

Cornwall Public Library
August 10, 2022, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –July 20, 2022

IV. Financial Review

a. Approval of Warrant #1

V. Public Remarks

VI. Communications/Donations

VII. Director's Report – *See Google Docs*

VIII. Committee Reports

1. Finance Committee

2. Policy Committee

3. Building, Garden, Grounds & Sustainability Committee: Motion to approve Blake Engineering Amendment to the Consultant Services Agreement

4. Friends

5. Personnel Committee

6. Strategic Planning Committee

IX. Unfinished Business

X. New Business: Discussion of New RCLS IT & ILS contract (need to be approved before October 1)

XI. Adjournment

Next Regular Board Meeting Weds. September 14, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting

July 20, 2022, 7:00 pm

Minutes

Meeting was called to order by Stephanie Wolf at 7:02 p.m.

I. Roll:

Trustees Present: Stephanie Wolf (President, Presiding Officer), Meghann Chyla (Vice President), Melissa Greaves-Kulisek (Secretary), Matt Rettig, and Lynn Daniels.

Emily Milton, Treasurer.

Charlotte Dunaief, Director.

Trustees Excused: Michelle Query, Matt Soltis.

Public: Carol Stein, Broderick Knoell, Library staff members Catherine Incledon, Samantha Bartul (minutes), and Meaghan Doyle.

Ia. A motion to approve the agenda as amended was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and was unanimously approved. The HVAC discussion with Broderick Knoell was moved to item Ib.

Ib. Broderick Knoell discussed different options for the installation of the new HVAC system and answered questions from Board members. These options included: leaving large equipment in the ceiling, OR removing the large equipment and renovating the restrooms (according to modern ADA requirements) due to the need to demolish walls in the restrooms.

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of June 8, 2022, was made by Meghann Chyla, seconded by Lynn Daniels, and was unanimously approved. A motion to approve the minutes from the Organizational meeting of July 13, 2022, was made by Meghann Chyla, seconded by Melissa Greaves-Kulisek, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #12 in the amount of \$160,117.21 was made by Meghann Chyla, seconded by Lynn Daniels, and was unanimously approved.

IV. Public Remarks: Library staff member Meaghan Doyle discussed the Adult Summer Reading Program. Meaghan Doyle also thanked the Board for the approval of the Good Idea Fund request for a button maker, and offered library-themed buttons to the Board members.

V. Communications and Donations: Library staff member Liz Fisher thanked the Board for the installation of the awning.

VI. Director's Report: See written report.

VII. Committee Reports:

- **Finance Committee:** Stephanie Wolf presented the Finance Committee report. The committee met this month to discuss the HVAC system and the budget surplus. The trustees shared their collective thanks to Luann for all of her hard work managing the new payroll system.
- **Policy Committee:** Meghann Chyla presented the Policy Committee report. A motion to approve the Homebound Delivery Service Agreement was made by Lynn Daniels, seconded by Matt Rettig, and was unanimously approved. A motion to approve the Bylaws of the Cornwall Public Library Board of Trustees as amended was made by Matt Rettig, seconded by Lynn Daniels, and was unanimously approved.
- **Building, Garden, Grounds, and Sustainability Committee:** Melissa Greaves-Kulisek presented the Buildings, Gardens and Grounds report. Both the generator and the awning were installed. Melissa Greaves-Kulisek thanked Charlotte Dunaief for her help preparing for the generator installation. The committee continues to work on the Frank Rovello Bench Memorial project, as well as memorials for Susan and Lauren Moccio.
- **Personnel Committee:** A motion to approve the hiring of Dashawn McNeil as Custodian, and Samantha Bartul as Library clerk was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and was unanimously approved.
- **Strategic Planning Committee:** No report.
- **Friends:** No report.

VIII. Unfinished Business: None.

- IX. **New Business:** A motion to approve the Assurance Letter to RCLS was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved.

The following resolutions were proposed:

- I. The Cornwall Public Library has identified the need to replace the existing HVAC (heating, ventilation and air conditioning) system. The existing system is at the end of its useful life and has required extensive ongoing repairs in recent years. There have been multiple instances where the failure of a component has resulted in a closure of the library until the system is repaired. The scope of the project will include the reconstruction of associated building systems (ceilings, walls, finishes, etc.) as required to complete the demolition of the existing equipment and

installation of the new units, ductwork, piping and wiring. The design documents for the proposed system replacement will be submitted to the New York State Education Department Office of Facilities Planning for building permit approval. Be it resolved that the Board of Trustees for the Cornwall Public Library has reviewed the estimated costs of construction for the proposed HVAC Replacement Project and will allocate funds from the Library's Capital Fund Reserve in conjunction with grant funds from the State Aid for Library Construction program.

A motion to approve this resolution was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and was unanimously approved.

- II. Be it resolved that the Board of Trustees for the Cornwall Public Library, as the Lead Agency for the New York State Environmental Quality Review Act (SEQRA) process, declares that the proposed HVAC Replacement Project is classified as a Type II action under SEQRA. Type II Actions are defined in New York Code Rules and Regulations Chapter VI, 617-State Environmental Quality Review Act, as "replacement, rehabilitation, or reconstruction of a structure or facility, in kind, on the same site." As a Type II Action, there is no further review required under SEQRA. End of Resolution.

A motion to approve this resolution was made by Matt Rettig, seconded by Melissa Greaves-Kulisek. Unanimously approved.

A motion to approve HVAC system replacement VRF system full mechanical with ADA compliant toilet rooms (Option 1 as presented by Broderick Knoell) was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels, and was approved with Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek, and Lynn Daniels voting Yea, and Matt Rettig voting Nay.

- X. **Adjournment:** A motion to adjourn the regular Board meeting was made by Matt Rettig, seconded by Lynn Daniels, and was unanimously approved. Stephanie Wolf adjourned the meeting at 9:04 pm.

The next Regular Board Meeting will be held on Wednesday, August 10, 2022 at 7:00 p.m.

These minutes were recorded by library staff members Catherine Incledon and Samantha Bartul.

Cornwall Public Library

Warrant #1

July 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Aflac				
07/15/2022	Bill Payment (Check)	Aflac	1001 General (7848) - 1	-129.70
Total for Aflac				\$ -129.70
Benninger Landscaping LTD				
07/20/2022	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
Total for Benninger Landscaping LTD				\$ -900.00
Brodart Co				
07/31/2022	Bill Payment (Check)	Brodart Co	1001 General (7848) - 1	-142.49
Total for Brodart Co				\$ -142.49
Brodart Co- JUV				
07/31/2022	Bill Payment (Check)	Brodart Co- JUV	1001 General (7848) - 1	-317.25
Total for Brodart Co- JUV				\$ -317.25
Brodart Co.- McN				
07/31/2022	Bill Payment (Check)	Brodart Co.- McN	1001 General (7848) - 1	-610.75
Total for Brodart Co.- McN				\$ -610.75
Cengage Learning Inc/Gale				
07/31/2022	Bill Payment (Check)	Cengage Learning Inc/Gale	1001 General (7848) - 1	-68.98
Total for Cengage Learning Inc/Gale				\$ -68.98
Central Hudson Gas & Electric Corp				
07/31/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-2,661.36
Total for Central Hudson Gas & Electric Corp				\$ -2,661.36
Charlotte Dunaeif				
07/31/2022	Bill Payment (Check)	Charlotte Dunaeif	1001 General (7848) - 1	-45.70
Total for Charlotte Dunaeif				\$ -45.70
Consumer Reports				
07/31/2022	Bill Payment (Check)	Consumer Reports	1001 General (7848) - 1	-60.00
Total for Consumer Reports				\$ -60.00
Cornwall Public Library Payroll				
07/14/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-25,020.14
07/26/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-25,632.83
Total for Cornwall Public Library Payroll				\$ -50,652.97
Culligan of Newburgh				
07/31/2022	Bill Payment (Check)	Culligan of Newburgh	1001 General (7848) - 1	-50.00
Total for Culligan of Newburgh				\$ -50.00
Findaway World LLC				
07/31/2022	Bill Payment (Check)	Findaway World LLC	1001 General (7848) - 1	-172.47
Total for Findaway World LLC				\$ -172.47
hoopla				
07/31/2022	Bill Payment (Check)	hoopla	1001 General (7848) - 1	-557.42
Total for hoopla				\$ -557.42
Hudson Valley Chamber Musicians				

Cornwall Public Library

Warrant #1

July 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
07/31/2022	Bill Payment (Check)	Hudson Valley Chamber Musicians	1001 General (7848) - 1	-250.00
Total for Hudson Valley Chamber Musicians				\$ -250.00
Ingram Library Services				
07/31/2022	Bill Payment (Check)	Ingram Library Services	1001 General (7848) - 1	-15.67
Total for Ingram Library Services				\$ -15.67
James Maurer				
07/31/2022	Bill Payment (Check)	James Maurer	1001 General (7848) - 1	-675.00
Total for James Maurer				\$ -675.00
Lock Around the Clock				
07/20/2022	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-62.00
Total for Lock Around the Clock				\$ -62.00
Marangi Disposal				
07/27/2022	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-137.38
Total for Marangi Disposal				\$ -137.38
Maureen Hart				
07/31/2022	Bill Payment (Check)	Maureen Hart	1001 General (7848) - 1	-375.00
Total for Maureen Hart				\$ -375.00
Nationwide NYS Deferred				
Beginning Balance				
07/21/2022	Bill Payment (Check)	Nationwide NYS Deferred	1001 General (7848) - 1	-680.00
Total for Nationwide NYS Deferred				\$ -680.00
NET 2 PHONE				
07/20/2022	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-253.06
Total for NET 2 PHONE				\$ -253.06
NYS & Local Retirement				
07/31/2022	Bill Payment (Check)	NYS & Local Retirement	1001 General (7848) - 1	-702.78
Total for NYS & Local Retirement				\$ -702.78
NYS Health Insurance Pending Acct				
07/21/2022	Bill Payment (Check)	NYS Health Insurance Pending Acct	1001 General (7848) - 1	-6,323.53
Total for NYS Health Insurance Pending Acct				\$ -6,323.53
Orange Bank & Trust Cardmember Services				
07/31/2022	Bill Payment (Check)	Orange Bank & Trust Cardmember Services	1001 General (7848) - 1	-2,293.00
Total for Orange Bank & Trust Cardmember Services				\$ -2,293.00
Overdrive Inc				
07/31/2022	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-224.99
Total for Overdrive Inc				\$ -224.99
Paychex				
07/20/2022	Bill Payment (Check)	Paychex	1001 General (7848) - 1	-98.79
Total for Paychex				\$ -98.79
RCLS				
07/31/2022	Bill Payment (Check)	RCLS	1001 General (7848) - 1	-15,452.44

Cornwall Public Library

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July 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Total for RCLS				\$ -15,452.44
Richard Feingold				
07/31/2022	Bill Payment (Check)	Richard Feingold	1001 General (7848) - 1	-275.00
Total for Richard Feingold				\$ -275.00
Rowman & Littlefield				
07/31/2022	Bill Payment (Check)	Rowman & Littlefield	1001 General (7848) - 1	-26.85
Total for Rowman & Littlefield				\$ -26.85
Southeastern NY Library Resources Council				
07/27/2022	Bill Payment (Check)	Southeastern NY Library Resources Council	1001 General (7848) - 1	-300.00
Total for Southeastern NY Library Resources Council				\$ -300.00
Staples				
07/31/2022	Bill Payment (Check)	Staples	1001 General (7848) - 1	-128.27
Total for Staples				\$ -128.27
Toshiba				
07/27/2022	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-472.59
Total for Toshiba				\$ -472.59
Value Line				
07/31/2022	Bill Payment (Check)	Value Line	1001 General (7848) - 1	-1,167.00
Total for Value Line				\$ -1,167.00
Vanguard Cleaning Systems				
07/20/2022	Bill Payment (Check)	Vanguard Cleaning Systems	1001 General (7848) - 1	-800.00
Total for Vanguard Cleaning Systems				\$ -800.00
Verizon				
07/20/2022	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00
Total for Verizon				\$ -119.00
Verizon- Wireless				
07/20/2022	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08
Total for Verizon- Wireless				\$ -15.08
We Can Fix It				
07/27/2022	Bill Payment (Check)	We Can Fix It	1001 General (7848) - 1	-130.98
07/31/2022	Bill Payment (Check)	We Can Fix It	1001 General (7848) - 1	-1,189.02
Total for We Can Fix It				\$ -1,320.00
TOTAL				\$ -88,536.52

July 2022 Director's Report

Personnel

- Hired a new custodian, D Mc N, who started on July 15, 2022
- Hired a new Circulation Clerk, SB, who started on July 13, 2022

Budget/Financial

- QuickBooks payroll, 1st payroll was processed with a couple of minor glitches, but overall worked well.
- I had to re-do the second grant amendment, which was approved on July 1.
- I have submitted the request for payment to close out the grant, now waiting for payment.

Programming

- PS continues to cover Programming for BG. BG will be not able to return to work until her surgeon gives her the OK. Hoping BG will return to work in August.
- Summer reading is going well; we have approx. 390 youth signed up.
- The BYOC summer concert series has one last concert, on August 11 from 6:30p-7:30p

Building and Grounds

- Vanguard performed cleaning from July 5th to July 13th to give me time to hire a new custodian. They will also cover for D Mc N when he is away from August 6 thru August 8.
- The Awning was installed on July 12 & 13; RPC installed the dedicated lines and sockets for it on July 14, a day early. It is up & running, and was used for two programs on July 14th!
- While RPC was here they installed a new timer for the outdoor lighting, as the old timer was no longer functioning. The parking lot and portico lighting should now come on at dusk and go off at dawn. There were a few problems with this, but we hopefully have them ironed out, and now have a set of instructions to program the lights.
- Ken Delehanty of We Can Fix It came to finish the repairs and cleaning of the gutters. While he was looking at them (while on the roof) he discovered that only half of them have guards. The street side and the side portico are without. I have asked Ken for an estimate.

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

Registered borrowers: 7,815 (7,726); Direct Access/Circulation: 11,038 (10,335)

ILL Borrows: 1,946 (2,030); ILL Loans: 1,737 (1,745); Item Count: 75,166 (74,936);

Wi-Fi: 7,803 (7,435);

Overdrive checkouts: 2,866 (2,707); Overdrive unique users: 619 (586).

Meetings Attended: Board Meeting: 7/13/22; Finance Committee N/A; Director's Association N/A; Dept. Heads 7/13/22; 7/26/22; Staff Meeting 7/21/22; ANSER Committee N/A; Meeting with Senator Skoufis 7/19/22; Mandatory Construction Workshop 7/29; Friends Meeting 7/25

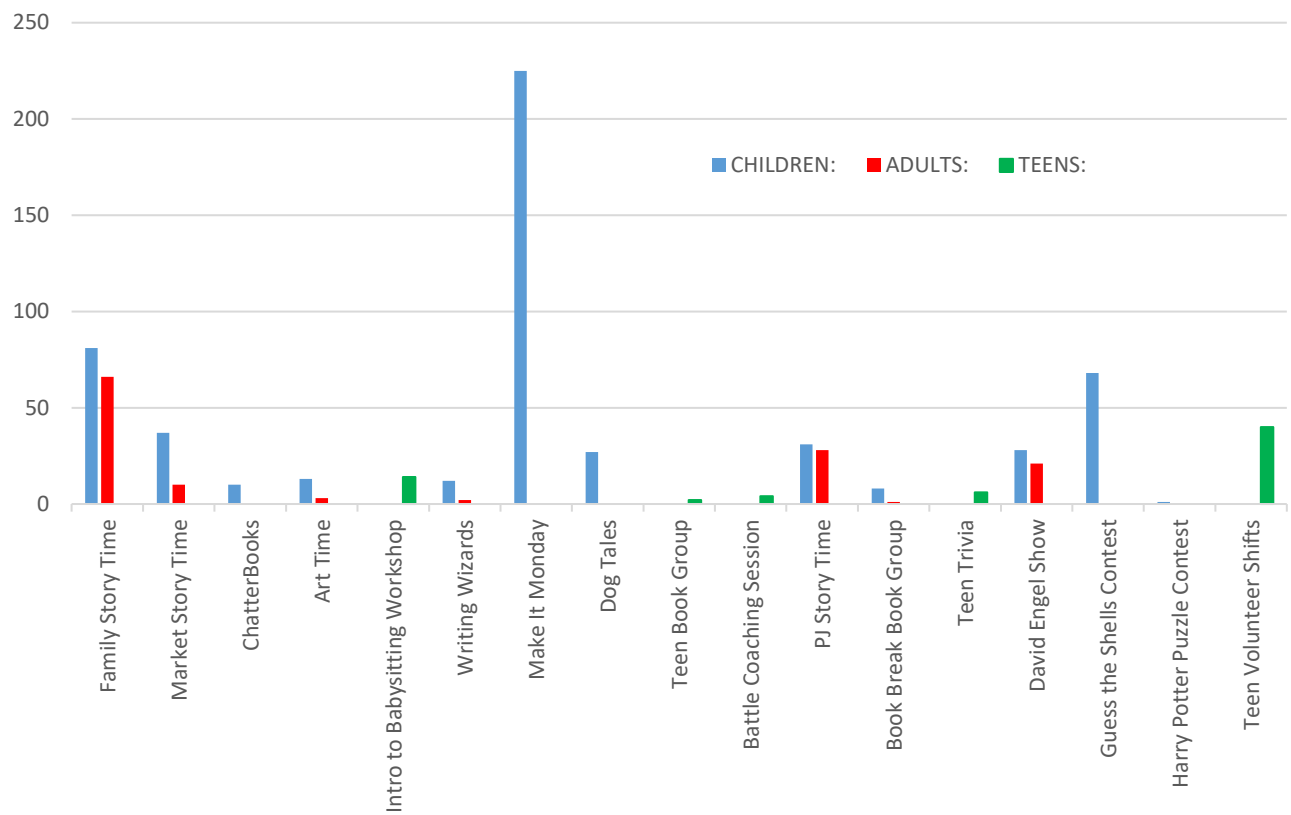
Programs Attended: Fourth of July Float in the Parade. Policy Webinar; Sustainable thinking webinar 7/20; Post-pandemic Issues Webinar 7/27; Mandatory Construction Workshop 7/29

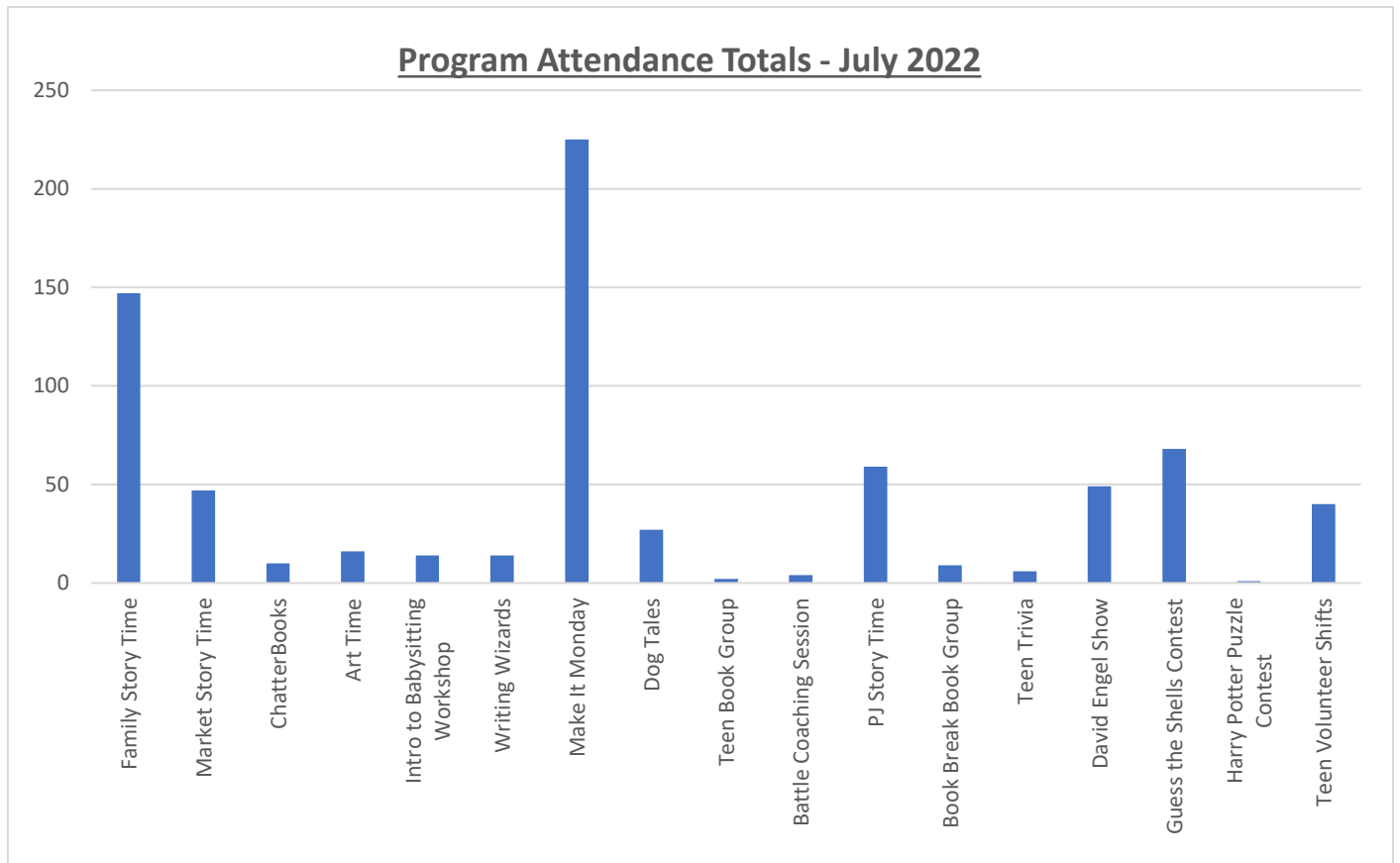
<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>ATTENDANCE TOTAL</u>
Family Story Time	7/5, 7/12, 7/19, 7/26	81	66		147
Market Story Time	7/6, 7/13, 7/27	37	10		47
ChatterBooks	7/6	10			10
Art Time	7/7	13	3		16
Intro to Babysitting Workshop	7/9			14	14
Writing Wizards	7/11, 7/18, 7/25	12	2		14
Make It Monday	7/11, 7/18, 7/25	225			225
Dog Tales	7/11, 7/25	27			27
Teen Book Group	7/11			2	2
Battle Coaching Session	7/12, 7/26			4	4
PJ Story Time	7/13, 7/27	31	28		59
Book Break Book Group	7/14	8	1		9
Teen Trivia	7/19			6	6
David Engel Show	7/21	28	21		49
Guess the Shells Contest	July	68			68
Harry Potter Puzzle Contest	7/31	1			1
Teen Volunteer Shifts	7/1, 7/4, 7/5, 7/6, 7/7, 7/8, 7/9, 7/10, 7/11, 7/12, 7/14, 7/18, 7/21, 7/25, 7/26, 7/27,			40	40
					<u>738</u>

<u>MEETINGS & OUTREACH:</u>	<u>DATE:</u>	<u>ATTENDEE:</u>
SRP Planning Meeting	7/18	Liz, Lisa & Rebecca
Staff Meeting	7/21	Liz, Lisa & Rebecca

**QUESTIONS @ THE
DESK:**

Reference	270
Circulation	92
Tech	20
Telephone	42
Programs (includes SRP inquiries)	294

Program Attendance Demographics - July



Reflections:

Our enrollment numbers for the Summer Reading Program continue to climb: 457 at this moment with July events being very well attended.

The addition of the new portico awnings has greatly improved the comfort of that outdoor space. In July, 17 of the 29, in-person events were outside. What was once blistering morning sun is now shade, and the afternoon “sun-in-my-face-I-can’t-see” is no longer a heard complaint. We have yet to see how the awnings function in the rain, only because there hasn’t been any!

The NexTrex Film Recycling challenge is off to a decent start with 62 lbs. recorded in July. Many thanks to all in the community who are participating in this attempt to keep plastic out of our waterways and oceans. Our goal is to collect at least 500 lbs. by December 31, so keep your clean, dry plastic film coming and remember to think **stretchy**, not crinkly.

Most importantly, a huge thanks to Cornwall Public Library staff and volunteers who make the Summer Reading Program happen. And it’s August!

Respectfully submitted,
ekf

Adult Services Report July 1-31, 2022

Holiday Closing on 7/4

(submitted by Meghan Doyle, 8/4/22)

REFERENCE: (previous month in parentheses):

Ref Questions: 236 (245); Tech Assists: 87 (95); Circ/Curbside Assists: 149 (111); Directional: 20 (19); Reader's Advisory: 13 (15); ILL/SEAL: 11 (4); Pull List: 1402 (1248); Printing: 120 (87); Phone: 83 (62); Virtual Ref: 5 (3); Notary Service: 92 (87)

Database Stats (previous month in parentheses): NoveList Plus Searches: 42 (58); NoveList PlusK-8: 0 (9); EBSCO Other: 20 (0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 12 (172)

NYTimes Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 88 (59); Library users 58 (55) accessed 53 (60) articles

PC Usage: Adults: 351 (361); Childrens: 3 (8) Laptop: 0 (1) PC Reservations: 3 (0) Guest Passes: 81 (46)

HOOPLA (previous month in parentheses):

New signups: 13 (9); Borrowers: 94 (89); Avg. No. Circs: 2.9 (2.9); Maxed Users: 29 (24)
Items borrowed: 275 (255)

HOME DELIVERIES

New Sign Ups: 0 (0); Unique Patrons: 3 (4); Deliveries: 5 (7); Items Delivered: 19 (18)

July Meetings/Webinars:

7/13: Managers' Meeting; 7/20: Library Board of Trustees Meeting; 7/21: Staff Meeting;
7/26: Managers' Meeting

PROGRAMS:

7/5: Midday Matinee, Queen Bees: 9; 7/6: Member's Choice Book Group, A Walk in the Woods by Bill Bryson: 6(1Z+5); 7/11: Creative Writers: 8; 7/11: Teen Book Group, Fountains of Silence by Ruta Sepetys: 5; 7/13: Teen Tech Tutoring: 2; 7/14: BYOC summer concert with Jerry Ebert: 30; 7/18: Creative Writers: 7; Creative Writers Bonus, Memorial for former member, 7 (different 7); 7/20: Satisfy Your Summer Sweet Tooth with Pastry, virtual pastry-making demonstration: 11 Z; 7/21: Mystery Book Group, The First Eagle by Tony Hillerman: 9; 7/21: David Baldwin Art Exhibit "The Framed Word" Opening Reception: 14; 7/25: Creative Writers: 7; 7/28 Jewels of the Sea, Adult Craft program: 12; Book Chat & Chocolate, The Violin Conspiracy by Brendan Slocumb: 8.

*Code: 1Z+5 means 1 person via Zoom and 5 in person

Total Live Programs: 14 (16), Total Live Attendees: 135 (144)

PASSIVE PROGRAMS:

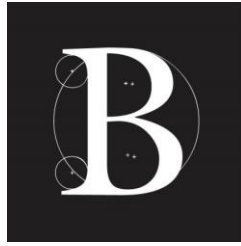
Seed Library for the month of July: 60 packets of herb, vegetable and flower seeds distributed

Total Passive Programs: 1 (2); Total Passive Attendees: 60 (132)

SUMMER READING

Adult Summer Reading is doing great! We have 44 people signed up, 79 book reviews posted, and lots of BINGO boards are circulating our community!

I encourage staff (and the board) to participate, because it helps with the engagement of the community. When they see us doing it, they are more comfortable joining in. Library staff (and board) are not eligible for the patron prizes, but I always make it worth their while to help out with a special staff prize. We all have some fun, and it's contagious 😊



BLAKE ENGINEERING PLLC

AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT

Between the Client: **Cornwall Public Library**
395 Hudson Street
Cornwall, NY 12520

And: **Blake Engineering PLLC**
1898 County Route 1
Westtown, NY 10998

For the Project: **Cornwall Public Library HVAC Replacement Project**

Authorization is requested to proceed with Additional Services as follows:

The replacement of the existing HVAC system will require the replacement of the existing drop ceilings throughout the building as well as the renovation of the existing toilet rooms. The existing air handling unit, return air fan and humidifier are located above the toilet rooms and the removal of the existing equipment will require the removal and replacement of the existing toilet room walls and plumbing fixtures.

The additional services include engineering design services for the plumbing scope and architectural design services for the required ceiling replacement and toilet room renovations. The additional services include assistance with the bidding process and construction administration for the associated scope.

The following adjustments shall be made to the original agreement fee(s):

- Original fee including design & construction administration: \$33,550.00
- Additional design and CA fee resulting from this change order: \$22,000.00
- Resulting revised total fee: \$55,550.00

Submitted by:

Name: Matthew Blake, P.E., LEED AP
President

Sign: *Matthew G Blake*

Date: 08/02/2022

Approved by:

Name: _____

Sign: _____

Date: _____

2022-2023 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 AUGUST meeting
Final Handbook 7-11-19-1v.4.docx (Personnel committee for 22-23 to revise this! SHRM to look over?)		
Collection Management Policy (create new policy based on previous Collection Development policy)		

Respectfully submitted, Meghann Chyla