

Cornwall Public Library  
April 12, 2023, 7:00 PM  
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –March 8, 2023; Special Meeting Minutes of March 22, 2023

IV. Financial Review

a. Approval of Warrant # 8

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

4. Friends

5. Personnel Committee

6. Strategic Planning Committee: Introduction of New Strategic Plan

IX. Unfinished Business

a. Executive Session-Employee Grievance

X. New Business

XI. Adjournment

Next Regular Board Meeting Weds. May 10, 2023, 7 PM

**Cornwall Public Library Board of Trustees Meeting**  
**March 8, 2023, 7:00 pm**  
**Minutes**

Meeting was called to order by Stephanie Wolf at 7:00 p.m.

**I. Roll:**

**Trustees Present:** Stephanie Wolf (President), Meghann Chyla (Vice President), Emily Milton (Treasurer), Melissa Greaves-Kulisek (Secretary), Matt Rettig, Lynn Daniels, Michelle Query, Matt Soltis, Charlotte Dunaief, Director.

**Trustees Excused:** None

**Public:** Library staff members Meaghan Doyle, Liz Fisher, and Cathy Squillini (minutes).

**II. Approval of Agenda:** A motion to approve the agenda was made by Michelle Query, seconded by Lynn Daniels, and unanimously approved.

**III. Approval of the Minutes:** A motion to approve minutes of the regular Board meeting of February 8, 2023, was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla. An amendment to the Minutes to include the allocation of \$10,880 for HVAC contingency was made. The amended minutes were unanimously approved.

**IV. Financial Review:** A motion to approve Warrant #8 in the amount of \$77,911.45 was made by Meghann Chyla, seconded by Lynn Daniels, and unanimously approved.

**V. Public Remarks:** None

**VI. Communications and Donations:** A donation of \$50 was made by Sylvia Hepler; a donation of \$25 was made by Barbara Miller. Both donations are in support of the HVAC project. The Library received a donation of \$51 from the Community Bag Program for the month of February by Hannaford. A motion to approve receipt of these donations was made by Michelle Query, seconded by Meghann Chyla, and unanimously approved.

**VII. Director's Report:** *See Google Docs for full report.* The Director highlighted three programs from the month of February: Bring Your Child to the Library (2/4) received 100 participants; the Harlem Renaissance Zoom lecture (2/20) received 57 participants; HOOPLA is receiving steady usage by patrons. On June 23, from 9:30 a.m. to 12 noon, RCLS will be hosting an in-person workshop on Mandated Construction Aid.

**VIII. Committee Reports:**

**Finance Committee:** A motion to approve the 2021-22 Annual Report was made by Matt Rettig, seconded by Lynn Daniels, and unanimously approved.

**Policy Committee:** The Committee has been working with the Director to update the Handbook. This work will be ongoing for the next few months.

**Building, Garden, Grounds, and Sustainability Committee:** See New Business

**Friends:** Marian sent the minutes from the Friends meeting to the Board indicating the restructuring of committees and roles. The Friends are funding the prizes for the 2023 Oscar Contest, and providing the food for the Defensive Driving Program.

**Personnel Committee:** None

**Strategic Planning Committee:** A rough draft of the Strategic Plan is now available. The link for this draft was provided in the Committee Report. The Committee is still working on the values and mission statements and the Plan will be on target for completion in June 2023.

IX. **Unfinished Business:** None

X. **New Business:**

- a. HVAC bids: Melissa Greaves-Kulisek presented an overview of the bids received for the HVAC project. Details of the bids from each bidder were provided showing the separation of the bids according to the trades involved (mechanical, plumbing, electrical, construction), and the alternate projects. The Board was reminded that the Library must spend the full amount of the grant.

The Director will try to secure references from comparable projects/project size for each bidder. Deadline for the decision is April 10, 2023. A motion to hold a Special Meeting of the Board for purposes of making a decision was made by Melissa Greaves-Kulisek, seconded by Matt Soltis and unanimously approved. The Board will meet on March 22 at 7:00 p.m. to decide which bidder will receive the contract. Questions raised by the Board include: Will Broderick be invited to the March 22 meeting? How do we keep the Library operating during construction? How well do bidders work with other companies? Are the bidders reputable, do they stand by their bid? Will we use a construction manager for the project as recommended by the engineer?

The Board will be working with DASNY for guidance.

- b. Executive Session – Employee Grievance: A motion was made to go into Executive Session by Matt Soltis, seconded by Michelle Query, and unanimously approved at 8:04. The Board returned to the Regular Meeting at 8:45.

XI. **Adjournment:** A motion to adjourn the regular Board meeting was made by Matt Rettig, seconded by Melissa Greaves-Kulisek, and unanimously approved. The meeting adjourned at 8:45 p.m.

XII.

**Public presentation of the 2023-24 library budget will be Tuesday, April 11, 2023 at 6:30 p.m.**

**The next Regular Board Meeting will be held on Wednesday, April 12, 2023 at 7:00 p.m.**

**Cornwall Public Library Board of Trustees Special Meeting**  
**March 22, 2023, 7:00 pm**  
**Minutes**

Meeting was called to order by Stephanie Wolf at 7:01 p.m.

**I. Roll:**

**Trustees Present:** Stephanie Wolf (President), Meghann Chyla (Vice President), Melissa Greaves-Kulisek (Secretary), Matt Rettig, Lynn Daniels, Michelle Query, Charlotte Dunaief, Director.

**Trustees Excused:** Matt Soltis

**Public:** Broderick Knoell, Blake Engineering, PLLC; Carol Stein; Cathy Squillini (minutes).

Stephanie Wolf opened the meeting by stating that the purpose of the special meeting was to award the HVAC contract (2023). All Board members already received the bid information and had an opportunity to pose questions that were reviewed at the beginning of the meeting.

Question 1:

Answered by Broderick Knoell. All bidders were required to complete a qualification form. The scope of the project was reviewed with each of the bidders. All bidders indicated they covered everything necessary and stand by the bid submitted. Note: Alternates do not apply to Mechanical bids.

Question 2:

Recommendations/Reviews are not necessary since the project engineer vetted the bids.

Before the Bid Approval took place the Board addressed the following points:

- The Library applied to the State for a Construction Aid grant in the amount of \$1.1 million and was awarded \$178,000 for the project.
- If the full amount requested is not spent, the Library will not receive the \$178,000 award and CPL will not be allowed to re-apply for a 5 year period.
- The Board discussed the process for hiring and utilizing a construction manager.
- The Board was reminded that there are two separate funding sources for the project because of the \$50,000 grant from Sen. Skoufis' office. It is necessary to delineate the funding source used when spending the funds.
- Both funding sources are reimbursement based so the Library must spend the money up front and then request reimbursement from the awarding agency.
- The Library may consider the use of a Tax Anticipation Note to cover costs incurred between the end of the project and receipt of the award/grant money since it is not certain when the CCSD will be sending out the tax money.
- The projected project schedule is as follows:

Anticipated start date: August 14, 2023  
Project completion date: September 22, 2023  
Punch list completion date: October 6, 2023

## II. HVAC Bid Approval:

- General Contractor - Profex

A motion to resolve to award Profex as General Contractor for a total of \$335,400, lowest responsive bidder.

Including:

Base price	\$ 95,000
ALT #1 Public toilets	\$170,000
ALT# 2 Staff toilet	\$ 30,000
ALT#3 Kitchenette	\$ 30,600
ALT# 4 Break room	\$ 9,800

was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and unanimously approved.

We have approved to award Profex as General Contractor for a total of \$335,400, including Base price \$95,000, ALT# 1 \$170,000, ALT# 2 \$30,000, ALT# 3 \$30,600, ALT# 4 \$9,800.

- Mechanical Contractor - MDS HVAC-R, Inc.

A motion to resolve to award MDS HVAC-R, Inc. as Mechanical Contractor for a total of \$425,315, lowest responsive bidder was made by Melissa Greaves-Kulisek, seconded by Michelle Query, and unanimously approved.

We have approved to award MDS HVAC-R, Inc. as Mechanical Contractor for a total of \$425,315.(there were no ALTs on this contract)

- Electrical Contractor - Fanshawe, Inc. dba Rockland Electric

A motion to resolve to award Fanshawe, Inc. dba Rockland Electric as Electrical Contractor for a total of \$124,500, as lowest responsive bidder.

Including:

Base price	\$107,000
ALT# 1 Public toilets	\$ 14,900
ALT# 2 Staff toilets	\$ 600
ALT# 3 Kitchenette	\$ 2,000

was made by Meghann Chyla, seconded by Lynn Daniels, and unanimously approved.

We have approved to award Fanshawe, Inc. dba Rockland Electric as Electrical Contractor for a total of \$124,500, including Base price \$107,000, ALT# 1 \$14,900, ALT# 2 \$600, ALT# 3 \$2,000.

- Plumbing Contractor - MDS HVAC-R, Inc.

A motion to resolve to award MDS HVAC-R, Inc. as Plumbing Contractor for a total of \$78,242, as lowest bidder.

Including:

Base price	\$33,707
ALT# 1 Public toilets	\$35,726
ALT# 2 Staff toilet	\$ 6,101
ALT# 3 Kitchenette	\$ 2,708

was made by Melissa Greaves-Kulisek, seconded by Michelle Query, and unanimously approved.

We have approved to award MDS HVAC-R, Inc. as Plumbing Contractor for a total of \$78,242 including Base price \$33,707, ALT# 1 \$35,726, ALT# 2 \$6,101, ALT# 3 \$2,708.

**III. Adjourn:** A motion to adjourn the Special Meeting of the Board of Trustees was made by Matt Rettig, seconded by Meghann Chyla, and unanimously approved. The meeting adjourned at 7:54 p.m.

Next Regular Board Meeting: April 12, 2023; 7 p.m.

# Cornwall Public Library

Warrant #9

March 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Al Gessner				
03/08/2023	Bill Payment (Check)	Al Gessner	1001 General (7848) - 1	-300.00
<b>Total for Al Gessner</b>				<b>\$ -300.00</b>
Ashcraft Lock & Door				
03/31/2023	Bill Payment (Check)	Ashcraft Lock & Door	1001 General (7848) - 1	-177.50
<b>Total for Ashcraft Lock &amp; Door</b>				<b>\$ -177.50</b>
Barbara Gabhart				
03/31/2023	Bill Payment (Check)	Barbara Gabhart	1001 General (7848) - 1	-184.60
<b>Total for Barbara Gabhart</b>				<b>\$ -184.60</b>
Benninger Landscaping LTD				
Beginning Balance				
03/08/2023	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
<b>Total for Benninger Landscaping LTD</b>				<b>\$ -900.00</b>
Blackstone Publishing				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-353.14
<b>Total for Blackstone Publishing</b>				<b>\$ -353.14</b>
Brodart Co				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Brodart Co	1001 General (7848) - 1	-337.55
<b>Total for Brodart Co</b>				<b>\$ -337.55</b>
Brodart Co- JUV				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Brodart Co- JUV	1001 General (7848) - 1	-729.96
<b>Total for Brodart Co- JUV</b>				<b>\$ -729.96</b>
Brodart Co.- McN				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Brodart Co.- McN	1001 General (7848) - 1	-610.75
<b>Total for Brodart Co.- McN</b>				<b>\$ -610.75</b>
Central Hudson Gas & Electric Corp				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-3,554.75
<b>Total for Central Hudson Gas &amp; Electric Corp</b>				<b>\$ -3,554.75</b>
Charlotte Dunaief				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Charlotte Dunaief	1001 General (7848) - 1	-39.32
<b>Total for Charlotte Dunaief</b>				<b>\$ -39.32</b>
Cornwall Central School District				
03/29/2023	Bill Payment (Check)	Cornwall Central School District	1001 General (7848) - 1	-5,351.69
<b>Total for Cornwall Central School District</b>				<b>\$ -5,351.69</b>
Cornwall Public Library Payroll				
Beginning Balance				
03/10/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-27,531.53
03/21/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-27,276.69
<b>Total for Cornwall Public Library Payroll</b>				<b>\$ -54,808.22</b>
Demco, Inc.				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Demco, Inc.	1001 General (7848) - 1	-54.91

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DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
<b>Total for Demco, Inc.</b>				<b>\$ -54.91</b>
Discover Magazine				
03/31/2023	Bill Payment (Check)	Discover Magazine	1001 General (7848) - 1	-32.95
<b>Total for Discover Magazine</b>				<b>\$ -32.95</b>
Elan Financial Services				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Elan Financial Services	1001 General (7848) - 1	-2,056.79
<b>Total for Elan Financial Services</b>				<b>\$ -2,056.79</b>
Elsa Cameron				
03/31/2023	Bill Payment (Check)	Elsa Cameron	1001 General (7848) - 1	-184.60
<b>Total for Elsa Cameron</b>				<b>\$ -184.60</b>
Grey House Publishing				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Grey House Publishing	1001 General (7848) - 1	-132.00
<b>Total for Grey House Publishing</b>				<b>\$ -132.00</b>
hoopla				
Beginning Balance				
03/31/2023	Bill Payment (Check)	hoopla	1001 General (7848) - 1	-509.39
<b>Total for hoopla</b>				<b>\$ -509.39</b>
Ingram Library Services				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Ingram Library Services	1001 General (7848) - 1	-3,017.88
<b>Total for Ingram Library Services</b>				<b>\$ -3,017.88</b>
J&G Law, LLP				
03/31/2023	Bill Payment (Check)	J&G Law, LLP	1001 General (7848) - 1	-190.72
<b>Total for J&amp;G Law, LLP</b>				<b>\$ -190.72</b>
Janet Mandell				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Janet Mandell	1001 General (7848) - 1	-200.00
<b>Total for Janet Mandell</b>				<b>\$ -200.00</b>
JNJ Pest Control				
Beginning Balance				
03/31/2023	Bill Payment (Check)	JNJ Pest Control	1001 General (7848) - 1	-280.00
<b>Total for JNJ Pest Control</b>				<b>\$ -280.00</b>
Julie Bengyak				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Julie Bengyak	1001 General (7848) - 1	-200.00
<b>Total for Julie Bengyak</b>				<b>\$ -200.00</b>
Leif Signs,LLC				
03/31/2023	Bill Payment (Check)	Leif Signs,LLC	1001 General (7848) - 1	-80.00
<b>Total for Leif Signs,LLC</b>				<b>\$ -80.00</b>
Linda L Israel				
Beginning Balance				
03/28/2023	Bill Payment (Check)	Linda L Israel	1001 General (7848) - 1	-494.70
<b>Total for Linda L Israel</b>				<b>\$ -494.70</b>
Lock Around the Clock				
Beginning Balance				



# Cornwall Public Library

## Warrant #9

March 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
03/08/2023	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-70.00
<b>Total for Lock Around the Clock</b>				<b>\$ -70.00</b>
Lois Kohlman				
Beginning Balance				
03/28/2023	Bill Payment (Check)	Lois Kohlman	1001 General (7848) - 1	-494.70
<b>Total for Lois Kohlman</b>				<b>\$ -494.70</b>
Magnolia Journal				
03/31/2023	Bill Payment (Check)	Magnolia Journal	1001 General (7848) - 1	-30.00
<b>Total for Magnolia Journal</b>				<b>\$ -30.00</b>
Marangi Disposal				
Beginning Balance				
03/15/2023	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-137.38
<b>Total for Marangi Disposal</b>				<b>\$ -137.38</b>
Marie C Clark				
Beginning Balance				
03/28/2023	Bill Payment (Check)	Marie C Clark	1001 General (7848) - 1	-494.70
<b>Total for Marie C Clark</b>				<b>\$ -494.70</b>
Marie Neville				
03/31/2023	Bill Payment (Check)	Marie Neville	1001 General (7848) - 1	-184.60
<b>Total for Marie Neville</b>				<b>\$ -184.60</b>
Martha Diederich				
03/31/2023	Bill Payment (Check)	Martha Diederich	1001 General (7848) - 1	-184.60
<b>Total for Martha Diederich</b>				<b>\$ -184.60</b>
NET 2 PHONE				
Beginning Balance				
03/15/2023	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-252.68
<b>Total for NET 2 PHONE</b>				<b>\$ -252.68</b>
New York Library Association				
03/31/2023	Bill Payment (Check)	New York Library Association	1001 General (7848) - 1	-600.00
<b>Total for New York Library Association</b>				<b>\$ -600.00</b>
Nicholas Smith				
03/31/2023	Bill Payment (Check)	Nicholas Smith	1001 General (7848) - 1	-250.00
<b>Total for Nicholas Smith</b>				<b>\$ -250.00</b>
NYS Health Insurance Pending Acct				
Beginning Balance				
03/16/2023	Bill Payment (Check)	NYS Health Insurance Pending Acct	1001 General (7848) - 1	-5,465.26
<b>Total for NYS Health Insurance Pending Acct</b>				<b>\$ -5,465.26</b>
Overdrive Inc				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-1,680.96
<b>Total for Overdrive Inc</b>				<b>\$ -1,680.96</b>
P&P Quick Copy Center				
Beginning Balance				
03/31/2023	Bill Payment (Check)	P&P Quick Copy Center	1001 General (7848) - 1	-2,077.00
<b>Total for P&amp;P Quick Copy Center</b>				<b>\$ -2,077.00</b>
Pam Stockton				
Beginning Balance				

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March 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
03/31/2023	Bill Payment (Check)	Pam Stockton	1001 General (7848) - 1	-15.72
<b>Total for Pam Stockton</b>				<b>\$ -15.72</b>
Patricia Rovello				
Beginning Balance				
03/28/2023	Bill Payment (Check)	Patricia Rovello	1001 General (7848) - 1	-494.70
<b>Total for Patricia Rovello</b>				<b>\$ -494.70</b>
Phoenix Graphics Inc				
03/31/2023	Bill Payment (Check)	Phoenix Graphics Inc	1001 General (7848) - 1	-600.00
<b>Total for Phoenix Graphics Inc</b>				<b>\$ -600.00</b>
Playaway Products				
03/31/2023	Bill Payment (Check)	Playaway Products	1001 General (7848) - 1	-24.99
<b>Total for Playaway Products</b>				<b>\$ -24.99</b>
Popular Mechanics				
03/31/2023	Bill Payment (Check)	Popular Mechanics	1001 General (7848) - 1	-20.00
<b>Total for Popular Mechanics</b>				<b>\$ -20.00</b>
Ray Toracca				
03/31/2023	Bill Payment (Check)	Ray Toracca	1001 General (7848) - 1	-250.00
<b>Total for Ray Toracca</b>				<b>\$ -250.00</b>
RCLS				
Beginning Balance				
03/31/2023	Bill Payment (Check)	RCLS	1001 General (7848) - 1	-2,437.80
<b>Total for RCLS</b>				<b>\$ -2,437.80</b>
Rebecca Barth				
03/31/2023	Bill Payment (Check)	Rebecca Barth	1001 General (7848) - 1	-49.44
<b>Total for Rebecca Barth</b>				<b>\$ -49.44</b>
Richard Feingold				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Richard Feingold	1001 General (7848) - 1	-250.00
<b>Total for Richard Feingold</b>				<b>\$ -250.00</b>
Rose Memorial Library				
03/31/2023	Bill Payment (Check)	Rose Memorial Library	1001 General (7848) - 1	-21.99
<b>Total for Rose Memorial Library</b>				<b>\$ -21.99</b>
RPC Electric				
Beginning Balance				
03/31/2023	Bill Payment (Check)	RPC Electric	1001 General (7848) - 1	-3,000.00
<b>Total for RPC Electric</b>				<b>\$ -3,000.00</b>
Russell Ger				
03/31/2023	Bill Payment (Check)	Russell Ger	1001 General (7848) - 1	-200.00
<b>Total for Russell Ger</b>				<b>\$ -200.00</b>
Sharon Toracca				
03/31/2023	Bill Payment (Check)	Sharon Toracca	1001 General (7848) - 1	-184.60
<b>Total for Sharon Toracca</b>				<b>\$ -184.60</b>
Shop Rite Supermarkets Inc				
Beginning Balance				
03/31/2023	Bill Payment (Check)	Shop Rite Supermarkets Inc	1001 General (7848) - 1	-19.14
<b>Total for Shop Rite Supermarkets Inc</b>				<b>\$ -19.14</b>
Staples				

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March 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Beginning Balance				
03/31/2023	Bill Payment (Check)	Staples	1001 General (7848) - 1	-505.04
<b>Total for Staples</b>				<b>\$ -505.04</b>
The Atlantic				
03/31/2023	Bill Payment (Check)	The Atlantic	1001 General (7848) - 1	-44.95
<b>Total for The Atlantic</b>				<b>\$ -44.95</b>
Toshiba				
Beginning Balance				
03/28/2023	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-674.11
03/31/2023	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-84.00
<b>Total for Toshiba</b>				<b>\$ -758.11</b>
Verizon				
Beginning Balance				
03/21/2023	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00
<b>Total for Verizon</b>				<b>\$ -119.00</b>
Verizon- Wireless				
Beginning Balance				
03/15/2023	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08
<b>Total for Verizon- Wireless</b>				<b>\$ -15.08</b>
Wini White				
Beginning Balance				
03/28/2023	Bill Payment (Check)	Wini White	1001 General (7848) - 1	-494.70
<b>Total for Wini White</b>				<b>\$ -494.70</b>
<b>TOTAL</b>				<b>\$ -96,208.56</b>

## March 2023 Director's Report

### Personnel

- Spoke with PS about her duties, to clarify her job description. She will continue to lead Great Decisions but I am withdrawing her from all other programming in order that she is able to concentrate on other administrative duties that have been assigned.

### Budget/Financial

- Work on Budget Vote continued.
- Absentee and machine-readable ballots were ordered on 3/20, received by 3/23.
- Absentee ballots sent to the Board of Elections standing absentee voters list on 3/24.
- Returned Absentee Ballots are being held in a locked cabinet in my office

### Programming

- Staff members took part in a Civil Emergency Preparedness training on 3/28/23.
- Youth Services has nearly completed the planning for Summer Reading
- BG is Planning Adult programs through the summer.
- BG & I are looking for suitable places to conduct book groups and other programs during the HVAC construction. Met with Helen Bundt of Butter Hill Day School, but think that may not work well.

### Building and Grounds

- HVAC Bids were awarded at a special Board meeting on 3/22
- Worked on RFP for Construction Management

### Monthly Statistics February 2023(previous month in parentheses):

Registered borrowers: \*7,255(8,281) \*note: Annual purge of inactive users took place during March; Direct Access/Circulation: 11,707(10,076);

ILL Borrows: 2,359 (2,066); ILL Loans: 2,021 (1,766); Item Count: 74,962(74,733);

Wi-Fi: 9,410(7,206);

Overdrive checkouts: 3,416 (3,092); Overdrive unique users: 668 (673).

**Meetings Attended:** Manager's Meeting 3/8; Policy Committee postponed to April; Strategic Planning Committee meeting 3/6; Director's Assoc. Meeting 3/8; Board Meeting 3/8; Staff meeting 3/15; ILS Search Committee 3/14; Friends Board meeting 3/20; ANSER meeting 3/23.

**Webinars attended:** Discipline Philosophy 3/7/23; Speaking Volumes 3/8; ADA & Web Accessibility 3/14; Mango Admin Training 3/25; How to create an Environment that Fosters Growth and Staff Development 3/16; COVID 19 & NYS Libraries Ongoing Employer Obligations; Growing a Healthy Library Culture 3/22; Mango User Experience Webinar 3/24; Emergency Preparedness 3/28; Meeting with Cornwall Town Supervisor Josh Wojehowski, his team & Brenda to determine if the back room of Munger Cottage is a viable alternative for CPL 3/28; Met with Robin Gibbs-Djibom, Investigative Officer, New York State Department of Labor to discuss Prevailing wage requirements for NYS School District public libraries 3/31.

## Youth Services – End-of-Month Statistics –March 2023

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS</u> :	<u>TEENS</u> :	<u>ATTENDANCE</u> <u>TOTAL</u>
Dog Tales	3/6, 3/20	24			24
Family Story Time*	3/7, 3/14*, 3/21	37	37		74
ChatterBooks	3/8	10	2	1	13
Winter StoryWalk	3/9	9			9
Teen Book Group	3/13			5	5
PJ Story Time	3/15, 3/29	18	18		36
Book Break	3/16	5			5
Art Afternoon	3/28	10	2		12
Readzza Readzza	3/23			6	6
Chess Time	3/18	15	9	1	25
Saturday Story Time	3/25	12	12		24
T.U.T.	3/31			3	3
					236

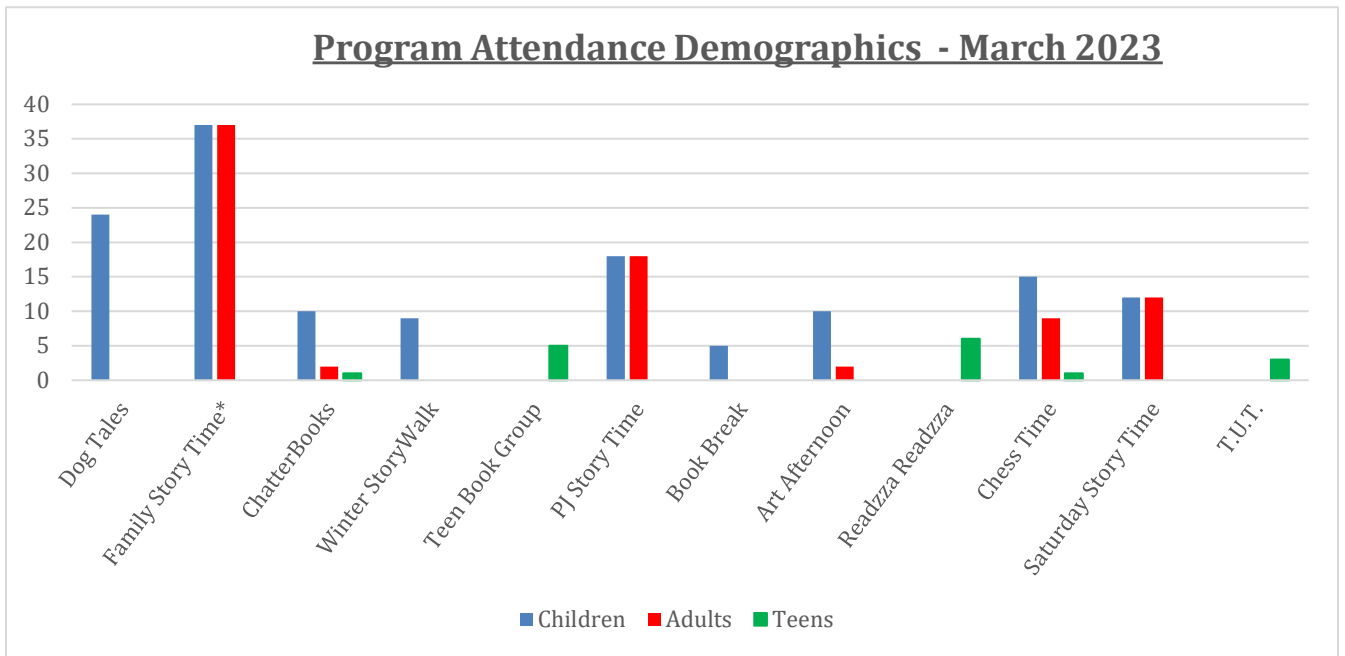
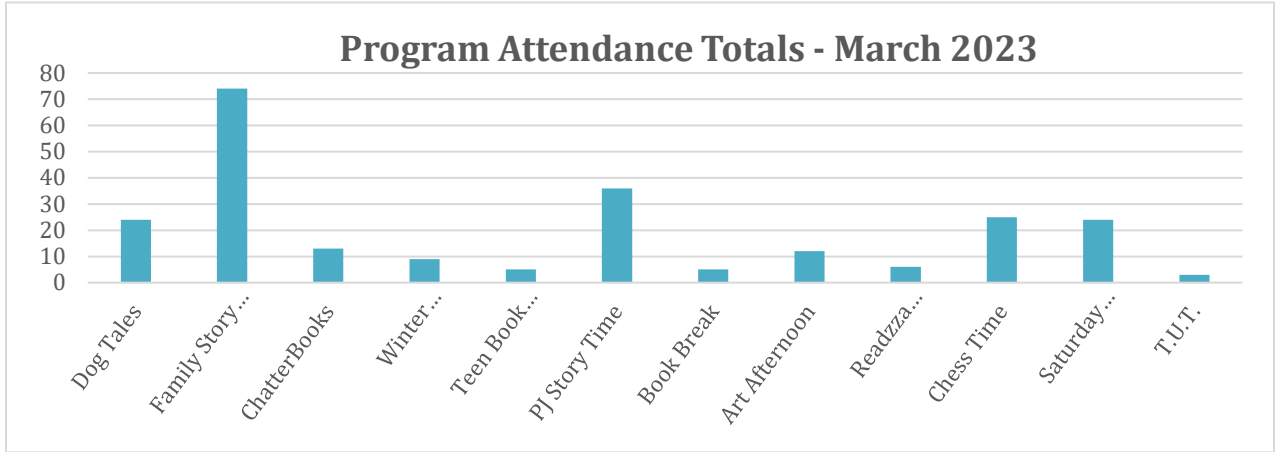
\*Weather Cancellation on 3/14

### MEETINGS & OUTREACH:

	<u>DATE:</u>	<u>ATTENDEE</u> :
Managers' Meeting	3/8, 3/22	Liz & Lisa
SLJ Webinar	3/21	Lisa
SRP Workshop Recording	3/31	Liz
Sexual Harassment Training		Lisa
Staff Meeting	3/15	Liz, Lisa, Rebecca
Dept. Meeting (SRP)	3/31	Liz, Lisa, Rebecca

### QUESTIONS @ THE DESK:

Reference	311
Circulation	125
Tech	35
Telephone	45



### **Reflections:**

March came in like a lion this year and at the time of this writing, we are still waiting for that lamb...any day now.

Despite the weather, March proved to be super “busy on the floor” (as most Marchs are), especially with the afterschool crowd. For afterschool tutoring, the children’s area seems to be the place to be, and our challenge is shuffling space at our tables to accommodate everyone. In programming, were able to shuffle the calendar for a snow date and finally host an architect for a successful Art Afternoon. We continue to plan for summer and all the events that season brings, including The Battle of the Books- a RCLS event that focuses on teen library team competition. Lisa and I have only just finished writing 120 questions (phew!) for *The Last Cuentista* – a 2022 Newbery winner by Donna Barba Higuera and one of eight selections for the battle this year.

Respectfully submitted,  
ekf  
3/31/23

### **Adult Services Report March 1-31, 2023**

Closed all day 3/14 for weather

(Submitted by Meaghan Doyle, 4/6/23)

Reference (previous month in parentheses): **Ref Questions:** 273 (244); Tech Assists: 103 (92); 1-on-1 Tech Help: 18 (16); Circ/Curbside Assists: 140 (139); Directional: 20 (22); Reader’s Advisory: 6 (6); ILL/SEAL: 9 (6); Pull List: 1559 (1372); Printing: 114 (121); Phone: 96 (70); Virtual Ref: 21 (7); Notary Service: 87 (84)

**Database Stats** (previous month in parentheses): NoveList Plus Searches: 22 (40); NoveList PlusK-8: 0 (10); EBSCO Other: 16 (9); Gale Virtual Ref. Library: 1 (0); Ancestry: 163 (136)

**NYTimes Digital Subscription Stats** (previous month in parentheses): \*Feb. data was corrected\* In-House Library usage sessions 63 (95); page views 123 (247); articles read 74 (120) Offsite Code redemptions 89 (67); usage sessions 432 (424); page views 1,752 (1,715); articles read 369 (402)

**PC Usage:** Adults: 454 (386) Childrens: 8 (10) Laptop: 7 (4) PC Reservations: 5 (0) Guest Passes: 76 (70)

**HOOPLA** (previous month in parentheses): New signups: 4 (4); Borrowers: 88 (89); Avg. No. Circs: 2.6 (2.7); Maxed Users: 21 (18) Items borrowed: 227 (242)

**HOME DELIVERIES:** New Sign Ups: 0 (0) ; Unique Patrons: 3 (4); Deliveries: 7 (4); Items Delivered: 13 (7)

**February Meetings/Webinars:** 3/1 Southeastern Library Resources Council (SENYLRC) Digitization Basics Training; 3/3 Meeting with the Director; 3/8 Department Heads Meeting; 3/8 SENYLRC Digitization Basics Training; 3/8 Library Board of Trustees Meeting; 3/15 Staff Meeting; 3/15 RCLS Mango Administration Training; 3/16 RCLS SirsiDynix Response session; 3/17 Meeting with the Director; 3/17 Meeting with CPL Board Exec. Comm.; 3/22 Department Heads Meeting; 3/24 RCLS Mango User Experience Training; 3/28 Civil Preparedness Corps Training; 3/30 Meeting with the Director

March Programming Report-Submitted by Brenda Goldfarb

Date	Title	Attendance
3/2/23	Art Exhibit Opening: The Collaborative Works of Doreen Cordero DiMiceli, Roger Carver and Lucy DiMiceli	14
3/15/23	Come Sail with Us	35
3/16/23	Great Decisions	2
3/19/23	Songs of Ireland	104
3/21/23	Blooming Spring Flower workshop	16
3/28/23	NYS Citizen Preparedness Corps Training (Staff)	13
3/30/23	MSLC Oncology Navigation	7

Total: 191

**Community Room Use Only:**

3/28/23	Cornwall Conservation Advisory Council Pollinator Garden (Community Room Use)	11
3/30/23	Cornwall Garden Club Planning Meeting (Community Room Use)	12

AARP Tax Aide (Reporting for February & March):

2/1, 2/8, 2/15, 2/22: 42  
 42 taxpayers  
 40 returns filed  
 federal refunds \$35,248



NYS refunds \$10,167

3/1, 3/8, 3/15, 3/22, 3/29: 60

60 taxpayers

52 returns filed

federal refunds \$34,456

NYS refunds \$10,286

Total: 125

Book Talks:

3/1/23	Members Choice	The Swerve: How The World Became Modern by Stephen Greenblatt	5
3/13/23	Teen Book Group	Charming as a Verb by Ben Philippe	5
3/16/23	Mystery Book Discussion	The Bat by Jo Nesbo	11
3/22/23	Out & About Book Group	The Sentence by Louise Erdich	11
3/23/23	Book Chat & Chocolate		7

Total: 39

Creative Writers Workshop (Mondays 11:00-1:30pm): 3/6-1Z+7, 3/20-8, 3/27-8 Total: 24

Midday Matinee 3/7/23 Ticket to Paradise Total: 26

Monday Night Movies: 3/13/23 Michael Collins 2

3/27/23 SingStreet 1

Total: 3

Teen Tech Tutoring: 3/9/23-10, 3/21-10 Total: 20

Contests: 3/10/23 Oscar Contest Submissions Total: 59

Total :386 March + 59 paper submissions = 445  
(+February 42 not reported last month)= 487

Highlights & Tidbits:

As the saying goes, "March comes in like a lion and out like a lamb." We had a whole host of varied programs for March. And all, big or small, were informative, timely and even entertaining. And as previously discussed, my absolutely preferred Cornwall Public Library offerings are when we help our community members. The MSLC partnerships provides information and support on health topics, financial assistance and general information on navigating the medical arena to those most in need. Also, the staggering assistance that we provide to our neighbors in getting their taxes filed and receiving refunds is something that we should take pride in. I do believe that you, Charlotte, orchestrated this accomplishment by reaching out to the AARP Tax-aide group...thanks!

The Cornwall community also proved to us that everyone in our town has a little Irish in them There were over 104 singing, clapping, foot stomping attendees who welcomed The Parting Glass band

with enthusiasm. The band did not disappoint and our fabulous relationship with the Town of Cornwall allows for more outreach with a larger venue.

The Community Room Use to outside parties brought in two local organizations who were grateful for the space provided and the welcome they received. Seeds were planted (Cornwall Garden Club) and buzzing about our assistance (Community Pollinator Conversation) made new friends!

Crafts, art reception, movies, travel discussion and book clubs rounded off a productive, busy and exciting month that I was proud to be part of!

Thank you for your always support and encouragement to be part of providing programs and offers to our community.

Brenda Goldfarb

# Cornwall Public Library

Budget vs. Actuals: Fiscal Year 2022-2023 - FY23 P&L (as of March 31, 2023- 75% of FY)

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4002 Local Public Funds	1,386,879.74	1,386,880.00	-0.26	100.00 %
4082 Income		4,000.00	-4,000.00	
4082.1 Copies	4,046.17		4,046.17	
4082.13 Fines	3,590.02		3,590.02	
4082.19 Misc	101.08		101.08	
4082.2 Donation	104.84		104.84	
4082.3 Lost Item	1,071.13		1,071.13	
4082.7 Faxes	853.65		853.65	
4082.8 Program Fees	42.00		42.00	
<b>Total 4082 Income</b>	<b>9,808.89</b>	<b>4,000.00</b>	<b>5,808.89</b>	<b>245.22 %</b>
4401 Interest Income	901.31	500.00	401.31	180.26 %
4706 Friends of the Cornwall Public Library	11,092.97	13,500.00	-2,407.03	82.17 %
4840 RCLS- LLSA	5,154.00	4,810.00	344.00	107.15 %
<b>Total Revenue</b>	<b>\$1,413,836.91</b>	<b>\$1,409,690.00</b>	<b>\$4,146.91</b>	<b>100.29 %</b>
<b>GROSS PROFIT</b>	<b>\$1,413,836.91</b>	<b>\$1,409,690.00</b>	<b>\$4,146.91</b>	<b>100.29 %</b>
<b>Expenditures</b>				
6010 Retirement	46,590.00	58,125.00	-11,535.00	80.15 %
6030.8 FICA/Medicare Expense	<b>45,052.91</b>	<b>69,772.00</b>	<b>-24,719.09</b>	<b>64.57 %</b>
6060 Worker's Compensation	6,084.00	6,500.00	-416.00	93.60 %
6090 Health Insurance	<b>42,622.23</b>	<b>107,705.00</b>	<b>-65,082.77</b>	<b>39.57 %</b>
6141 Professional Library	117,126.31	207,173.00	-90,046.69	56.54 %
6142 Clerical Salary	290,975.59	504,518.00	-213,542.41	57.67 %
6143 Treasurer Salary	4,618.93	6,180.00	-1,561.07	74.74 %
6144 Custodial Salary	11,582.68	34,081.00	-22,498.32	33.99 %
7410 Books	<b>36,180.90</b>	<b>57,362.44</b>	<b>-21,181.54</b>	<b>63.07 %</b>
7410.9 McNaughton	6,107.50	7,329.00	-1,221.50	83.33 %
7411 Movie License	217.90	700.00	-482.10	31.13 %
7412 Video/Music/Books on Tape	<b>17,503.03</b>	<b>39,790.00</b>	<b>-22,286.97</b>	<b>43.99 %</b>
7413 Serials/Reference	<b>14,749.48</b>	<b>18,037.56</b>	<b>-3,288.08</b>	<b>81.77 %</b>
7430 Supplies				
7430.1 Library Supplies	2,932.49	5,300.00	-2,367.51	55.33 %
7430.11 Book Processing	1,090.90	2,200.00	-1,109.10	49.59 %
7430.2 Office Supplies	4,270.69	10,000.00	-5,729.31	42.71 %
7430.30 Program Supplies- Adult	1,973.61	3,000.00	-1,026.39	65.79 %
7430.31 Program Supplies- YA	60.95	1,000.00	-939.05	6.10 %
7430.32 Program Supplies -JUV	1,762.78	1,500.00	262.78	117.52 %
7430.33 Summer Reading	497.99	12,500.00	-12,002.01	3.98 %
7430.34 Program Supplies- Outreach	134.94	2,500.00	-2,365.06	5.40 %
<b>Total 7430 Supplies</b>	<b>12,724.35</b>	<b>38,000.00</b>	<b>-25,275.65</b>	<b>33.49 %</b>
7431 Telephone	478.43	4,900.00	-4,421.57	9.76 %
7432 Square Processing Fees	69.41		69.41	

# Cornwall Public Library

Budget vs. Actuals: Fiscal Year 2022-2023 - FY23 P&L (as of March 31, 2023- 75% of FY)

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7433 Postage and Shipping	1,090.41	5,000.00	-3,909.59	21.81 %
7434 Printing	2,944.36	10,000.00	-7,055.64	29.44 %
7435 7435- Travel/Conference	1,826.03	4,498.00	-2,671.97	40.60 %
7437 Professional Fees				
7437.1 Prof Fees- Office	16,986.67	25,050.00	-8,063.33	67.81 %
7437.2 Prof Fees- Adult Programs	1,660.00	6,000.00	-4,340.00	27.67 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	600.00	4,000.00	-3,400.00	15.00 %
7437.5 Professional Fees- Summer Reading Program	675.00	3,000.00	-2,325.00	22.50 %
7437.6 Professional Fees- Outreach	1,444.84	2,000.00	-555.16	72.24 %
<b>Total 7437 Professional Fees</b>	<b>21,366.51</b>	<b>42,050.00</b>	<b>-20,683.49</b>	<b>50.81 %</b>
7438 Dues	1,389.99	1,500.00	-110.01	92.67 %
7439 Equipment Repair	10.99		10.99	
7450 Utilities/Fuel	27,730.17	32,000.00	-4,269.83	86.66 %
7451 Custodial Supplies	1,060.61	3,000.00	-1,939.39	35.35 %
7452 Repairs to Building	16,363.88	21,500.00	-5,136.12	76.11 %
7454 Building Insurance	13,514.31	13,500.00	14.31	100.11 %
7455 RCLS	<b>47,534.33</b>	<b>73,182.00</b>	<b>-25,647.67</b>	<b>64.95 %</b>
7469 Service Contracts	18,082.81	43,287.00	-25,204.19	41.77 %
7800 Capital Expenditure	29,950.00		29,950.00	
<b>Total Expenditures</b>	<b>\$835,548.05</b>	<b>\$1,409,690.00</b>	<b>\$ -574,141.95</b>	<b>59.27 %</b>
NET OPERATING REVENUE	<b>\$578,288.86</b>	<b>\$0.00</b>	<b>\$578,288.86</b>	<b>0.00%</b>
NET REVENUE	<b>\$578,288.86</b>	<b>\$0.00</b>	<b>\$578,288.86</b>	<b>0.00%</b>

***2022-2023 Cornwall Public Library Board of Trustees~Policy Schedule***

<b>Policies Currently in Review by Committee members/Work in Progress</b>	<b>For Board REVIEW/ Discussions with full Board</b>	<b>For Board VOTE April meeting</b>
<a href="#">Updated handbook 2023.docx</a> (Lynn-Personnel, Meghann-Policy: start to look over in Jan 2023)		

This month the Policy Committee is continuing work with the Personnel committee on updating the Handbook. Respectfully submitted, Meghann Chyla

<b>Completed/Approved by Board</b>	<b>Completed/Approved by Board</b>
Gift & Donation-Pdf (Sept 2019 folder)	Homebound Policy (Nov 19 folder)
<a href="#">Lending Policy for ipads &amp; laptops</a> (Nov 19 folder; Reviewed in June 21)	Public Relations & Communications ~Lawyer approved (Nov 19 folder)
Types of Libraries (Nov 19 folder)	Tutoring Policy and Permission Form (Nov 19)
Exhibit & Display policy (Nov 19 folder)	Homebound Delivery Request Form (Nov 19 folder)
Whistle Blower (Dec 19 folder)	Hours of Operation (Dec 19 folder)
Petty Cash (Dec 19 folder)	Pandemic Policy & Procedures (Mar 2020 folder)
Collection Development (Mar 2020 folder)	Virtual Program Policy (May 2020)
Work From Home (May 2020)	<a href="#">Employee Policy to Mitigate COVID-19 (June 20 folder)</a>
<a href="#">Library Manners addendum</a> (June 20 folder)	ICE Policy & Procedure (August 2020 folder)
ICE Policy Rollout Guide (August 2020 folder)	Zoom Policy (August 2020 folder)
<a href="#">CPL Mission Statement</a> (Sept 20 folder)	<a href="#">Interlibrary Loans Policy</a> (Sept 20 folder)
<a href="#">CPL Facility Use Policy</a> (Oct 20 folder)	<a href="#">Facility/Community Room Use Agreement Form</a> (Oct 20 folder)

<a href="#">Budget Transfer Policy Draft (2)</a> (Nov 20 folder)  <a href="#">REQUEST FOR BUDGET TRANSFERformdraft.docx</a> (Nov 20 folder)	<a href="#">ProcurementPolicy.docx</a> (Nov 20 folder)
<a href="#">Credit Card Policy and Use Procedures</a> (Dec 20 folder)	<a href="#">Pandemic Response Plan11_16-20.docx</a> (Dec 20 folder)
<a href="#">Circulation Loan Periods Policy 2021.docx</a> (2021)	<a href="#">Fines Policy2021.docx</a> (2021)
<a href="#">Educator Card_1_2021.docx</a> (2021)	<a href="#">Tax Grievance Fund Policy.docx</a> (2021)
<a href="#">2022-2026 Direct Access Plan - DA Approved 5.12.2021</a> (Was approved per RCLS as is; June 21)	<a href="#">Cornwall Public Library equipment use policy.docx</a> (updated in June 21)
2022-2026 RCLS Plan of Service (per Grace Rosario)	<a href="#">Digital Video Surveillance Policy.docx</a> (Updated Aug 2021)
<a href="#">Conflict of Interest Policy 2021.docx</a> (Updated Aug 2021)	NYS Hero Act: <a href="#">Model-airborne-infectious-disease-exposure-prevention-plan-p765.pdf</a> (Aug 2021)
<a href="#">Pandemic Policy &amp; Procedures.docx</a> (Oct 2021)	<a href="#">Copy of InvestmentPolicy-6240</a> (Nov 2021)
<a href="#">Workplace Bullying Policy.docx</a> (Nov 2021)	<a href="#">Copy of GIFT AND DONATION POLICY Final</a> (Condensed to have one policy. Proposed to eliminate Materials donation policy below.) (Nov 2021) <a href="#">Materials donation policy.docx</a> =(Eliminate)
<a href="#">CPL Work From Home Policy</a> (Dec 21)	<a href="#">Study Room Policy</a> (Dec 21)
<a href="#">Exam Proctoring Services Policy</a> (Dec 21)	<a href="#">Progressive Discipline Policy.docx</a> (Personnel committee)=to be put in handbook at next rewrite (Dec 21)
<a href="#">Workplace rules-Infraction form for supervisors.docx</a> (Personnel committee)=For staff use; not a formal policy (Created: Dec 21)	<a href="#">Computer Use &amp; Internet and Wireless Usage Policy10_21_21.docx</a> (Feb 22)
<a href="#">Computer, Internet, &amp; Wireless Usage Policy and Agreement for Minors 8 -19v.2.docx</a> (Feb 22)	<a href="#">Collection Development 3/5/2020.docx</a> (April 22)
<a href="#">CPL Remote Work Plan 4_8_2022.docx</a> (Not a policy but an HR form; reviewed in April 22)	<a href="#">computer_wifi use statement for patrons.docx</a> (May 22)
<a href="#">Grievance Policy.docx</a> (June 2022)	<a href="#">Library History Jan Dempsy.docx</a> (June 22) (Not up for a policy vote; just a review for website)
<a href="#">Homebound Delivery Service Policy Agreement9_10_19.docx</a> (Form to be added on to	<a href="#">Confidentiality of Library Patron Records</a> (June 22)

<a href="#">existing Homebound Policy from Nov 19</a> (June 2022)	
<a href="#">Parking Lot Policy.docx</a> (June 2022)	<a href="#">Homebound Policy_requesting addition.docx</a> (July 22)
<a href="#">CPL BYLAWS draft.docx</a> (July 22)	<a href="#">Study Room Policy 9 28 2022.docx</a> (Nov 22)
<a href="#">Collection Management Policy and appendices 8_2022.docx</a> (Dec 22)	<a href="#">Copy of UNATTENDED CHILD POLICY11_2022_v2.docx</a> (Dec 22)
<a href="#">Library Manners Policy</a> (Dec 22)	

# Cornwall Public Library - HVAC, Ceiling and Restroom Grant

## Account QuickReport

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
1090 Capital (7819) - 1								
1090-1 HVAC, Ceiling and Restroom Grant								
09/28/2022	Bill Payment (Check)	1	Blake Engineering PLLC		1090-1 Capital (7819) - 1:HVAC, Ceiling and Restroom Grant	R	-	-
							31,200.00	31,200.00
02/22/2023	Bill Payment (Check)	1178	Blake Engineering PLLC		1090-1 Capital (7819) - 1:HVAC, Ceiling and Restroom Grant	R	-7,800.00	-
								39,000.00
<b>Total for 1090-1 HVAC, Ceiling and Restroom Grant</b>							<b>\$ -</b>	
							<b>39,000.00</b>	
<b>Total for 1090 Capital (7819) - 1</b>								
							<b>\$ -</b>	
							<b>39,000.00</b>	
<b>TOTAL</b>								
							<b>\$ -</b>	
							<b>39,000.00</b>	