

Cornwall Public Library  
November 8, 2023, 7:00 PM  
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes-October 11, 2023

IV. Financial Review

a. Approval of Warrant # 4

V. Public Remarks

VI. Communications/Donations

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

VIII. Committee Reports

1. Finance Committee

2. Policy Committee: Introduction of revised Governance of the Board of Trustees

3. Building, Garden, Grounds & Sustainability Committee: Motion to approve payment of 9 Construction invoices totaling \$ 258,161.44.

4. Friends

5. Personnel Committee: Motion to accept the resignation of Rebecca Barth. Motion to approve the hiring of Teresa Arriaga and Brigitte Quijada as P/T circulation clerks.

6. Strategic Planning Committee

IX. Unfinished Business: Employee Handbook review by attorney—Proposal from attorney; Motion to approve RCLS 2024 Budget as presented in September.

**VOTE IN FAVOR OF ILS CHANGE**

WHEREAS [NAME OF LIBRARY] (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.

X. New Business: Employee Survey results and recommendations; Look at the 2024 Holiday Schedule

XI. Adjournment

Next Regular Board Meeting Weds. December 13, 2023, 7 PM

**Cornwall Public Library Board of Trustees Meeting  
October 11, 2023 7:00 p.m.**

**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), Melissa Greaves-Kulisek (Secretary), Matt Rettig, Lynn Daniels, Julia Dahl, Emily Milton

Also: Charlotte Dunaief (Director), Cathy Squillini (Minutes)

Public: Rebecca Barth, Erik Collier, Christine Collier

**II. Approval of Agenda:** *A motion to approve* the agenda was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla. Discussion: Request to include amendments to agenda as follows: to move \$440,000 from the Operating Account to the Capital Account (Finance Committee), and to allow the report by Erik Collier to be made during Buildings, Gardens, Grounds and Sustainability Committee report. *A vote to approve* the amended agenda was unanimous.

**III. Approval of the Minutes:** *A motion to approve* minutes of the Regular Board Meeting of September 13, 2023 was made by Lynn Daniels, seconded by Melissa Greaves-Kulisek and unanimously approved.

*A motion to approve* minutes of the Special Board Meeting of October 3, 2023 was made by Meghann Chyla, seconded by Lynn Daniels and unanimously approved.

**IV. Financial Review:** *A motion to approve* Warrant #3 in the amount of \$67,553.52 was made by Matt Rettig, seconded by Michelle Query and unanimously approved.

**V. Public Remarks:** None

**VI. Communications and Donations:** None

**VII. Director's Report:** *See Google Docs for full report.*

No candidates have been chosen yet to fill the open position of Circulation Clerk. The position is now posted on the RCLS website and on the entrance door of the Library space at Munger Cottage.

Story Time at the Farmers' Market will continue through October 25.

The Director thanked the staff of the Circulation Desk for their willingness to fill in the open shift hours due to absences and one staff member resignation. The Director also thanked Brenda Goldfarb for her coordination of space for CPL events, book discussions, and programs during the re-location.

**VIII. Committee Reports:**

**Finance Committee:** A *motion was made* by Melissa Greaves-Kulisek, seconded by Julia Dahl, to move \$440,000 from the Operating Account to the Capital Account. Discussion: there is significant money remaining in the fund balance due to careful oversight of expenditures particularly during the months of July, August, and September. Fifty percent of the tax money has been received from CCSD with the remaining fifty percent to be received during the month of October. The Operating budget line has a balance of approximately \$500,000. A *vote to move* \$440,000 from the Operating budget line to the Capital budget line was unanimously approved.

**Friends:** None

**Policy:** None

**Buildings, Gardens, Grounds, and Sustainability:** Mr Erik Collier, Construction Manager for the HVAC project, reported that the work is close to completion. The barrel ceiling and the front floor can be done. The documents to request an amendment to the project grant are being finalized and then DASNY will receive the paperwork for approval. Waiting on plans from Broderick and a quote from the contractor. Questions: How long will DASNY approval take? Then, once approval is received, how long will it take to finish the work? Possibly three weeks for approval and completion. The vestibule floor will take a full week but the ceiling can be worked on at the same time. The cost of the ceiling is approximately \$35,000. A *motion was made* by Meghann Chyla, seconded by Matt Rettig to approve the cost of the ceiling. Discussion: If the total amount of the project grant is not spent, then CPL will not receive the grant and will not be able to apply for another grant for five years. The cost to retape with mesh tape, spackle, sand, and paint the ceiling is approximately \$21,000 +/- with an approximate life of 10 years. The proposed repair includes 1. the possible insertion of expansion joints, 2. mesh tape, 3. spackle and 4. paint. This method will have a longer life. The problem with the ceiling is non-structural. An estimate is needed so that the CPL Board can meet, perhaps by the end of the week (10/13/23). A *vote to approve* the cost of repairing the ceiling in an amount not to exceed \$36,000 was unanimous.

Further discussion: Question(s): Are the staff who can work from home doing so? Yes (Charlotte). Are staff members working their normal number of hours/week? Yes (Charlotte).

Regarding boxes of Cornwall books being stored at RCLS and in the temporary space at Munger Cottage, the due dates for return of the books have been extended to December 15, 2023. RCLS will deliver the books being stored there, and bring those books being stored at Munger Cottage to the Library all at once. Shelving the books will not be accomplished overnight. The boxes are slated to be stored in the Study Room with the overflow in the Director's Office. Staff will not be required to lift the boxes; books will be transferred to carts.

A *motion to approve* payment of five construction invoices totaling \$390,439.96 was made by Michelle Query, seconded by Matt Rettig, and unanimously approved.

**Personnel Committee:** A *motion to accept* the resignation of Ms Ilona Velasquez was made by Stephanie Wolf, seconded by Lynn Daniels and unanimously approved.

Discussion: The employee handbook is ready for review. Devora Lindeman, Esq is an attorney with Civil Service and Labor Law experience. The Board wants the Handbook to be NYS Law and Civil Service Law compliant. Question: In order to defray the cost of the employee handbook review the following question(s) were raised: Can we hold off for six months before asking Devora Lindeman to do the work, or can we put a line in the budget for the next fiscal year to cover the cost? The Director will check the feasibility of waiting and also ask for a list of updates in priority order so we can possibly update in sections.

**Strategic Planning Committee:** None

IX. **Unfinished Business:** None

X. **New Business:** None

XI. A *motion to move* into Executive Session was made by Meghann Chyla, seconded by Michelle Query and unanimously approved. The Board went into Executive Session at 7:53 p.m. A *motion to return* from Executive Session was made by Lynn Danils, seconded by Matt Rettig and unanimously approved. The Board returned from Executive Session at 8:48.

XII. **Adjournment:** A *motion to adjourn* was made by Matt Rettig, seconded by Michelle Query, and unanimously approved. The Regular Board Meeting was adjourned at 8:49 p.m.

**The next Regular Board Meeting will be held on  
Wednesday, November 8, 2023 at 7:00 p.m.**

# Cornwall Public Library

Warrant #4

October 2023

| DATE | TRANSACTION TYPE | NAME                                 | ACCOUNT | AMOUNT                |
|------|------------------|--------------------------------------|---------|-----------------------|
|      |                  | Aflac                                |         | \$ -93.70             |
|      |                  | Alex Prizgintas                      |         | \$ -175.00            |
|      |                  | allrecipes                           |         | \$ -15.00             |
|      |                  | Archaeology                          |         | \$ -19.97             |
|      |                  | Barbara Lawrence                     |         | \$ -75.00             |
|      |                  | Benninger Landscaping LTD            |         | \$ -900.00            |
|      |                  | Brodart Co.- McN                     |         | \$ -610.75            |
|      |                  | Central Hudson Gas & Electric Corp   |         | \$ -1,682.33          |
|      |                  | Charlotte Dunaief                    |         | \$ -58.04             |
|      |                  | Cooks Illustrated                    |         | \$ -30.95             |
|      |                  | Cornwall Public Library Payroll      |         | \$ -53,013.59         |
|      |                  | Culligan of Newburgh                 |         | \$ -50.00             |
|      |                  | Elan Financial Services              |         | \$ -1,418.26          |
|      |                  | hoopla                               |         | \$ -860.69            |
|      |                  | JNJ Pest Control                     |         | \$ -280.00            |
|      |                  | Julie Bengyak                        |         | \$ -100.00            |
|      |                  | Lock Around the Clock                |         | \$ -70.00             |
|      |                  | Marangi Disposal                     |         | \$ -166.40            |
|      |                  | Merritt Florist                      |         | \$ -560.00            |
|      |                  | Motion Picture Licensing Corporation |         | \$ -232.50            |
|      |                  | Nationwide NYS Deffered              |         | \$ -1,200.00          |
|      |                  | NET 2 PHONE                          |         | \$ -184.38            |
|      |                  | NYS Health Insurance Pending Acct    |         | \$ -5,523.62          |
|      |                  | Overdrive Inc                        |         | \$ -1,399.51          |
|      |                  | P&P Quick Copy Center                |         | \$ -216.80            |
|      |                  | Pam Stockton                         |         | \$ -63.22             |
|      |                  | RCLS                                 |         | \$ -14,344.11         |
|      |                  | Reader's Digest                      |         | \$ -29.96             |
|      |                  | Rebecca Barth                        |         | \$ -31.59             |
|      |                  | Safe & Sound                         |         | \$ -75.00             |
|      |                  | Safe & Sound Home Services Corp      |         | \$ -960.00            |
|      |                  | Suffern Free Library                 |         | \$ -27.00             |
|      |                  | Toshiba                              |         | \$ -526.45            |
|      |                  | US Weekly                            |         | \$ -69.96             |
|      |                  | Utica National Insurance Group       |         | \$ -17,161.17         |
|      |                  | Verizon                              |         | \$ -409.99            |
|      |                  | Verizon- Wireless                    |         | \$ -15.08             |
|      |                  | <b>TOTAL</b>                         |         | <b>\$ -102,650.02</b> |

# Cornwall Public Library

## Budget vs. Actuals: Fiscal Year 2023-2024 - Operating Expenses (33% of FY)

July - October, 2023

|   | TOTAL                 |                       |                     |                 |
|---|-----------------------|-----------------------|---------------------|-----------------|
|   | ACTUAL                | BUDGET                | OVER BUDGET         | % OF BUDGET     |
| <b>Revenue</b>                              |                       |                       |                     |                 |
| 4002 Local Public Funds                     | 1,427,933.00          | 1,427,933.00          | 0.00                | 100.00 %        |
| 4082 Income                                 | <b>1,588.17</b>       | <b>1,000.00</b>       | <b>588.17</b>       | <b>158.82 %</b> |
| 4401 Interest Income                        | 1,296.86              | 500.00                | 796.86              | 259.37 %        |
| 4706 Friends of the Cornwall Public Library | 4,232.83              | 13,500.00             | -9,267.17           | 31.35 %         |
| 4760 Grants/Other                           | 207,927.00            |                       | 207,927.00          |                 |
| 4840 RCLS- LLSA                             |                       | 4,810.00              | -4,810.00           |                 |
| <b>Total Revenue</b>                        | <b>\$1,642,977.86</b> | <b>\$1,447,743.00</b> | <b>\$195,234.86</b> | <b>113.49 %</b> |
| <b>GROSS PROFIT</b>                         | <b>\$1,642,977.86</b> | <b>\$1,447,743.00</b> | <b>\$195,234.86</b> | <b>113.49 %</b> |
| <b>Expenditures</b>                         |                       |                       |                     |                 |
| 6010 Retirement                             | 1,387.45              | 55,700.00             | -54,312.55          | 2.49 %          |
| 6030.8 FICA/Medicare Expense                | <b>19,417.00</b>      | <b>69,393.00</b>      | <b>-49,976.00</b>   | <b>27.98 %</b>  |
| 6060 Worker's Compensation                  | 9,105.00              | 7,500.00              | 1,605.00            | 121.40 %        |
| 6090 Health Insurance                       | <b>18,358.61</b>      | <b>101,852.00</b>     | <b>-83,493.39</b>   | <b>18.02 %</b>  |
| 6141 Professional Library                   | 56,858.82             | 211,516.00            | -154,657.18         | 26.88 %         |
| 6142 Clerical Salary                        | 163,419.23            | 532,050.00            | -368,630.77         | 30.72 %         |
| 6143 Treasurer Salary                       | 2,203.29              | 6,365.00              | -4,161.71           | 34.62 %         |
| 6144 Custodial Salary                       | 5,523.70              | 27,838.00             | -22,314.30          | 19.84 %         |
| 7410 Books                                  | <b>5,477.02</b>       | <b>61,850.00</b>      | <b>-56,372.98</b>   | <b>8.86 %</b>   |
| 7410.9 McNaughton                           | 2,443.00              | 7,329.00              | -4,886.00           | 33.33 %         |
| 7411 Movie License                          | 232.50                | 700.00                | -467.50             | 33.21 %         |
| 7412 Video/Music/Books on Tape              | <b>14,304.10</b>      | <b>45,900.00</b>      | <b>-31,595.90</b>   | <b>31.16 %</b>  |
| 7413 Serials/Reference                      | <b>2,863.10</b>       | <b>19,240.00</b>      | <b>-16,376.90</b>   | <b>14.88 %</b>  |
| 7430 Supplies                               |                       |                       |                     |                 |
| 7430.1 Library Supplies                     | <b>1,262.50</b>       | <b>6,300.00</b>       | <b>-5,037.50</b>    | <b>20.04 %</b>  |
| 7430.11 Book Processing                     | 111.71                | 2,200.00              | -2,088.29           | 5.08 %          |
| 7430.2 Office Supplies                      | <b>2,453.38</b>       | <b>11,000.00</b>      | <b>-8,546.62</b>    | <b>22.30 %</b>  |
| 7430.30 Program Supplies- Adult             | <b>620.74</b>         | <b>3,500.00</b>       | <b>-2,879.26</b>    | <b>17.74 %</b>  |
| 7430.31 Program Supplies- YA                | <b>-80.11</b>         | <b>2,000.00</b>       | <b>-2,080.11</b>    | <b>-4.01 %</b>  |
| 7430.32 Program Supplies- JUV               | <b>139.80</b>         | <b>1,500.00</b>       | <b>-1,360.20</b>    | <b>9.32 %</b>   |
| 7430.33 Summer Reading                      | <b>139.31</b>         | <b>10,500.00</b>      | <b>-10,360.69</b>   | <b>1.33 %</b>   |
| 7430.34 Program Supplies- Outreach          | 9.99                  | 3,000.00              | -2,990.01           | 0.33 %          |
| <b>Total 7430 Supplies</b>                  | <b>4,657.32</b>       | <b>40,000.00</b>      | <b>-35,342.68</b>   | <b>11.64 %</b>  |
| 7431 Telephone                              | 2,282.14              | 4,900.00              | -2,617.86           | 46.57 %         |
| 7432 Square Processing Fees                 | 7.02                  | 100.00                | -92.98              | 7.02 %          |
| 7433 Postage and Shipping                   | 318.42                | 4,900.00              | -4,581.58           | 6.50 %          |
| 7434 Printing                               | 292.06                | 10,000.00             | -9,707.94           | 2.92 %          |
| 7435 7435- Travel/Conference                | 501.38                | 4,500.00              | -3,998.62           | 11.14 %         |
| 7437 Professional Fees                      |                       |                       |                     |                 |
| 7437.1 Prof Fees- Office                    | 3,627.54              | 22,050.00             | -18,422.46          | 16.45 %         |
| 7437.2 Prof Fees- Adult Programs            | <b>250.00</b>         | <b>6,000.00</b>       | <b>-5,750.00</b>    | <b>4.17 %</b>   |
| 7437.3 Professional Fees- YA                |                       | 2,000.00              | -2,000.00           |                 |
| 7437.4 Professional Fees- Juv               | <b>200.00</b>         | <b>4,000.00</b>       | <b>-3,800.00</b>    | <b>5.00 %</b>   |

# Cornwall Public Library

## Budget vs. Actuals: Fiscal Year 2023-2024 - Operating Expenses (33% of FY)

July - October, 2023

|  | TOTAL                 |                       |                         |                |
|--|-----------------------|-----------------------|-------------------------|----------------|
|  | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET    |
| 7437.5 Professional Fees- Summer Reading Program | 850.00                | 5,000.00              | -4,150.00               | 17.00 %        |
| 7437.6 Professional Fees- Outreach               | 250.00                | 2,500.00              | -2,250.00               | 10.00 %        |
| <b>Total 7437 Professional Fees</b>              | <b>5,177.54</b>       | <b>41,550.00</b>      | <b>-36,372.46</b>       | <b>12.46 %</b> |
| 7438 Dues  | 305.00                | 1,500.00              | -1,195.00               | 20.33 %        |
| 7450 Utilities/Fuel                              | 8,907.95              | 35,000.00             | -26,092.05              | 25.45 %        |
| 7451 Custodial Supplies                          | 288.28                | 3,500.00              | -3,211.72               | 8.24 %         |
| 7452 Repairs to Building                         | 4,322.47              | 24,048.00             | -19,725.53              | 17.97 %        |
| 7454 Building Insurance                          | 11,735.17             | 13,500.00             | -1,764.83               | 86.93 %        |
| 7455 RCLS  | <b>28,189.86</b>      | <b>77,472.00</b>      | <b>-49,282.14</b>       | <b>36.39 %</b> |
| 7469 Service Contracts                           | 7,459.32              | 39,540.00             | -32,080.68              | 18.87 %        |
| <b>Total Expenditures</b>                        | <b>\$376,036.75</b>   | <b>\$1,447,743.00</b> | <b>\$ -1,071,706.25</b> | <b>25.97 %</b> |
| NET OPERATING REVENUE                            | <b>\$1,266,941.11</b> | <b>\$0.00</b>         | <b>\$1,266,941.11</b>   | <b>0.00%</b>   |
| NET REVENUE                                      | <b>\$1,266,941.11</b> | <b>\$0.00</b>         | <b>\$1,266,941.11</b>   | <b>0.00%</b>   |

# Cornwall Public Library

## Statement of Activity - Capital Expenses & Operating

July - October, 2023

|  | CAPITAL PURCHASES   | OPERATING             | TOTAL                 |
|--|---------------------|-----------------------|-----------------------|
| <b>Revenue</b>                                   |                     |                       |                       |
| 4002 Local Public Funds                          |                     | 1,427,933.00          | \$1,427,933.00        |
| 4082 Income                                      |                     | <b>1,588.17</b>       | <b>\$1,588.17</b>     |
| 4401 Interest Income                             |                     | 1,296.86              | \$1,296.86            |
| 4706 Friends of the Cornwall Public Library      |                     | 4,232.83              | \$4,232.83            |
| 4760 Grants/Other                                | 203,288.00          | 4,639.00              | \$207,927.00          |
| <b>Total Revenue</b>                             | <b>\$203,288.00</b> | <b>\$1,439,689.86</b> | <b>\$1,642,977.86</b> |
| <b>GROSS PROFIT</b>                              |                     |                       |                       |
|  | <b>\$203,288.00</b> | <b>\$1,439,689.86</b> | <b>\$1,642,977.86</b> |
| <b>Expenditures</b>                              |                     |                       |                       |
| 6010 Retirement                                  |                     | 1,387.45              | \$1,387.45            |
| 6030.8 FICA/Medicare Expense                     |                     | <b>19,417.00</b>      | <b>\$19,417.00</b>    |
| 6060 Worker's Compensation                       |                     | 9,105.00              | \$9,105.00            |
| 6090 Health Insurance                            |                     | <b>18,358.61</b>      | <b>\$18,358.61</b>    |
| 6141 Professional Library                        |                     | 56,858.82             | \$56,858.82           |
| 6142 Clerical Salary                             |                     | 163,419.23            | \$163,419.23          |
| 6143 Treasurer Salary                            |                     | 2,203.29              | \$2,203.29            |
| 6144 Custodial Salary                            |                     | 5,523.70              | \$5,523.70            |
| 7410 Books                                       |                     | <b>5,477.02</b>       | <b>\$5,477.02</b>     |
| 7410.9 McNaughton                                |                     | 2,443.00              | \$2,443.00            |
| 7411 Movie License                               |                     | 232.50                | \$232.50              |
| 7412 Video/Music/Books on Tape                   |                     | <b>14,304.10</b>      | <b>\$14,304.10</b>    |
| 7413 Serials/Reference                           |                     | <b>2,863.10</b>       | <b>\$2,863.10</b>     |
| 7430 Supplies                                    |                     |                       | \$0.00                |
| 7430.1 Library Supplies                          |                     | 1,262.50              | \$1,262.50            |
| 7430.11 Book Processing                          |                     | 111.71                | \$111.71              |
| 7430.2 Office Supplies                           |                     | <b>2,453.38</b>       | <b>\$2,453.38</b>     |
| 7430.30 Program Supplies- Adult                  |                     | <b>620.74</b>         | <b>\$620.74</b>       |
| 7430.31 Program Supplies- YA                     |                     | <b>-80.11</b>         | <b>\$ -80.11</b>      |
| 7430.32 Program Supplies -JUV                    |                     | 139.80                | \$139.80              |
| 7430.33 Summer Reading                           |                     | <b>139.31</b>         | <b>\$139.31</b>       |
| 7430.34 Program Supplies- Outreach               |                     | 9.99                  | \$9.99                |
| <b>Total 7430 Supplies</b>                       |                     | <b>4,657.32</b>       | <b>\$4,657.32</b>     |
| 7431 Telephone                                   |                     | 2,282.14              | \$2,282.14            |
| 7432 Square Processing Fees                      |                     | 7.02                  | \$7.02                |
| 7433 Postage and Shipping                        |                     | 318.42                | \$318.42              |
| 7434 Printing                                    |                     | 292.06                | \$292.06              |
| 7435 7435- Travel/Conference                     |                     | 501.38                | \$501.38              |
| 7437 Professional Fees                           |                     |                       | \$0.00                |
| 7437.1 Prof Fees- Office                         |                     | 3,627.54              | \$3,627.54            |
| 7437.2 Prof Fees- Adult Programs                 |                     | 250.00                | \$250.00              |
| 7437.4 Professional Fees- Juv                    |                     | <b>200.00</b>         | <b>\$200.00</b>       |
| 7437.5 Professional Fees- Summer Reading Program |                     | <b>850.00</b>         | <b>\$850.00</b>       |



# Cornwall Public Library

## Statement of Activity - Capital Expenses & Operating

July - October, 2023

|                                     | CAPITAL PURCHASES     | OPERATING             | TOTAL                 |
|-------------------------------------|-----------------------|-----------------------|-----------------------|
| 7437.6 Professional Fees- Outreach  |                       | 250.00                | \$250.00              |
| <b>Total 7437 Professional Fees</b> |                       | <b>5,177.54</b>       | <b>\$5,177.54</b>     |
| 7438 Dues                           |                       | 305.00                | \$305.00              |
| 7450 Utilities/Fuel                 |                       | 8,907.95              | \$8,907.95            |
| 7451 Custodial Supplies             |                       | 288.28                | \$288.28              |
| 7452 Repairs to Building            |                       | 4,322.47              | \$4,322.47            |
| 7454 Building Insurance             |                       | 11,735.17             | \$11,735.17           |
| 7455 RCLS                           |                       | <b>28,189.86</b>      | <b>\$28,189.86</b>    |
| 7469 Service Contracts              |                       | 7,459.32              | \$7,459.32            |
| 8010 Capital Purchase               | 716,374.95            |                       | \$716,374.95          |
| <b>Total Expenditures</b>           | <b>\$716,374.95</b>   | <b>\$376,036.75</b>   | <b>\$1,092,411.70</b> |
| NET OPERATING REVENUE               | <b>\$ -513,086.95</b> | <b>\$1,063,653.11</b> | <b>\$550,566.16</b>   |
| NET REVENUE                         | <b>\$ -513,086.95</b> | <b>\$1,063,653.11</b> | <b>\$550,566.16</b>   |

## October 2023 Director's Report

### Personnel

- 9/20 interviewed for open Circulation shifts
- Accepted I.V.'s letter of resignation, effective October 10, 2023
- Accepted R.B.'s resignation
- Posted for part-time P/R position; Requested Librarian II (Youth Services) Civil Service list
- Hired two new Circulation Staff; Teresa Arriaga, and Brigitte Quijada

### Budget/Financial

- The second half of the Tax receipts arrived in the mail on October 17<sup>th</sup> and was deposited the same day.
- Moved the Annual Audit for fiscal year 2022/23 to January due to the construction.

### Programming

- Story Time at the market continued through October 25<sup>th</sup>.
- The Fall Festival was on Sunday, October 8. It was a beautiful day and it was well attended.
- 10/19 Lead Mystery Book Discussion at 2 PM in Village Hall (10 attendees).
- CPL's Veteran's Day program will be held on Sat. Nov. 10<sup>th</sup> at Village Hall.

Brenda arranged for the Shuttle bus to take people from the Memorial at the Monument to Village Hall.

### Building and Grounds

- 10/14 worked on the Word document of *before* pictures (Entry/Hallway & barrel ceiling) for the Grant Amendment.
- 10/16 Sent Grant Amendment application and Photos to Estralita Cromartie Collesides at DASNY.
- 10/18 uploaded before photos to grant portal.
- 10/19 received approval of Grant Amendment, let Board & Erik of Collier Construction know
- 10/20 Emptied POD on the advice of Collier Construction, the pod will be removed soon, and the demo of the hallway and entryway began.

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

Registered borrowers: 7,721 (7,690); Direct Access/Circulation: 2,788 (7,955); ILL Borrows: 2,736 (2,007); ILL Loans: 13 (210); Item Count: 75,083 (75,015); Wi-Fi: 0 (0);

**Libby (Overdrive)** checkouts: 3,700 (3,688); Overdrive unique users: 732 (707).

**Freegal Music Service:** CKO: 0 (60) Users: 0 (8); downloads: 3 (8) by 1 (3) patrons

**Hoopla:** CKO: (355) Users: (114)

**Meetings Attended:** 10/3 Special Board Meeting; 10/5 YS Dept. Meeting; 10/6 Construction Meeting; 10/11 Director's Association Meeting, and Board Meeting; 10/19 ILS Committee Meeting; 10/16 Strategic Planning Committee Meeting; 10/18 Staff Meeting; 10/19 ILS Committee Meeting. Met several movers to get estimates to move back to the library.

**Webinars attended:** 10/3 Climate Justice; Began 8-week course on Tuesday 10/17 *Library Management Training*

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

| <u>PROGRAM NAME:</u>   | <u>DATE:</u>                 | <u>CHILDREN:</u> | <u>ADULTS:</u> | <u>TEENS:</u> | <u>ATTENDANCE<br/>TOTAL</u> |
|------------------------|------------------------------|------------------|----------------|---------------|-----------------------------|
| Fall Market Story Time | 10/4, 10/11,<br>10/18, 10/25 | 42               | 41             |               | 83                          |
|                        |                              |                  |                |               | 83                          |

### MEETINGS & OUTREACH:

| <u>MEETINGS &amp; OUTREACH:</u>                               | <u>DATE:</u> | <u>ATTENDEE:</u>       |
|---|--------------|------------------------|
| CanvaLive: Creating Social Media Ads                          | 10/9         | Rebecca                |
| Youth Services Meeting  | 10/5         | Liz, Lisa &<br>Rebecca |
| Managers' Meeting   | 10/11        | Liz                    |
| Staff Meeting   | 10/18        | Liz, Lisa &<br>Rebecca |
| Cornwall Historical Society (Jane Harkinson) re: Veterans Day | 10/18        | Liz                    |
| Libraries as Community Resilience Hubs                        | 10/19        | Lisa                   |
| Score Orange County: Improving Your Website SEO Score         | 10/20        | Rebecca                |
| CLOUSC Meeting  | 10/23        | Liz & Lisa             |
| Jane Harkinson & Doris Wickiser                               | 10/25        | Liz                    |
| Fall Into Books   | 10/26        | Liz & Lisa             |

### ***Reflections:***

Step aside April, this October has proved to be a truly cruel month. As evidence, look at recent events taking place internationally, nationally, locally, and in numerous lives, personally.

A true believer in hope and humanity, I for one (along with the rest of the youth services team) am/are so ready to get back into the new-and-improved library building proper and begin to work with our public to provide the services that they have come to expect from Cornwall Public Library. C'mon November!

Respectfully submitted,  
ekf  
10/31/23

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

Munger Cottage 10/1-10/31 (limited reference services)

(Submitted by David J. Phillips IV, 11/2/2023)

**REFERENCE: (previous month in bold)** Reference Questions: 85, **86**; Tech Assists: 0, **0**; 1-on-1 Tech Help: 5, **3**; Circ/Curbside Assists: 9, **23**; Directional: 0, **3**; Reader's Advisory: 0, **0**; ILL/SEAL: 3, **6**; Pull List: 0 (N/A,) **0 (N/A;)** Printing: 3, **0**; Phone: 39, **44**; Virtual Ref: 4, **0**; Notary Service: 12, **3**

**Database Stats:** (previous month in bold) have to get stats tomorrow  
Novelist Plus Searches: 12, **12**; Novelist PlusK-8: 0, **0**; EBSCO Master FILE Premier: 0, **0**; Gale Virtual Ref. Library: 0, **1**; Ancestry: 0, **0 (in-library access only;)**

Freegal: 3, **4**;

Tutor.com: 1 account, 0 new accounts, 0 usage. **(no stats for September)**

**NYTimes Digital Subscription Stats:** (previous month in bold)  
In-House Library usage sessions (N/A,) **(N/A;)** page views (N/A,) **(N/A;)** articles read (N/A,) **(N/A;)**

Offsite Code redemptions 127, **116**; usage sessions 474, **682**; page views 2317, **2995**; articles read 492, **754**

**PC Usage: (no stats this month or last.) PCs not at Munger**

**HOME DELIVERIES** (previous month in bold)

New Sign Ups: 0, **0**; Unique Patrons: 0, **0**;

Deliveries: 12, **1**; Items Delivered: 12, **1**

**REFERENCE ROUNDUP:**

Andrew - Monday Night Movie

Dawn - Member's Choice Book Group

Pamela - Teen Tech Tutors

David - Sports Book Club - a steady 4-5 at the three meetings so far. Put on hold until we are back in the building.

**Upcoming Conferences and Webinars:**

**11/6** - Creating Social Video Ads

**11/9** - Marketing 101 For Librarians in 2024

**11/14** - Five Fundraising Trends to Watch for in 2024

**11/15** - Library Marketing 101

**11/30** - Library Branding 101: Thinking Beyond Logos and Trademark

## Adult Programming & Outreach Projects: October 2023

| Date  | Title  | Attendance                       |
|---|--|----------------------------------|
| 10/3/23   | MSLC: Eat Healthy, Stay Healthy                                    | 31                               |
| 10/4/23   | Interest Forum to the Holyland Travel                              | 29                               |
| 10/6/23   | Falling for Jazz   | 63                               |
| 10/10/23  | The Authoritative Guide to Magnet Fishing                          | 36                               |
| 10/11/23  | Medicare: Parts A, B, C, D   | 26                               |
|   |  | Total: 185                       |
| Creative Writers Workshop: 10/2-6, 10/9-0, 10/16-6, 10/23-6, 10/30-5  |  | Total: 23                        |
| Cornwall Clean-up Crew: 10/10/23 Outreach Held in Munger Dining Room  |  | Total: 11                        |
| 10/19/23 Great Decisions: Iran at a Crossroads                        |  | Total: 4                         |
| Book Talks:   |  |                                  |
| 10/4/23   | Member's Choice: The Thread Collectors by Edwards & Richman        | 1                                |
| 10/17/23  | Sports Book Club: The Autumn Wind is a Raider by John Facenda      | 4                                |
| 10/24/23  | Sports Book Club: The Autumn Wind is a Raider by John Facenda      | 4                                |
| 10/19/23  | Mystery Book Group: Murder in an Irish Village by Carlene O'Connor | 11                               |
| 10/25/23  | Out & About Book Group: The Invited by Jennifer McMahon            | 13                               |
| 10/26/23  | Book Chat & Chocolate  | 6                                |
|   |  | Total: 39                        |
| 10/17/23 - 10/27/23 Athens-Venice Cornwall Community Outreach Program |  |                                  |
|   |  | Total: 25 people x 11 days = 275 |
| Notary Services Month of October:                                     |  | Total: 12                        |
| Homebound Delivery Services:  |  | Total: 7                         |
| Donations to Friends of Cornwall Library:                             |  |                                  |
| As of 8/11/23 Nita Klein sales.....                                   |  | \$ 763.00                        |
| From August Art Walk- 10/10/23.....                                   |  | \$ 457.60                        |
| Total   |  | \$1220.60                        |

October has been an incredibly busy month for us, and we didn't skip a beat with our Adult programming despite our ongoing HVAC construction. We provided health topics, travel adventure, musical entertainment, and a satirical author talk all the while getting ready for a busy November. The Cornwall Public Library community was extraordinarily pleased that our programming was in full gear. That of course included multiple locations and planning with both our wonderful partnerships with the Town & Village. Provide it and they will come! It has been a very challenging time but very rewarding for our program attendees and me!

Brenda

## Strategic Planning Report

The Strategic Planning Committee met Monday, October 16, 2023, to refine a basic [staff input Google form](#) that can be made available to staff once approved by the Board. (*Form linked for your review.*) Questions are intentionally open-ended to allow for a wide variety of input, and a future form/s can be developed if a theme emerges around a specific area. Also, a more detailed form is in development looking at specific areas of the library in relation to the strategic plan and physical space. Release of this latter form is on hold until after the holidays to give staff time to get back into a normal work routine in the library.

The [flier](#) created for the community needs a more professional look and to have QR codes and links to the [community survey](#) added. In addition to paper copies with the QR codes and links, a button will be added to the main library home page to “take our survey” and the library email distribution list will receive the flier digitally. As a reminder, the flier is a visual summary of the strategic plan for distribution. The goal is to have a flier that also allows easy means of further public input by integrating QR codes (or links) linked to Google forms created with the current goals in mind as well as with an eye to the future.

Policy Committee Report  
November 8, 2023

## RECONSIDERATION OF POLICY FORM

[https://docs.google.com/document/d/16B2o8-BL6Wb0l69txF72cX8AxyxfVNR\\_f3xPsyPKBB8/edit](https://docs.google.com/document/d/16B2o8-BL6Wb0l69txF72cX8AxyxfVNR_f3xPsyPKBB8/edit)

Using the materials' reconsideration as a guide, Charlotte drafted directions and a form for reconsideration of policy. When this document is approved, it will be added as an appendix to the Governance of the Board of Directors document.

## GOVERNANCE OF THE BOARD OF TRUSTEES

<https://docs.google.com/document/d/10HuoQM7ys71CmCXKAWy24xyfzO0crCcPHnNidmNYUTQ/edit>

Charlotte and I met on Monday, October 30th. We continued editing the "Governance of the Board of Trustees" document. The document is ready for review by the board, and we'd like to discuss it and get it approved during our December board meeting. Along with lots of reformatting, some of the major changes include:

- Adding the annual Board of Trustees roster in as an appendix, so the whole Governance document doesn't have to be approved every year
- Adding the Reconsideration of Policy Form in as an appendix
- Getting the most updated version of
  - the Freedom of information Law from NYS's Open Government Laws
  - the NYS's Public Library System information
  - the Types of Libraries in NYS
- Adding points of contact to the Public Access to Records section:
  - Charlotte as the Records Access Officer
  - President of the Board of CPL as the agency head that handles appeals regarding the denial of access to records under the Freedom of Information Law

We also determined that we should get Board input about the Friends of Cornwall Public Library statement (which we did not change).