

**Cornwall Public Library  
Board of Trustees**

July 1, 2024

Annual 6:30 PM Organizational Meeting Agenda

- I.** Roll
- II.** Disposition of the minutes
- III.** Oaths of Office
- IV.** Conflict of Interest
- V.** Nomination\* and appointment of Officers  
*\*Persons were either nominated or volunteered for this position*  
Slate:
  - a. President:
  - b. Vice President:
  - c. Secretary:
  - d. Treasurer:
- VI.** Committee appointments and appointments of Chairs of Committees
  - a. Buildings, Grounds & Sustainability Chair:
  - b. Finance Chair:
  - c. Personnel Chair:
  - d. Policy Chair:
  - e. Strategic Planning Chair:
- VII.** Bank of Deposit – Orange Bank & Trust Company
- VIII.** Accounts:
  - a. Trust & Agency (7822)-Checking
  - b. Payroll (7835)-Checking
  - c. General Fund (7848)-Checking
  - d. Investor’s Choice (7806)- Checking
  - e. Capital Fund (7819)-Checking
  - f. Memorial Fund (0416)- Savings
- IX.** Appointments
  - a. Media: Cornwall Local, Times Herald-Record, Orange County Post
  - b. Attorney- Jacobowitz & Gubits, LLP
  - c. Auditor- Nugent & Haeussler
- X.** Confirmation of Petty Cash Account:
  - a. General Petty Cash \$165.00
- XI.** Authorizations of Payments:
  - a. OK to pay before warrant: Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, contractual payments
  - b. Finance Committee to approve the warrant
- XII.** Meetings:
  - a. On the second Weds of the month: See ‘Board Meeting Schedule FY 2024-2025’
- XIII.** Adjournment

**Cornwall Public Library**  
**Board of Trustees**  
July 12, 2023  
Annual 6:30 PM Organizational Meeting Minutes

Meeting was called to order at 6:36 by Stephanie Wolf

**I. Roll and Approval of Agenda:**

**Trustees Present:** Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek, Lynn Daniels, Matt Rettig, Michelle Query.

**Trustees Excused:** Julia Dahl

Also Present: Charlotte Dunaief, Director, Library staff member Cathy Squillini (Minutes).

A motion was made by Meghann Chyla, seconded by Michelle Query, and unanimously approved to approve the Meeting Agenda.

**II. Disposition of the Minutes:** A motion for the disposition of the minutes from the organizational meeting of July, 2022 was made at the August 2022 regular Board meeting.

**III. Oaths of Office:** The Oath of Office was taken by Michelle Query and Matt Rettig, in which they read a sworn oath and signed a copy of the oath. Michelle Query and Matt Rettig will be serving 3 year terms. Julia Dahl will take the Oath of Office on July 13, 2023 at the Director's Office. Ms. Dahl will serve a 3 year term.

**IV. Nomination and Appointment of Officers:** A motion to approve the following slate of officers as written was made by Michelle Query, seconded by Matt Rettig, and was unanimously approved.

- A. **President:** Stephanie Wolf
- B. **Vice President:** Meghann Chyla
- C. **Secretary:** Melissa Greaves-Kulisek
- D. **Treasurer:** Emily Milton

**V. Committee Appointments and Appointment of Chairs of Committees:** A motion to approve the following slate of committee chairs as written was made by Matt Rettig, seconded by Melissa Greaves-Kulisek, and was unanimously approved.

- A. **Building, Garden and Grounds Chair:** Melissa Greaves-Kulisek
- B. **Finance Chair:** Stephanie Wolf
- C. **Personnel Chair:** Meghann Chyla
- D. **Policy Chair:** Lynn Daniels
- E. **Strategic Planning Chair:** Michelle Query

The committees will be comprised as follows:

- A. **Building, Garden and Grounds Committee:** Melissa Greaves (Chair), Michelle Query (member), Lynn Daniels (member)
- B. **Finance Committee:** Stephanie Wolf (Chair), Matt Rettig (member), Lynn Daniels (member)
- C. **Personnel Committee:** Meghann Chyla (Chair), Julia Dahl (member), Michelle Query (member)
- D. **Policy Committee:** Lynn Daniels (Chair), Meghann Chyla (member), Matt Rettig (member)
- E. **Strategic Planning Committee:** Michelle Query (Chair), Julia Dahl (member), Matt Rettig (member)
- F. **Friends Liaisons:** Julia Dahl and Melissa Greaves-Kulisek

- VI. Bank of Deposit:** A motion to approve the use of Orange Bank & Trust Company as the bank of deposit for the Cornwall Public Library, as well as to approve the following list of accounts, was made by Lynn Daniels, seconded by Matt Rettig, and was unanimously approved.
- VII. Accounts:** A motion to approve the use of the following five accounts was made above.
- A. Payroll (7835)- Checking
  - B. General Fund (7848)- Checking
  - C. Investor's Choice (7806)- Checking
  - D. Capital Fund (7819)- Checking
  - E. Memorial Fund (0416)- Savings
- VIII. Appointments:** A motion to approve the following appointments was made by Michelle Query, seconded by Meghann Chyla, and was unanimously approved.
- A. Media:** *Cornwall Local, Times Herald Record, and Mid-Hudson Times, Orange County Post*
  - B. Attorney:** Jacobowitz & Gubits, LLP
  - C. Auditor:** Nugent & Haeussler
- IX. Confirmation of Petty Cash Account:** A motion to approve the library's petty cash account in the amount of \$165.00, to be managed by library staff member Patt Rovello, was made by Meghann Chyla, seconded by Lynn Daniels, and was unanimously approved.
- X. Authorization of Payments:** A motion to approve the following authorizations was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and was unanimously approved.
- A. Prior to warrant:** The authorization of payments such as the Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, and contractual payments prior to the approval of the warrant
  - B. Finance Committee to approve warrant:** The authorization of the Finance Committee to approve the warrant in the event that the full Board cannot do so.
- XI. Meetings:** A motion to approve the schedule of Board meeting dates on the second Wednesday of every month at 7 pm was made by Michelle Query, seconded by Melissa Greaves-Kulisek, and was unanimously approved.
- XII. Adjournment:** A motion to adjourn the July 12, 2023 Organizational Meeting was made by Michelle Query, seconded by Meghann Chyla, and was unanimously approved. The meeting was adjourned at 6:56 pm.

These minutes were written and submitted by library staff member Cathy Squillini.

## **Board Meeting Schedule**

### **Regular Meetings for FY 2024-2025**

**All meetings at 7 PM, unless otherwise noted**

Monday, July 1, 2024 (Organizational meeting at 6:30)

Thursday July 11, 2024 11 AM; Financial portion of Board Meeting only

Wednesday, August 14, 2024

Wednesday, September 11, 2024

Wednesday, October 9, 2024

Wednesday, November 13, 2024

Wednesday, December 11, 2024

Wednesday, January 8, 2025

Wednesday, February 12, 2025

Wednesday, March 12, 2025

Wednesday, April 9, 2025

Wednesday, May 14, 2025

Wednesday, June 11, 2025

Cornwall Public Library Board of Trustees  
**July 1, 2024 - June 30, 2025**

	<b>Term Begins</b>	<b>Term Ends</b>
<b>MEGHANN CHYLA, Vice President</b> 14 Buttermilk Drive New Windsor, NY 12520 Cell: (845) 612-8300 Work: (845) 534-8009 E-mail: <a href="mailto:CPLTrustee3@gmail.com">CPLTrustee3@gmail.com</a> Committees: Personnel (Chair), Policy	<b>July 2022</b>	<b>June 2025</b>
<b>LYNN DANIELS</b> 12 Perry Road Cornwall, NY 12518 Cell: (845) 522-2574 E-mail: <a href="mailto:CPLTrustee5a@gmail.com">CPLTrustee5a@gmail.com</a> Committees: Policy (Chair), Building, Grounds, Garden & Sustainability, Finance	<b>July 2022</b>	<b>June 2025</b>
<b>MICHELLE QUERY</b> 6 Frost Lane Cornwall, NY 12518 Cell: (773) 706-4923 E-mail: <a href="mailto:CPLTrustee2A@gmail.com">CPLTrustee2A@gmail.com</a> Committees: Strategic Planning (Chair), Buildings, Grounds, Garden & Sustainability, Personnel	<b>July 2023</b>	<b>June 2026</b>
<b>JULIA DAHL</b> 2 Duncan Lane Cornwall on Hudson, NY 12520 Cell: (917) 287-5166 E-mail: <a href="mailto:CPLTrustee7@gmail.com">CPLTrustee7@gmail.com</a> Committees: Personnel	<b>July 2023</b>	<b>June 2026</b>
<b>CHRISTOPHER DEFILIPPI</b> 30 Hazen Street Cornwall, NY 12518 cell: 347-613-3439 Email: CPLTrustee @gmail.com Committees:	<b>July 2024</b>	<b>June 2026</b>
<b>LUCINDA POINDEXTER</b> 39 Spruce Street Cornwall On Hudson, NY 12520 cell: 845-489-0666 Email: CPLTrustee @gmail.com Committees:	<b>July 2024</b>	<b>June 2027</b>

**AMY STERMER**

17 Broadway

Cornwall, NY 12518

Cell: 269-598-6856

Email: CPLTrustee@gmail.com

Committees:

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***(Treasurer)***

Allison Barry

11 Bridle Path Lane

Salisbury Mills, NY 12577

Cell: 845-304-7035

E-mail: [CPLTreasurer1@gmail.com](mailto:CPLTreasurer1@gmail.com)

***(Director)***

Charlotte Dunaief

20 Cornwall Avenue

Cornwall on Hudson, NY 12520

Cell: (845) 642-6967

Work: (845) 534-8282

E-mail: [cdunaief@rcls.org](mailto:cdunaief@rcls.org)

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Cornwall Public Library  
July 11, 2024  
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
  - A. June 12, 2024
- IV. Financial Review: scheduled for July 11 at 11 am
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
  - A. Finance Committee
  - B. Policy Committee
  - C. Building, Garden, Grounds & Sustainability Committee
  - D. Friends
  - E. Personnel Committee:
    - a. Approve Hiring Pages: Rocco Cordisco, Keira (Isaac)Fogarty, Nina (Fritz) Guglielmucci; Patricia King, Ava Rich
  - F. Strategic Planning Committee
- IX. Unfinished Business
- X. New Business
- XI. Public Remarks
- XII. Adjournment

Next Regular Board Meeting **TBD**, 2024, 7 PM

**Cornwall Public Library Board of Trustees Meeting  
June 12, 2024 7:00 p.m.**

**Minutes**

Meeting was *called to order* by Stephanie Wolf at 7:03 p.m.

**I. Roll:**

Trustees Present: Stephanie Wolf (President), Meghann Chyla (Vice President), Lynn Daniels, Julia Dahl, Michelle Query (Secretary)

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

Public: Christopher DeFillippi, Amy Stermer, Brenda Goldfarb

**II. Approval of Agenda:** A *motion to approve* the agenda was made by Meghann Chyla, seconded by Michelle Query. Discussion: Add to X. New Business approval of Allison Barry as Treasurer starting June 14, 2024. The *vote to Approve the Agenda* as amended was unanimous.

**III. Approval of the Minutes:** A *motion to approve* the minutes of the Regular Board Meeting of May 22, 2024, was made by Lynn Daniels, seconded by Meghann Chyla, and unanimously approved.

**IV. Financial Review:** A. A *motion to approve* Warrant #11 in the amount of \$114,346.15 was made by Michelle Query, seconded by Lynn Daniels. Discussion: There are three payrolls in this Warrant. A *vote to approve* Warrant # 11 was unanimous.

**V. Public Remarks:** None

**VI. Communications and Donations:** The Director passed the folder of 'Communications and News clippings' for Board review. Ms. Mary Anne McEnery donated newspapers to the local history collection. Warren and Mary Mumford donated \$500 to CPL.

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

Youth Services is still without one employee. Two Pages moved up to Youth Services for the summer. Ms. Pam Stockton has been moved from part-time Circulation Clerk to part-time Reference Desk. Ms. Dawn Thornton was hired as a Librarian I, Adult Services starting May 23, 2024. TJ Dietsch was hired as a Circulation Clerk part-time.

The Director thanked Ms. Pam Hawks for her assistance in training the new Adult Services Librarian. Department Head training for the new KOHA system has begun.

The recent Community Forum event was very well received.



The Director is waiting for a response from Grace Riario along with a completed copy of the letter outlining the West Point agreement for library cards.

#### VIII. **Committee Reports:**

##### **Finance Committee:**

- a) A *motion was made* to approve budget transfers by Julia Dahl, seconded by Lynn Daniels. Discussion: A question was raised about why all of the transfers were listed on the form because the Director has the authority to sign off on transfers up to \$1,000. Also in the future perhaps the Approval Type (N/D/B) could be included on the form before approval rather than leaving it blank until after approval is given.

In reference to form itself, the explanation N/D/B should also include the reason for the approval type, and consideration should be given to including a space for the date of approval. The Director suggested that the Finance Committee address both items and clarify the form. A *Vote to approve* the budget transfers was unanimous.

- b) A *motion to accept* a \$500 donation from Warren and Mary Mumford was made by Julia Dahl, seconded by Michelle Query and unanimously approved.

**Policy:** The Card Holder Policy, Whistleblower Policy, and Petty Cash Policy are still under review by the Committee. Question: How long will CPL wait for a response on the West Point agreement? The Director suggested another month before moving forward. The Employee Handbook still has to go to the attorney for review. The Director reminded the Board that this review will cost approximately \$7,500.

**Buildings, Grounds, and Sustainability:** None

**Friends:** Friends will participate in the Arts on Main in town on June 14, weather permitting. They earned \$608 from the May Book Sale and \$21 from Riverfest. On July 27, 10:00 am to noon the Friends will hold a book sale and ice cream social. The current Friends Board was re-elected for a two-year extension. There are 12 members.

##### **Personnel:**

- a) A *motion to approve* the hiring of Dawn Thornton as full-time Librarian I - Adult Services was made by Meghann Chyla, seconded by Michelle Query and unanimously approved.
- b) A *motion to approve* the hiring of TJ Dietsch as part-time Circulation Clerk was made by Lynn Daniels, seconded by Michelle Query and unanimously approved.
- c) A *motion to approve* the promotion of Emerson Barth and Aiden KinKead to Library Clerk (Summer) was made by Meghann Chyla, seconded by Julia Dahl and unanimously approved.
- d) A *motion to accept* the resignation of Morgan Gagnon, Library Clerk was made by Michelle Query, seconded by Julia Dahl and unanimously approved.

**Strategic Planning Committee:** None

**IX. Unfinished Business:** None

**X. New Business:**

- a) A motion to approve the RCLS-IT Services proposal for 2025 was made by Julia Dahl, and seconded by Meghann Chyla. Discussion: It was discussed that the Director and Board will explore outsourcing IT within the next six months. The question of whether other libraries in the RCLS do this was raised and the answer is that some Libraries outsource their IT. Currently, CPL is in year three of a five-year contract. A *vote to approve* the RCLS-IT Services proposal for 2025 was unanimously approved (with reservations).
- b) A motion to approve the appointment of Allison Barry as Treasurer of the CPL Board beginning June 14, 2024, was made by Michelle Query, and seconded by Meghann Chyla. Discussion: Currently Ms. Barry is Treasurer of Friends of Cornwall Library. Could this be a conflict of interest? Answer: Ms. Barry indicated that she would remove herself as Treasurer of Friends, a non-paid, volunteer position. A *vote to approve* Allison Barry as Treasurer of the CPL Board was unanimous.

Before the meeting adjourned, Meghann Chyla (VP) publicly thanked Stephanie Wolf for her dedication and time serving on the CPL Board of Trustees. Stephanie Wolf thanked the Board for their work and support during her time on the board.

There was a discussion regarding a change in the date for the next Board meeting (both Reorganization and Regular Meeting) since some Board members have a conflict with the July 10 date. It was voted that July 1 was the best choice: 6:30 pm - Reorganization Meeting; 7:00 pm - Regular Board Meeting.

The next Warrant will not be ready on July 1, therefore a Special Meeting on July 11 at 11:00 am will be held specifically to vote on the Warrant.

**XI. Public Remarks:** None

**XII Adjournment:** A *motion to adjourn* was made by Meghann Chyla, seconded by Lynn Daniels, and unanimously approved. The Regular Board Meeting was adjourned at 7:50 p.m.

**Reorganization Meeting will be held on Monday, July 1, 2024, at 6:30 p.m.**

**Regular Board Meeting will be held on Monday, July 1, 2024, at 7:00 p.m.**

**A Special Meeting of the Board will be held on Thursday, July 11, 2024, at 11:00 a.m.**

**(vote on Warrant #12)**