

Cornwall Public Library
March 13, 2024
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
 - A. February 14, 2024
 - B. Special Meeting March 5, 2024
- IV. Financial Review
 - A. Approval of Warrant # 8
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
 - A. Finance Committee
 - 1. Request for budget Transfer
 - B. Policy Committee
 - C. Building, Garden, Grounds & Sustainability Committee
 - D. Friends
 - E. Personnel Committee
 - F. Strategic Planning Committee
- IX. Unfinished Business:
 - A. Motion to approve FY23/24 Annual Report
 - B. Motion to Approve 2024/2025 Budget
 - C. Motion to approve Governance of the Board of Trustees
- X. New Business
- XI. Adjournment

Next Regular Board Meeting Wednesday, April 10, 2024, 7 PM
Public Budget Presentation Wednesday, May 1, 2024, 7 PM

Cornwall Public Library Board of Trustees Meeting

February 14, 2024 7:00 p.m.

Minutes

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

I. Roll:

Trustees Present: Stephanie Wolf (President), Meghann Chyla (Vice President), Melissa Greaves-Kulisek (Secretary), Lynn Daniels, Emily Milton (Treasurer)

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

Excused: Matt Rettig, Julia Dahl, Michelle Query

Public: Brenda Goldfarb, Liz Fisher, Barbara Gosda

II. **Approval of Agenda:** A *motion to approve* the agenda was made by Meghann Chyla, seconded by Lynn Daniels. Discussion: Request to move the items requiring a Board vote up on the Agenda was made by Meghann Chyla. The items moved up on the Agenda are as follows: III Approval of Minutes January 10, 2024; IV Approval of Warrant #7; VIII Committee Reports 1. Finance: \$25. donation, 2. Policy: Governance document, 5. Personnel: resignation of Lisa LaGrutta. The Agenda, as amended, was unanimously approved (NOTE: Michelle Query voted via email to approve).

III. **Approval of the Minutes:** A *motion to approve* minutes of the Regular Board Meeting of January 10, 2024 was made by Meghann Chyla , seconded by Lynn Daniels, and unanimously approved (NOTE: Michelle Query voted via email to approve).

IV. **Financial Review:** A *motion to approve* Warrant #7 in the amount of \$104,723.24 was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla. Discussion: The question was raised whether recent Central Hudson Gas and Electric Corp. invoices have been compared to the previous year(s). At this time it is too early to tell if the newly installed HVAC system has helped to reduce the costs of service. A *vote to approve* Warrant #7 in the amount of \$104,723.24 was unanimous.

V. **Public Remarks:** Brenda Goldfarb suggested that the Board consider allowing Public Remarks at both the beginning and end of the meeting(s).

Barbara Gosda stated that an upcoming movie scheduled to be shown at "Monday Night Movie" was, in her opinion, inappropriate for the Cornwall community. Her concern is the movie's rating in the DVD format. The Director indicated that she has already discussed the movie with the staff person in charge of "Monday Night Movie" which has a following of patrons interested in

noir film. Members of the Board stated that as a Board they do not censor the movies or any other media in the library. However, they thanked Ms. Gosda for raising her concern. The question of whether the library has a written policy regarding movie ratings was asked; it does not. The Board also indicated that since the "Monday Night Movie" is geared toward adults, it is up to the patrons to decide for themselves if they wish to view the movie.

VI. Communications and Donations: A thank you was received from the local Montessori school for Lisa Sinclair's presentation to the students. A donation of \$600 was received from Dr. Barry Capella.

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

The Library has experienced recent issues with trees, the roof, and plumbing. Trees along the east side of the parking lot have been cleared, the roof shingles replaced, and the plumbing is currently being investigated.

CPL recently determined the need for a Cardholders' Policy. This issue came up as a result of the recent questions regarding West Point library cards. Previously, RCLS ANSR was used as the Cardholders' Policy but since RCLS split from IT, CPL needs to have one of its own.

Jessica McHugh is asking the Trustees of the Board to prepare a short video to be used on the Library website in part to provoke interest in community members who may wish to run for the open Board seats in the upcoming election, and also to provide public awareness of what the Trustee role is.

The Director has been working to prepare the CPL annual report. The 2024-25 budget has also been completed.

VIII. Committee Reports:

Finance Committee: *A motion to accept* a \$25 donation from Mr. and Mrs. Miller in memory of Kathleen Cockey was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels and unanimously approved.

A motion to pay four contractor invoices totaling \$106,227.74 was made by Meghann Chyla, seconded by Melissa Greaves-Kulisek. Discussion: One more invoice from Rockland Electric is still outstanding. The company has two sockets to replace in the staff break room. All other invoices for work related to the HVAC project have been paid. The motion was unanimously approved (NOTE: Michelle Query voted via email to approve payment).

Policy: *A motion to approve* the revised Governance of the Board of Trustees was made by Lynn Daniels and seconded by Meghann Chyla. Discussion: The Draft was sent to the lawyer who suggested the use of web links in lieu of written statements because future changes would be easier to make. It was decided that the lawyer's suggested changes should be made to the document and that the Board defer the final vote until the next Board meeting. Also, a direct

quote in the document, made by Janet Dempsey, was edited and therefore will need a disclaimer indicating “ content by...”.

A *vote to defer* final vote on Governance of the Board of Trustees with these changes was unanimous.

Buildings, Grounds, and Sustainability: Engineers have been on site to assess the area of the ceiling over the Circulation Desk. There is a draft that needs to be addressed. Insulation will be put in to reduce the draft.

There has been a sewage back up that seems to be caused by a U-trap. A U-trap is no longer used under Town Building Code. It is unclear if this current problem is related to the HVAC work. CJM is going to scope the trap.

Roof shingles were replaced/repared on February 12, 2024 at a cost of \$510.

April 22 is the deadline to submit the grant for solar power use. The grant is \$300,000 and will be split among the winning applications. The number of winners will be determined by the number of applicants.

Friends: Friends offered to pay for two automatic door openers for the public restrooms. The cost is expected to be approximately \$7,000. Friends purchased the lockers recently installed in the staff break room. Friends are helping to secure CANVA for the Library which will be obtained through Friends' 501c3 status. Volunteers to work the Book Store are being sought for Tuesdays and Fridays, 10 a.m. to Noon.

Personnel: A *motion to accept* the resignation of Lisa LaGrutta, effective February 13, 2024 was made by Meghann Chyla, seconded by Melissa Greaves-Kulisek, and unanimously approved (NOTE: Michelle Query abstained from voting via email).

Strategic Planning Committee: QR codes have been included on the Strategic Planning flyer and the Survey links are now available on the CPL website.

IX. Unfinished Business: None

X. New Business: Liz Fisher and Lisa Sinclair, both of Youth Services, spoke to the Board regarding the immediate need for a full time replacement for the position vacated by Rebecca Barth last October 2023. At a recent manager's meeting it was discussed that a replacement would likely not begin until the next fiscal year. However, Youth Services has so many programs and activities to plan and execute that the current staff level is inadequate to do it all.

Ms.' Fisher and Sinclair requested that the position be filled by July. They also requested that a response be made as soon as possible in the event that an abbreviated program must be developed for summer. The Board indicated it must review the budget in order to understand whether there are funds available for a full-time Youth Services employee at this time.

Following that discussion, four budget scenarios for the 2024-25 budget were presented to the Board by the Director. The four scenarios include: 2 full-time additions and a 3% staff raise, 2 full-time additions and a 2% staff raise, 1 full-time addition and a 3% staff raise, 1 full-time addition and a 2% staff raise. To accommodate an increase in staff, cuts in other areas will be made.

Questions to consider: Is the Board willing to submit a budget with an increase that is over the tax cap? If so, how much over the cap is the Board willing to go?

It is expected that the budget be available to the public in April, two weeks before the budget vote. The Board has scheduled a Special Budget Meeting for Tuesday, March 5, 7:00 p.m.

XI Adjournment: A *motion to adjourn* was made by Lynn Daniels, seconded by Melissa Greaves-Kulisek, and unanimously approved. The Regular Board Meeting was adjourned at 9:06 p.m.

The next Regular Board Meeting will be held on

Wednesday, March 13, 2024 at 7:00 p.m.

Cornwall Public Library
Special Board Meeting Minutes

March 5, 2024

7 PM

I. Roll: Stephanie Wolf, President; Meghann Chyla, Vice Pres.; Melissa Greaves-Kulisek Sec.; Matt Rettig, Lynn Daniels. Michelle Query. Excused: Julia Dahl. Also Present is Charlotte A. Dunaief, Director & minutes.

Public: Brenda Goldfarb

II. Approval of Agenda: Unanimous Approval

III. Presentation of Budget options: Stephanie Wolf explained the four budget options. Discussion ensued: F/T vs P/T; the fact that F/T requires all benefits, P/T only Sick leave; Minimum wage & disparity legal increase effects; Questions raised: Open Hours; # of staff in the building at slow periods; possible use of Volunteers. B. Goldfarb spoke of her role at CPL. Vote to be taken at next board meeting.

IV. Presentation of 2023 Annual Report: Board Members were asked to read the annual report. Vote to adopt at the next board meeting.

V. Adjournment-unanimous at 8:14 PM

Next Regular Board Meeting March 13, 2024, 7PM

Minutes Taken & Submitted by Charlotte A. Dunaief

Cornwall Public Library

Warrant #8

February 2024

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
		Aflac		\$ -93.70
		Al Gessner		\$ -350.00
		All Seasons Roofing & Siding		\$ -510.00
		AWE Learning		\$ -170.00
		Belsito Communications, Inc		\$ -375.00
		Benninger Landscaping LTD		\$ -900.00
		Blackstone Publishing		\$ -240.37
		Brodart Co- JUV		\$ -1,501.13
		Brodart Co.- McN		\$ -610.75
		Cengage Learning Inc/Gale		\$ -227.97
		Central Hudson Gas & Electric Corp		\$ -4,175.16
		Charlotte Dunaief		\$ -30.15
		Cornwall Public Library Payroll		\$ -55,429.99
		Demco, Inc.		\$ -104.87
		Elan Financial Services		\$ -1,957.24
		Flanagan Tree Service LLC		\$ -1,000.00
		Gannet Holdings-NorthEast		\$ -665.88
		Haight Fire Equipment Supply Inc		\$ -4.50
		Hannaford		\$ -53.15
		hoopla		\$ -965.93
		Ingram Library Services		\$ -48.52
		J&G Law, LLP		\$ -100.00
		Julie Bengyak		\$ -100.00
		Lisa Sinclair		\$ -43.63
		Lock Around the Clock		\$ -70.00
		Marangi Disposal		\$ -166.40
		Nationwide NYS Deffered		\$ -1,200.00
		NET 2 PHONE		\$ -191.98
		Nicholas Smith		\$ -315.00
		NYS & Local Retirement		\$ -603.14
		NYS Health Insurance Pending Acct		\$ -5,983.84
		Overdrive Inc		\$ -2,964.74
		P&P Quick Copy Center		\$ -79.00
		Pam Stockton		\$ -63.86
		Patricia Rovello		\$ -42.21
		Paul Gould		\$ -300.00
		Piermont Library District		\$ -8.00
		Playaway Products		\$ -130.31
		Richard Feingold		\$ -250.00
		Southern Living		\$ -22.00
		Staples		\$ -426.35
		Toshiba		\$ -526.45
		Verizon		\$ -119.00
		Verizon- Wireless		\$ -15.08
TOTAL				\$ -83,135.30

Cornwall Public Library

Budget vs. Actuals: FY 23-24 - Operating Expenses (67% of FY)

July 2023 - February 2024

	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	3,810.79	1,000.00	2,810.79	381.08 %
4401 Interest Income	3,662.93	500.00	3,162.93	732.59 %
4706 Friends of the Cornwall Public Library	5,282.11	13,500.00	-8,217.89	39.13 %
4840 RCLS- LLSA	4,764.89	4,810.00	-45.11	99.06 %
Total Revenue	\$1,445,453.72	\$1,447,743.00	\$ -2,289.28	99.84 %
GROSS PROFIT	\$1,445,453.72	\$1,447,743.00	\$ -2,289.28	99.84 %
Expenditures				
6010 Retirement	61,889.00	55,700.00	6,189.00	111.11 %
6020 6020 NYS Disability Benenfits	2,125.05		2,125.05	
6030.8 FICA/Medicare Expense	36,846.41	69,393.00	-32,546.59	53.10 %
6060 Worker's Compensation	9,105.00	7,500.00	1,605.00	121.40 %
6090 Health Insurance	38,957.39	101,852.00	-62,894.61	38.25 %
6141 Professional Library	113,432.18	211,516.00	-98,083.82	53.63 %
6142 Clerical Salary	300,755.26	532,050.00	-231,294.74	56.53 %
6143 Treasurer Salary	4,161.77	6,365.00	-2,203.23	65.39 %
6144 Custodial Salary	12,464.15	27,838.00	-15,373.85	44.77 %
7410 Books	24,239.69	61,850.00	-37,610.31	39.19 %
7410.9 McNaughton	4,886.00	7,329.00	-2,443.00	66.67 %
7411 Movie License	232.50	700.00	-467.50	33.21 %
7412 Video/Music/Books on Tape	22,896.42	45,900.00	-23,003.58	49.88 %
7413 Serials/Reference	9,404.37	19,240.00	-9,835.63	48.88 %
7430 Supplies				
7430.1 Library Supplies	3,904.62	6,300.00	-2,395.38	61.98 %
7430.11 Book Processing	838.96	2,200.00	-1,361.04	38.13 %
7430.2 Office Supplies	6,482.85	11,000.00	-4,517.15	58.94 %
7430.30 Program Supplies- Adult	1,872.00	3,500.00	-1,628.00	53.49 %
7430.31 Program Supplies- YA	111.28	2,000.00	-1,888.72	5.56 %
7430.32 Program Supplies- JUV	1,029.04	1,500.00	-470.96	68.60 %
7430.33 Summer Reading	149.89	10,500.00	-10,350.11	1.43 %
7430.34 Program Supplies- Outreach	-51.07	3,000.00	-3,051.07	-1.70 %
Total 7430 Supplies	14,337.57	40,000.00	-25,662.43	35.84 %
7431 Telephone	3,862.73	4,900.00	-1,037.27	78.83 %
7432 Square Processing Fees	19.51	100.00	-80.49	19.51 %
7433 Postage and Shipping	781.38	4,900.00	-4,118.62	15.95 %
7434 Printing	594.74	10,000.00	-9,405.26	5.95 %
7435 7435- Travel/Conference	1,095.96	4,500.00	-3,404.04	24.35 %
7437 Professional Fees				
7437.1 Prof Fees- Office	6,835.73	22,050.00	-15,214.27	31.00 %
7437.2 Prof Fees- Adult Programs	2,150.00	6,000.00	-3,850.00	35.83 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	600.00	4,000.00	-3,400.00	15.00 %

Cornwall Public Library

Budget vs. Actuals: FY 23-24 - Operating Expenses (67% of FY)

July 2023 - February 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7437.5 Professional Fees- Summer Reading Program	850.00	5,000.00	-4,150.00	17.00 %
7437.6 Professional Fees- Outreach	600.00	2,500.00	-1,900.00	24.00 %
Total 7437 Professional Fees	11,035.73	41,550.00	-30,514.27	26.56 %
7438 Dues	1,043.00	1,500.00	-457.00	69.53 %
7450 Utilities/Fuel	24,197.70	35,000.00	-10,802.30	69.14 %
7451 Custodial Supplies	995.63	3,500.00	-2,504.37	28.45 %
7452 Repairs to Building	16,784.80	24,048.00	-7,263.20	69.80 %
7454 Building Insurance	11,735.17	13,500.00	-1,764.83	86.93 %
7455 RCLS	54,273.66	77,472.00	-23,198.34	70.06 %
7469 Service Contracts	14,203.82	39,540.00	-25,336.18	35.92 %
Total Expenditures	\$796,356.59	\$1,447,743.00	\$ -651,386.41	55.01 %
NET OPERATING REVENUE	\$649,097.13	\$0.00	\$649,097.13	0.00%
NET REVENUE	\$649,097.13	\$0.00	\$649,097.13	0.00%

February 2024 Director's Report

Personnel

- Librarian I Civil Service list for Adult Services received all responses, will have to send it back without hiring and ask for the list again if we go over the tax cap
- Librarian II Civil Service list for Youth Services-there were only two librarians on this list; the job is posted on RCLS' website, will be conducting interviews soon
- Emergency Closures: 2/13-full day -Snow; 2/9 at 4 pm -plumbing issues
- 2/22 & 2/24 Kurt Hahn led Fire & Safety training for staff & Friends
- Out with COVID from 2/15-2/22

Budget/Financial

- Auditors completed Audit by 2/8/24.
- 2/15 Emily & I went over the budget with 1 F/T Librarian and a 2% salary raise
- 2/23 Completed the 2023 Annual Library Report and sent to RCLS

Programming

- 2/3-Covered Youth Services Reference Desk during Take Your Child to the Library Day
- 2/15-Andrew led the Mystery Book Discussion, I was ill
- 2/24 Jazz Program at Munger Cottage
- 2/27-Cornwall Chamber of Commerce room use @ 7:45 am

Building and Grounds

- 2/9 CJM Plumbing snaked the main library drain from the Ladies' room to the U pipe
- 2/8 All Seasons Roofing replaced the shingles missing from the front portico roof
- Nick (our Handyman) sanded and painted windowsills that had peeling paint, and performed some other small repairs

Monthly Statistics September 2023 (previous month in parentheses):

Registered borrowers: 7,751 (7,818); Direct Access/Circulation: 9,996 (9,701);
ILL Borrows: 1,783 (1,771); ILL Loans: 1,514 (1,422); Item Count: 73,758 (74,056);
Wi-Fi: 6,076 (5,506).

Libby (Overdrive) Checkouts: (4,194); Unique Users: (773).

Freegal Music Service & Hoopla: See Adult Services report.

Meetings Attended: 2/8 Orange County Directors; 2/12 Exec. Committee; 2/14 RCLS Director's Association; 2/14 Board of Trustees Meeting; 2/22 Fire Safety Training at staff meeting.

Workshops Attended: 2/27-Living Room Conversations training (similar to Community Conversations); 2/29 Annual Civil Service training

Adult Services Report February 1-29, 2024
(Submitted by David J. Phillips IV, 03/5/2024)

REFERENCE: (previous month) Questions: 190 (156) Quick Tech Assists: 78 (54) 1-on-1 Tech Help: 18 (23) Circulation: 127 (105) Directional: 18 (12) Reader's Advisory: 6 (6) ILL/SEAL: 12 (14) Pull List: 1191 (1140) Printing: 104 (79); Faxing: 1 (0) Phone: 75 (55) Virtual Ref: 3 (3) Notary Service: 47 (53)

Database Stats: (previous month) NoveList Plus Searches: 29 (35) NoveList Plus K-8: 0 (0) EBSCO Master FILE Premier: 0 (0) EBSCO Other: 0 (0) Gale Virtual Ref. Library: 1 (1) Ancestry: 1 (0); Freegal: 3 (6)

Hoopla: Circulations 427 (482) Users 170 (175)

Usage Breakdown: Digital Audiobook – 222 (233) Digital BingePass – 0 (1) Digital Comics – 30 (25) Digital Ebook – 131 (145) Digital Movie – 19 (36) Digital Music – 7 (18) Digital Television – 18 (24)

Tutor.com: User accounts – 1 (1)

NYTimes Digital Subscription Stats: (previous month) In-House Library usage sessions 45 (52) page views 104 (119); articles read 61 (71); Offsite Code redemptions 143 (148) usage sessions 272 (242); page views 1145 (851) articles read 252 (222)

PC Usage: (previous month) Adults: 331 (252) Children: 11 (7) Laptops: 6 (1) PC Reservations: 0 (0); Guest Passes: 37 (26)

HOME DELIVERIES (previous month) New Sign Ups: 0 (0) Unique Patrons: 0 (0); Deliveries: 6 (10) Items Delivered: 7 (12)

PROGRAMS

Blind Date with a Book: 37 books checked out as of 2/27/2024

Members' Choice Book Group: (Dawn) 6

Monday Night Movie: (Andrew) 7

Mystery Book Group: (Andrew Covered for Charlotte who was out sick) 10

Teen Tech: (Pamela) 6

REFERENCE ROUNDUP: David – Inventory is far along. By the time I hand this in, the following collections will be finished: Adult and YA Nonfiction, Adult and YA Biography, Adult Music CDs, New Large Print Fiction, New Large Print Nonfiction, Large Print Fiction,

Large Print Nonfiction, Large Print Biography, Adult Reference, Travel, Study Guides, Careers, Adult Short Stories, Great Courses, Adult and YA Graphic Novels, and Manga. That leaves YA Science Fiction/Fantasy and Adult and YA Fiction.

Starting April 2nd, Sports Movie Night. Going to try to get some book discussion started.

Upcoming Conferences and Webinars: 03/05/2024 - From Curiosity to Career: Library Services for the Skilled Trades; 03/20/2024 – Resilience Hubs Session 2; 03/21/2024 – AI and Libraries online mini-conference; 04/15/2024 – Resilience Hubs Session 3; 05/22/2024 – Resilience Hubs Session 4; 05/23/2024 – NicheCon 2024

Youth Services -End of Month Report – February 2024

Liz Fisher 3/6/2024

<i>Program name</i>	<i>Date</i>	<i>Children</i>	<i>Teens</i>	<i>Adults</i>	<i>Total Attended</i>
<i>Baby & Me</i>	<i>2/2,2/9 2/23</i>	<i>14, 18, 13</i>		<i>16, 24 16</i>	<i>101</i>
<i>T.U.T.</i>	<i>2/2</i>		<i>4</i>		<i>4</i>
<i>Take Your Child to the Library Day</i>	<i>2/3</i>	<i>41</i>	<i>5</i>	<i>25</i>	<i>71</i>
<i>Dog Tales</i>	<i>2/5, 2/19</i>	<i>16, 16</i>		<i>2</i>	<i>34</i>
<i>Family Story Time</i>	<i>2/6, 2/13, 2/20</i>	<i>22, snow, 21</i>		<i>24, snow, 23</i>	<i>90</i>
<i>PJ Story Time</i>	<i>2/7, 2/21</i>	<i>6, 15</i>		<i>7, 14</i>	<i>42</i>
<i>Pre-K Story Time (Outreach)</i>	<i>2/8</i>	<i>25</i>		<i>4</i>	<i>29</i>
<i>ChatterBooks</i>	<i>2/14</i>	<i>11</i>			<i>11</i>
<i>Lego build-it</i>	<i>2/17</i>	<i>28</i>		<i>17</i>	<i>45</i>
<i>Art Afternoon</i>	<i>2/20</i>	<i>5</i>			<i>5</i>
<i>Book Break</i>	<i>2/22</i>	<i>6</i>			<i>6</i>
<i>Saturday Morning Story Time</i>	<i>2/24</i>	<i>8</i>		<i>10</i>	<i>18</i>
<i>Chess Time</i>	<i>2/24</i>	<i>5</i>		<i>5</i>	<i>10</i>
<i>Readzza, Readzza</i>	<i>2/29</i>	<i>5</i>			<i>5</i>
<i>TOTALS</i>		<i>286</i>	<i>9</i>	<i>192</i>	<i>271</i>

Meetings & Outreach

2/1/24 SRP Planning Lisa & Liz

2/8/24 Montessori School Visit Lisa

2/14/24 Board Meeting Lisa & Liz

2/22/24 Staff Meeting & Safety Training

2/26/24 CLOUSC Meeting Lisa

Questions @ the Desk

Reference 327, Circulation 93, Phone 71, Tech 33, iPads lent 33, Book Club 41, Programs 25, Misc. 24

Reflections

We got a hearty thank you from a patron for all the programs we had during the winter break. Turns out it was a week of our standard offerings during the end of the month!

Programming and Outreach February 2024

Date Title
Attendance

2/1/24	Black History Month: Motown Records & Berry Gordy
51	
2/8/24	Stampin' UP: Card Making Making Workshop: Session 1
14	
	Session 2
11	
2/15/24	MSLC: Women & Heart Health
42	
2/20/24	Art Restoration: Bringing Your Paintings Back to Life
34	
2/24/24	Jazz: The Music of Love
103	
2/26/24	Barnaby Benjamin Bear : Butterhill Day School
85	
	Bear Story Books & Sketching with Paul Gould

Total: 340

Creative Writers Workshop: 2/5-7, 2/12-6, 2/19-7, 2/26-7

Total: 27

Community Room (CR) & Study Room (SR) Usage:

2/7/24	Cornwall Garden Club Board Meeting (SR)	5
2/8/24	Greater Cornwall Chamber Board Meeting (CR)	15
2/19/24	Friends of Cornwall Library Board Meeting (SR)	7
2/27/24	Greater Cornwall Chamber General Membership (CR)	22
2/27/24	Cornwall Clean Up Crew Business Meeting (CR)	15

65

AARP Tax-Aide 2/5, 2/12, 2/19, 2/26 Reporting (CR)

53 taxpayers/27 volunteers; \$41,000 federal refunds; \$11,921

80

NYSrefunds

Total:144

Book Club: Out & About

1/31/24 The Lincoln Highway by Amor Towels

12

2/28/24 The Vanishing Half by Brit Bennett

8

Total: 20

Staff Fire Safety Programs with Kurt Hahn, Director of Emergency Management

2/22/24 Session 1

20

2/24/24 Session 2

13 Total: 33

Donations to Friends of Cornwall Library:

2/1/24 Motown Records and Berry Gordy.....\$ 60.00

2/8/24 Stampin' UP.....\$ 5.00

2/24/24 Jazz: Music of Love.....\$184.50

Total February: \$249.50

Total YTD: \$277.50

Highlights & Tidbits:

The month of February (snow and all) provided no rest for the weary with a multitude of varied programs for our library community. Art, history, music, health, book clubs and more kept our patrons moving from one wonderful offering to another! This doesn't even touch on the tax-aide service, crafts, writers' group and outreach engagement with the community.

I truly enjoyed the Barnaby Benjamin Bear outreach with Butterhill Day School and the smiling receptive faces of the children holding their own personal snuggly while being engaged with my bear readings and artist Paul Gould's bear sketching. And the adults had their share of musical jazz entertainment that brought out over 100 toe-tapping attendees.

Health topics are always high on my list of programming to keep our community informed and healthy. The heart health talk was well received and much appreciated by the large afternoon audience. Our staff fire safety training was well received, and I was pleased to coordinate with Kurt Hahn to keep all of us better prepared in an emergency.

I have personally appreciated attending the Board meetings and getting a behind-the-scenes look at the process. Many thanks to the Board and you, Charlotte, for all the details and well-meaning effort that keeps us moving forward. We are very fortunate to have you all. And I hope that all of our efforts will provide a solution to the West Point issues to assist our military neighbors in partnering with us to the full extent that they need.

Well, onward to March programming with terrific opportunities as we head into Spring.

Brenda



Request for Budget Transfer
2023-2024 Year

Date Requested: 3/13/24

Department Chair approval: N/A

Library Director Approval: _____

Board Approval: _____

\$ Amount	Transfer out Account Code	Transfer in Account Code	Reason for Transfer	Approval Type (N/D/B)
\$6,189.00	6090.1 Health Insurance	6010 Retirement	Increased retirement	B
\$1,425.00	6090.1 Health Insurance	6060 Workers Compensation	Increased workers comp	B

Please note: If a transfer is needed to cover a requisition, the requisition is not processed until this form as been returned by the Superintendent.

For Internal Use Only: N=Internal transfers only. Requires Library Director approval only
D=Transfer between categories under Board approved limit
B=Needs Board approval for transfer

Approved 12/10/2020



Governance for the Board of Trustees

Table Of Contents

- 1. History-Cornwall Public Library**
- 2. 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

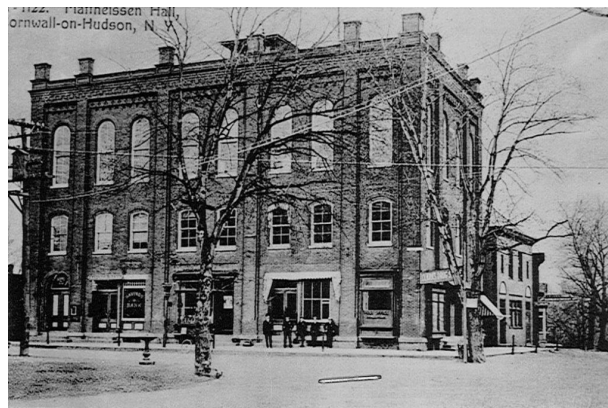
Cornwall Public Library's History

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 catalogs 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.

Content b y 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 & Sustainability 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 fiscal 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 and Sustainability; 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 (or as close to April as the Orange County Board of Elections schedule will allow) 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

The Cornwall Public Library is subject to and uses the New York State Freedom of Information Law for access to records. The current provisions of the Freedom of Information law can be found at <https://opengovernment.ny.gov/freedom-information-law>.

Designation of Records Access Officer

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

Denial of Access and Appeal

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

Part 8. Open Meetings

The Cornwall Public Library is subject to and uses the New York State Open Meetings Laws. The current provisions of the Open Meetings Law can be found at <https://opengovernment.ny.gov/open-meetings-law>.

For more information about the Freedom of Information Law and the Open Meetings 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; _____ new date _____

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

- *Staff expertise* in areas such as library law, library budgeting and management, technology, collection development, grants, youth services, outreach and more
- *Professional development* and training for library staff and trustees

New York State's Public Library Systems

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, Schoharie, Schoharie counties); Nassau; Niagara (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

Fiscal Year 2023-2024

	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
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
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 & Sustainability (Chair), Friends Liaison	July 2021	June 2024
LYNN DANIELS 12 Perry Road Cornwall, NY 12518 Cell: (845) 522-2574 E-mail: CPLTrustee5a@gmail.com Committees: Policy (Chair), Building, Grounds & Sustainability, Finance	July 2022	June 2025
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 & Sustainability, 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, Strategic Planning, Friends Liaison

(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:	