

Cornwall Public Library
December 13, 2023, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes-November 8, 2023

IV. Financial Review

a. Approval of Warrant # 5

V. Public Remarks

VI. Communications/Donations

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

VIII. Committee Reports

1. Finance Committee: Motion to pay 4 contractor's invoices totaling \$16,207.54, {submitted by Rockland Electric (1), & MDS plumbing (3)}
2. Policy Committee: Introduction of revised Governance of the Board of Trustees
3. Building, Garden, Grounds & Sustainability Committee
4. Friends
5. Personnel Committee: Motion to approve the hiring of Jessica McHugh as P/T library clerk.
6. Strategic Planning Committee

IX. Unfinished Business: Employee Handbook review by attorney—Proposal from attorney
Motion to approve 2024 Holiday Schedule

X. New Business:

XI. Adjournment

Next Regular Board Meeting Weds. January 10, 2024, 7 PM

**Cornwall Public Library Board of Trustees Meeting
November 8, 2023 7:00 p.m.
Minutes**

Meeting was *called to order* by Meghann Chyla at 7:01 p.m.

I. **Roll:** Trustees Present: Meghann Chyla (Vice President), Melissa Greaves-Kulisek (Secretary), Matt Rettig, Lynn Daniels, Julia Dahl, Michelle Query, Emily Milton

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

Excused: Stephanie Wolf (President)

Public: Liz Fisher

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

III. **Approval of the Minutes:** *A motion to approve* minutes of the Regular Board Meeting of October 11, 2023, was made by Julia Dahl, and seconded by Matt Rettig. Discussion: Michelle Query's name was omitted in the Roll; typo on Lynn Daniels name. A vote to approve the Minutes of the Regular Board Meeting October 11, 2023, as revised was unanimously approved.

IV. **Financial Review:** *A motion to approve* Warrant #4 in the amount of \$102,650.02 was made by Matt Rettig, seconded by Michelle Query. Discussion: Two payrolls occurred in this period; three programs were pre-paid: cello concert, holiday card making, and holiday tabletop tree event; the movie license fee was included in this Warrant as was the RCLS quarterly fee; Safe and Sound had two invoices: alarm repair and the annual fee; insurance also had two invoices: building coverage and annual fee; there were two Verizon invoices to cover Munger Cottage and regular Wi-Fi service. A vote to approve Warrant #4 in the amount of \$102,650.02 was unanimous.

V. **Public Remarks:** None

VI. **Communications and Donations:** On October 2, 2023, CPL received a \$50.00 check from Hannaford Community Bag Program. "Thank You" letters were received from: Ms. Casparian, Ms. Larkin, and Mr. Kramer.

VII. **Director's Report:** *See Google Docs for full report.* The staff is anxious to get back to the building; we are delayed one week because RCLS cannot come to move and re-install IT until November 29. Movers will come November 28 to move CPL items except IT. Operations at Munger Cottage will close to the public November 27 – December 3. CPL will re-open to the public on Monday, December 4. Resignation letters were accepted from Ilona Velasquez (Circulation) and Rebecca Barth (PR/Youth Services). A part-time position for Public Relations

has been posted and a Full-time Librarian II Youth Services Civil Service list has been requested. On October 19 we received approval of the Grant Amendment.

VIII. **Committee Reports:**

Finance Committee: The Committee reviewed the HVAC budget and expense sheet. There is a capital balance of \$264,806.00 after grant funds from Sen. Skoufis and DASNY are received. Question: When will reimbursement come? First, all paperwork must be completed and delivered, but if it follows our past experience the reimbursement will be fast.

Friends: None

Policy: Revised Governance of the Board of Trustees. The board is invited to review the document before the December Board Meeting to check for format. The Board Roster and the Reconsideration of Policy Form now appear as appendices to the document. This will make it easier to update as necessary since Board approval is not needed for changes to an appendix.

Buildings, Gardens, Grounds, and Sustainability: *A motion to approve* payment of nine construction invoices totaling \$258,161.44 was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels, and unanimously approved. Invoices include MDS (2), Rockland Electric (2), Collier (2), Profex.

On Friday, November 10 at 9:00 am there will be a walk-through of the building. Three doors had to be replaced rather than refinished due to prior water damage. A heater will be installed in the boiler room to keep pipes from freezing.

Personnel Committee: *A motion to accept* the resignation of Ms. Rebecca Barth was made by Matt Rettig, seconded by Michelle Query, and unanimously approved. *A motion to approve* the hiring of part-time Circulation Clerk(s) Ms. Teresa Arriaga and Ms. Brigitte Quijada was made by Julia Dahl, seconded by Michelle Query, and unanimously approved.

Strategic Planning Committee: The Committee is working on Google Forms; the project is put on hold until after the upcoming holiday.

IX. Unfinished Business: At the last Board meeting it was discussed that the cost of an Employee Handbook review by Ms. Devora Lindeman who specializes in Civil Service and Labor Law would be investigated. Ms. Lindeman was recommended by RCLS, and the cost of a review is between \$5,000-\$7,500. The purpose of the review is to check on specific laws that may be missed in the current handbook.

Discussion: When was the current handbook last approved? About five years ago by Mr. Howard Protter, Attorney. If the Board decides to move forward with this review, we would like a list of all things that are expected from the review. Is there a place to obtain a checklist of what a good handbook should cover so that the Board can do some of the work? The New York Library Association may have a checklist. The Board is not ready at this time to spend the money on

the review of the handbook but is not against doing so. The vote to move forward with an Employee Handbook review was tabled.

A *motion to approve* the RCLS 2024 Budget as presented in September 2023 was made by Lynn Daniels, seconded by Michelle Query, and unanimously approved.

WHEREAS Cornwall Public 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.

A *motion to accept* the above change in the Integrated Library System vendor was made by Matt Rettig, seconded by Michelle Query, and unanimously approved.

X. New Business: An overview of the results of the Employee Survey was presented to the Board by Meghann Chyla. Sixteen employees completed the survey. Of particular importance to staff is the air quality in the building. Before re-opening high cleaning of the stacks will occur through Stanley Steemer. Currently, the construction workers on the project are cleaning as they go along. the filter being used earns a high Minimum Efficiency Reporting Value(MERV) rating. Question: Is there anything more we can do to mitigate particulates in the air? The Director stated she will mention this information to the staff at the upcoming staff meeting on November 14.

The 2024 Holiday Schedule was reviewed. A vote on the 2024 Holiday Schedule will take place at the next Regular Board Meeting on December 13.

XI Adjournment: A *motion to adjourn* was made by Michelle Query, seconded by Melissa Greaves-Kulisek, and unanimously approved. The Regular Board Meeting was adjourned at 8:05 p.m.

The next Regular Board Meeting will be held on

Wednesday, December 13, 2023 at 7:00 p.m.

Cornwall Public Library

Warrant #5

November 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
		Aflac		\$ -93.70
		Architectural Digest		\$ -39.95
		Ashcraft Lock & Door		\$ -30.00
		Benninger Landscaping LTD		\$ -900.00
		Blackstone Publishing		\$ -377.44
		Brodart Co.- McN		\$ -610.75
		Central Hudson Gas & Electric Corp		\$ -2,933.12
		Charlotte Dunaief		\$ -84.43
		CJM Plumbing, Heating & AC		\$ -200.00
		Clarkson University Libraries		\$ -64.95
		Cornwall Public Library Payroll		\$ -49,641.79
		Culligan of Newburgh		\$ -50.00
		Elan Financial Services		\$ -2,872.27
		Family Tree Magazine		\$ -29.99
		GENTECH LTD		\$ -495.00
		Haight Fire Equipment Supply Inc		\$ -483.32
		hoopla		\$ -851.64
		Hudson Microimaging, Inc		\$ -465.00
		J&G Law, LLP		\$ -100.00
		Jones Farm		\$ -175.00
		Lisa Sinclair		\$ -193.88
		Lock Around the Clock		\$ -70.00
		Marangi Disposal		\$ -166.40
		Merritt Florist		\$ -70.00
		Nationwide NYS Deffered		\$ -1,800.00
		NET 2 PHONE		\$ -184.38
		New York State and Local Employee's Retirement System		\$ -61,889.00
		NYS & Local Retirement		\$ -755.14
		NYS Health Insurance Pending Acct		\$ -5,316.04
		Old House Journal		\$ -28.00
		P&P Quick Copy Center		\$ -223.68
		Pam Stockton		\$ -60.38
		Pamela Hawks		\$ -22.50
		People		\$ -135.00
		School Library Journal		\$ -136.99
		Stanley Steemer		\$ -250.00
		Staples		\$ -265.67
		The Guardian Life Insurance Company of America		\$ -2,125.05
		The Hollywood Reporter		\$ -299.00
		The New York Times		\$ -2,256.80
		Toshiba		\$ -526.45
		Triangle Movers Inc		\$ -1,100.00
		Verizon		\$ -119.00
		Verizon- Wireless		\$ -15.08
		Village of Cornwall on Hudson		\$ -16.00
		TOTAL		\$ -138,522.79

Cornwall Public Library

Budget vs. Actuals: Fiscal Year 2023-2024- Operating Expenses (42% of FY)

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	1,427,933.00	1,427,933.00	0.00	100.00 %
4082 Income	1,550.22	1,000.00	550.22	155.02 %
4401 Interest Income	2,028.92	500.00	1,528.92	405.78 %
4706 Friends of the Cornwall Public Library	4,802.43	13,500.00	-8,697.57	35.57 %
4760 Grants/Other	4,639.00		4,639.00	
4840 RCLS- LLSA		4,810.00	-4,810.00	
Total Revenue	\$1,440,953.57	\$1,447,743.00	\$ -6,789.43	99.53 %
GROSS PROFIT	\$1,440,953.57	\$1,447,743.00	\$ -6,789.43	99.53 %
Expenditures				
6010 Retirement	63,276.45	55,700.00	7,576.45	113.60 %
6020 6020 NYS Disability Benenfits	2,125.05		2,125.05	
6030.8 FICA/Medicare Expense	22,988.45	69,393.00	-46,404.55	33.13 %
6060 Worker's Compensation	9,105.00	7,500.00	1,605.00	121.40 %
6090 Health Insurance	23,442.81	101,852.00	-78,409.19	23.02 %
6141 Professional Library	71,403.62	211,516.00	-140,112.38	33.76 %
6142 Clerical Salary	195,509.83	532,050.00	-336,540.17	36.75 %
6143 Treasurer Salary	2,692.91	6,365.00	-3,672.09	42.31 %
6144 Custodial Salary	6,558.60	27,838.00	-21,279.40	23.56 %
7410 Books	5,486.71	61,850.00	-56,363.29	8.87 %
7410.9 McNaughton	3,053.75	7,329.00	-4,275.25	41.67 %
7411 Movie License	232.50	700.00	-467.50	33.21 %
7412 Video/Music/Books on Tape	15,604.02	45,900.00	-30,295.98	34.00 %
7413 Serials/Reference	6,314.21	19,240.00	-12,925.79	32.82 %
7430 Supplies				
7430.1 Library Supplies	1,262.50	6,300.00	-5,037.50	20.04 %
7430.11 Book Processing	132.36	2,200.00	-2,067.64	6.02 %
7430.2 Office Supplies	3,399.59	11,000.00	-7,600.41	30.91 %
7430.30 Program Supplies- Adult	910.73	3,500.00	-2,589.27	26.02 %
7430.31 Program Supplies- YA	-80.11	2,000.00	-2,080.11	-4.01 %
7430.32 Program Supplies -JUV	240.23	1,500.00	-1,259.77	16.02 %
7430.33 Summer Reading	139.31	10,500.00	-10,360.69	1.33 %
7430.34 Program Supplies- Outreach	9.99	3,000.00	-2,990.01	0.33 %
Total 7430 Supplies	6,014.60	40,000.00	-33,985.40	15.04 %
7431 Telephone	2,600.60	4,900.00	-2,299.40	53.07 %
7432 Square Processing Fees	7.02	100.00	-92.98	7.02 %
7433 Postage and Shipping	338.78	4,900.00	-4,561.22	6.91 %
7434 Printing	515.74	10,000.00	-9,484.26	5.16 %
7435 7435- Travel/Conference	749.20	4,500.00	-3,750.80	16.65 %
7437 Professional Fees				
7437.1 Prof Fees- Office	3,728.85	22,050.00	-18,321.15	16.91 %
7437.2 Prof Fees- Adult Programs	570.00	6,000.00	-5,430.00	9.50 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00	

Cornwall Public Library

Budget vs. Actuals: Fiscal Year 2023-2024- Operating Expenses (42% of FY)

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7437.4 Professional Fees- Juv	200.00	4,000.00	-3,800.00	5.00 %
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 %
Total 7437 Professional Fees	5,598.85	41,550.00	-35,951.15	13.47 %
7438 Dues	305.00	1,500.00	-1,195.00	20.33 %
7450 Utilities/Fuel	11,857.07	35,000.00	-23,142.93	33.88 %
7451 Custodial Supplies	433.58	3,500.00	-3,066.42	12.39 %
7452 Repairs to Building	6,880.79	24,048.00	-17,167.21	28.61 %
7454 Building Insurance	11,735.17	13,500.00	-1,764.83	86.93 %
7455 RCLS	28,189.86	77,472.00	-49,282.14	36.39 %
7469 Service Contracts	9,172.17	39,540.00	-30,367.83	23.20 %
Total Expenditures	\$512,192.34	\$1,447,743.00	\$ -935,550.66	35.38 %
NET OPERATING REVENUE	\$928,761.23	\$0.00	\$928,761.23	0.00%
NET REVENUE	\$928,761.23	\$0.00	\$928,761.23	0.00%

Cornwall Public Library
Capital Grant Activity
 July - November, 2023

	Capital Purchases		TOTAL
Revenue			
4760 Grants/Other	203,288.00		203,288.00
Total Revenue	\$ 203,288.00		\$ 203,288.00
Gross Profit	\$ 203,288.00		\$ 203,288.00
Expenditures			
8010 Capital Purchase	1,013,536.89		1,013,536.89
Total Expenditures	\$ 1,013,536.89		\$ 1,013,536.89
Net Operating Revenue	-\$ 810,248.89		-\$ 810,248.89
Net Revenue	-\$ 810,248.89		-\$ 810,248.89

Tuesday, Dec 12, 2023 10:38:32 AM GMT-8 - Cash Basis

November 2023 Director's Report

Personnel

- Interviewed for open Public Relations position on 11/2, 11/7, 11/8 & 11/9
- Hired Jessica McHugh for the Public Relations position, beginning on 11/27
- Still waiting for Civil Service list for Librarian I Youth Services

Budget/Financial

- did not focus on this area much in November. Will begin looking at for next year

Programming

- 11/3 Salute to Broadway
- CPL's Veteran's Day program was held on Sat. Nov. 10th at Village Hall, over 100 attended.
- Story Time at Good Books in Cornwall 11/18.
- 11/15 AARP Safe Driving Class
- 11/16 Lead Mystery Book Discussion at 2 PM in Village Hall (9 attendees).

Building and Grounds

- 11/10 Walk-through of Library
- 11/16 Fire Inspection--need to do several things before we get the Certificate.
- 11/17 Haight Fire Inspected extinguishers, and I requested one for near the circulation desk.
- 11/20 Picked up CPL's Artwork from Pat Larkin's house; Dashawn worked at the building to put the boiler room in better order, and do some cleaning
- Met Mary Jane Pitt of the Local to give a tour of the Library, and an interview about the improvements
- 11/27 Packed up at Munger Cottage
- 11/28 Moved back to Building
- 11/29 A flurry of last-minute punch list items taken care of with many construction workers here. RCLS was here to try to get IT up & running. Safe and Sound reinstalled A/V equipment in the Program Room
- 11/30 As soon as RCLS left today the IT stopped working.
- Stanley Steemer did the carpets in the main part of the library, and did the program room on a separate day.

Monthly Statistics September 2023 (previous month in parentheses):

Registered borrowers: 7,725 (7,721); Direct Access/Circulation: 2,222(2,788);
ILL Borrows: 2,189 (2,736); ILL Loans: 4 (13); Item Count: 75,058 (75,083);
Wi-Fi: 14 (0); Ellen wanted me to note that 50 cards were made while we were up at
Munger Cottage. **Libby (Overdrive)** checkouts: (3,700); Overdrive unique users:
(732). **Freegal Music Service:** CKO: See Adult Services report. **Hoopla:** See Adult
Services Report.

Meetings Attended: 11/1 Department Heads Meeting; 11/8 Director's Association meeting 11/8
Finance Committee Meeting & Board meeting; 11/13 Friends of CL Meeting; 11/16 ILS
Committee Meeting, Finance Meeting with Collier & Board President. **Webinars attended:**

Course on Tuesdays: *Library Management Training*; 11/6 Giving Feedback; 11/9 Director's Manual & Library EDI.

Youth Services – End-of-Month Statistics –November 2023

PROGRAM NAME:	DATE:	CHILDREN:	ADULTS:	TEENS:	ATTENDANCE TOTAL
Veterans Day Event @Village Hall	11/11				103
Assemblyman Eachus STEM @Munger	11/14	4	2	1	7
Saturday Morning Story Time @Good Books bookstore	11/18				43
				Total:	153

MEETINGS & OUTREACH: DATE: ATTENDEE:

Managers Meeting 11/1 Lisa & Liz

Battle of Books Nominations Meeting (Virtual) 11/6 Liz

Open position meeting with Director 11/7 Liz & Lisa

Cornwall Historical Society re: Veterans Day event 11/8 Liz

Northeast Sustainability Summit (virtual) 11/8 Liz

Village Hall set-up, run, & clean-up of Veterans Day program 11/10, 11/11, & 11/12 Lisa, Liz, & Orlane

Staff Meeting 11/14 Lisa, Liz, Rebecca, & Orlane

Assemblyman Eachus Energy Program 11/14 Liz & Lisa

Mock Newbery Picks (virtual) 11/15 Liz

Story Time @ Good Books 11/18 Liz & Lisa

CLOUSC Meeting @ Goshen 11/20 Liz & Lisa

Mock Caldecott Picks @ RCLS 11/20 Liz

Reflections

Finally, on Monday, December 4, 2023, we were able to open the doors of our library building to the public after more than 3 months of construction and a week of cleaning and prepping the interior space. The first 100 patrons were welcomed at the door with smiles, complimentary stainless steel water bottles to use at the new water fountain/filling station and a brief

explanation of what is new and different. It was wonderful to greet both familiar and new faces and assist them in what was needed. So good to be back!!

Respectfully submitted 12/8/2023 ekf

Adult Services Report November 1-30, 2023
Munger Cottage 11/1-11/30 (limited reference services)
(Submitted by David J. Phillips IV, 12/6/2023)

REFERENCE: (previous month in bold)

Reference Questions:46, **85**; Tech Assists: 0, **0**; 1-on-1 Tech Help: 3, **5**; Circ: 8, **23**;
Directional: 0, **0**; Reader's Advisory: 0, **0**; ILL/SEAL: 1,**3**; Pull List: 0 (N/A) **0 (N/A)**; Printing: 0, **3**;
Phone: 22, **39**; Virtual Ref: 3, **4**; Notary Service: 4, **12**

Database Stats: (previous month in bold) NoveList Plus Searches: 14, **12**; NoveList PlusK-8: 2, **0**; EBSCO Master FILE Premier: 3, **0**; EBSCO Other: 23, **0** Gale Virtual Ref. Library: 1, **0**;
Ancestry: 0, **0 (in-library access only)**; Freegal: 10, **3**. Hoopla: Circulations 355; Users 114;

Tutor.com: I finally got stats after emailing last month. User accounts – 1. No usage stats. I am planning a promotional push for these services.

NY Times 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 122, **127**; usage sessions 254, **474**; page views 764, **2317**; articles read 136, **492**

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

HOME Bound Deliveries (previous month in bold) New Sign Ups: 0, **0**; Unique Patrons: 0, **0**;
Deliveries: 6, **12**; Items Delivered: 6, **12**

REFERENCE ROUNDUP:

Andrew - Monday Night Movie

Dawn - Member's Choice Book Group

Pamela - Teen Tech Club

David – I am about to begin a massive weeding project to prepare for upcoming inventory. Designated as the point of contact for when training starts for migration to new system.

Upcoming Conferences and Webinars:

12/6/2023 - **Policy Writing and Implementation with an Equity Lens**; 12/12/2023 – **Inventory Training with MobileStaff**; 12/13/2023 - **ChatGPT: Engaging with Technology in the Generative AI Era**

Adult Programming & Outreach Projects: November 2023
Submitted by Brenda W. Goldfarb

Date	Title	Attendance
11/1/23	Medicare 101: Parts A, B, C, D	23
11/2/23	Drug Interactions & Side Effects: What Every Patient Needs to Know	16
11/3/23	Salute to Broadway: Tunes from the Great Way on the Electric Cello	62
11/9/23	Interviewing 101: Preparing for Your Next Job	3
11/15/23	6-Hour AARP Safe Driving Course	42
11/27/23	Boxwood Tabletop Holiday Tree Demonstration	7
11/30/23	Holiday Card <u>Making</u>	<u>18</u>
		Total: 171

Creative Writers Workshop: 11/6-5, 11/13-7, 11/20-5, 11/27-7 Total: 24

11/24/23 Cornwall Clean-up Crew: Outreach held in Munger Cottage Total: 15

11/16/23 Great Decisions: Climate Change, Environmental, Degradation, & Migration Total: 4

Donations to Friends of Cornwall Library:

10/31/23 Balance.....\$1220.60
 11/15/23 Driving Course 50.00
 11/30/23 Holiday Cards 24.00
 Total: \$1294.60

November brought its share of both challenges to the staff as we were excited to head back home to our library building as well as a continued focus on programming to let our community know we were vibrant and still providing high-quality programs at a variety of locations. Health topics always draw our community out with the content and caliber of the presenters we are fortunate to attract. But entertaining musical concerts always top the list, and the cello offering proved it. Needless to say, our crafters were kept busy with 2 programs; a life-skill Zoom program on interview techniques will hopefully help to provide employment opportunities. However, the 6-Hour Safe Driving Course is a winner every time it is offered. Lastly, we continue to encourage donations to the Friends, and our very generous Cornwall community never disappoints us.

-Brenda

In addition to programming, the relocation back to the library building kept me busy with what I felt was valuable and contributory. I appreciated the opportunity to work with a great team to accomplish the tasks at hand and collaborate with vendors and other community members. Thank you, Charlotte, for getting us all home safely and back in business as quickly as was humanly possible!
 Onward to December!

Strategic Planning Report

The Strategic Planning Committee met Monday, December 4, 2023. We went through the Strategic Plan action steps and took stock of current progress and steps that need to be taken to support action step completion. It has been a very full 6 months since the SP was adopted, and it is time to refocus on those identified priorities.

In particular:

Connections

- Action Step 2. Create a Library Board-Staff partner program to expand understanding, acknowledge the work, and integrate feedback for ongoing needs assessment by 01/01/2024 and to run continuously for the duration of this strategic plan time frame.

This step has had a little development (creation of input form; some staff have also met with the Executive Committee), but a partner program has not been created to date. The committee recognized the challenges and priorities of moving ahead with this step. We acknowledge the need for staff to feel seen and heard while we are constrained by the Board-Staff communication policies put in place to prevent undermining the chain of communication. That being said, the strategic planning process clearly brought this need to the surface (for staff to feel better understood/seen/heard in order to build connections), and this continues to be a meaningful priority. We had the following ideas for how to implement such a “partner” program:

Type	Description	Pros	Cons	Verdict
One on One	Volunteer board member observes staff member to understand what a typical hour is like in that person's role.	Staff get individual attention, do not have to add any tasks to their day, and feel the context of work is understood.	Staff may have complaints and direct them to the Trustee, who is put in a difficult position in terms of established chain of communication. Staff may feel uncomfortable being observed at work.	No
Staff attend Board Meeting	Staff members are invited to attend a Board Meeting to share more about work day. One staff person per Board Meeting on a volunteer basis.	Staff are heard by entire Board. Staff can highlight work experiences that might be missed in a single visit.	Staff may not want to air experiences in front of the whole Board or in front of Director. Staff asked to come to night meeting.	Maybe
Make a Video of Work	Staff volunteer to	Staff can capture work	Staff may not want	Maybe

	make a video of work day of choice, editing with help of new PR person if desired.	as desired and may feel more comfortable with this than meeting with Trustees. Entire Board can view and get a broad while somewhat deep understanding of work.	added burden of creating a video, may lack technology knowledge or comfort creating videos.	
Video Testimonial	Staff volunteer to record a message to the Board about their work.	Staff can convey message without filling out a form, feel seen, and format requires less time than creating a video of work as it is happening. Entire Board can view.	Board does not see the person in their work context and this format lacks richness of visual detail.	Maybe
Staff fill out CPL Community Input Form for Staff	Using the Google Form in development for staff input, a question can be added asking staff if they would like to meet with the Board to share more about their work experience. If yes, how would you like to share? Then select options (Attend Board Meeting/Make a video of work/film a video testimonial)	Easy prompt for staff to share more with the Board when they already have a reason to fill out the input form. Volunteer-based. Provides options for sharing to give staff choice.	Limited to those who fill out Google form. Cons as listed above for the three options.	Probably

Physical Environment

- Action Step 2. Obtain pricing and feasibility information for solar panels on the CPL property to support fiscal responsibility, environmental stewardship, and sustainable facility practices by 09/01/2023. Develop a plan for implementation based on feasibility for the subsequent fiscal year by 12/30/2023

Charlotte has a plan and pricing for our property from Sustainable Westchester that spoke to the Board about community solar (separate from the community solar details). She will ask Leo Wiegman (Director of Solar Programs for Sustainable Westchester) to update the information if solar can be added over the area where the new HVAC is installed. Charlotte will reach out to other solar providers for pricing and array plans this month. Community member Chris Patak, who works in the solar industry, has previously agreed to speak to Charlotte and review the options to develop our understanding in order to successfully apply for the EBSCO grant. She will reach out to him again once the other bids are in. This information will be

reviewed by the Building, Garden, Grounds, and Sustainability Committee. The projected date for a plan for implementation is 3/1/2024.

Programs

- Action Step 1. Staff will contact local employers (e.g. St. Luke's-Cornwall Hospital) and the NYS unemployment office for guidance on job fair structure and key figures by December, 2023.

Charlotte reports that she has discussed this plan with Brenda who has been working intermittently on putting the job fair together. Projected job fair date will be Spring 2024.

The SP Committee will meet three times over January and February to advance these actions. We will work with the new PR hire (Jessica) to refine the SP flier, add a button to the home page (e.g., "Take our survey"), create QR codes to the Input Form for the flier and to be posted at the Circ. desk/front door, email Input Form to distribution list, etc.

Finally, please bring to our December Board meeting any feedback for the SP committee on the CPL Community Input Form for Staff. It can be made available to staff once approved by the Board. (*Form linked for your review [staff input Google form.](#)*) 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.

MDS HVAC-R INC.

49 E Main Street Walden N.Y. 12586
(845) 713-4598 info@mdshvacr.com (845) 713-4626

LETTER OF TRANSMITTAL

DATE: 12/5/2023
TO: Cornwall Public Library
395 Hudon Street
Cornwall, NY 12518
ATTN: Bill Conklin - Collier Construction LLC
RE: Cornwall Public Library HVAC & Plumbing Base

Project: Cornwall Public Library HVAC Replacement Project- Contract #4 Plumbing Alt#2

COPIES	DESCRIPTION
1	AIA#2 Pay App - Cornwall Public Library Plumbing- MDS Signed Original
1	AIA G706A Contractors Affidavit of Release of Liens
1	MDS Certified Payroll
1	OSHA Card list and OSHA Cards

REMARKS: For Payment

Sincerely: Natalie

Anastasia Ward
Office Manager
MDS HVAC-R Inc.
(845) 713-4598

TO (OWNER): Cornwall Public Library
395 Hudson St
Cornwall, NY 12518

PROJECT: Cornwall Public Lib -Alt 2

APPLICATION NO: 2
PERIOD TO: 11/30/2023

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): MDS HVAC-R Inc.
192 Plains Road
Walden, NY 12586

VIA (ARCHITECT): Blake Engineering PLLC
1898 County Route 1
Westtown, NY 10998

ARCHITECT'S
PROJECT NO: SED# 44-03-01-06-6-00

CONTRACT FOR: #4 Plumbing Construction Alt 2

CONTRACT DATE: 3/23/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$	6,101.00
2. Net Change by Change Orders \$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$	6,101.00
4. TOTAL COMPLETED AND STORED TO DATE \$	6,101.00

5. RETAINAGE:

a. 0.00 % of Completed Work	\$	0.00
b. 0.00 % of Stored Material	\$	0.00

Total retainage (Line 5a + 5b) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 6,101.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 5,795.95

8. CURRENT PAYMENT DUE \$ 305.05

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: MDS HVAC-R Inc.
192 Plains Road Walden, NY 12586

Katherine Anastasia Ward
Notary Public, State of New York
No. 01WA6192415

Qualified in Orange County
Commission Expires September 2, 20 24

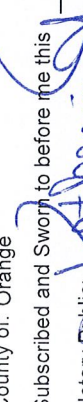
By:  Date: 12/5/23

Dominick DiViesti / President

State of: NY

County of: Orange

Subscribed and Sworn to before me this 5th Day of Dec 20 23

Notary Public: 

My Commission Expires: 9/2/24

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): Cornwall Public Library
395 Hudson St
Cornwall, NY 12518

PROJECT: Cornwall Public Lib -Alt 2

APPLICATION NO: 2

PERIOD TO: 11/30/2023

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): MDS HVAC-R Inc.
192 Plains Road
Walden, NY 12586

VIA (ARCHITECT): Blake Engineering PLLC
1898 County Route 1
Westtown, NY 10998

ARCHITECT'S
PROJECT NO: SED# 44-03-01-06-6-00

CONTRACT FOR: #4 Plumbing Construction Alt 2

CONTRACT DATE: 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
ALTERNATE #2									
1	DEMO	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	0.00
2	PLUMBING FIXTURES	3,017.00	3,017.00	0.00	0.00	3,017.00	100.00	0.00	0.00
3	PLUMBING FIXTURES INSTALL	1,584.00	1,584.00	0.00	0.00	1,584.00	100.00	0.00	0.00
REPORT TOTALS		\$6,101.00	\$6,101.00	\$0.00	\$0.00	\$6,101.00	100.00	\$0.00	\$0.00



AIA[®] Document G706A[™] – 1994

Contractor's Affidavit of Release of Liens

PROJECT: <i>(Name and address)</i> Cornwall Public Library-PLUMB-Alt # 2 395 Hudson Street Cornwall, NY 12518	ARCHITECT'S PROJECT NUMBER: SED44-03-01-06-6-006	OWNER: <input checked="" type="checkbox"/>
TO OWNER: <i>(Name and address)</i> Cornwall Public Library 395 Hudson St., Cornwall, NY 12518	CONTRACT FOR: Plumbing Alt# 2	ARCHITECT: <input checked="" type="checkbox"/>
	CONTRACT DATED: 3/23/2023	CONTRACTOR: <input checked="" type="checkbox"/>
		SURETY: <input type="checkbox"/>
		OTHER: <input type="checkbox"/>

STATE OF: New York
COUNTY OF: Orange

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS: None

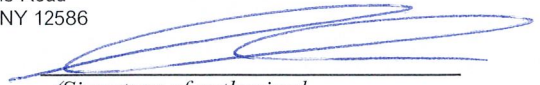
SUPPORTING DOCUMENTS ATTACHED HERETO:

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)*

MDS HVAC-R, Inc.
192 Plains Road
Walden, NY 12586

BY:



(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

12/5/23

Notary Public: 
My Commission Expires:

9/2/24

MDS HVAC-R Inc. Employees OSHA Card/Certificates

Cornwall Public Library Plumbing CT#4 Alt 2- Pay App #2

- 1. Nickolas Wolf (Previously Sent)**
- 2. Nicholas Guba (Previously Sent)**

MDS HVAC-R INC.

49 E Main Street Walden N.Y. 12586
(845) 713-4598 info@mdshvacr.com (845) 713-4626

LETTER OF TRANSMITTAL

DATE: 12/5/2023
TO: Cornwall Public Library
395 Hudon Street
Cornwall, NY 12518
ATTN: Bill Conklin - Collier Construction LLC
RE: Cornwall Public Library HVAC & Plumbing Base

Project: Cornwall Public Library HVAC Replacement Project- Contract #4 Plumbing Base

COPIES	DESCRIPTION
1	AIA#5 Pay App - Cornwall Public Library Plumbing- MDS Signed Original
1	AIA G706A Contractors Affidavit of Release of Liens
1	MDS Certified Payroll
1	OSHA Card list

REMARKS: For Payment

Sincerely: Natalie

Anastasia Ward
Office Manager
MDS HVAC-R Inc.
(845) 713-4598

TO (OWNER): Cornwall Public Library
395 Hudson St
Cornwall, NY 12518

PROJECT: Cornwall Public Lib -Plum Base

APPLICATION NO: 5
PERIOD TO: 11/30/2023

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): MDS HVAC-R Inc.
192 Plains Road
Walden, NY 12586

VIA (ARCHITECT): Blake Engineering PLLC
1898 County Route 1
Westtown, NY 10998

ARCHITECT'S
PROJECT NO: SED# 44-03-01-06-6-00

CONTRACT FOR: #4 Plumbing Construction-Base/alt1/alt3

CONTRACT DATE: 3/23/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	72,141.00
2. Net Change by Change Orders	\$	2,887.23
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	75,028.23
4. TOTAL COMPLETED AND STORED TO DATE	\$	73,512.23

5. RETAINAGE:

a. 5.00% of Completed Work	\$	3,675.61
b. 0.00% of Stored Material	\$	0.00

Total retainage (Line 5a + 5b)	\$	3,675.61
6. TOTAL EARNED LESS RETAINAGE	\$	69,836.62
(Line 4 less Line 5 Total)		

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)	\$	64,847.83
8. CURRENT PAYMENT DUE	\$	4,988.79

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6)	\$	5,191.61
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The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: MDS HVAC-R Inc.
192 Plains Road Walden, NY 12586

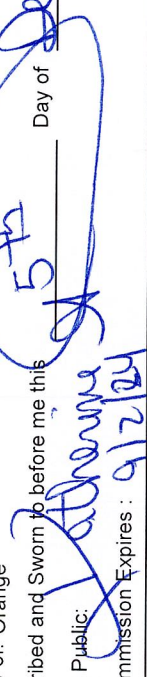
By:  Date: 12/5/23

Dominick DiViesti / President

State of: NY

County of: Orange

Subscribed and Sworn to before me this 5th Day of Dec 20 23

Notary Public: 

My Commission Expires: 9/2/24

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	2,887.23	0.00
Total approved this Month	0.00	0.00
TOTALS	2,887.23	0.00
NET CHANGES by Change Order	2,887.23	

AIA Type Document
Application and Certification for Payment

TO (OWNER): Cornwall Public Library
395 Hudson St
Cornwall, NY 12518

PROJECT: Cornwall Public Lib -Plum Base

APPLICATION NO: 5
PERIOD TO: 11/30/2023

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): MDS HVAC-R Inc.
192 Plains Road
Walden, NY 12586

VIA (ARCHITECT): Blake Engineering PLLC
1898 County Route 1
Westtown, NY 10998

ARCHITECT'S PROJECT NO: SED# 44-03-01-06-6-00

CONTRACT FOR: #4 Plumbing Construction-Base/alt1/alt3

CONTRACT DATE: 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
GENERAL CONDITIONS/BASE BID									
1	BONDS AND INSURANCE	1,011.00	1,011.00	0.00	0.00	1,011.00	100.00	0.00	50.55
2	MOBILIZATION	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00	0.00	225.00
3	DEMobilIZATION	4,500.00	0.00	4,500.00	0.00	4,500.00	100.00	0.00	225.00
4	FIELD SUPERVISION/LAYOUT	674.00	640.30	33.70	0.00	674.00	100.00	0.00	33.70
5	TEMPORARY FACILITIES	337.00	320.15	16.85	0.00	337.00	100.00	0.00	16.85
6	SUBMITTALS	674.00	674.00	0.00	0.00	674.00	100.00	0.00	33.70
7	MEETING ATTENDANCE	337.00	320.15	16.85	0.00	337.00	100.00	0.00	16.85
8	PROJECT CLOSEOUT	337.00	0.00	0.00	0.00	0.00	0.00	337.00	0.00
9	RECORD DRAWINGS/ CONSTRUCTION PROGRESS	674.00	0.00	0.00	0.00	0.00	0.00	674.00	0.00
10	PUNCHLIST	505.00	0.00	0.00	0.00	0.00	0.00	505.00	0.00
11	CLEAN-UP	337.00	337.00	0.00	0.00	337.00	100.00	0.00	16.85
12	DEMO	5,250.00	5,250.00	0.00	0.00	5,250.00	100.00	0.00	262.50
13	CONDENSATE PIPE MATERIAL	3,435.00	3,435.00	0.00	0.00	3,435.00	100.00	0.00	171.75
14	CONDENSATE PIPE LABOR	8,528.00	8,528.00	0.00	0.00	8,528.00	100.00	0.00	426.40
15	CONDENSATE PIPE INSULATION MATERIAL	900.00	900.00	0.00	0.00	900.00	100.00	0.00	45.00
16	CONDENSATE PIPE INSULATION LABOR	1,308.00	1,308.00	0.00	0.00	1,308.00	100.00	0.00	65.40
17	HANGING MATERIAL	400.00	400.00	0.00	0.00	400.00	100.00	0.00	20.00
SUBTOTAL BASE BID		33,707.00	27,623.60	4,567.40	0.00	32,191.00	95.50	1,516.00	1,609.55

ALTERNATE #1

AIA Type Document
Application and Certification for Payment

TO (OWNER): Cornwall Public Library
395 Hudson St
Cornwall, NY 12518

PROJECT: Cornwall Public Lib -Plum Base

APPLICATION NO: 5
PERIOD TO: 11/30/2023

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): MDS HVAC-R Inc.
192 Plains Road
Walden, NY 12586

VIA (ARCHITECT): Blake Engineering PLLC
1898 County Route 1
Westtown, NY 10998

ARCHITECT'S
PROJECT NO: SED# 44-03-01-06-6-00

CONTRACT FOR: #4 Plumbing Construction-Base/alt1/alt3

CONTRACT DATE: 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
18	DEMO	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	250.00
19	PLUMBING FIXTURES	18,115.00	18,115.00	0.00	0.00	18,115.00	100.00	0.00	905.75
20	PLUMBING FIXTURES INSTALL	12,611.00	11,980.45	630.55	0.00	12,611.00	100.00	0.00	630.55
	SUBTOTAL ALTERNATE #1	35,726.00	35,095.45	630.55	0.00	35,726.00	100.00	0.00	1,786.30
	ALTERNATE #3								
21	DEMO	750.00	750.00	0.00	0.00	750.00	100.00	0.00	37.50
22	PLUMBING FIXTURES	890.00	890.00	0.00	0.00	890.00	100.00	0.00	44.50
23	PLUMBING FIXTURES INSTALL	1,068.00	1,014.60	53.40	0.00	1,068.00	100.00	0.00	53.40
	SUBTOTAL ALTERNATE #3	2,708.00	2,654.60	53.40	0.00	2,708.00	100.00	0.00	135.40
24	PCO-01 Soap Dispensers	2,887.23	2,887.23	0.00	0.00	2,887.23	100.00	0.00	144.36
	REPORT TOTALS	\$75,028.23	\$68,260.88	\$5,251.35	\$0.00	\$73,512.23	97.98	\$1,516.00	\$3,675.61

AIA[®] Document G706A[™] – 1994

Contractor's Affidavit of Release of Liens

PROJECT: <i>(Name and address)</i> Cornwall Public Library-PLUMB-CT#4 395 Hudson Street Cornwall, NY 12518	ARCHITECT'S PROJECT NUMBER: SED44-03-01-06-6-00	OWNER: <input checked="" type="checkbox"/>
TO OWNER: <i>(Name and address)</i> Cornwall Public Library 395 Hudson St., Cornwall, NY 12518	CONTRACT FOR: Plumbing Base- CT#4	ARCHITECT: <input checked="" type="checkbox"/>
	CONTRACT DATED: 3/23/2023	CONTRACTOR: <input checked="" type="checkbox"/>
		SURETY: <input type="checkbox"/>
		OTHER: <input type="checkbox"/>

STATE OF: New York
COUNTY OF: Orange

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS: None

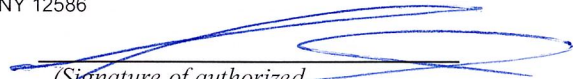
SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)*

MDS HVAC-R, Inc.
192 Plains Road
Walden, NY 12586

BY:


(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

12/5/23

Notary Public: 

My Commission Expires:

9/2/24



Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS 192 Plains Road
MDS HVAC-R, Inc. Walden NY 1286
OMB No.: 1235-0008
Expires: 01/31/2015

PAYROLL NO. 10/18/2023 PROJECT AND LOCATION
Cornwall Public Library
PROJECT OR CONTRACT NO. AIA #5 CT#4 Plumbing
395 Hudson Street Cornwall, NY 12518

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EMPLOYER'S IDENTIFICATION NUMBER	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS			(9) NET WAGES PAID FOR WEEK	
			FOR WEEK ENDING										FICA	WITH- HOLDING TAX	OTHER		TOTAL DEDUCTIONS
			12	13	14	15	16	17	18								
DiViesti, Dominick xxx-xx-8446 31 Sheep Ridge Lane Walden, NY 12586		General Foreman Shop								8.00	\$160.10	\$4,269.20				\$4,269.20	
Vatier, Jason xxx-xx-1140 68 Fire Tower Road Bloomingburg, NY 12721		Journeyman Shop								1.00	\$146.16	\$2,387.28				\$2,387.28	
Dumond, Eric xxx-xx-1138 1174 Mountain Road Port Jervis, NY 12771		Journeyman								2.00	\$146.16	\$2,728.32				\$2,728.32	
Greer, Kayin xxx-xx-4182 31 Railroad Ave Pine Bush, NY 12566		APPR-1								23.00	\$51.69	\$792.58				\$792.58	
Williams, Nicholas xxx-xx-3239 19 Rudolph Road Modena, NY 12548		APPR-3								16.00	\$80.75	\$861.28				\$861.28	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(e)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210



U.S. Department of Labor
 Wage and Hour Division

PAYROLL
 (For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS 192 Plains Road
 Walden NY 1286
 OMB No.: 1235-0008
 Expires: 01/31/2015

PAYROLL NO. PROJECT AND LOCATION PROJECT OR CONTRACT NO.
 10/25/2023 Cornwall Public Library AIA #5 CT#4 Plumbing
 395 Hudson Street Cornwall, NY 12518

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) SSN PREFIX 01 02 03 04 05 06 07 08 09 10 11 12	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS			(9) NET WAGES PAID FOR WEEK	
			HOURS WORKED EACH DAY										FICA	WITH-HOLDING TAX	OTHER		TOTAL DEDUCTIONS
			TH 19	F 20	S 21	S 22	M 23	T 24	W 25								
DiViesti, Dominick xxx-xx-8446 31 Sheep Ridge Lane Walden, NY 12586		General Foreman Shop								8.00	\$160.10	\$4,269.20				\$4,269.20	
Williams, Nicholas xxx-xx-3239 19 Rudolph Road Modena, NY 12548		APPR-3								8.00	\$80.75	\$430.64				\$430.64	
Montesi, Ian xxx-xx-2023 99 Dawn Drive Westtown, NY 10998		APPR-2								1.00	\$66.24	\$419.52				\$419.52	
Wolf, Nickolas xxx-xx-5828 16 Ora Park Circle Bloomington, NY 12721		General Foreman								8.00	\$853.84	\$853.84				\$853.84	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "turnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

Public Burden Statement

MDS HVAC-R Inc. Employees OSHA Card/Certificates

Cornwall Public Library Plumbing Base CT#4- Pay App #5

- 1. Devon Burburan (Previously Sent)**
- 2. Nicholas Guba (Previously Sent)**
- 3. Joseph Hennessey (Previously Sent)**
- 4. Ian Montesi (Previously Sent)**
- 5. Kiefer Rokeach (Previously Sent)**
- 6. Rodney Winchell (Previously Sent)**
- 7. Kieran Justiniano (Previously Sent)**
- 8. Jason Vatie (Previously Sent)**
- 9. Eric Dumond (Previously Sent)**
- 10. Kayin Greer (Previously Sent)**
- 11. Nickolas Wolf (Previously Sent)**
- 12. Nicholas Willams (Previously Sent)**
- 13. Dominick DiViesti (Previously Sent)**

MDS HVAC-R INC.

49 E Main Street Walden N.Y. 12586
(845) 713-4598 info@mdshvacr.com (845) 713-4626

LETTER OF TRANSMITTAL

DATE: 12/5/2023
TO: Cornwall Public Library
395 Hudon Street
Cornwall, NY 12518
ATTN: **Bill Conklin - Collier Construction LLC**
RE: Cornwall Public Library HVAC & Plumbing Base

Project: Cornwall Public Library HVAC Replacement Project- Contract #2 HVAC Base

COPIES	DESCRIPTION
1	AIA#5 Pay App - Cornwall Public Library HVAC - MDS Signed Original
1	AIA G706A Contractors Affidavit of Release of Liens
1	MDS Certified Payroll
1	OSHA Card list

REMARKS: For Payment

Sincerely: Natalie

Anastasia Ward
Office Manager
MDS HVAC-R Inc.
(845) 713-4598

TO (OWNER): Cornwall Public Library
 395 Hudson St
 Cornwall, NY 12518

PROJECT: Cornwall Public Library- HVAC

APPLICATION NO: 5
 PERIOD TO: 11/30/2023

DISTRIBUTION
 TO:
 - OWNER
 - ARCHITECT
 - CONTRACTOR

FROM (CONTRACTOR): MDS HVAC-R Inc.
 192 Plains Road
 Walden, NY 12586

VIA (ARCHITECT): Blake Engineering PLLC
 1898 County Route 1
 Westtown, NY 10998

ARCHITECT'S
 PROJECT NO: SED# 44-03-01-06-6-00

CONTRACT FOR: CT#2 Mechanical Construction #17142

CONTRACT DATE: 3/23/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

- 1. ORIGINAL CONTRACT SUM \$ 425,315.00
- 2. Net Change by Change Orders \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 425,315.00
- 4. TOTAL COMPLETED AND STORED TO DATE \$ 407,182.12

5. RETAINAGE:

- a. 5.00% of Completed Work \$ 20,359.12
- b. 0.00% of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 20,359.12

6. TOTAL EARNED LESS RETAINAGE \$ 386,823.00
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 379,768.61

8. CURRENT PAYMENT DUE \$ 7,054.39

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 38,492.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	0.00

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: MDS HVAC-R Inc.

192 Plains Road Walden, NY 12586

Katherine Anastasia Ward
 Notary Public, State of New York
 No. 01WAC192415

Qualified in Orange County
 Commission Expires September 2, 20 24

By:  / President
 State of: NY
 County of: Orange
 Subscribed and Sworn to before me this 5th Day of Dec 20 23
 Notary Public: 
 My Commission Expires: 9/2/24

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Cornwall Public Library
395 Hudson St
Cornwall, NY 12518

PROJECT: Cornwall Public Library- HVAC

APPLICATION NO: 5
PERIOD TO: 11/30/2023

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): MDS HVAC-R Inc.
192 Plains Road
Walden, NY 12586

VIA (ARCHITECT): Blake Engineering PLLC
1898 County Route 1
Westtown, NY 10998

ARCHITECT'S PROJECT NO: SED# 44-03-01-06-6-00

CONTRACT FOR: CT#2 Mechanical Construction #17142 **CONTRACT DATE:** 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
General Condition									
1	BONDS AND INSURANCE	12,759.00	12,759.00	0.00	0.00	12,759.00	100.00	0.00	637.95
2	MOBILIZATION	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00	0.00	375.00
3	DEMOBILIZATION	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00	0.00	375.00
4	FIELD SUPERVISION/LAYOUT	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00	0.00	375.00
5	TEMPORARY FACILITIES	4,253.15	4,253.15	0.00	0.00	4,253.15	100.00	0.00	212.66
6	SUBMITTALS	8,506.30	8,506.30	0.00	0.00	8,506.30	100.00	0.00	425.32
7	MEETING ATTENDANCE	4,253.15	3,827.84	425.31	0.00	4,253.15	100.00	0.00	212.66
8	PROJECT CLOSEOUT	4,253.15	0.00	0.00	0.00	0.00	0.00	4,253.15	0.00
9	RECORD DRAWINGS/ CONSTRUCTION PROGRESS	7,500.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00
10	PUNCHLIST	6,379.73	0.00	0.00	0.00	0.00	0.00	6,379.73	0.00
11	CLEAN-UP	4,253.15	4,253.15	0.00	0.00	4,253.15	100.00	0.00	212.66
12	TEST & BALANCE	7,000.37	0.00	7,000.37	0.00	7,000.37	100.00	0.00	350.02
13	SYSTEM COMMISSIONING	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00	0.00	225.00
HVAC									
14	DEMO	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	1,250.00
15	CONCRETE PAD	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00	0.00	375.00
16	VRF EQUIPMENT	68,000.00	68,000.00	0.00	0.00	68,000.00	100.00	0.00	3,400.00
17	VRF LABOR	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00	0.00	475.00
18	ERV EQUIPMENT	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00	0.00	1,750.00
19	ERV LABOR	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	75.00

AIA Type Document

Application and Certification for Payment

TO (OWNER): Cornwall Public Library
395 Hudson St
Cornwall, NY 12518

PROJECT: Cornwall Public Library- HVAC

APPLICATION NO: 5

PERIOD TO: 11/30/2023

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): MDS HVAC-R Inc.
192 Plains Road
Walden, NY 12586

VIA (ARCHITECT): Blake Engineering PLLC
1898 County Route 1
Westtown, NY 10998

ARCHITECT'S

PROJECT NO: SED# 44-03-01-06-6-00

CONTRACT FOR: CT#2 Mechanical Construction #17142

CONTRACT DATE: 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
20	RGD MATERIAL	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00	0.00	325.00
21	RGD LABOR	1,760.00	1,760.00	0.00	0.00	1,760.00	100.00	0.00	88.00
22	DUCTWORK MATERIAL	31,000.00	31,000.00	0.00	0.00	31,000.00	100.00	0.00	1,550.00
23	DUCTWORK INSTALL	76,127.00	76,127.00	0.00	0.00	76,127.00	100.00	0.00	3,806.35
24	REFRIGERANT PIPE MATERIAL	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	550.00
25	REFRIGERANT PIPE INSTALL	27,270.00	27,270.00	0.00	0.00	27,270.00	100.00	0.00	1,363.50
26	REFRIGERANT	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00	0.00	125.00
27	INSULATION MATERIAL	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	600.00
28	INSULATION LABOR	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00	0.00	750.00
29	CONTROL COORDINATION	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	250.00
30	HANGING MATERIAL	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00	0.00	225.00
REPORT TOTALS		\$425,315.00	\$399,756.44	\$7,425.68	\$0.00	\$407,182.12	95.74	\$18,132.88	\$20,359.12



AIA® Document G706A™ – 1994

Contractor's Affidavit of Release of Liens

PROJECT: <i>(Name and address)</i> Cornwall Public Library- HVAC-CT#2 395 Hudson Street Cornwall, NY 12518	ARCHITECT'S PROJECT NUMBER: 2150	OWNER: <input checked="" type="checkbox"/>
TO OWNER: <i>(Name and address)</i> Cornwall Public Library 395 Hudson St., Cornwall, NY 12518	CONTRACT FOR: Mechanical - CT#2	ARCHITECT: <input checked="" type="checkbox"/>
	CONTRACT DATED: 3/23/2023	CONTRACTOR: <input checked="" type="checkbox"/>
		SURETY: <input type="checkbox"/>
		OTHER: <input type="checkbox"/>

STATE OF: New York
COUNTY OF: Orange

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS:

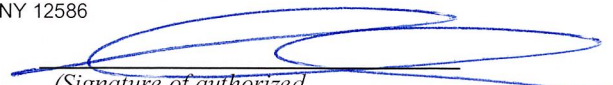
SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)*

MDS HVAC-R, Inc.
192 Plains Road
Walden, NY 12586

BY:



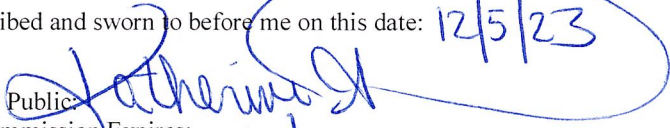
(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date: 12/5/23

Notary Public

My Commission Expires:



9/2/24

Katherine Anastasia Ward
Notary Public, State of New York
No. 01WA6192415
Qualified in Orange County
Commission Expires September 2, 20 24

MDS HVAC-R Inc. Employees OSHA Card/Certificates

Cornwall Public Library HVAC Contract#2- Pay App #5

- 1. Eric Hanford (Previously Sent)**
- 2. Michael Jasiel (Previously Sent)**
- 3. Dillon Sparlin (Previously Sent)**
- 4. Rob Derasmo (Previously Sent)**
- 5. Travis McVeigh (Previously Sent)**
- 6. Austin Smith (Previously Sent)**
- 7. Robert Eilert (Previously Sent)**
- 8. Dylan Flegar (Previously Sent)**
- 9. Baraquiel Nava (Previously Sent)**
- 10. Javier Nava (Previously Sent)**
- 11. Joseph Jasiel (Previously Sent)**
- 12. Dominick DiViesti (Previously Sent)**

Rockland Elec app #4 A4	3,859.31
MDS Plumbing - staff room app #2	305.05
MDS HVAC app #5	7,054.39
MDS Plumbing base app #5	4,988.79
Total	16,207.54



Governance for the Board of Trustees

Table Of Contents

- 1. History-Cornwall Public Library**
- 2. Governance--Governance--Rules for the Government of the Board of Trustees**
- 3. Governance--Organizations Oath of Office**
- 4. Governance--Public Access to Records**
- 5. Governance--Friends of Cornwall Public Library**
- 6. Governance--Library Bill of Rights**
- 7. Governance--New York State's Public Library System**
- 8. Governance--Types of Libraries**
- 9. Appendix A. Current Board Roster**
- 10. Appendix B. Reconsideration of Policy Form**

Section 1

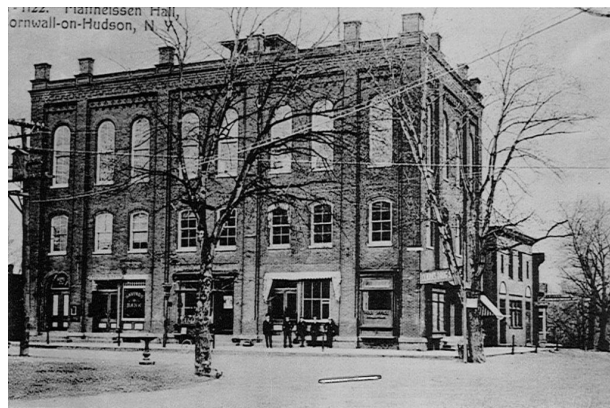
Cornwall Public Library's History

Cornwall Public Library's History

The First Library in Cornwall owed its existence to a number of forward-looking citizens, who in November 1869, formed the Cornwall Circulating Library. One of the group, a wealthy philanthropist named Erard A. Matthiessen, became the chief stockholder and later owner of an imposing three-story structure erected in the village square. Although the building housed a number of establishments including an assembly on the top floor, its name—Library Hall—signified the principal occupant, the library.

The editor of an early town newspaper, a woman of education and culture, used every opportunity to extol the library, especially as an inducement for vacationists who invaded Cornwall in the summer. The community was a popular resort in post-Civil War years filled with spacious hotels and boarding houses.

Despite the name – “Circulating Library” – the facility seems to have functioned more as a reading room where a number of daily newspapers and current periodicals could be found. Supported by an annual subscription, ranging from one to five dollars, and by occasional fundraisers, it also relied on contributions of books from the patrons. The room was open daily, especially in the summer when, in rainy weather, it would be filled with guests from the nearby hotels.



Matthiessen Hall, once known as Library Hall, in the Village of Cornwall on Hudson,

Although the library could count on permanent quarters, its survival was threatened by a decline in the resort business and by a lack of patronage from the year-round population. In 1889, the local newspaper announced the sale of books and other property of the Cornwall Circulating Library; all that remained were small collections of books in the town's public schools.

The next step came in 1893 when the two largest school districts applied for a charter from the State Board of Regents, which had been empowered to charter free public libraries supported by a school or municipal tax base. Within a short time, Cornwall obtained its permanent charter and School District 5 (Canterbury) set up a library in a small school, which in 1904 moved to a new building. At the same time, School District 4 (Cornwall-on-Hudson), whose school was close to Library Hall, was able to occupy the former reading room. Each library had a board of trustees that met periodically to oversee

the operations and approve the selection of new books, exercising censorship over “unsuitable” material. Under a series of librarians, as yet untrained, the collections of books increased both in numbers and scope; card catalogues were instituted; and a small juvenile section opened. The windows of the library in Cornwall-on-Hudson overlooked the village square which made it a favorite after-school haunt of teenagers, who came ostensibly to do their homework. In 1921, the residents of Mountainville, a rural section of Cornwall, organized a third town library. They found space in a store, stocked the shelves with books from their homes, took turns as librarians, and sponsored benefits to defray the costs. Later they moved into an empty railroad station.

By the 1930s, the deteriorating condition of Library Hall (now called Matthiessen Hall) made the need for new library quarters. The son of the late Mr. Matthiessen offered to build a new library in Cornwall-on-Hudson, a handsome colonial-style building which opened in 1935 and is still in use. The three libraries operated independently until the centralization of the Cornwall Schools in 1954. A new library charter had to be obtained. The libraries of Districts 4 and 5 joined to become the Cornwall Public Library with one board of trustees and a single budget. There were three branches: the Library in Cornwall-on-Hudson; rooms in the Town Hall into which the District 5 library had moved in 1953; and the Mountainville Library, which joined the system in 1969.

The history of the last three decades can be summed up in two familiar words: modernization and expansion. Meeting the public demand for up-to-date services led to the hiring of a professional director and additional staff, the purchase of computers and other modern equipment, and the expansion of programs, including those for children. Those who remember the once-spacious interior of the Cornwall-on-Hudson library were astounded at the then crowded conditions—additional shelving and equipment left scarcely room to turn around; and the problem was worse at the Town Hall branch.



The Library in the Village of Cornwall-on-Hudson was built in 1934.



Over the years, several options have been presented to the taxpayer, ranging from the acquisition of existing buildings to the erection of a new library. In 1989, a proposition for a \$3.2 Million building was defeated, as was a scaled-down version for \$2.65 million in 1990. Closing the Mountainville branch in 1990 subsequently reduced operating costs. In 1997, the Trustees presented voters an entirely new plan to build a 10,000 square foot library for \$2.2 million. Designed by architect Peter R. Hoffman of Marlboro, NY, the proposal for the new library offered the consolidation of services, collections, and staff in one new location at Riverlight Park. Active campaigning by members of the Friends of the Library and other interested citizens achieved the long-needed approval of a new building in December of that year. Construction of the new Cornwall Public Library began in April 1999, with a grand opening slated for later that year or early 2000.

~By Janet Dempsey (Written in 1999 before the opening of the current library)

Library History – An Update

Today, Cornwall Public Library houses a collection of close to 195,000 items that includes hardcover books, paperbacks, ebooks, audio books, DVDs, and music CDs. There are over 8,800 registered borrowers, it receives over 151,000 annual visits, and is open 7 days a week. The Library has 8 public computers, 4 children's learning stations, a laptop/iPad lab for training and in-house borrowing, and a children's early literacy mini iPad lab with 10 mini iPads for use by preschoolers through teens. There is a diverse offering of programs for people of all ages and interests that draw more than 8,300 attendees annually. The Library serves as a Community Center for residents of the Cornwall Central School District and beyond, and strives continually to meet the needs and requests of the Greater Cornwall Community.

Section 2

Rules for the Governance of the Board of Trustees

Rules for the Governance of the Board of Trustees

Introduction

In 1959, the Education Department of the State of New York chartered the Cornwall Public Library (CPL). This Charter of Organization has continued in effect and forms the legal, structural base for functions of the Board of Trustees and its governance of the Cornwall Public Library. With the Charter are written Rules for the Government of the Board of Trustees.

The following Rules for Government have been developed over time and within the framework of the Charter. Since 1959, the Board of Trustees has written appropriate policies and set procedural changes in order to meet new needs and update the provision of Public Services by the Library.

1. Regular meetings shall be held on the second Wednesday of each month at 7:00 PM in the Cornwall Public Library or at such other time and place as the Board may determine.
2. Special meetings may be held at any time at the call of the President, Vice President, or Secretary, or a call of any two members of the Board, provided that proper notice is given thereof.
3. A quorum at any meeting shall consist of four or more Trustees.
4. The order of Business at all regular meetings of the Board shall be as follows:
 - I. Roll
 - II. Approval of Agenda
 - III. Approval of the Minutes –MM/DD/YYYY
 - IV. Financial Review
 1. Approval of Warrant #n
 - V. Public Remarks
 - VI. Communications/Donations
 - VII. Director's Report
 - VIII. Committee Reports
 1. Finance Committee
 2. Policy Committee
 3. Building & Grounds Committee
 4. Friends
 5. Personnel Committee
 6. Strategic Planning Committee
 - IX. Unfinished Business
 - X. New Business

XI. Adjournment

Robert's Rules of Order shall govern the parliamentary procedure of the Board.

Organization

1. Pursuant to the retirement of the General Code of the State of New York, the Board of Library Trustees from School District Number One shall consist of seven (7) members elected by the qualified voters of the Cornwall Central School District of the Towns of Cornwall, New Windsor and Woodbury, Orange County, New York for a full term of three (3) years. The Board shall appoint vacancies due to cause other than expiration of term until the next Operating Budget Vote and Trustee election. At that time the appointee and any other interested candidates may run for the remainder of the unexpired term.
2. The Trustees shall have full responsibility for the formation of policies governing the operation and program of the library; they shall employ a competent Library Director possessing a Master's Degree in Library Science; and shall secure adequate funds to carry on the Library's program.
3. The Officers of the Board shall be President, Vice President and Secretary. Their terms of office shall be for one (1) year coinciding with the Library's Fiscal Year (July 1-June 30). They shall be elected at the first regular meeting in each school district year.
4. The duties of all officers shall be by custom and law and rules of this Board devolved upon such officers in accordance with their titles. The president shall be, ex officio, a member of all committees.

Committees

Standing committees shall be Finance; Policy; Building & Grounds; Friends; Personnel; Strategic Planning. Committees should have no more than three members. The President may appoint committees for other purposes, those committees will be considered discharged upon the completion of the purpose for which it was appointed after the final report is made to the board.

Budget & Public Voting

In order to maintain and develop services of the CPL, the Board of Trustees will start a review of expenditures, staff and planning for the next fiscal year by January of each year. Working with the Library Director, the Board will prepare a final budget plan in time for adoption at the Board meeting in March.

The budget will be presented to the public with time for public review and voting in April for approval or rejection. The election of a Trustee for each open position will be made at the same public vote.

As CPL is a School District Public Library, public voting for the proposed budget, election of trustees or any needed special bond expenses will be carried out in accordance with the voting rules of the Cornwall Central School District.

Library Director and Staff

1. The Board shall appoint a qualified Library Director possessing a Master's Degree in Library Science who shall be the executive and administrative officer of CPL on behalf of the board and serve under its review and direction.
2. The Library Director shall recommend to the Board the appointment and specific duties of other employees and shall be held responsible for the proper direction and supervision of the staff.

3. The Library Director shall also be responsible for:
 - a. The care and maintenance of the Library property;
 - b. Adequate and appropriate selection of materials in keeping with the stated policies of the Board;
 - c. The efficiency of Library service to the public;
 - d. The Library's financial operation within the limits of the budgeted appropriation;
4. In the case of part-time or temporary workers, the Library Director shall have the interim authority to appoint without prior approval of the Board until its next regular meeting.

Library Staff Responsibilities

The overall responsibilities of the Library Director are defined in the Rules of Government of the Board of Trustees. Delegation of tasks geared toward ongoing library service is at the discretion of the Library Director. The Director will direct the staff to maintain all library services year round.

In the absence of the Library Director for vacation, illness or unexpectedly for other reasons, these supervisory responsibilities will fall to the senior full-time qualified librarian working under the review and direction of the Board of Trustees.

Amendments

Amendments to these rules may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing rules may be temporarily suspended by a unanimous vote of all the Trustees present at any meeting.

Reconsideration of a Policy

Patrons may request that the Board of Trustees of CPL reconsider a policy. Patrons should contact Library Staff for a copy of the request for Reconsideration of a Policy Form. The form should be completed and returned to the Information Desk. The Library Director will then present the form during the New Business section of the next regular meeting.

Section 3

Organization Oath of Office

SAMPLE

MM/DD/YYYY

Organizational Oath of Office

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

Signature: _____

Date: _____

Witness: _____

Date: _____

Section 4

Public Access to Records

Public Access to Records of Cornwall Public Library

- Part 1. Freedom of Information
- Part 2. Scope of the Law
- Part 3. What is a Record
- Part 4. Accessible Records
- Part 5. Protection of Privacy
- Part 6. How to Obtain Records
 - Subject Matter List
 - Regulations
 - Designation of Records Access Officer
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Part 1. Freedom of Information

The Freedom of Information Law (FOIL) affirms your right to know how your government operates. It provides rights of access to records that reflect governmental decisions and policies that affect the lives of every New Yorker. The Law authorized the creation of the Committee on Open Government.

Part 2. Scope of the Law

All agencies are subject to FOIL and the Law defines "agency" to include all units of state and local government in New York State, including state agencies, public corporations and authorities, as well as any other governmental entities performing a governmental function for the state or for one or more units of local government in the state (Pub. Off. L. ("POL") § 86(3)).

The term "agency" does not include the State Legislature or the courts. For purposes of clarity, "agency" will be used hereinafter to include all entities of government in New York, except the State Legislature and the courts, which will be discussed later.

Part 3. What is a Record?

All records are subject to the FOIL, and the law defines “record” as “any information kept, held, filed, produced or reproduced by, with or for an agency . . . in any physical form whatsoever.” POL § 86(4). It is clear that items such as audio or visual recordings, data maintained electronically, and paper records fall within the definition of “record.” An agency is not required to create a new record or provide information in response to questions to comply with the law; however, the courts have held that an agency must provide records in the form requested if it has the ability to do so. For instance, if the agency can transfer data into a requested format, the agency must do so upon payment of the proper fee.

Part 4. Accessible records

FOIL is based on a presumption of access, stating that all records are accessible, except records or portions of records that fall within one of the below categories of deniable records. POL § 87(2).

An agency may decline to produce records or portions thereof that:

- (a) are specifically exempt from disclosure by state or federal statute;
- (b) would if disclosed result in an unwarranted invasion of personal privacy;
- (c) would if disclosed impair present or imminent contract awards or collective bargaining negotiations;
- (d) are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- (e) are compiled for law enforcement purposes and which if disclosed would:
 - i. interfere with law enforcement investigations or judicial proceedings, provided however, that any agency, which is not conducting the investigation that the requested records relate to, that is considering denying access pursuant to this subparagraph shall receive confirmation from the law enforcement or investigating agency conducting the investigation that disclosure of such records will interfere with an ongoing investigation;
 - ii. deprive a person of a right to a fair trial or impartial adjudication;
 - iii. identify a confidential source or disclose confidential information relative to a criminal investigation; or
 - iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- (f) could if disclosed endanger the life or safety of any person;
- (g) are inter-agency or intra-agency communications, except to the extent that such materials consist of:
 - i. statistical or factual tabulations or data;
 - ii. instructions to staff that affect the public;
 - iii. final agency policy or determinations; or
 - iv. external audits, including but not limited to audits performed by the comptroller and the federal government;
- (h) are examination questions or answers that are requested prior to the final administration of such questions; or
- (i) if disclosed, would jeopardize the capacity of an agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures; or
- (j) [Deemed repealed Dec. 1, 2024] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-a of the vehicle and traffic law.
- (k) [Expires and deemed repealed Dec. 1, 2024] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-b of the vehicle and traffic law.

(l) [Expires and deemed repealed Sept. 20, 2025] are photographs, microphotographs, videotape or other recorded images produced by a bus lane photo device prepared under authority of section eleven hundred eleven-c of the vehicle and traffic law.

(m) [Expires and deemed repealed July 1, 2022] are photographs, microphotographs, videotape or other recorded images prepared under the authority of section eleven hundred eighty-b of the vehicle and traffic law.

(n) [Expires and deemed repealed Dec. 1, 2024] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-d of the vehicle and traffic law.

(o) [Expires and deemed repealed Sept. 12, 2024] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-e of the vehicle and traffic law.

(p) [See also, par. (p) below.] are data or images produced by an electronic toll collection system under authority of article forty-four-C of the vehicle and traffic law and in title three of article three of the public authorities law. (p) [Expires and deemed repealed Sept. 6, 2024; See also, par. (p) above.] are photographs, microphotographs, videotape or other recorded images prepared under the authority of section eleven hundred eighty-d of the vehicle and traffic law.

(q) [Expires and deemed repealed Dec. 1, 2024] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred seventy-four-a of the vehicle and traffic law.

(r) [Expires and deemed repealed Oct. 6, 2026; See also, pars. (r) below.] are photographs, microphotographs, videotape or other recorded images prepared under the authority of section eleven hundred eighty-e of the vehicle and traffic law.

(r) [Expires and deemed repealed Dec. 1, 2026; See also, pars. (r) above and below.] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-f of the vehicle and traffic law.

(r) [Expires and deemed repealed Dec. 1, 2025; See also, pars. (r) above.] are photographs, microphotographs, videotape or other recorded images or information and data prepared under authority of section three hundred eighty-five-a of the vehicle and traffic law.

The categories of records that an agency may decline to produce generally involve the potentially harmful effects of disclosure. They are based in great measure upon the notion that disclosure would in some instances “impair,” “cause substantial injury to,” “interfere with,” “deprive,” “endanger,” etc.

One category of records an agency may decline to disclose that does not deal directly with the effects of disclosure is exception (g), which deals with interagency and intra-agency materials. The intent of the exemption is twofold. Written communications transmitted from an official of one agency to an official of another or between officials within an agency may be withheld as exempt insofar as they consist of advice, opinions or recommendations. For example, an opinion prepared by staff which may be rejected or accepted by the head of an agency need not be made available. Statistical or factual information, on the other hand, as well as the policies and determinations upon which an agency relies in carrying out its duties, are available unless a different exemption applies.

There are also special provisions in the law regarding the protection of trade secrets and critical infrastructure information. Those provisions pertain only to state agencies and enable a business entity submitting records to state agencies to request that records be kept separate and apart from all other agency records. When a request is made for records falling within these special provisions, the submitter of such records is given notice and an opportunity to justify a claim that the records would if disclosed result in substantial injury to the competitive position of the submitter’s commercial enterprise. A member of the public requesting records may challenge such a claim.

Generally, the law applies to existing records. Therefore, an agency need not create a record in response to a request. Nevertheless, POL § 87(3) requires that each agency must maintain the following:

- (a) a record of the final vote of each member in every agency proceeding in which the member votes;
- (b) a record setting forth the name, public office address, title and salary of every officer or employee of the agency; and
- (c) a reasonably detailed current list by subject matter of all records in possession of an agency, regardless of whether the records are accessible.

Part 5. Protection of Privacy

One of the exceptions to rights of access referenced earlier states that records may be withheld when disclosure would result in “an unwarranted invasion of personal privacy.” POL § 87(2)(b).

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of personal privacy when identifying details are deleted, when the person to whom a record pertains consents in writing to disclosure, or when upon presenting reasonable proof of identity, people seek access to records pertaining to themselves.

When a request is made for records that constitute a list of names and home addresses of natural persons (i.e., not corporations or individuals acting in a business capacity) or its equivalent, the agency is permitted to require that the applicant certify that such list will not be used for solicitation or fund-raising purposes and will not sell, give or otherwise make available such lists to any other person for the purpose of allowing that person to use such list for solicitation or fund-raising purposes. POL § 89(3)(a).

Since 2010, agencies have been prohibited from intentionally releasing social security numbers to the public. POL § 96-a.

Part 6. How to Obtain Records

Subject matter list

As noted earlier, each agency must maintain a “subject matter list.” POL § 87(3)(c). The list is not a compilation of every record an agency has in its possession, but rather is a list of the subjects or file categories under which records are kept. It must reference all records in possession of an agency, regardless of whether the records are available. You have a right to know the kinds of records agencies maintain.

The subject matter list must be compiled in sufficient detail to permit you to identify the file category of the records sought, and it must be updated annually. Each state agency is required to post its subject matter list online. An alternative to and often a substitute for a subject matter list is a records retention schedule. Schedules regarding state and local government outside of New York City are prepared by the State Archives; those applicable in New York City are prepared by the NYC Department of Records and Information Services.

Regulations

Each agency must adopt standards based upon general regulations issued by the Committee. These procedures describe how you can inspect and copy records. The Committee regulations and a model designed to enable agencies to easily comply are available on the Committee website. See Regulations of the Committee on Open Government and Model Rules for Agencies.

Designation of Records Access Officer

Under the Committee regulations, each agency must appoint one or more persons as records access officer. The records access officer has the duty of coordinating the agency response to public requests for records in a timely fashion. In addition, the records access officer is responsible for ensuring that agency personnel assist in identifying records sought, make the records promptly available or deny access in writing, provide copies of records or permit you to make copies, certifying that a copy is a true copy and, if the records cannot be found, certifying either that the agency does not have possession of the requested records or that the agency does have the records, but they cannot be found after diligent search.

The regulations also state that the public shall continue to have access to records through officials who have been authorized previously to make information available. The records access officer is:

Charlotte A. Dunaief, Library Director
Cornwall Public Library, 395 Hudson Street, Cornwall, NY 12518
845-534-8282
cdunaief@rcls.org

Requests for Records

An agency may ask you to make your request in writing. See Sample Request for Records, below. The law requires you to “reasonably describe” the record in which you are interested. POL § 89(3)(a). Whether a request reasonably describes records often relates to the nature of an agency filing or recordkeeping system. If records are kept alphabetically, a request for records involving an event occurring on a certain date might not reasonably describe the records. Locating the records in that situation might involve a search for the needle in the haystack, and an agency is not required to engage in that degree of effort. The responsibility for identifying and locating records sought rests to an extent upon the agency. If possible, you should supply dates, titles, file designations, or any other information that will help agency staff to locate requested records, and it may be worthwhile to find out how an agency keeps the records of your interest (i.e., alphabetically, chronologically or by location) so that a proper request can be made.

The law also provides that agencies must accept requests and transmit records requested by email when they have the ability to do so. These days, few agencies will not have an email system and accordingly must accept requests and provide records using this method.

Within five business days of the receipt of a written request for a record reasonably described, the agency must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied, which must be reasonable in consideration of attendant circumstances, such as the volume or complexity of the request. The approximate date ordinarily cannot exceed 20 business days from the date of the acknowledgment of the receipt of a request. If an agency determines that it needs more than 20 business days to grant a request in whole or in part, the agency acknowledgment must explain the reason and provide a specific date within which it will grant a request in whole or in part. 9 When an agency delays a response beyond 20 business days, the delay must be reasonable in relation to the circumstances of the request. If the agency fails to abide by any of the requirements concerning the time within which it must respond to a request, the request is deemed denied, and the person seeking the records may appeal the denial. For more information, see Explanation of Time Limits for Responding to Requests.

Fees

An agency must make copies of records available on request. Except when a different fee is prescribed by statute (an act of the State Legislature), an agency may not charge for inspection, certification or search for records, or charge in excess of 25 cents per photocopy up to nine by 14 inches. POL §87(1)(b)(iii). An agency may charge fees for copies of other records based upon the actual cost of reproduction. There may be no basis to charge for copies of records that are transmitted electronically; however, when requesting electronic data, there are occasions when the agency can charge for employee time spent preparing the electronic data.

Denial of Access and Appeal

Unless a denial of a request occurs due to a failure to respond in a timely manner, a denial of access must be in writing, stating the reason for the denial and advising you of your right to appeal to the head or governing body of the agency or the person designated to determine appeals by the head or governing body of the agency. The following person(s) or body shall determine appeals regarding the denial of access to records under the Freedom of Information Law:

President of the Board of Trustees
Cornwall Public Library
395 Hudson Street, Cornwall, NY 12518
845-534-8282

You may appeal within 30 days of a denial. Upon receipt of the appeal, the agency head, governing body or appeals officer has ten business days to fully explain in writing the reasons for further denial of access or to provide access to the records. Copies of appeals and the determinations thereon must be sent by the agency to the Committee on Open Government. POL § 89(4)(a). A failure to determine an appeal within 10 business days of its receipt is considered a denial of the appeal.

You may seek judicial review of a final agency denial by initiating a proceeding pursuant to Article 78 of the Civil Practice Law and Rules. When a denial is based on an exception to rights of access, the agency has the burden of proving that the record sought falls within the claimed exemption(s). POL § 89(4)(b).

FOIL permits a court, in its discretion, to award attorney fees to a petitioner when the court finds that they have substantially prevailed and the agency failed to respond to a request or appeal within the statutory time. An award of 10 attorney fees is mandatory when the petitioner has substantially prevailed and the court finds that the agency had no reasonable basis for denying access.

Access to Legislative Records

Section 88 of FOIL applies only to the State Legislature and provides access to the following records in its possession:

- (a) bills, fiscal notes, introducers' bill memoranda, resolutions and index records;
- (b) messages received from the Governor or the other house of the Legislature, as well as home rule messages;
- (c) legislative notification of the proposed adoption of rules by an agency;
- (d) transcripts, minutes, journal records of public sessions, including meetings of committees, subcommittees and public hearings, as well as the records of attendance and any votes taken;
- (e) internal or external audits and statistical or factual tabulations of, or with respect to, material otherwise available for public inspection and copying pursuant to this section or any other applicable provision of law;

- (f) administrative staff manuals and instructions to staff that affect the public;
- (g) final reports and formal opinions submitted to the Legislature;
- (h) final reports or recommendations and minority or dissenting reports and opinions of members of committees, subcommittees, or commissions of the Legislature;
- (i) any other records made available by any other provision of law; and
- (j) external audits conducted pursuant to section ninety-two of the legislative law and schedules issued pursuant to subdivision two of section ninety of the legislative law.

In addition, each house of the Legislature must maintain and make available:

- (a) a record of votes of each member in each session, committee and subcommittee meeting in which the member votes;
- (b) a payroll record setting forth the name, public office address, title and salary of every officer or employee; and
- (c) a current list, reasonably detailed, by subject matter of any record required to be made available by section 88.

Each house is required to issue regulations pertaining to the procedural aspects of the law. Requests for the listed records should be directed to the public information officers of the respective houses.

Access to Court Records

Although the courts are not subject to FOIL, § 255 of the Judiciary Law has long required the clerk of a court to “diligently search the files, papers, records and dockets in his office” and upon payment of a fee make copies of such items. Justice Courts are covered by § 2019-a of the Uniform Justice Court Act, which states that “records and dockets of the court except as otherwise provided by law shall be at reasonable times open for inspection to the public.”

Agencies charged with the responsibility of administering the judicial branch, such as, for example, the Office of Court Administration, are not courts and therefore are treated as agencies subject to FOIL.

Part 7. Sample Letters

Requesting Records (Sample)

Records Access Officer

Name of Agency

Address of Agency

City, NY, ZIP code

Re: Freedom of Information Law

Request Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following) _____ (attempt to identify the records in which you are interested as clearly as possible). If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at _____ .

If there are any fees for copying the records requested, please inform me before filling the request (or: ... please supply the records without informing me if the fees are not in excess of \$ ____).

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly. If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature Name

Address City, State, ZIP code

Requesting Records by Email (Sample)

We suggest that agencies create an email address dedicated to the receipt of requests. It is recommended that you review the website of the agency maintaining the records that you seek in order to locate its email address and its records access officer. The subject line of an applicant's request should be "FOIL Request."

Dear Records Access Officer:

Please email the following records if possible (include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.): OR

Please advise me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies (include as much detail about the records as possible, including relevant dates, names, descriptions, etc.): OR

Please inform me of the cost of providing paper copies of the following records (include as much detail about the records as possible, including relevant dates, names, descriptions, etc.). AND/OR

If all of the requested records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).

If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a storage device or other media.

If my request is too broad or does not reasonably describe the records, please contact me via email so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated.

If it is necessary to modify my request, and an email response is not preferred, please contact me at the following telephone number: _____.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

(Name) (Address, if records are to be mailed).

Appeal A Written Denial (Sample)

Name of Agency Official

Appeals Officer

Name of Agency

Address of Agency

City, NY, ZIP code

Re: Freedom of Information Law Appeal

Dear _____:

I hereby appeal the denial of access regarding my request, which was made on _____ (date) and sent to _____ (records access officer, name and address of agency).

The records that were denied include: _____ (describe the records that were denied to the extent possible and, if possible, offer reasons for disagreeing with the denial, i.e., by attaching an opinion of the Committee on Open Government acquired for its website).

As required by the Freedom of Information Law, the head or governing body of an agency, or whomever is designated to determine appeals, is required to respond within 10 business days of the receipt of an appeal. If the records are denied on appeal, please explain the reasons for the denial fully in writing as required by law.

In addition, please be advised that the Freedom of Information Law directs agencies to send all appeals and the determinations that follow to the Committee on Open Government, Department of State, One Commerce Plaza, 99 Washington Ave., Albany, New York 12231.

Sincerely, Signature Name Address City, State, ZIP code

Appeal A Denial due to an Agency's Failure to Respond in a Timely Manner (Sample)

FOIL Appeals Officer

Name of Agency

Address of Agency

City, NY, ZIP code

Re: Freedom of Information Law Appeal

Dear _____:

I requested (describe the records) by written request made on _____ (date). More than five business days have passed since the receipt of the request without having received a response... or... Although the receipt of the request was acknowledged and I was informed that a response would be given by _____ (date), no response has been given. Consequently, I consider the request to have been denied, and I am appealing on that basis.

As required by the Freedom of Information Law, the head or governing body of an agency, or whomever is designated to determine appeals, is required to respond within 10 business days of the receipt of an appeal. If the records are denied on appeal, please explain the reasons for the denial fully in writing as required by law.

In addition, please be advised that the Freedom of Information Law directs agencies to send all appeals and the determinations that follow to the Committee on Open Government, Department of State, One Commerce Plaza, 99 Washington Ave., Albany, New York 12231.

Sincerely,

Signature

Name

Address City, State, ZIP code

Part 8. Open Meetings

The Open Meetings Law (OML) went into effect in 1977. Amendments that clarify and reaffirm your right to hear the deliberations of public bodies became effective in 1979.

In brief, the law gives the public the right to attend meetings of public bodies, listen to debates and watch the decision-making process in action. It requires public bodies to provide notice of the times and places of meetings and keep minutes of all action taken.

As stated in the legislative declaration of the OML (POL § 100):

It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy.

What is a Meeting?

“Meeting” is defined as “the official convening of a public body for the purpose of conducting public business.” POL § 102(1). Courts have expansively interpreted this term. Any time a quorum of a public body gathers for the purpose of discussing public business, the meeting must be open to the public, regardless of whether there is intent to take action, and regardless of the manner in which the gathering is or may be characterized. The definition also authorizes members of public bodies to conduct meetings by videoconference provided that certain requirements are adhered to. A meeting cannot validly be held by telephone or through the use of email.

Since the law applies to “official” meetings, chance meetings or social gatherings are not covered; however, should a quorum be present without having provided proper notice, the discussion should not pertain to public business. Also, the law is silent with respect to public participation. Therefore, a public body may permit the public to speak at open meetings, but is not required to do so.

What is Covered by the Law?

The law applies to all public bodies. “Public body” is defined to cover entities consisting of two or more people that require a quorum to conduct public business and perform a governmental function for the state, for an agency of 17 the state, or for public corporations, including cities, counties, towns, villages and school districts. See POL § 102(2). In addition, committees and subcommittees consisting solely of members of a governing body are specifically included within the definition. Consequently, city councils, town boards, village boards of trustees, school boards, commissions, legislative bodies and committees and subcommittees of those groups all fall within the framework of the law. Citizens’ advisory bodies and similar advisory groups that are not created by law are not required to comply with the OML.

Notice of Meetings

The law requires that notice of the time and place of all meetings be given prior to every meeting. See POL § 104. If a meeting is scheduled at least a week in advance, notice must be given to the public and the news media not less than 72 hours prior to the meeting. Notice to the public must be accomplished by posting in one or more designated public locations and, when possible, online.

When a meeting is scheduled less than a week in advance, notice must be given to the public and the news media “to the extent practicable” at a reasonable time prior to the meeting. Again, notice to the public must be given by means of posting in designated locations and online.

Videoconferencing

Public bodies may use videoconferencing technology to conduct their meetings in one of two ways.

Standard videoconferencing:

A public body may, under all circumstances, allow its members to attend from any physical location that is open to in-person public attendance. The locations from which all members will be attending, which must be open to the public, must also be included in the meeting notice.

Extraordinary Circumstances videoconferencing:

On April 9, 2022, Governor Hochul signed Chapter 56 of the Laws of 2022, which added § 103-a to the OML. Under POL § 103-a, effective June 9, 2022, and absent a declared statewide or applicable local disaster, a public body may act to allow members to attend a meeting by videoconference without opening the location to in-person public attendance under “extraordinary circumstances” only.

Each public body that wishes to allow for remote attendance by its members at locations that do not allow for in-person physical attendance by the public is required to, after a public hearing, adopt a local law (governing bodies of counties, cities, towns and villages), adopt a joint resolution (New York State Senate and Assembly), or adopt a resolution (any other public body) authorizing such remote attendance, and must establish written procedures that set forth what they determine to be “extraordinary circumstances.” Chapter 56 includes a non-exhaustive list of examples of such circumstances, “including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.”

Additionally, if a public body decides to meet under POL § 103-a, a minimum number of members must be present to fulfill the quorum requirement of the public body in a physical location or locations where the public can attend. Any member who participates at a physical location that is open to in-person attendance by the public (and which location has been included in the meeting notice) may count toward a quorum and may fully participate and vote in the meeting. If there is a quorum of members at a physical location or locations open to the public, the public body may properly convene a meeting; a member who is participating from a remote location that is not open to in person physical attendance by the public may not count toward a quorum of the public body (but may participate and vote if there is a quorum of members at a physical location open to the public).

Finally, if a public body conducts a meeting leveraging POL § 103-a allowing a member to participate from a private location by videoconference based upon a determination of “extraordinary circumstances,” the public notice for the meeting must inform the public that such videoconferencing will be used and must include directions for how the public can view and/or participate (if participation is permitted) in such meeting.

Records to be Discussed

If records that are scheduled to be discussed during an open meeting are available under FOIL or consist of a proposed resolution, law, rule, regulation, policy or any amendment thereto, the record is required to be made available “to the extent practicable” online, at least 24-hours before the meeting, and in response to a request to inspect or copy prior to or during the meeting.

When Can a Meeting be Closed?

The law provides for closed or “executive” sessions under circumstances described in the law. It is important to emphasize that an executive session is not separate from an open meeting, but rather is defined as a portion of an open meeting during which the public may be excluded. See POL § 105.

To hold an executive session, the law requires that a public body take several procedural steps. First, the public body must make a motion during an open meeting to enter into executive session; second, the motion must identify “the general area or areas of the subject or subjects to be considered”; and third, the motion must be carried by a majority vote of the total membership of a public body.

A public body cannot close its doors to the public to discuss the subject of its choice, for the law specifies and limits the subject matter that is appropriate for executive session. The eight areas that may be discussed behind closed doors include:

- (a) matters which will imperil the public safety if disclosed;
- (b) any matter which may disclose the identity of a law enforcement agency or informer;
- (c) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- (d) discussions regarding proposed, pending or current litigation;
- (e) collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
- (f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- (g) the preparation, grading or administration of examinations; and
- (h) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

These are the only subjects that may be discussed behind closed doors; all other deliberations must be conducted during open meetings.

It is important to point out that a public body can never vote to appropriate public monies during a closed session. Therefore, although most public bodies may vote during a properly convened executive session, any vote to appropriate public monies must be taken in public.

The law also states that an executive session can be attended by members of the public body and any other persons authorized by the public body.

Note that item (f) is often referenced as “personnel,” even though that term does not appear in the grounds for holding executive sessions. Only when the discussion focuses on “a particular person or corporation” in relation to one or more of the topics listed in that provision is an executive session permitted.

After the Meeting — Minutes

If you cannot attend a meeting, you can still find out what actions were taken, because the OML requires that minutes of both open meetings and executive sessions must be compiled and made available. See POL § 106.

Minutes of an open meeting must consist of “a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon.” Minutes of executive sessions must consist of “a record or summary of the final determination” of action that was taken, “and the date and vote thereon.” Therefore, if, for example, a public body merely discusses a matter during executive session, but takes no action, minutes of an executive session need not be compiled; however, if action is taken, minutes of the action taken must be compiled and made available.

It is also important to point out that FOIL requires that a voting record must be compiled that identifies how individual members voted in every instance in which a vote is taken. Consequently, minutes that refer to a four to three vote must also indicate who voted in favor, and who voted against. The law does not require the approval of

minutes but directs that minutes of an open meeting be prepared and disclosed within two weeks. Agencies that maintain a website and use a high-speed internet connection must post meeting minutes (which may still be in draft form) on its website within two weeks of the date of the meeting, or within one week of an executive session.

Enforcement of the Law

What can be done if a public body holds a secret meeting? What if a public body makes a decision in private that should have been made in public? Any “aggrieved” person can bring a lawsuit. Since the law says that meetings are open to the general public, a person may be aggrieved if improperly excluded from a meeting or if an executive session was improperly held.

Upon a judicial challenge, a court has the power to declare either that the public body violated the OML and/or declare the action taken void. See POL § 107. If the court determines that a public body has violated the law, it has the authority to require the members of the public body receive training given by the Executive Director of the Committee or her staff. A court also has the authority to award reasonable attorney fees to the successful party. This means that if you go to court and you win, a court may (but need not) reimburse you for your expenditure of legal fees. If, on the other hand, the court finds that a public body voted in private “in material violation” of the law “or that substantial deliberations occurred in private” that should have occurred in public, the court would be required to award costs and attorney’s fees to the successful party. A mandatory award of attorney’s fees would apply only when secrecy is the issue.

We note that an unintentional failure to fully comply with the notice requirements “shall not alone be grounds for invalidating action taken at a meeting of a public body.”

The Site of Meetings

As specified earlier, all meetings of a public body are open to the general public. The law requires that public bodies make reasonable efforts to ensure that meetings are held in facilities that permit “barrier-free physical access” to physically handicapped persons, and that meetings are held in rooms that can “adequately accommodate” the volume of members of the public who wish to attend. See POL § 103.

Exceptions to Coverage by the Law

Pursuant to POL § 108, the OML does not apply to:

- (1) judicial or quasi-judicial proceedings, except proceedings of zoning boards of appeals;
- (2) deliberations of political committees, conferences and caucuses; or
- (3) matters made confidential by federal or state law.

The law does not apply to proceedings before a court or before a public body that acts in the capacity of a court, to political caucuses, or to discussions concerning matters that might be made confidential under other provisions of law. For example, federal law requires that records identifying students be kept confidential. As such, a school board discussion of records that do or may identify a particular student would constitute a matter made confidential by federal law that would be exempt from the OML. Similarly, a meeting in which a public body’s attorney provides legal advice to the members of such body is exempt from coverage because an attorney’s provision of legal advice to a client is confidential as a matter of law.

Public Participation and Recording Meetings

The OML provides the public with the right to attend meetings of public bodies, but it is silent concerning the ability of members of the public to speak or otherwise participate. Although public bodies are not required to

permit the public to speak at their meetings, many have chosen to do so. In those instances, we have advised that a public body should do so by adopting reasonable rules that treat members of the public equally.

If a public body is leveraging “extraordinary circumstances videoconferencing” pursuant to POL § 103-a to conduct its meeting, the public body must provide the same opportunity for members of the public to view the meeting (and participate, if such body permits public participation), both by remote technology or in person, in real time.

Public bodies are required to allow meetings to be photographed, broadcast, webcast or otherwise recorded as long as the equipment used to do so is not disruptive or obtrusive. If the public body adopts rules regarding such activities, they must be reasonable and conspicuously posted, and be provided to those in attendance upon request. See POL § 103(d).

For more information about the Freedom of Information Law, visit
<https://opengovernment.ny.gov/system/files/documents/2022/06/your-right-to-know-0522.pdf>

If you are unable to locate information on the website and need advice regarding either FOIL or the OML, feel free to contact: Committee on Open Government, NYS Department of State One Commerce Plaza 99 Washington Ave Ste 650 Albany, NY 12231 (518) 474-2518 (telephone) / (518) 474-1927 (facsimile) / coog@dos.ny.gov

Section 5

Friends of Cornwall Public Library

Friends of Cornwall Public Library

The Board of Trustees, the Library Director and the entire library staff respect and recognize with appreciation the active interest and support of the Friends of Cornwall Public Library, which is a separate and distinct organization. CPL Trustees and the Library Director will maintain active communication with the Friends as well as mutual cooperation in many projects.

Room for the Friends Bookstore, run by the Friends, is provided for in the library building. The Board of Directors of Friends of Cornwall Library controls activity and use of the Bookstore, within the overall purview of the Library's Director and Trustees.

APPROVED December 2000

Section 6

Library Bill of Rights

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

"Library Bill of Rights | Advocacy, Legislation & Issues." *American Library Association*, <https://www.ala.org/advocacy/intfreedom/librarybill>. Accessed 10 January 2024.

Approved as policy as of 10/06/09

Section 7

New York State's Public Library Systems

New York State's Public Library Systems
*Improving information literacy, educational achievement,
economic development, and quality of life for all New Yorkers*

Facts About Public Library Systems

- Serve over 19 million people statewide
- Serve 755 public libraries with over 1,100 outlets
- Operate over 300 neighborhood branches, 11 bookmobiles, and over 100 other community outlets extending services to people in correctional facilities, nursing homes, urban and rural areas
- Facilitate over 15 million interlibrary loan requests annually
- Provide access to e-books, NOVELNY and other electronic resources
- Provide professional development and training opportunities for library staff and trustees
- Operate multi-county computer networks and automated catalogs of resources
- Connect with the New York State Library, school library systems, reference and research library resources councils, and school, academic and special libraries for access to specialized resources
- Serve as a liaison to the New York State Library and the New York State Education Department

Three Types of Public Library Systems

Consolidated (3): Chartered as a single entity under a board of trustees (Brooklyn, The New York Public Library, and Queens Borough Public Library).

Federated (4): Created by action of the board or boards of supervisors or legislature of the county or counties involved while member libraries retain their own charters (Buffalo & Erie, Clinton-Essex-Franklin, Monroe, and Onondaga).

Cooperative (16): An association created by agreement of boards of chartered member libraries, which retain their autonomy.

See also [Types of Library Systems](#)

Public Library Systems Provide

- *Free direct access* to resources and services of all system member libraries
- *Support for a central library* that provides extended public hours and a strong research and reference collection
- *Support for the latest technologies* and telecommunication services including e-books, the New York Online Virtual Electronic Library (NOVELNY) and other electronic resources
- *Interlibrary loan*, daily delivery and other resource sharing services
- *Special outreach and literacy services* for persons with challenging conditions and life situations, the institutionalized, underserved and unserved communities, and people who have difficulty reading, writing, and speaking English
- *Cooperative grants administration and grant writing assistance* to member libraries
- *Access to free talking books*, braille materials, and playback equipment from the State Library and The New York Public Library
- *Programs that assist local communities* without libraries to obtain library services

Background Information

In the late 1950s, the State Legislature and Governor authorized the establishment of public library systems in [Education Law](#). Governance and function are established in the [Regulations of the Commissioner of Education](#). Each public library system is governed by a board of trustees.

See also [Types of Library Systems](#)

The State created library systems to expand the resources of all local libraries, enabling them to buy services and share resources cooperatively. Most of the 23 public library systems are supported entirely by State Aid. Systems qualify for aid based on an approved five-year plan of service and annual report. A portion of the State Aid is direct aid for member libraries.

[More information on State Aid programs for libraries and library systems](#)

Public library systems facilitate sharing of library resources so all New Yorkers have access to information and library services that advance and enhance their lives as workers, citizens, family members, and lifelong learners. Systems provide cooperative programs and services that help local communities take advantage of economies of scale. System staff provide professional expertise that helps local libraries achieve their full potential.

For more information on and links to Public Library Systems and public libraries:

- Visit the [New York State Library web site](#) ;
- Check out the ["Find Your Public Library" web site](#)
- Call the Division of Library Development at the New York State Library: 518-474-7196
- or contact your [Local Public Library System](#)

For more information on and links to Public Library Systems and public libraries:

<https://www.nysl.nysed.gov/libdev/libs/brochurp.htm>

Section 8

Types of Libraries



Types of Library Systems - A Comparison

	Public Library Systems (23)			3R's Systems (9)	School Library Systems (40)
	Consolidated (3)	Federated (4)	Cooperative (16)		
How Established	Chartered as a single entity with one Board of Trustees. All libraries are branches.	Created by action of the board or boards of supervisors of the county or counties involved. Member libraries are autonomous and have their own Boards.	An association created by agreement of the boards of members, chartered libraries which maintain their autonomy.	An association created by a group of non-profit and for-profit institutions providing library services.	By approval of the Commissioner.
Charter	Regents incorporate by charter.	Regents incorporate by charter.	Regents incorporate by charter.	Regents incorporate by charter.	No charter. Functions as unit of a BOCES or Big 5 cities school district.
Standards for Service	Education Department registers and requires a plan of service. Must meet minimum public library standards in order to receive public funds. Must have an approved plan to receive State funds.	Those systems which are libraries as well as library systems are registered and must meet minimum public library standards. Also must have an approved plan in order to receive State funds.	Education Department approves a plan of service. Must have an approved plan to receive any public funds.	Education Department approves a plan of service. Must have an approved plan to receive any public funds.	Must have plan of service and meet Commissioner's Regulations 90.18 & Ed. Law 282, 283, 284.
Public Financial Support	Budget approved by City of New York. Primarily local funds with limited state aid.	Budget approved by county. Some local funds for some of these systems, the balance is state aid.	State aid. Budget approved by Education Department.	Primarily state aid though dues are charged to members and some services have fees. Budget approved by Education Department.	Primarily state aid approved by SED. Some costs may be underwritten or shared by BOCES or Big 5 City School Districts. Budget approved by Education Department.
Governance	Trustees named by City Council.	Parent governmental units appoint the board.	Board members of member libraries elect the system board members.	Members designate member library representatives to elect the board members.	The BOCES or board of the Big 5 City school district is the governing board of the school library system. An advisory council is required.
Membership	No "members"; outlets are branches and run by systemwide policies.	Member libraries are autonomous public and association libraries and join the system by choice. No dues or fees.	Member libraries are autonomous public and association libraries and join the system by choice. No dues or fees.	Academic, hospital, business, law & other special libraries as well as public library systems, school library systems and selected individual public libraries that meet criteria set in law and by the Education Department.	All school districts and nonpublic schools within a BOCES that meet eligibility criteria. All school libraries within a Big 5 City School District.
Area Served	Ranges from a single county to three counties.	Ranges from a single county to three counties.	Ranges from a single county to five counties. Only one county (Ulster) is divided between public library systems.	Ranges from 2 counties to 14 counties. Coterminous with 2 to 4 public library systems.	Coterminous with the BOCES or city school district they were established to serve.
Civil Service	No	Yes, some	No	No	Support staff usually Civil Service. Librarians vary.
Retirement	Yes	Yes	Yes	Have own plan	Yes

	Consolidated	Federated	Cooperative
	Brooklyn (Kings County); New York (Bronx, New York, Richmond counties); Queens	Buffalo-Erie; Clinton-Essex-Franklin; Monroe; Onondaga	Chautauqua-Cattaraugus; Finger Lakes (Cayuga, Cortland, Seneca, Tioga, Tompkins counties); Four County (Broome, Chenango, Delaware, Otsego counties); Mid-Hudson (Columbia, Dutchess, Greene, Putnam, Ulster [part] counties); Mid-York (Herkimer, Madison, Oneida counties); Mohawk Valley (Fulton, Montgomery, Schenectady, Schoharie counties); Nassau; Nioga (Genesee, Niagara, Orleans counties); North Country (Jefferson, Lewis, Oswego, St. Lawrence counties); Pioneer (Livingston, Ontario, Wayne, Wyoming counties); Ramapo Catskill (Orange, Rockland, Sullivan, Ulster [part] counties); Southern Adirondack (Hamilton, Saratoga, Warren, Washington counties); Southern Tier (Allegany, Chemung, Schuyler, Steuben, Yates counties); Suffolk; Upper Hudson (Albany, Rensselaer counties); Westchester

For more information, see: <https://www.nysl.nysed.gov/libdev/libs/libtypes.htm>

Appendix A.

Cornwall Library Board of Trustees Roster

July 1, 2023-June 30, 2026

	Term Begins	Term Ends
STEPHANIE WOLF, President 46 Ryan Court New Windsor, NY 12553 Home: (845) 614-5488 Cell: (845) 913-5111 E-mail: CPLTrustee1@gmail.com Committees: Finance (Chair)	July 2021	June 2024
<hr/> MEGHANN CHYLA, Vice President 14 Buttermilk Drive New Windsor, NY 12553 Cell: (845) 612-8300 Work: (845) 534-8009 E-mail: CPLTrustee3@gmail.com Committees: Personnel (Chair), Policy	July 2022	June 2025
<hr/> MELISSA GREAVES-KULISEK, Secretary Mailing address: PO Box 173 Cornwall, NY 12518 15 Deerfield Lane Highland Mills, NY 10930 Home: (845) 534-9668 Cell: (570) 618-0599 E-mail: CPLTrustee4@gmail.com Committees: Building & Grounds (Chair), Friends Liaison, Strategic Plan	July 2021	June 2024
<hr/> LYNN DANIELS 12 Perry Road Cornwall, NY 12518 Cell: (845) 522-2574 E-mail: CPLTrustee5a@gmail.com Committees: Policy (Chair), Building & Grounds, Finance	July 2022	June 2025
<hr/> MICHELLE QUERY 6 Frost Lane Cornwall, NY 12518 Cell: (773) 706-4923	July 2023	June 2026

E-mail: CPLTrustee2A@gmail.com

Committees: Strategic Planning (Chair), Building & Grounds, Personnel

MATT RETTIG

July 2023

June 2026

53 Angola Road

Cornwall, NY 12518

Cell: (917) 687-0863

E-mail: CPLTrustee6a@gmail.com

Committees: Finance, Policy, Strategic Planning

JULIA DAHL

July 2023

June 2026

2 Duncan Lane

Cornwall on Hudson, NY 12520

Cell: (917) 287-5166

E-mail: CPLTrustee7@gmail.com

Committees: Personnel

(Treasurer)

Emily Milton

6 Sharon Court

Cornwall-on-Hudson, NY 12520

Home: (845) 534-3212

Cell: (850) 491-8452

E-mail: CPLTreasurer1@gmail.com

(Director)

Charlotte A Dunaief

20 Cornwall Avenue

Cornwall on Hudson, NY 12520

Cell: (845) 642-6967

Work: (845) 534-8282

E-mail: cdunaief@rcls.org

Appendix B. Reconsideration of Policy Form

Form to Request Re-Evaluation of a Library Policy

This Request for Re-evaluation is governed by CPL's Trustee Governance Policy.

For current copies of this document, visit www.cornwallpubliclibrary.org, or ask at 395 Hudson Street, Cornwall, NY 12518.

To initiate a Re-Evaluation of a Library Policy:

1. You must be a resident of the Cornwall Central School District to request that a CPL policy be reconsidered.
2. You must be a Cardholder at the Cornwall Public Library.

If you meet these requirements, please fill out the form and email it to cdunaief@rcls.org, or mail it to: the CPL Director, 395 Hudson Street, Cornwall, NY 12518

Request for Reconsideration of a Library Policy

NAME:	
CPL card Number:	
Address:	
Policy you want reconsidered:	
Basis of Concern:	
Comments you would like the Library to consider:	
Date of submission:	
Signature:	

CONTINUATION PAGE

PROJECT: Cornwall Library - HVAC
 SED# 44-03-01-06-6-009-006

APPLICATION #: 4
 DATE OF APPLICATION: 11/21/2023
 PERIOD THRU: 11/21/2023
 PROJECT #s: 02 - Electrical

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			D AMOUNT PREVIOUS PERIODS	E AMOUNT THIS PERIOD		G %	G / C		
1	Cornwall Public Library - Base Project								
2	Performance and Payment Bonds	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
3	Project Insurance	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
4	Mobilization & Demobilization	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
5	Field Supervision and Layout	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
6	Temporary Facilities	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	
7	Submittals	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
8	Meeting Attendance	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
9	Project Closeout	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	
10	Record Drawings and Construction Progress Documentation	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	
11	Punch List	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	
12	Clean-up	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
13	Mechanical Equipment Disconnects Labor	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100%	\$0.00	
14	Lighting Tie up/Protect or Remve/Store Labor	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100%	\$0.00	
15	Lighting Reinstall Labor	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100%	\$0.00	
16	Lighting Reinstall Material	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
	SUB-TOTALS	\$55,500.00	\$53,500.00	\$0.00	\$0.00	\$53,500.00	96%	\$2,000.00	

CONTINUATION PAGE

PROJECT: Cornwall Library - HVAC
 SED# 44-03-01-06-6-009-006

APPLICATION #: 4
 DATE OF APPLICATION: 11/21/2023
 PERIOD THRU: 11/21/2023
 PROJECT #s: 02 - Electrical

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D		F STORED MATERIALS (NOT IN D OR E)	G		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			COMPLETED WORK			TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)		
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
17	Low Voltage Device Tie up/Protect or Removal Labor	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
18	Low Voltage Device Reinstall Labor	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
19	Mechanical Equipment Circuitry Rough-In Labor	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	100%	\$0.00	
20	Mechanical Equipment Circuitry Rough-in Material	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100%	\$0.00	
21	Mechanical Equipment Connections Labor	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	
22	Mechanical Equipment Connections Material	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
23	Fire Alarm Equipment Labor	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
24	Fire Alarm Equipment Material	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100%	\$0.00	
25	Fire Alarm Rough-in Labor	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	
26	Fire Alarm Rough-in Material	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
	SUB-TOTALS	\$107,000.00	\$105,000.00	\$0.00	\$0.00	\$105,000.00	98%	\$2,000.00	
	SUB-TOTALS	\$107,000.00	\$105,000.00	\$0.00	\$0.00	\$105,000.00	98%	\$2,000.00	

CONTINUATION PAGE

PROJECT: Cornwall Library - HVAC
 SED# 44-03-01-06-6-009-006

APPLICATION #: 4
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Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
101	Alternate 1								
102	Panelboard & Light Control Disconnect/Removals Labor	\$5,400.00	\$5,400.00	\$0.00	\$0.00	\$5,400.00	100%	\$0.00	
103	Panelboard & Light Control Reinstallation Labor	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100%	\$0.00	
104	Panelboard & Light Control Reinstallation Material	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
105	New Circuitry Rough Labor	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	
106	New Circuitry Rough Material	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
107	Final Equipment Connections Labor	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	100%	\$0.00	
108	Final Equipment Connections Material	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100%	\$0.00	
	SUB-TOTALS	\$14,900.00	\$14,900.00	\$0.00	\$0.00	\$14,900.00	100%	\$0.00	
201	Alternate 2								
202	Alternate two	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	100%	\$0.00	
	SUB-TOTALS	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	100%	\$0.00	
301	Alternate 3								
302	Alternate three	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
303	CO-EC-01Electric Heater	\$4,062.43	\$0.00	\$4,062.43	\$0.00	\$4,062.43	100%	\$0.00	
	SUB-TOTALS	\$6,062.43	\$2,000.00	\$4,062.43	\$0.00	\$6,062.43	100%	\$0.00	
	TOTALS	\$128,562.43	\$122,500.00	\$4,062.43	\$0.00	\$126,562.43	98%	\$2,000.00	