Cornwall Public Library

October 14, 2026

Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes: September 23, 2026

IV. Financial Review:

A. Approval of Warrant

V. Communications/Donations

VI. Director's Report

VII. Committee Reports

A. Finance Committee

B. Policy Committee

1. Motion: To approve Resolution Adopting a CIPA-Compliant Internet Safety Policy.
2. Public Hearing on Internet Safety Policy and internet filtering.
3. Motion: To approve the Minimum Fund Balance Policy.
4. Motion: To approve the Remote Work Policy.

C. Building, Grounds & Sustainability Committee

D. Friends

E. Personnel Committee

1. Motion: Appoint Kristen Schneider to the Full-Time Public Relations position effective October 1, 2026.
2. Motion: To fill the Librarian II, Head of Youth Services position.
3. Motion: Accept the resignation of Pam Stockton for retirement, effective October 23, 2026.
4. Motion: To fill the Library Assistant position vacated by Pam Stockton.
5. Motion: To promote Dawn Thornton from Librarian I to Librarian II, to be effective as soon as allowable under Civil Service rules.

6. Motion: To approve a $5,000 stipend for Lisa SinClair for her work filling in as acting department head.

F. Strategic Planning Committee

VIII. Unfinished Business

IX. New Business

X. Public Remarks

XI. Adjournment

Next Regular Board Meeting: Wednesday, November 12, 2026, 7 PM

Cornwall Public Library Board of Trustees Meeting

September 23, 2026, 7:00 p.m.

Minutes

Meeting was *called to order* by Christopher DeFilippi at 7:01 p.m. Ms. Laura Wolven, Director was welcomed.

I. Roll: Trustees Present: Christopher DeFilippi (President), Lucinda Poindexter (Vice President), Amy Stermer (Secretary), James Keyes, Brandt Knapp, Fran Kramer

Also: Laura Wolven (Director), Dawn Thornton (Adult Services), Cathy Squillini (Minutes), Allison Barry (Treasurer)

Excused: Julia Dahl

Public: Greg Robie, Tina Robie

II. Approval of Agenda: A *motion to approve* the agenda was made by Amy Stermer, seconded by Fran Kramer. Discussion: Lucinda Poindexter asked to add to New Business a discussion to create a memorial to Geraldine Satterly. A *vote to approve* the amended agenda was *unanimous.*

III. Approval of the Minutes: A *motion to approve* minutes of the August 12, 2026 Regular Board Meeting was made by Amy Stermer, seconded by Fran Kramer, and *unanimously approved.*

IV. Financial Review: A *motion to approve* Warrant #2 in the amount of $98,174.45 was made by Fran Kramer, seconded by Lucinda Poindexter. Discussion: CPL received a check from CCSD on 9/23/26. A second check is expected in October.

A discussion regarding contact with Good Books, a local book store in Cornwall; no contact has been made yet because the Board was awaiting the arrival of the new director. The Director said she is willing to make the contact and inquire about how CPL and Good Books can work together. A *vote to approve* Warrant #2 was *unanimously approved*.

V. Communications and Donations: An announcement of Laura Wolven as Director will appear in the current Cornwall Local. Kristin Schneider (CPL Communications) is working on placing the announcement on social media.

VI. Director's Report: The Director…

- Plans to establish 30-60-90 day goals.
- Has been acclimating to the policies, staff, systems, and concerns at CPL.
- Hopes to alter the way the Director's Report is presented by providing a more narrative format with statistics from the departments so that comparisons to previous years can be made and trends can be observed.

- Recommends Internet filtering be turned on. This will make CPL fully compliant with CIPA and increase eligibility for more federal funding via e-rate. The cost for Internet filtering through Frontline is $21/month.
- Is currently reviewing Civil Service rules for Orange County in order to be certain CPL is in full compliance. This is important as vacant positions are filled in the future.

VII. Committee Reports:

Finance Committee: Will re-visit Chase and M&T Banks and establish an investment account for CPL. A Fund Balance Account will also help the Library so that it will not have to use the Capital account during the period(s) of June-September each year. A Board vote will be taken at the October meeting regarding the establishment of this account.

Policy: Internet Safety Policy - a vote will be taken at the October meeting.

The Director adjusted the Remote Work Policy and made a recommendation to remove a provision in the By-laws which states that Board members are allowed two terms. She indicated that such a rule does not exist for school district libraries. A *motion to remove* the provision was made by Lucinda Poindexter, seconded by Brandt Knapp, and *unanimously approved.*

Buildings, Grounds, and Sustainability: The Board thanked Brandt Knapp, James Keyes, and Julia Dahl for their work on preparing the aid application for solar and submitting it on time.

The solar company may be onsite in a week to check the storage room. The solar panels may be installed in November.

Friends: The Friends are continuing to work on visibility and are investigating other Friends groups regarding how they operate and the types of programs they present.

Personnel: Committee will set a meeting date soon for the whole committee to meet.

Strategic Planning Committee: None

VIII. Unfinished Business: None

IX. New Business: Need to establish with Civil Service a position: Part-time Custodial Worker (daytime). The position is already budgeted for 20 hours/week. Part of the responsibilities will include room set up for programs and general daily tasks. A *motion* was made *to establish and fill* the position by Frank Kramer, seconded by Lucinda Poindexter, and *unanimously approved*.

The Board discussed setting up a scholarship fund in memory of Geraldine “Dean” Satterly who worked for CPL for 50 years. The Board cannot use CPL funds for the scholarship, however the scholarship can be set up via Friends. The Director will make the request.

X. Public Remarks: Greg Robie stated that he spoke to CCSD re: clerk position. CPL does not have a clerk to be responsible for setting the agenda for meetings. He said the Library “needs to get on track”.

XI. Adjournment: A *motion to adjourn* was made by Fran Kramer, seconded by James Keyes, and *unanimously approved*. The meeting adjourned at 7:26 p.m.

Next Regular Board Meeting, Wednesday, October 14, 2026, 7:00 p.m

Board Warrant Sept 2026

Date	Name	Amount	Account
09/02/2026	Stamps.com	-25.00	Postage
09/02/2026	Amazon	-5.99	7412-DVD
09/02/2026	Amazon	-25.99	7410-Books
09/02/2026	Amazon	-7.98	7412-DVD
09/02/2026	Amazon	-59.90	7410-Books
09/03/2026	Nationwide NYS Deffered	-507.86	2035-Defferred Comp
09/03/2026	Amazon	-34.95	7430-Supplies
09/03/2026	Amazon	-12.06	7410-Books
09/03/2026	Amazon	-27.98	7430-Supplies
09/03/2026	Amazon	-9.49	7430-Supplies
09/04/2026	Intuit	-688.29	7437-Pro Fees
09/08/2026	The New York Times	-101.00	7413-Serials
09/08/2026	Amazon	-15.93	4082-Lost
09/08/2026	Amazon	-17.68	7412-DVD
09/08/2026	Amazon	-5.99	7412-DVD
09/08/2026	Amazon	-30.00	7410-Books
09/09/2026	Benninger Landscaping LTD	-1,050.00	7469-Service Contract
09/09/2026	Interstate Waste Services	-219.65	7469-Service Contract
09/09/2026	Frontline Data Services	-2,920.35	12.25-It service
09/09/2026	Aflac	-20.80	2040-AFLAC
09/09/2026	Kahoot	-16.22	7412-ebooks
09/09/2026	Kahoot	-0.16	7412-ebooks
09/09/2026	Amazon	-19.95	7412-dvd
09/09/2026	Amazon	-18.52	7412-dvd
09/09/2026	Amazon	-17.95	742-dvd
09/10/2026	Amazon	-25.10	7410-Books
09/11/2026	Kiplinger Personal Finance	-39.99	7413-Serials
09/11/2026	Amazon	-18.92	7412-dvd
09/14/2026	Amazon	-19.95	7412-dvd
09/14/2026	The Economist	-40.00	7413-Serials
09/14/2026	Stamps.com	-22.70	postage
09/14/2026	Amazon	-41.16	7430-Supplies
09/14/2026	Amazon	-4.79	7430-Supplies
09/14/2026	Fall into Books	-115.00	7435-Travel/Conference
09/15/2026	Amazon	-14.39	7430-Supplies
09/16/2026	Nationwide NYS Deffered	-565.86	2035-Defferred Comp
09/17/2026	NYS & Local Retirement	-953.58	2035-Retirement
09/17/2026	Greater Cornwall Chamber of Commerce	-70.00	7437-Pro fees

09/21/2026	Verizon	-119.00	Telephone
09/21/2026	NYS Health Insurance Pending Acct	-8,831.36	Health Insurance
09/21/2026	Claudia Marulanda	-250.00	7437-Pro Fees
09/21/2026	NET 2 PHONE	-230.45	Telephone
09/21/2026	Patricia Rovello	-608.70	Medicare Reimbursement
09/21/2026	Lois Kohlman	-608.70	Medicare Reimbursement
09/21/2026	Elizabeth Fisher	-608.70	Medicare Reimbursement
09/21/2026	Wini White	-608.70	Medicare Reimbursement
09/21/2026	Charlotte Dunaief	-608.70	Medicare Reimbursement
09/21/2026	Marie C Clark	-608.70	Medicare Reimbursement
09/21/2026	Amazon	-41.00	4082-Lost
09/21/2026	Amazon	-37.09	7412-dvd
09/21/2026	Amazon	-13.88	4082-Lost
09/21/2026	Amazon	-15.98	7410-Books
09/23/2026	Amazon	-33.98	7412-DVD
09/23/2026	Amazon	-5.00	7412-DVD
09/23/2026	Amazon	-7.87	7412-DVD
09/23/2026	Amazon	-7.99	7410-Books
09/23/2026	Amazon	-23.68	7410-Books
09/23/2026	Amazon	-11.64	7412-DVD
09/23/2026	Amazon	-19.96	7412-DVD
09/23/2026	Amazon	-15.40	7410-Books
09/24/2026	Alan Burger	-8,608.00	7437-Pro Fees
09/24/2026	Village of Cornwall on Hudson	-191.31	Water
09/24/2026	Amazon	-18.22	7410-Books
09/24/2026	Amazon	-7.99	7410-Books
09/28/2026	Nationwide NYS Deffered	-979.43	2035-Deferred Comp
09/28/2026	Amazon	-29.99	7430-Supplies
09/28/2026	Amazon	-17.95	7430-Supplies
09/28/2026	Amazon	-15.71	7410-Books
09/28/2026	Amazon	-24.49	7410-Books
09/29/2026	Amazon	-15.38	7410-Books
09/29/2026	Amazon	-14.26	7410-Books
09/29/2026	Apple	-0.99	7437-Pro Fees
09/29/2026	Amazon	-20.78	7430-Supplies
09/30/2026	Toshiba	-84.00	7469-Service Contract
09/30/2026	Toshiba	-496.91	7469-Service Contract
09/30/2026	Elan Financial Services	-46.95	split
09/30/2026	Amazon	-12.96	7412-DVD
09/30/2026	Amazon	-8.99	7412-DVD
09/30/2026	Amazon	-22.87	7412-DVD
09/30/2026	Claudia Marulanda	-250.00	7437-Pro Fees
09/30/2026	Howland Public Library	-13.00	4082-Lost
09/30/2026	Haight Fire Equipment Supply Inc	-517.17	7469-Service Contract

09/30/2026	Julie Bengyak	-500.00	7437-Pro Fees
09/30/2026	Cengage Learning Inc/Gale	-204.00	7410-Books
09/30/2026	hoopla	-1,918.85	7412-ebooks
09/30/2026	Science News	-59.00	7413-Serials
09/30/2026	Central Hudson Gas & Electric Corp	-1,643.86	7450-utilities
09/30/2026	J&G Law, LLP	-318.00	7437-Pro Fees
09/30/2026	Brodart Co- JUV	-43.20	7430-Supplies
09/30/2026	RCLS	-17,968.38	split
09/30/2026	Hannaford	-18.15	7430-Progr Supplies
09/30/2026	Brodart Co.- McN	-610.75	7410-Books
09/30/2026	Ingram Library Services	-2,171.18	7410-Books
09/30/2026	Family Tree Magazine	-34.96	7413-Serials
09/30/2026	People	-138.00	7413-Serials
09/30/2026	Grainger	-152.94	7430-Supplies
09/30/2026	Overdrive Inc	-1,514.11	7412-ebooks
09/30/2026	Sloatsburgh Public Library	-9.98	4082-Lost
09/30/2026	Staples	-775.90	7430-Supplies
09/30/2026	Sensory Pop Co LLC	-75.00	7437-Pro Fees
09/30/2026	Vanity Fair	-12.00	7413-Serials
09/30/2026	Sports Illustrated	-94.50	7413-Serials
09/30/2026	Mina Soriano-Elwell	-250.00	7437-Pro fees
09/30/2026	Rae Of Light Yoga	-150.00	7437-Pro Fees
09/30/2026	Goshen Public Library	-29.95	4082-Lost
09/30/2026	Old House Journal	-49.95	7413-Serials
09/30/2026	Brodart Co- JUV	-1,898.04	7410-Books
09/30/2026	Architectural Digest	-49.99	7413-Serials
09/30/2026	Blackstone Publishing	-372.79	7410-Books
09/30/2026	Central Hudson Gas & Electric Corp	-42.81	7450-utilities
		-$ 63,611.25	

Cornwall Public Library New	
Total payroll cost report	
Sep-26	
Item	**Amount**
Total pay	
Paycheck wages	$ 54,526.25
Non-paycheck wages	$ 0.00
Reimbursements	$ 0.00
Subtotal	**$ 56,299.43**
Company contributions	
Subtotal	**$ 0.00**
Employer taxes	
Social Security Employer	$ 3,294.33
Medicare Employer	$ 770.48
Orange MCTMT Er	$ 0.00
Subtotal	**$ 4,064.81**
Total payroll cost	**$ 60,501.36**
Less Employee Contributions	-$ 2,345.62
Net Payroll Cost	$ 58,155.74
Warrant # 3 Sept 2026	63611.25
Total Library Expenditures	$ 121,766.99

Cornwall Public Library

Minimum Fund Balance Policy

Effective Date: _____
Approved by the Board of Trustees: _____

1. Purpose

The purpose of this policy is to establish a prudent minimum fund balance for Cornwall Public Library ("Library") sufficient to maintain continuity of operations, meet financial obligations, and protect essential library services during periods when revenues are temporarily unavailable or unexpected expenditures arise.

The Library recognizes that its operating revenues, including tax revenues, are received at various times during the fiscal year. In particular, the Library may experience a period at the beginning of the fiscal year during which operating expenses must be paid before the receipt of the first tax payments in late September. Maintaining an adequate fund balance allows the Library to meet its obligations during this period without interruption to services.

2. Minimum Fund Balance

The Library shall strive to maintain a minimum unrestricted fund balance equal to **four months of budgeted operating expenditures**, calculated as follows:

- **Three months of operating expenditures** to provide working capital and support normal continuity of operations; and
- **One additional month of operating expenditures** designated as an emergency and contingency reserve to protect the Library against unforeseen circumstances, revenue delays, or significant unexpected expenditures.

The four-month minimum is intended to provide the Library with sufficient financial stability to continue essential operations while awaiting the receipt of tax revenues and to respond responsibly to unforeseen financial circumstances.

3. Calculation

For purposes of this policy, the minimum fund balance shall be calculated annually using the Library's adopted operating budget.

The target amount shall be:

Annual Budgeted Operating Expenditures ÷ 12 × 4

The Board of Trustees may use a different calculation methodology when circumstances warrant, provided that the methodology is reasonable, documented, and consistent with the purpose of this policy.

Capital expenditures, debt service, and other extraordinary or non-recurring expenditures may be excluded from the calculation of normal operating expenditures when determining the four-month minimum, unless the Board determines that such expenditures should be included.

4. Use of Fund Balance

The fund balance is intended primarily to ensure continuity of Library operations and shall not be used to routinely finance ongoing operating deficits.

Fund balance may be appropriated or expended when necessary for purposes including, but not limited to:

- Maintaining essential Library operations during temporary revenue shortfalls or delays;
- Meeting payroll, contractual obligations, utilities, insurance, and other necessary operating expenses;
- Addressing emergencies or unforeseen expenditures;
- Responding to circumstances that could otherwise result in an interruption or significant reduction of Library services; or
- Addressing other extraordinary circumstances approved by the Board of Trustees.

Any use of fund balance that would cause the Library to fall below the established four-month minimum should be approved by the Board of Trustees and accompanied, when appropriate, by a plan to restore the fund balance to the required level.

5. Restoration of Fund Balance

If the Library's unrestricted fund balance falls below the four-month minimum, the Board of Trustees shall evaluate the circumstances and determine an appropriate plan for restoration.

The restoration plan may include the use of future budget surpluses, expenditure reductions, revenue increases, or other lawful financial measures. The Board shall consider the Library's operational needs and financial circumstances when establishing the timeframe for restoration.

6. Annual Review

The Director and Treasurer shall review the Library's fund balance annually in conjunction with preparation of the proposed operating budget.

The Board of Trustees shall review:

1. The actual unrestricted fund balance;
2. The amount required to maintain the four-month minimum;
3. Anticipated revenues and expenditures;
4. The timing of anticipated tax and other revenue receipts; and
5. Any circumstances that may warrant maintaining a fund balance above or below the established minimum.

The Board may adjust the target when extraordinary circumstances, significant changes in the Library's budget, or changes in the timing or reliability of revenues warrant such action.

7. Policy Intent

This policy is intended to promote sound financial management, fiscal responsibility, and continuity of public library services. Maintaining an adequate fund balance is not intended to accumulate funds unnecessarily, but rather to ensure that the Library can meet its obligations and continue serving the public during normal periods of uneven cash flow and in the event of unforeseen financial emergencies.

The Board of Trustees shall administer this policy in accordance with applicable New York State law, regulations, and generally accepted principles of governmental and nonprofit financial management.

October 2026: Director's Report

The auditors came, and we had a lovely conversation with them. I shared my drafted minimum fund balance policy with the auditor before bringing it to the board, and he agreed with its usefulness. Other items to come from that discussion were a resolution regarding the capital account, tightening a purchase requisition/purchase order system, and including transfers to the capital account in the budget proposition. In addition, it is recommended that we put our fund balance in a money market and have it separate from the capital fund.

I have been speaking with Brenda and Kristin about ideas for fundraisers. We would like to hold a gala fundraiser to raise money for the hoped-for expansion. I also drafted an expansion justification document for your review. We would like to reach out to the Foundation so we can also do an annual appeal. I warned both that we would be working together on this, and it could be a lot, but both were enthusiastic.

I asked Dawn who would be the best staff members to be involved in the risk assessment required for our Workplace Violence Prevention Program, and she reached out to Lisa, Aaron and Ellen who all agreed to take part. The risk assessment was conducted, and several recommendations came out of it including better lighting in some areas and some minor building repairs. We will also be having a risk assessment provided by Kurt Hahn, and I have reached out to Orange County Emergency Management for their recommendations.

The permanent part-time custodial worker position has been established through civil service and will be posted early October.

I met with the Cornwall Town Supervisor, Josh Wojehowski, Cornwall on Hudson Mayor James P. Kane, School Superintendent Megan Argenio, and Senator Skoufis to discuss the future of the library in our community.

Meetings I attended include OLA, the Director's Association meeting, RCLS annual meeting and legislative breakfast, the Friends' regular meeting, and several library programs to familiarize myself with our patrons.

I also attended Skoufis senior fair with Kristin and Brenda, the Director's Panel at RCLS, and checked out Good Books. Because we get a library discount from our vendors, and to get the same from them would add to their work without increasing their income, we spoke about other ways we can support each other, such as them providing books for sale at our author talks.

I attended the roundtable discussion of county agencies held at the Goshen Library. Present were representatives from Orange County Emergency Management, Civil Service, Office for the Aging, Dept. of Mental Health, Orange County Tourism, Veteran's Services, Planning

Board, Board of Elections, and the Youth Bureau. There are many positive ways we can work with these agencies including grants, training, and even interns. I would like to sign us up as a Worksite so we can get youth employees (aged 16-20) who are paid by the county to get on the job training – kind of like internships. I have reached out to the coordinator to ask about next steps.

Cornwall Public Library Monthly Statistics

	Sep-26	August 2026	YTD	Past YTD
Adult Books	2696	3315	26151	25887
YA books	344	403	3139	3151
Juvenile Books	6030	7127	57749	55280
ebooks	4014	4271	35882	35823
ILL borrows (in)	1832	1937	16415	15338
ILL loans (out)	1966	1633	14793	13024
DVD/Bluray	645	705	5493	6327
Audiobook	247	283	1569	1622
Periodicals	45	45	446	532
Other	78	15	837	851
Library visits	7483	1201	54859	50177
Reference Questions	72	94	807	1026
Tech Help	24	20	157	148
Registered Borrowers	7425	7396	7425	
			0	
Adult Programs	14	17	133	160
Adult Program attendance	405	228	2676	3416
Juvenile Programs	8	9	100	104
Juvenile Program attendance	348	373	4382	4014
YA programs	1	4	18	18
YA Program attendance	9	18	200	439

Cornwall Public Library Monthly Statistics

	Sep-26	August 2026	% change	Jul-26	YTD	Past YTD	% change
Adult Books	2696	3315	-19%	3290	26151	25887	1%
YA books	344	403	-15%	452	3139	3151	0%
Juvenile Books	6030	7127	-15%	7488	57749	55280	4%
ebooks	4014	4271	-6%	4145	35882	35823	0%
ILL borrows (in)	1832	1937	-5%	1834	16415	15338	7%
ILL loans (out)	1966	1633	20%	1712	14793	13024	14%
DVD/Bluray	645	705	-9%	596	5493	6327	-13%
Audiobook	247	283	-13%	192	1569	1622	-3%
Periodicals	45	45	0%	70	446	532	-16%
Other	78	15	420%	32	837	851	-2%
Library visits	7483	1201	523%	22096	54859	50177	9%
Reference Questions	72	94	-23%	83	807	1026	-21%
Tech Help	24	20	20%	16	157	148	6%
Registered Borrowers	7425	7396	0%	7354			
					0		
Adult Programs	14	17	-18%	14	133	160	-17%
Adult Program attendance	405	228	78%	279	2676	3416	-22%
Juvenile Programs	8	9	-11%	14	100	104	-4%
Juvenile Program attendance	348	373	-7%	710	4382	4014	9%
YA programs	1	4	-75%	4	18	18	0%
YA Program attendance	9	18	-50%	54	200	439	-54%

RESOLUTION ADOPTING A CIPA-COMPLIANT INTERNET SAFETY POLICY

WHEREAS, the Cornwall Public Library provides public access to computers, laptops, and the internet to fulfill its community mission; and

WHEREAS, the federal Children's Internet Protection Act (CIPA) requires public libraries receiving federal E-Rate funding discounts to implement an Internet Safety Policy and operate technology protection measures (content filters); and

WHEREAS, the Cornwall Public Library Board of Trustees desires to ensure the safety of all patrons, protect minor children from harmful online content, and maintain compliance with federal funding requirements; and

WHEREAS, pursuant to CIPA requirements, the Board provided reasonable public notice and conducted a public hearing on **[Insert Date]** to receive community input regarding the proposed policy and its filtering standards;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CORNWALL PUBLIC LIBRARY AS FOLLOWS:

1. **Adoption:** The Board hereby officially approves and adopts the attached *Internet Safety and Acceptable Use Policy*, effective immediately.
2. **Implementation:** The Library Director and designated IT agents are authorized and directed to install, maintain, and enforce appropriate Technology Protection Measures (content filters) on all library-owned computers and wireless networks.
3. **Staff Disabling Protocol:** Library staff are authorized to temporarily disable the technology protection filter for an adult user requesting it for bona fide research or other lawful purposes, in strict accordance with the policy guidelines.
4. **Funding Certification:** The Library Director or authorized Board Officer is empowered to execute and submit all necessary CIPA compliance certifications (such as FCC Form 479 or Form 486) required for the federal E-Rate program.

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CORNWALL PUBLIC LIBRARY REMOTE WORK POLICY

"Remote Work" is work performed at places other than the Cornwall Public Library's (CPL) business address (excluding business travel and presentations).

CPL uses three types of Remote Work:

1. When determined per ADA regulations to be a reasonable accommodation
2. Remote Work to complete special projects
3. Remote Work during a Library or public Emergency

Remote Work as a reasonable accommodation is governed by the Americans with Disabilities Act (ADA) and New York State Laws.

Section 1 of this policy sets forth the Guidelines of the Library's Remote Work Program.

Section II of this policy covers Remote Work during a declared Emergency.

SECTION I: REMOTE WORK

This program will be most successful for those employees who are self-disciplined and have a home work environment free from distractions.

All remote work schedules/hours must be pre-approved by the employee's direct supervisor and the Library Director. Remote work comprising more than 20% of an employee's weekly hours will not be approved.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands, or dates set by the Library Director.

Errands, home maintenance, and all other non-work-related activities are prohibited during the employee's work hours unless approved by a supervisor and accounted for appropriately on the employee's timesheet.

Requirements

Remote work productivity and performance must be effective and this policy should not create inequity for other employees.

Employees are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis. Employees should be periodically checking their email while working from home.

CPL reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Program.

Performance Expectations & Evaluations

Employees participating in the Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee, the employee's supervisor, the Library Director, and according to the job expectation and description.

A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination.

SECTION II: REMOTE WORK DURING AN EMERGENCY

Remote Work during an emergency is a temporary way to continue essential CPL operations and complete assignments that your supervisor deems achievable from a remote setting. During an emergency, CPL may require employees to work remotely. Sometimes, the assignments or duties may not be the same as responsibilities performed while in the library. For example, reading professional development articles may be assigned or other such research that could benefit the library.

To the greatest extent possible during the emergency, CPL will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the time nor ability to meet the requirements regarding a professional work environment in their home, and that factor will not be considered for performance evaluation purposes when the employee is required to work from home during an emergency. Further, typical eligibility requirements may be waived.

If a technical concern prohibits productive access to working remotely during scheduled work time during an emergency, notify the Library Director by telephone as soon as possible.

For purposes of this Policy, an "emergency" is determined solely by the Director and the Board of Trustees.

INTERNET SAFETY POLICY

Introduction

It is the policy of The Cornwall Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors.

Subject to the Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes in the case of minors.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Approved by ??? Board of Trustees ??-??-20??

FRONTLINE DATA SERVICES

QUOTE

FILTERS
for Cornwall Public Library

Review your quote, accept to place the order, or send us a note with any changes.

PREPARED FOR
Cornwall Public Library
Laura Wolven

PREPARED BY
Nicko Feinberg
Frontline Data Services

QUOTE #
FDS-2026-0206

VALID THROUGH
2026-10-16

INTRODUCTION

Your Quote, Ready for Review

Hi Laura, I've put together a quote for Cornwall Public Library covering managed web content and DNS filtering. Take a look and let me know if you have any questions or want to discuss anything.

Regards,

100 Dutch Hill Rd, Suite 330 · Orangeburg, NY 10962
845-664-7381 x 101 · nick@frontline.net

PRICING

What You're Getting

ITEM	QTY	UNIT	TOTAL
MONTHLY RECURRING			
Managed Web Content DNS Filtering Ongoing administration and management of web access controls for designated users and devices. Service includes configuration, maintenance, and adjustment of filtering policies to restrict adult and explicit content, with additional categories such as gambling, social media, streaming, gaming, and other non-business-related content available as required.	14.0	$1.50/mo	$21.00/mo
Monthly Total			**$21.00/mo**

Note: Sales tax not included — applicable tax will be added to the final invoice. Quote valid for 30 days.

Ready to Order?

Pick the option that works for you.

Accept Quote & Order

Approve this quote — we'll get the items ordered and on their way. You'll hear back from Frontline with confirmation and tracking once everything's in motion. →

Request Changes

Questions, tweaks, or want to talk? Send a note, or call us directly at 845-664-7381. →

Not Moving Forward

Decided to pass? No worries — let us know why so we can improve. →

WHAT HAPPENS AFTER YOU ACCEPT

1. Frontline gets a notification the second you tap Accept.
2. We place the order with our distributor and get it moving.
3. You'll get a confirmation with tracking and an ETA.

Frontline Data Services · Orangeburg, NY · frontlineds.com
Quote FDS-2026-0206 · Valid through 2026-10-16

Cornwall Public Library

Expansion Justification

A Library Built for Yesterday's Needs

The Cornwall Public Library opened in 2000 after two previous bond proposals for a larger library building were unsuccessful. The building that was ultimately constructed was smaller than originally envisioned.

While the existing library has served the community well for more than 25 years, the needs of Cornwall have grown and changed. The current building was designed for a smaller community and a different era of library service. Today, the library is being asked to provide more programs, services, technology, study space, meeting space, and collections than the existing building can comfortably accommodate.

The issue is not whether the library is being used. The issue is that it is being used to its capacity.

Our Children Need Space to Learn, Explore, and Belong

Children are among the library's most important patrons, yet the current building does not provide a dedicated children's space designed around their needs.

- There is no dedicated, comfortable children's area for young patrons and their families separate from the rest of the library.
- There is no dedicated space for storytimes.
- There is no dedicated space for crafts and children's programs.
- Programs for children must compete with the other activities taking place throughout the building.

A library expansion would provide a safe, welcoming, warm, and child-friendly environment where children can read, learn, create, and participate in programs.

Our Teens Need a Place of Their Own

There is currently no dedicated teen space in the library.

Teenagers need a place where they can study, read, work collaboratively, participate in library programs, and spend time in a welcoming community environment. A dedicated teen area would allow the library to better serve this important age group without taking space away from other patrons.

Our Community Needs More Program and Meeting Space

The current Community Room is essentially meeting-room sized. Its limited capacity restricts the types and sizes of programs the library can offer.

As a result, larger programs sometimes have to be moved offsite or cannot be offered in the way the library would prefer. An expanded community space would allow the library to bring more programs, speakers, educational opportunities, cultural events, and community gatherings into the library itself.

Our Students and Patrons Need More Study Space

The library's tables are frequently full, particularly during the afternoon, with students studying and patrons receiving tutoring or working together.

Additional small study rooms designed for two or three people would provide much-needed quiet space while allowing more patrons to use the library at the same time.

These rooms would benefit students, tutors, remote workers, small groups, and anyone who needs a quiet place to concentrate.

Our Collection Needs Room to Grow

The library's collection is highly used, but our shelves are full.

This creates a difficult choice: we can remove books that our community values, limit the purchase of new materials, or find additional space.

An expanded building would allow the library to maintain and grow a strong, relevant collection while continuing to provide the books, materials, and resources our community expects.

Our Patrons Need More Places to Sit and Stay

A library should be more than a place to check out a book. It should be a place where people can stay, read, study, work, learn, and connect.

At present, there is very little comfortable seating for patrons who simply want to sit and read or spend time in the library. Additional seating would make the library more welcoming and allow patrons to use the building in the way modern libraries are intended to be used.

An Investment in Cornwall's Future

The Cornwall Public Library has served our community well for more than 25 years. But the success of the library has created a new challenge: **we have outgrown our building.**

An expansion would not simply provide more square footage; it would allow the library to better serve the people of Cornwall by providing:

- A dedicated and welcoming children's area
- Space for storytimes, crafts, and children's programs
- A dedicated teen area
- Larger and more flexible community programming space
- Additional small study and tutoring rooms
- Space for a growing and highly used collection
- More comfortable seating for reading and quiet use
- Greater flexibility to serve patrons of all ages and abilities

The Cornwall community has grown, and so has the role of its library.

An amazing community deserves a library that can meet its needs today—and continue serving those needs for generations to come.