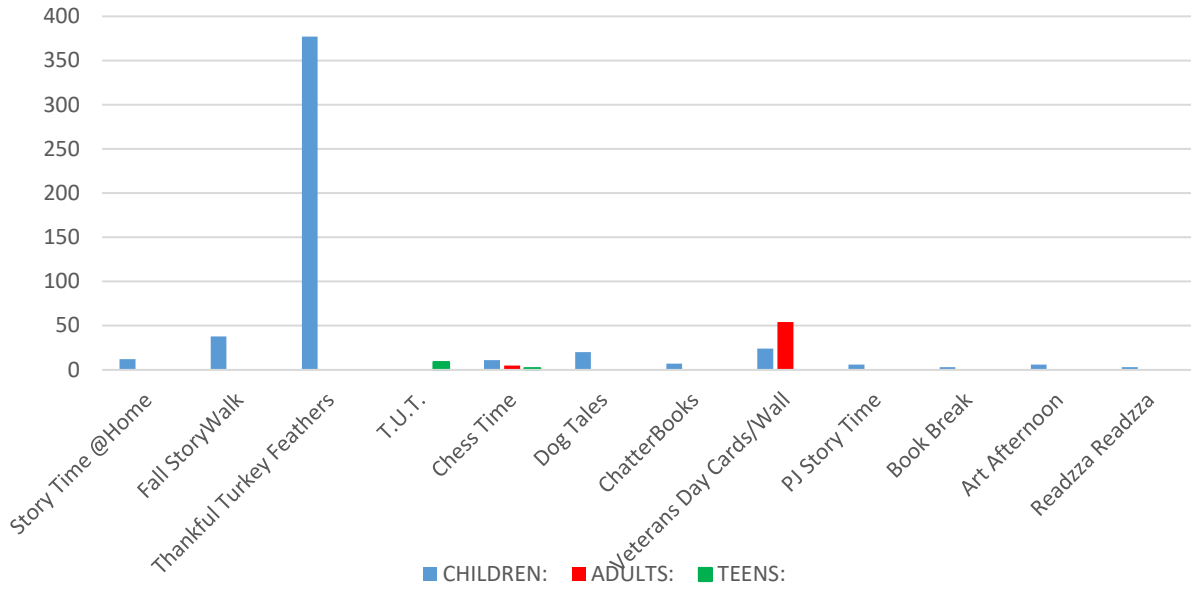
Reflections: November is National Picture Book month and the number of picture books checked out this month (and the number of people using Youth Services) has certainly picked up.

This November marked the return of in-building/in-person programing in limited numbers. The Dog Tales and Chess Time programs continue to have abundant registrations with waiting lists. The book groups will take a bit to catch-on but we have learned that this is often the case in the past when changes happen. Passive programs - StoryWalk and the Thankful Turkey Feathers- have blossomed.

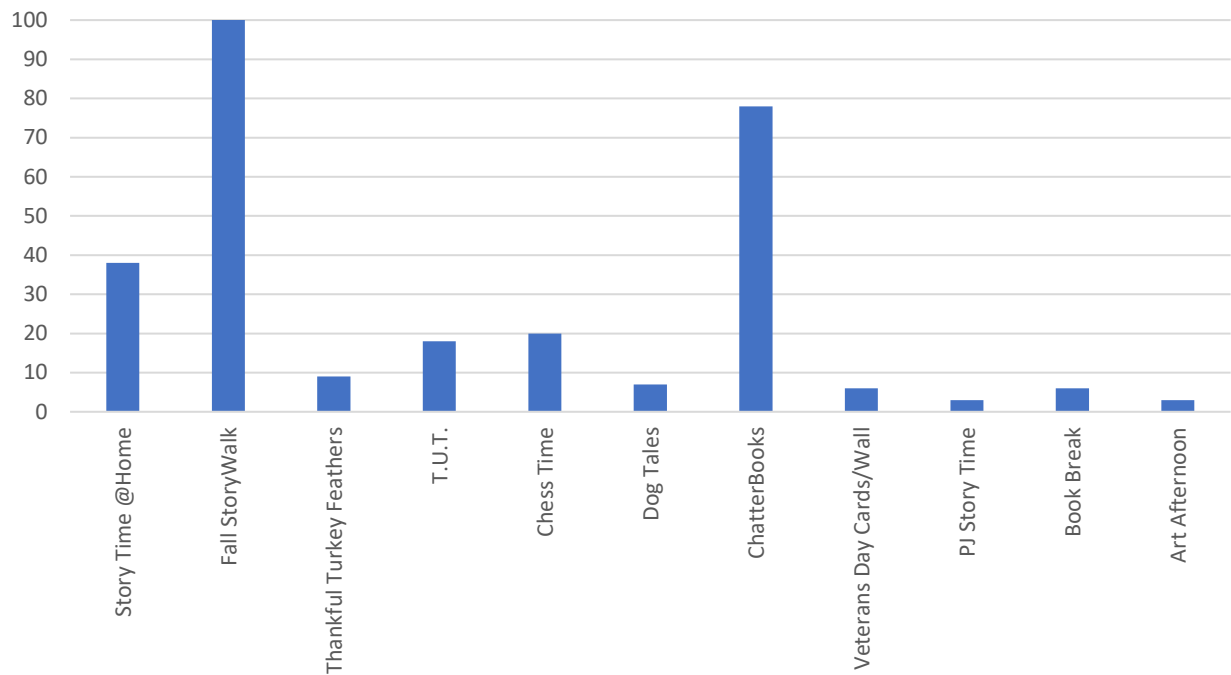
Simultaneously, we have continued to build and weed our collection as well as prep for the Mock Awards that will happen in January.

Respectfully submitted,
ekf

Program Attendance - November



Program Attendance Totals - November



Adult Services Report – November 1-30, 2021
(Closed early on 11/20; Closed for Thanksgiving, 11/24 and 11/25)
(submitted by Meaghan Doyle, 12/3/21)

REFERENCE

Reference (previous month in parentheses):

Ref. Q's: 208 (212); Tech Assists: 93 (90); Circ/Curbside Assists: 99 (131); Directional: 10 (8);
Reader's Advisory: 11 (4); ILL/SEAL: 5 (10); Pull List: 1424 (1509); Printing: 108 (101);
Phone: 64 (80); Virtual Ref: 4 (7) Notary Service: 61 (47)

Database Stats (previous month in parentheses):

Novel List Plus: 28 (57); Novel List PlusK-8: 2 (0); EBSCO Other: 0 (2); Gale*: 0 (0);
Gale Virtual Ref. Library: 0 (0); Ancestry: 75 (36);

*Gale: Ongoing review and evaluation of our Gale digital reference resources.

PC Usage: Adults: 317 (331) Childrens: 2 (6) Laptop: 0 (3)

WIFI Usage: 5638 (5981) PC Reservations: 0 (0) Guest Passes: 40 (37)

HOOPLA (previous month in parentheses):

New signups: 2 (5); Borrowers: 76 (84); Avg. No. Circs: 3.0 (2.6); Maxed Users: 25 (18)
Items borrowed: 227 (217)

November Meetings/Webinars:

Nov. 10 Library Board Meeting; Nov. 15 Demo with RCLS for Event Calendar software; Nov. 15 Call with NY Times Corporate Sales re: new digital subscription; Nov. 16 Managers' Meeting; Nov. 17 Staff Meeting; Nov. 19 OLA Quarterly Meeting.

NYTimes Digital Subscription is Back!

We're very excited to be able to bring back this service. The new cost is \$2090 for up to 5000 24-hour access log-ins. We are working on a promotion plan to make sure our patrons know about and use this incredible free access to high-quality current news coverage.

Homebound Delivery Services

We have been working on our Homebound delivery services promotion, and in the last month, we've had 4 new sign-ups. With the help of a delivery volunteer and our committed staff, we are pleased to be able to bring the resources of the library home to people who cannot come to us.

Periodical Subscription Collection Development

Since taking this on, following the retirement of our beloved Marie, I have been working on developing our periodical collection to fit the current needs of our community. I have been

speaking with staff and patrons, and watching closely to observe which items get used or are missed, and have been adding some new subscriptions to our collection.

I've also developed an informal Google Form survey, to try to capture data about magazine usage that I do not get to observe. I put a sign with a QR code link to the survey in the magazine area, and have an iPad and paper copies of the survey at the reference desk. I've already received enlightening feedback about items I would not have expected to be very popular that patrons are noting as items for which they come to the library.

I am planning to share the survey more widely to get feedback from patrons who perhaps are not aware of what we have already, or who might be more interested if we collected things they suggest.

If you would like to take the survey, you can use the QR code below, or use this url:

<https://forms.gle/S7HUcKdge3QjNdnR7>



2021-2022 Cornwall Public Library Board of Trustees~Policy Schedule

Policies Currently in Review by Committee members/Work in Progress	For Board REVIEW/ Discussions with full Board	For Board VOTE December meeting
Final Handbook 7-11-19-1v.4.docx (New committee next year to revise this? SHRM to look over?)	Computer Use & Internet and Wireless Usage Policy10_21_21.docx Computer, Internet, & Wireless Usage Policy and Agreement for Minors 8 -19v.2.docx	CPL Work From Home Policy (Few changes suggested since policy was approved in May 2020).
Bylaws		Study Room Policy
CPL History (not matching what is on the website)		Exam Proctoring Services Policy
		Progressive Discipline Policy.docx (Personnel report)
		Workplace rules-Infraction form for supervisors.docx (Personnel report)

Respectfully submitted, Meghann Chyla

**Personnel Committee Report
December 2021 Board**

The Personnel Committee met on 11/30/2021. We discussed the Progressive Discipline Policy and the Workplace Rules Infraction Form for Supervisors. Because these are also policies, they are included in the December 2021 Policy report.

The policy and form will help the library staff have a uniformed response to any rule infractions. It also gives the employees and supervisors clear direction of what will happen if rules are broken.

I realize this may not be a 'Good Idea Fund' item. But I wanted to be able to have a discussion about doing this. I think it's a good way to 'fix' the backoffice to make it more user friendly for staff.

Thanks for your
consideration,

Charlotte

The Good Idea Fund

Grant Request Form

Proposals need to be submitted to the Director by the end of each quarter in order to be considered.

Deadline dates are: March 23, June 22, September 21 and December 21, 2018. Requests will be considered at the following board meeting. Grants will be issued for a minimum of \$500 and should be for one-time expenses that fall outside the parameters of the annual operating budget. Projects will be funded that enhance the programming or services of the library.

1. Your Name:

Charlotte A Dunaiet

2. Your Financial Request:

\$ 4,184.58 + 4800 = 8,984.58

3. Project this grant will fund:

Redesign of staff office to allow a direct exit from bookkeepers
Director's Assistant's area, and to add electrical outlets in office
& Friends room

4. Is this grant for technology, products, furniture, equipment, or services?

Furniture & services

5. Is any portion of this request funded by another source? If so, please identify.

No

6. Who is the intended audience for this request?

Staff & Friends Bookstore

7. Please describe your project. What is the anticipated outcome of this project?

How will you measure this? A panel will be removed from the bookkeeper's cubical, her station will be turned 180 degrees. This will allow a 36" space to be used as entrance/exit access. A power pole for electricity will be run from the ceiling to power 3 workstations. Power will be added to *

8. What goal or objective does this pertain to in the 2017-2022 Strategic Plan? Allow for easy exit & entrance to staff areas, give 2 staff members room so they can work at their desks at the same time, & give staff & Friends access to electricity without use of extension cords.

9. Please complete attached Budget Form. (over)

* the youth services desks - at above desk level, and an outlet will be added to the wall behind the friend's desk in the book sale room.

Budget Form

Description of Item or Service	Provider of Item or Services	Quantity or Unit of Cost	Proposed Expenditure
moving of staff Desks	Accent	see attached	\$ 4,184.58
1) Power Pole 2) 2 4' power strips 3) Electrical outlets Work to wire all to code.	RPC electric	see attached	4800.00

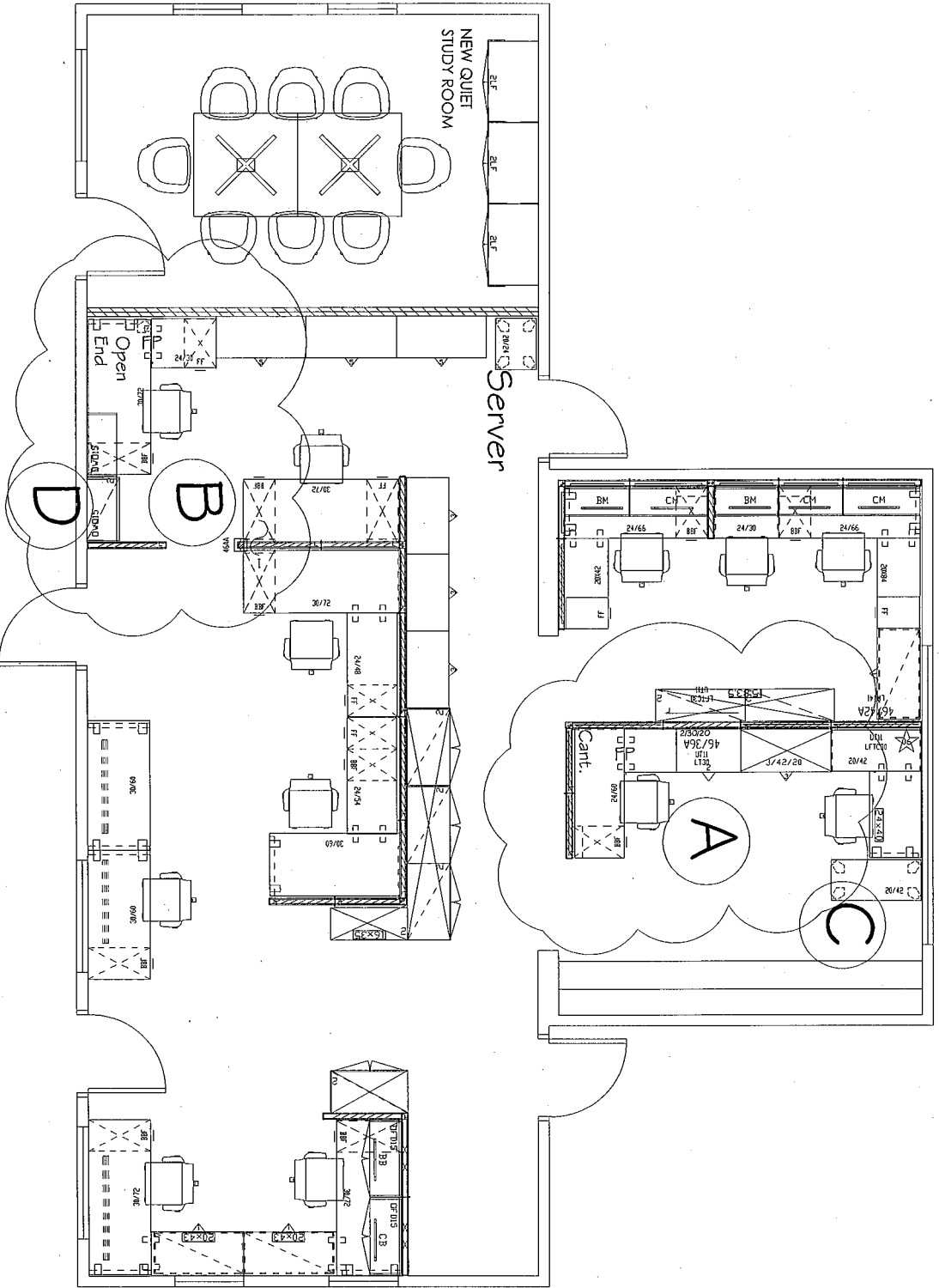
Your Signature: _____ Date: _____

Director's Signature: Charlotte AdDunacef Date: 12/7/2021

Approved by Board of Trustees: _____ YES _____ NO Date: _____

NOTES:

OPTION TWO



F:\CUSTOMERS\BRMA\CORNWALL PUBLIC LIBRARY\DRAWINGS\2021.11.02 Cornwall Library KA-C.dwg

ACCENT

SHOWROOM:
 Accent Commercial Furniture, Inc.
 3 Albany, NY 12205
 P 518.482.4000
 F 518.482.0528
 accentny.com

Cornwall Library Staff Space

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Project No.	11.9.2021
Date	11.9.2021
Drawn By	
Checked By	
Scale	1/4" = 1'-0"
Sheet No.	01

Account Manager: Kali Angel
P: 518-482-4000
F:
E: Kalia@accentny.com
A: 3 Interstate Ave



accentny.com

Client: Cornwall Public Library
Contact: Chalotte Dunaief
Address: 395 Hudson Street
Cornwall NY 12518
845-534-8282

To complete your order, please provide a Purchase Order for the Contract furniture vendor stated at the bottom of this quote. Send all orders to Accent for processing.

2021.11.15 RECONFIG OPTIONS

Line #	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell
OPTION ONE						
1	1	LABOR		LABOR TO RECONFIGURE	\$660.00	\$660.00
2	1	FT110.4636A		+Frame,Open Base 46H 36W	\$61.33	\$61.33
3	1	FT128.46		+Connection Hardware, Frame-to-Frame 46H	\$8.25	\$8.25
4	1	FT112.36AP		+Frame Top Cap,Standard Ptd 36W	\$11.55	\$11.55
		WL	Surface Finish	+sandstone		
5	1	FT152.36		+Power Harness,Lower Pwr/Data Tile 36W	\$59.40	\$59.40
		LZ	Wiring Type	+PVC-free		
6	1	FT170.3036T		+Lower Tile, Tackable Fabric 30H 36W	\$54.73	\$54.73
		WL	Horizontal Bead Finish	+sandstone		

Line #	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell
		IHA	Surface Finish	+medley-Pr Cat 2		
		I2	IHA_Colors	+medley peacock		
7	1	FT180.4136T		+Tile,Full-Height,Tackable Fabric 41H 36W	\$67.93	\$67.93
		WL	Horizontal Bead Finish	+sandstone		
		IHA	Fabric	+medley-Pr Cat 2		
		I2	IHA_Colors	+medley peacock		
8	1	FT181.1136T		+Upper Tile, Tackable Fabric 11H 36W	\$29.70	\$29.70
		WL	Horizontal Bead Finish	+sandstone		
		IHA	Surface Finish	+medley-Pr Cat 2		
		I2	IHA_Colors	+medley peacock		
9	1	26-3020-2		+Lateral File Std Pull 2-High 30W 20D	\$344.88	\$344.88
		SS	Paint/Steel Type	+smooth paint on smooth steel		
		WL	Surface Finish	+sandstone		
		TI	Top	+1"-high painted metal top with squared edge		
		N	Module Selection	+fixed front 11-3/4		
		9P	Interior Selection	+Front to Back Hanging		

Line #	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell
		KD	Lock	+keyed differently, black		
		E	Module Selection #2	+fixed front 13-1/8		
		9P	Interior Selection #2	+Front to Back Hanging		
		CB	Counterweight	+counterweight		
		B2	Base Selection	+Base 1-1/2 in H		

10	1	ZCELA		Exact Size File Top Squared Vinyl Edge Lam Top	\$109.44	\$109.44
		D01		depth 15.00in - 30.00in		
		20		User Entry		
		W04		width 48.01in - 60.00in		
		54		User Entry		
		EZ		standard hmi laminates		
		HM		natural maple		
		HM		natural maple		

Subtotal: \$1,407.21

OPTION TWO

11	1	LABOR		LABOR TO RECONFIGURE	\$880.00	\$880.00
12	1	FTS10.2430LF		+Rectangular Surface,Sq-Edge, Lam Top/Thermo Edge, 24D 30W, Frame Atch	\$74.53	\$74.53

Line #	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell
		HM	Top Finish	+natural maple		
		HM	Edge Finish	+natural maple		
13	I	FT142.46AA		+Ceiling Power Entry,end of run,open base,4-circ pwr,connects above surf 46H	\$275.00	\$275.00
		WL	Finish	+sandstone		
14	I	FT154.I		+Power Jumper 22"long	\$23.38	\$23.38
		LZ	Wiring Type	+PVC-free		
15	I	FT160.46AP		+Finished End,Open Base Ptd 46H	\$17.88	\$17.88
		WL	Surface Finish	+sandstone		
16	I	FV689.P		+Support Leg,Post	\$50.60	\$50.60
		WL	Surface Finish	+sandstone		
17	I	26-3020-2		+Lateral File Std Pull 2-High 30W 20D	\$392.04	\$392.04
		SS	Paint/Steel Type	+smooth paint on smooth steel		
		WL	Surface Finish	+sandstone		
		TI	Top	+1"-high painted metal top with squared edge		
		N	Module Selection	+fixed front 11-3/4		
		9P	Interior Selection	+Front to Back Hanging		

Line #	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell
		KD	Lock	+keyed differently, black		
		P	Module Selection	+fixed post shelf 13-1/8 #2		
		9P	Interior Selection	+Front to Back Hanging #2		
		CB	Counterweight	+counterweight		
		B2	Base Selection	+Base 1-1/2 in H		

18	1	ZCELA		Exact Size File Top Squared Vinyl Edge Lam Top	\$109.44	\$109.44
		D01		depth 15.00in - 30.00in		
		20		User Entry		
		W04		width 48.01in - 60.00in		
		54		User Entry		
		EZ		standard hmi laminates		
		HM		natural maple		
		HM		natural maple		

Subtotal: \$1,822.87

OPTIONAL C

19	1	LABOR		LABOR TO Add Legs to Existing Worksurface	\$55.00	\$55.00
20	1	DT2A.24PZ		+Standard-Hght Table Leg,Post Leg, Lam or Ven Top 24D	\$193.20	\$193.20

Line #	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell
		WL	Leg Finish	+sandstone		
		20	Casters/Glides	+casters		
Place on Existing 20x42 Top						
					Subtotal:	\$248.20

OPTIONAL D (If you choose Option Two)

21	I	LABOR		LABOR TO New BookCase	\$25.00	\$25.00
22	I	LG500.3038		+Bookcase 30W 38H	\$346.27	\$346.27
		SS	Paint/Steel Type	+smooth paint on smooth steel		
		WL	Surface Finish	+sandstone		
					Subtotal:	\$371.27

SERVER (If you choose Option Two)

23	I	LABOR		Table For Server	\$75.00	\$75.00
24	I	DT2A.24PZ		+Standard-Hght Table Leg, Post Leg, Lam or Ven Top 24D	\$193.20	\$193.20
		WL	Leg Finish	+sandstone		
		20	Casters/Glides	+casters		
25	I	FTS10.2024LF		+Rectangular Surface, Sq-Edge, Lam Top/Thermo Edge, 20D 24W, Frame Atch	\$66.83	\$66.83
		HM	Top Finish	+natural maple		
		HM	Edge Finish	+natural maple		
					Subtotal:	\$335.03

Line #	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell
					Project Sub Total:	\$4,184.58
					Project Total:	\$4,184.58

Thank you for doing business with Accent. It has been a pleasure to help you with your furniture needs.

To complete your order, please provide a Purchase Order addressed to the Contract furniture vendor stated below:

Contract Furniture Vendor:

PC# 68347
Herman Miller
C/O Accent Commercial Furniture Inc
855 East Main Avenue
Zeeland MI 49464

Ship to:

Accent
Accent
3 Interstate Ave
Albany NY 12205

Send all Purchase Orders to your Accent account manager for processing.

Terms and Conditions:

Pricing is based on current Contracts. At time of order, if a price increase has occurred, quote will need to be adjusted to reflect price increases.



ESTIMATE	#3316
SCHEDULED DATE	Mon Dec 6, 2021 9:00am
TOTAL	\$4,800.00

Cornwall Library
395 Hudson St
Cornwall, NY 12518

CONTACT US
P.O. Box 6
Cornwall, NY 12518

☎ (845) 534-8282
✉ cdunaief@rcls.org

☎ (845) 476-0321
✉ Office@RPCElectric.com

ESTIMATE

Services	Amount
Staff Office Desk Power And Friends Room Outlet. -Install an outlet in the friends room for convenience. -Disconnect power and data from the desk dividers. Reconnect through the power pole that we will supply and install. Where desk divider is hooked up currently, we will make an outlet in its place once disconnected. -Supply and install (2) 4ft wire mold power strips above the desk for convenience.	\$4,800.00
Total	\$4,800.00

Thank you for your business!
RPC Electric LLC