

Cornwall Public Library  
September 11, 2024  
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
  - A. August 14, 2024
- IV. Financial Review:
  - A. Approval of Warrant # 2
- 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
  - F. Strategic Planning Committee: Motion to have the Executive Committee receive staff input responses from the Google Survey.
- IX. Unfinished Business: Discuss Solar options
- X. New Business
- XI. Public Remarks
- XII. Adjournment

Next Regular Board Meeting Wednesday, October 9, 2024, 7 PM

## Cornwall Public Library Board of Trustees Meeting

August 14, 2024 7:00 p.m.

### Minutes

Meeting was *called to order* by Meghann Chyla at 7:00 p.m.

#### I. Roll:

Trustees Present: Meghann Chyla (President), Michelle Query (Vice President), Lynn Daniels (Secretary), Julia Dahl, Amy Stermer, Christopher DeFilippi, Lucinda Poindexter

Also: Charlotte Dunaief (Director), Cathy Squillini (Minutes), Allison Barry (Treasurer)

Public: David Noland

II. **Approval of Agenda:** A *motion to approve* the agenda was made by Julia Dahl, seconded by Michelle Query. Discussion: None. The *vote to Approve* the Agenda was unanimous.

#### III. Approval of the Minutes:

A. A *motion to approve* minutes of the July 1, 2024 Reorganization Meeting was made by Lynn Daniels, seconded by Julia Dahl, and unanimously approved.

B. B. A *motion to approve* minutes of the July 11, 2024, Board Meeting was made by Michelle Query, seconded by Julia Dahl. Discussion: the name DeFilippi is misspelled. A *vote to approve* the minutes as amended was unanimously approved.

IV. **Financial Review:** A *motion to approve* Warrant #1 in the amount of \$90,680.74 was made by Christopher DeFilippi, seconded by Lynn Daniels. Discussion: there are two payrolls and a replacement bike rack in this Warrant. Questions: What is Valueline? How many patrons use it? Can we co-share with other libraries? Answers: A monthly investment index. The Director stated that Circulation/Reference could track the number of users. NOTE: Valueline does not circulate; it is for use in the Library only. A *vote to approve* Warrant #1 was unanimous.

V. **Public Remarks:** Mr. David Noland spoke to the Board about solar panels based on his own research and experience. He spoke about the possible savings that can be realized by CPL and estimates \$15,000 annually. Questions raised include: Is the library location good for optimal solar benefit? Yes. Would CPL own and be responsible for maintaining the solar panels? Yes. How often do solar panels require servicing/repair? Possible ways panels get damaged include hail, and the damage would be covered by insurance. Solar panels have a long lifespan although efficiency declines over time. The Board thanked Mr. Noland for his willingness to provide this information.

VI. **Communications and Donations:** The Director passed the folder of Communications and News clippings on to the Board for review. Ms. Pat Rovello submitted a letter of thanks to the Board for the one-time bonus payment to staff.

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

Youth Services is still short-staffed. Two summer employees are leaving this week (August 14 & 15) for college, they will fill in during semester breaks.

CPL has been unable to fill the Librarian I position for Youth Services; interviews for the position have been conducted.

VIII. **Committee Reports:**

**Finance Committee:** The Committee discussed the cost of Valueline and inquired about Elan Financial Services. *See IV Financial Review for information about Valueline.* Elan is a credit card.

**Policy:** Three items the Committee has been working on are: Library Card Policy. West Point has not gotten back to Grace at RCLS to work out an agreement between West Point and three area libraries. The question is an agreement with West Point allowing us to charge \$50 for one library card per family which would allow access to all 47 libraries under RCLS.

First Aid Policy. A policy to inform staff of what to do in case of emergency. Also: In response to staff concerns about where to find necessary supplies in an emergency, the August 2 in-service included training and a review of where first aid supplies are kept at the library.

Employee Handbook. The Handbook has been given to the attorney for review. The review may take 3-6 months before a response is received.

The Policy Committee asked Board members to read the proposed policies for voting purposes by the next Trustees meeting on September 11, 2024. The policies are posted on the Policy Schedule.

**Buildings, Grounds, and Sustainability:** Solar power is the main topic for the Committee with the primary question of how to pay the \$186,000 cost. The Committee will also be discussing maintenance costs and risks involved in purchasing solar panels. The Board discussed the revitalization of the CPL Foundation as a means of pursuing ways to finance the purchase of solar panels. Board members asked the Director for a copy of the Foundation bylaws.

**Friends:** The Friends are currently working on the fiscal year budget.

**Personnel:**

a. *A motion to accept* the resignation of Tori Sturdivant-Miller, Page, was made by Christopher DeFilippi, seconded by Amy Stermer. The motion was unanimously approved.

b. *A motion to accept* the resignation of Alexa Ross, Page, was made by Julia Dahl, seconded by Amy Stermer. The motion was unanimously approved.

c. *A motion to accept* the resignation of Catherine Incledon, Librarian I p/t, was made by Lucinda Poindexter, seconded by Lynn Daniels. The motion was unanimously approved.

**Strategic Planning Committee:** None

**IX. Unfinished Business:** None

**X. New Business:** Ms. Lynn Daniels will be leaving the Board after her June 2024 retirement, however, she will be available for the Trustees' Board meeting on September 11, 2024.

Meghann Chyla and Charlotte Dunaief will review the list of those who ran for the Board but did not get elected. A replacement for Ms. Daniels will be chosen from that pool of individuals.

Meghann Chyla asked the Board Committees to consider setting up standard meeting times.

Julia Dahl indicated she will be unable to attend Wednesday meetings during the months of September, October, and November.

**XI. Public Remarks:** None

**XII Adjournment:** *A motion to adjourn* was made by Michelle Query, seconded by Julia Dahl, and unanimously approved. The Regular Board Meeting was adjourned at 7:54 p.m.

**The next Regular Board Meeting will be held on Wednesday, September 11, 2024 at 7:00 p.m. in the CPL Community Room**

**Warrant #2 August 2024**

<b>Date</b>	<b>Transaction Type</b>	<b>Name</b>	<b>Amount</b>
8/13/2024	Bill Payment (Check)	Aflac	-93.70
08/31/2024	Bill Payment (Check)	Albert Wisner Public Library	-17.99
08/08/2024	Bill Payment (Check)	Benninger Landscaping LTD	-900.00
08/31/2024	Bill Payment (Check)	Blackstone Publishing	-34.95
08/31/2024	Bill Payment (Check)	Brodart Co- JUV	-730.48
08/31/2024	Bill Payment (Check)	Brodart Co.- McN	-610.75
08/31/2024	Bill Payment (Check)	Cengage Learning Inc/Gale	-516.97
08/31/2024	Bill Payment (Check)	Central Hudson Gas & Electric Corp	-1,725.72
08/31/2024	Bill Payment (Check)	Charlotte Dunaief	-20.10
08/31/2024	Bill Payment (Check)	Consumer Reports	-30.00
08/07/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-29,370.41
08/20/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-27,538.55
08/31/2024	Bill Payment (Check)	Dawn Thornton	-158.19
08/31/2024	Bill Payment (Check)	Eileen Acosta	-60.00
08/31/2024	Bill Payment (Check)	Elan Financial Services	-4,053.83
08/31/2024	Bill Payment (Check)	Equalpride	-19.95
08/31/2024	Bill Payment (Check)	Fine Homebuilding	-39.95
08/31/2024	Bill Payment (Check)	Florida Public Library	-18.99
08/31/2024	Bill Payment (Check)	Grainger	-147.36
08/31/2024	Bill Payment (Check)	hoopla	-1,167.26
08/31/2024	Bill Payment (Check)	Ingram Library Services	-1,042.30
08/31/2024	Bill Payment (Check)	Lisa Sinclair	-41.54
08/21/2024	Bill Payment (Check)	Lock Around the Clock	-70.00
08/21/2024	Bill Payment (Check)	Marangi Disposal	-166.40
08/31/2024	Bill Payment (Check)	National Geographic	-54.00
08/07/2024	Bill Payment (Check)	Nationwide NYS Deffered	-600.00
08/21/2024	Bill Payment (Check)	Nationwide NYS Deffered	-600.00
08/21/2024	Bill Payment (Check)	NET 2 PHONE	-192.73
08/31/2024	Bill Payment (Check)	New York Magazine	-70.00
08/21/2024	Bill Payment (Check)	NYS & Local Retirement	-605.29
08/14/2024	Bill Payment (Check)	NYS Health Insurance Pending Acct	-5,983.84
08/31/2024	Bill Payment (Check)	Overdrive Inc	-1,753.12
08/31/2024	Bill Payment (Check)	Pam Stockton	-50.92
08/31/2024	Bill Payment (Check)	Playaway Products	-1,630.66
08/31/2024	Bill Payment (Check)	RCLS	-568.73
08/31/2024	Bill Payment (Check)	Science News	-59.00
08/31/2024	Bill Payment (Check)	Southeastern NY Library Resources Council	-310.00
08/31/2024	Bill Payment (Check)	Staples	-470.56
08/31/2024	Bill Payment (Check)	Susan Minier	-120.00
08/31/2024	Bill Payment (Check)	The Pioneer Woman Magazine	-29.97
08/27/2024	Bill Payment (Check)	Toshiba	-538.82
08/21/2024	Bill Payment (Check)	Utica National Insurance Group	-3,999.00
08/21/2024	Bill Payment (Check)	Verizon	-119.00
08/14/2024	Bill Payment (Check)	Verizon- Wireless	-15.08
			<b>-\$ 86,346.11</b>



# Cornwall Public Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

July 1 - August 30, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4002 Local Public Funds		1,477,558	-1,477,558	
4082 Income	2,074	5,000	-2,926	41.00 %
4401 Interest Income	399	500	-101	80.00 %
4706 Friends of the Cornwall Public Library		13,500	-13,500	
4840 RCLS- LLSA	4,831	4,810	21	100.00 %
<b>Total Revenue</b>	<b>\$7,305</b>	<b>\$1,501,368</b>	<b>\$ -1,494,063</b>	<b>0.00 %</b>
<b>GROSS PROFIT</b>	<b>\$7,305</b>	<b>\$1,501,368</b>	<b>\$ -1,494,063</b>	<b>0.00 %</b>
<b>Expenditures</b>				
6010 Retirement	570	76,041	-75,471	1.00 %
6020 6020 NYS Disability Benenfits		2,500	-2,500	
6030.8 FICA/Medicare Expense		69,093	-69,093	
6060 Worker's Compensation		9,200	-9,200	
6090 Health Insurance	10,731	127,103	-116,372	8.00 %
6141 Professional Library	27,577	178,822	-151,245	15.00 %
6142 Clerical Salary	74,421	580,456	-506,035	13.00 %
6143 Treasurer Salary	734	6,365	-5,631	12.00 %
6144 Custodial Salary	4,665	30,971	-26,306	15.00 %
7410 Books	6,103	56,450	-50,347	11.00 %
7410.9 McNaughton	611	7,329	-6,718	8.00 %
7411 Movie License		700	-700	
7412 Video/Music/Books on Tape	3,653	40,990	-37,337	9.00 %
7413 Serials/Reference	1,779	16,100	-14,321	11.00 %
7430 Supplies	1,307	34,500	-33,193	4.00 %
7431 Telephone	535	4,700	-4,165	11.00 %
7432 Square Processing Fees	15	50	-35	31.00 %
7433 Postage and Shipping	177	3,000	-2,823	6.00 %
7434 Printing		7,500	-7,500	
7435 7435- Travel/Conference	230	4,036	-3,806	6.00 %
7437 Professional Fees	4,831	47,050	-42,219	10.00 %
7438 Dues	185	1,500	-1,315	12.00 %
7450 Utilities/Fuel	901	41,000	-40,099	2.00 %
7451 Custodial Supplies	525	2,000	-1,475	26.00 %
7452 Repairs to Building	244	23,000	-22,756	1.00 %
7454 Building Insurance	3,730	13,500	-9,770	28.00 %
7455 RCLS	10,351	77,472	-67,121	13.00 %
7469 Service Contracts	3,630	39,440	-35,810	9.00 %
<b>Total Expenditures</b>	<b>\$157,505</b>	<b>\$1,500,868</b>	<b>\$ -1,343,363</b>	<b>10.00 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -150,200</b>	<b>\$500</b>	<b>\$ -150,700</b>	<b>-30,040.00 %</b>
<b>NET REVENUE</b>	<b>\$ -150,200</b>	<b>\$500</b>	<b>\$ -150,700</b>	<b>-30,040.00 %</b>



# Cornwall Public Library

Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

July 1 - August 30, 2024

## August 2024 Director's Report

### Personnel

- 8/1 Interviewed a candidate for Youth Services, who declined the position due to salary
- 8/2 full day of staff training
- 8/22 Reposted for Youth Services Librarian I on NYLA

### Budget/Financial

- Submitted Grant reimbursement request for Construction Aid #0386-23-0065
- Check for Lo-Cap grant # 25256 reimbursement arrived & was deposited 8/14/24

### Programming

- 8/11 Opera Club; Rigoletto: 19 attendees
- 8/13 2X2 Animal Haven; 206 attendees
- 8/15 Mystery Book Discussion Group, 9 attendees
- 8/21-Blood Donation Drive: 47 donors

### Building and Grounds

- Beginning to look for an HVAC company to perform maintenance
- 

### Monthly Statistics July 2024 (previous month in parentheses):

Registered borrowers: 7,354 (7,263); Direct Access/Circulation: 12,148 (12,416);  
ILL Borrows: 1,789 (1,708); ILL Loans: 1,829 (1,941);  
Item Count: 73,230 (73,225); Wi-Fi: 5677 (7,263).

**Libby (Overdrive) Checkouts:** (3,434); **Unique Users:** (750).

**Number of visits to the Library:** 5,013 (5,238)

### Notaries:

**Meetings Attended:** 8/5 Buildings And Grounds Committee meeting; 8/7 Department Heads meeting; 8/14 Board meeting; 8/15 Strategic Planning Committee meeting; 8/21 Director's Association meeting.

Of note: KOHA, the new ILS system, went live on August 5th. The staff had good training. Although there were a few small issues, they were quickly resolved. Staff needed time to work with KOHA to get used to it and become more comfortable. I like having access to the ILS in my office, so when a patron calls I can look their account up. I did not have this access when we used SirsiDynex for our ILS.



## Youth Services -End of Month Report – August 2024

<b>Program name</b>	<b>Date</b>	<b>Children</b>	<b>Teen</b>	<b>Adults</b>	<b>Volunteers</b>	<b>Total Attended</b>
<i>Cartoonist</i>	8/1	22		5	3	30
<i>ChatterBooks K</i>	8/5	4			1	5
<i>ChatterBooks 1-2</i>	8/5	9			1	10
<i>Dog Tales</i>	8/5, 8/19	12, 15		3	4	34
<i>Family Story T</i>	8/6	21		24		45
<i>Market Story T</i>	8/7, 8/14	14, 24	1	9, 11	2, 1	62
<i>PJ Story Time</i>	8/7	17		13		30
<i>Prize Bag Prep</i>	8/8				3	3
<i>Owl Program</i>	8/8	13	1	3	3	20
<i>LEGO</i>	8/9	31		23	2	56
<i>2<sup>nd</sup> grade Camp</i>	8/13	8		2		10
<i>ANIMALS 2x2</i>	8/13	106		97	3	206
<i>Battle Practice</i>	8/15		3			3
<i>Intro BabySitting</i>	8/17		7			7
<i>Battle of the Books</i>	8/25		3			3
<i>Photo Contest</i>	8/27		4			
<i>Eachus Program</i>	8/28	7		4		
<b>TOTALS</b>		<b>303</b>	<b>19</b>	<b>194</b>	<b>23</b>	<b>539</b>

### **Meetings & Outreach**

8/1 Librarian Interview- Lisa & Liz

8/2 Staff Training -Lisa, Orlane, Sharon, Aiden, Emerson, & Liz

8/7 Manager's Meeting- Lisa & Liz

8/14 CLOUSC Planning Meeting- Lisa

### **Questions @ the Desk**

Reference 278, Circulation 61, Phone 41, Tech 29, ipads lent 37, SRP & Programs 122, Misc. 42.

**Reflections** – a few reasons why we feel exhausted:

Summer Reading youth registrants = 472 - A new total for us! Summer teen volunteer program = 149.5 hours of service.

Lisa & I just finished the Summer Reading at NY Libraries Evaluation & it is a relief to have it submitted. Once again, we had an ambitious summer calendar. KOHA, our new web-based library software went live August 5. Scheduling for this fall continues to be a calendar balancing act of what programs we can realistically provide & the many outreach visit/tours now requested by area schools. Respectfully submitted ekf 8/31/24

### Circulation Monthly Stats for July

Calls for Programming	27
Calls regarding Circulation	45
New Library cards	121
Assist on Special Projects	1hr
Assist on Computers	27
Assist on Printing	40
Faxing	9
Register for Adult Programming	19
Register for Children's Programming	2
Assist with Reference	55
Assist with Children's	41
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	20
Notary	0
Organizing Carts	22
Auditing Carts	8
Shelf Reading	0

Ellen Winchell  
 Service Desk Manager  
 8/10/2024

## Circulation Monthly Stats for August

Calls for Programming	13
Calls regarding Circulation	66
New Library cards	50
Assist on Special Projects	0
Assist on Computers	28
Assist on Printing	51
Faxing	9
Register for Adult Programming	0
Register for Children's Programming	0
Assist with Reference	65
Assist with Children's	42
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	2
Notary	2
Organizing Carts	80
Auditing Carts	5
Shelf Reading	1

Ellen Winchell  
 Service Desk Manager  
 09/04/2024

### Adult Services Report August 2024 (Submitted by Dawn S. Thornton)

**REFERENCE:** Reference Questions: 180 (129) Quick Tech Assists: 58 (55)  
1-on-1 Tech Help: 23 (16) Circulation: 92 (68) Directional: 10 (16)  
Reader's Advisory: 6 (4) ILL/SEAL: 9 (17) Pull List: 1379 (1351)  
Printing: 78(113) Faxing: 2 (3) Phone: 38 (41) Virtual Ref: 4 (1)  
Notary Service: 50 (47) Reservations: 1; Items Lent: 11; Guest Pass: 54

**Database Stats:** NoveList Plus Searches: 0 (1) NoveList PlusK-8: (0) EBSCO Master FILE Premier: 0(2) EBSCOHOST: 0(1) Gale Virtual Ref. Library:0 (2) Ancestry: 69(253)

**Hoopla:** Total Circulations 508 (526); Users 180 (192); Usage Breakdown: Digital Audiobook – 294 (258); Digital BingePass – 1(5); Digital Comics – 15 (22); Digital Ebook – 134 (163); Digital Movie – 46 (42); Digital Music – 5 (19) Digital Television – 13 (17).

**NYTimes Digital Subscription Stats:**

In-House Library usage sessions: \_\_ (51); page views: \_\_ (115);  
 articles read: \_\_ (52; Offsite Code redemptions: \_\_ (151);  
 usage sessions: \_\_ (875); page views: \_\_ (3630); articles read: \_\_ (769)

**PC Usage:**

Adults': 400 (364) Children's: 5 (6) Laptops: 1(1) PC Reservations: 0 (0)  
Guest Passes: 25(37) Laptop: 1

**HOME DELIVERIES**

Deliveries: 3 (3); Items Delivered: 9 (8); New Sign-Ups: 0 (0)

**PROGRAMS Adult Summer Reading: 96; Book Chat and Chocolate: 11; Members' Choice Book Group: 5; Mystery Book Group: 9; Out and About: 7; Creative Writers: 29; Midday Matinee: 15; Monday Night Movie: 19; Opera Program: 19; Art Reception: 22; Blood Donation Drive: 47; Great Decisions: N/A Teen Tech Tutors: N/A**

Adult Summer Reading participation reached a high of 96 registrations. The community enjoyed the program, and the two winners were pleased with their prizes: A one-year membership to Mohonk Preserve and A fifty-dollar gift card to Adams. Many thanks again to the CPL Staff. ILL borrowing procedures were updated regarding the cataloging differences between Symphony and Koha. One of CPL's First Liners, Pam Hawks has been vital in charting and informing reference/technical service tasks pertinent to the workflow of the library. Adult Services is currently undergoing two weeding projects with the goals of creating space and updating the Biography and Large Print Collections. Outdated, physically unacceptable and redundant materials will be removed and possibly replaced depending on essentiality, relevance and availability for replacement. Pam Stockton has been helping with the project in addition to Dawn Thornton, Pam Hawks and Andrew Hernon.

**For September**, Andrew Hernon is combining his Staff Recommendations project with National Banned Books Week; staff has been asked to submit their recommendations of banned/challenged books and media to be added to the Banned Books display also designed by Andrew.

## **Strategic Planning Report**

The Strategic Planning Committee met Thursday, August 15, 2024.

The strategic plan includes goals related to the solar plan and circulation desk needs. These projects will be under the purview of the 24-25 Buildings, Grounds, & Sustainability committee, and we support the idea of a Solar subcommittee to help share the burden of those projects. In particular, Amy and Michelle are on both committees and could assist with this. It may be beneficial to invite the public to advise the subcommittee (e.g., Dave Noland). The Strategic Planning Committee recommends that the Strategic Plan goal regarding sustainability and solar feasibility be included in the EBSCO grant, and that this grant application should be completed in 2025. Charlotte will update the grant application draft with the goal language.

Strategic Planning will share a memo with the Buildings, Grounds & Sustainability Committee to serve as a reminder of goals and action steps related to the circulation desk needs and the solar needs.

We would like the Board to approve that the Executive Committee will receive staff input responses from that Google form. Charlotte will then be removed from receiving responses to make the process more anonymous. This will be under New Business for our September 2024 agenda.

Finally, in looking ahead to developing the next Strategic Plan, the committee will begin to analyze community input and promote further input beginning February 2025. One idea we would like to try is promoting the Community Input Form (digital with QR codes and iPads and paper-based) at events such as the next budget vote.

## 2024-2025 Cornwall Public Library Board of Trustees~Policy Schedule

Policies Currently in Review by Committee members/Work in Progress	For Board Review/ Discussions with Full Board	For Board Vote Next Meeting-September
<a href="#">Whistleblower Policy</a>  <a href="#">Petty Cash Policy</a>	<a href="#">Updated handbook 2023.docx</a> (Sent to lawyer. \$7500)	<a href="#">Library Card Policy</a>  <a href="#">First Aid Policy</a>

Completed/Approved by Board	Completed/Approved by Board
Gift & Donation-Pdf (9/2019 folder)	Homebound Policy (11/2019 folder)
<a href="#">Lending Policy for ipads &amp; laptops</a> (11/2019 folder; Reviewed 6/2021)	Public Relations & Communications ~Lawyer approved (11/2019 folder)
Types of Libraries (11/2019 folder)	Tutoring Policy and Permission Form (11/2019)
Exhibit & Display policy (11/2019 folder)	Homebound Delivery Request Form (11/2019 folder)
<a href="#">Whistleblower</a> (10/2019 folder)	Hours of Operation (12/2019 folder)
<a href="#">Petty Cash</a> (12/ 2019 folder)	Pandemic Policy & Procedures (3/2020 folder)
Collection Development (3/2020 folder)	Virtual Program Policy (5/2020)
Work From Home (5/2020)	<a href="#">Employee Policy to Mitigate COVID-19</a> (6/2020 folder)
<a href="#">Library Manners addendum</a> (6/2020 folder)	ICE Policy & Procedure (8/2020 folder)
ICE Policy Rollout Guide (8/2020 folder)	Zoom Policy (8/2020 folder)
<a href="#">CPL Mission Statement</a> (9/2020 folder)	<a href="#">Interlibrary Loans Policy</a> (9/2020 folder)
<a href="#">CPL Facility Use Policy</a> (10/2020 folder)	<a href="#">Facility/Community Room Use Agreement Form</a> (10/2020 folder)

<a href="#">Budget Transfer Policy Draft (2)</a> (Nov 2020 folder)	<a href="#">ProcurementPolicy.docx</a> (11/2020 folder)
<a href="#">Request for Budget Transfer Form Draft.docx</a> (11/2020 folder)	

<a href="#">Credit Card Policy and Use Procedures</a> (12/2020 folder)	<a href="#">Pandemic Response Plan11_16-20.docx</a> (12/2020 folder)
<a href="#">Circulation Loan Periods Policy 2021.docx</a> (2021)	<a href="#">Fines Policy2021.docx</a> (2021)
<a href="#">Educator Card_1_2021.docx</a> (2021)	<a href="#">Tax Grievance Fund Policy.docx</a> (2021)
<a href="#">2022-2026 Direct Access Plan - DA Approved 5.12.2021</a> (Was approved per RCLS as is; 6/2021)	<a href="#">Cornwall Public Library equipment use policy.docx</a> (updated in 6/2021)
2022-2026 RCLS Plan of Service (per Grace Rosario)	<a href="#">Digital Video Surveillance Policy.docx</a> (Updated 8/2021)
<a href="#">Conflict of Interest Policy 2021.docx</a> (Updated 8/2021)	NYS Hero Act: <a href="#">Model-airborne-infectious-disease-exposure-prevention-plan-p765.pdf</a> (8/2021)
<a href="#">Pandemic Policy &amp; Procedures.docx</a> (10/2021)	<a href="#">Investment Policy-6240</a> (11/2021)
<a href="#">Workplace Bullying Policy.docx</a> (11/2021)	<a href="#">GIFT AND DONATION POLICY Final</a> (Condensed to have one policy. Proposed to eliminate Materials donation policy below.) (11/2021) <a href="#">Materials donation policy.docx</a> =(Eliminate)
<a href="#">CPL Work From Home Policy</a> (12/2021)	<a href="#">Study Room Policy</a> (12/2021)
<a href="#">Exam Proctoring Services Policy</a> (12/2021)	<a href="#">Progressive Discipline Policy.docx</a> (Personnel committee)=to be put in handbook at next rewrite (12/2021)
<a href="#">Workplace rules-Infraction form for supervisors.docx</a> (Personnel committee)=For staff use; not a formal policy (Created: 12/2021)	<a href="#">Computer Use &amp; Internet and Wireless Usage Policy10_21_21.docx</a> (2/2022)
<a href="#">Computer, Internet, &amp; Wireless Usage Policy and Agreement for Minors 8 -19v.2.docx</a> (2/2022)	<a href="#">Collection Development 3/5/2020.docx</a> (4/2022)
<a href="#">CPL Remote Work Plan 4_8_2022.docx</a> (Not a policy) but an HR form; reviewed in (4/2022)	<a href="#">Computer_Wifi Use Statement for Patrons.docx</a> (5/2022)
<a href="#">Grievance Policy.docx</a> (6/ 2022)	<a href="#">Library History_Jan Dempsy.docx</a> (6/2022) (Not up for a policy vote; just a review for website)
<a href="#">Homebound Delivery Service Policy Agreement</a>	<a href="#">Confidentiality of Library Patron Records</a> (6/2022)

<a href="#">9_10_2019.docx</a> (Form to be added on to existing Homebound Policy from Nov 2019) (6/2022)	
<a href="#">Parking Lot Policy.docx</a> (6/2022)	<a href="#">Homebound Policy__requesting addition.docx</a> (7/2022)
<a href="#">CPL BYLAWS draft.docx</a> (7/2022)	<a href="#">Study Room Policy 9/28/2022.docx</a> (11/2022)
<a href="#">Collection Management Policy and appendices 8/2022.docx</a> (12/2022)	<a href="#">Unsupervised or Unattended Children.docx</a> (11/2022)
<a href="#">Library Manners Policy</a> (12/2022)	<a href="#">Library Fees Policy.docx</a> (7/2023)
<a href="#">Request for Reconsideration of a Library Policy Form</a> (7/2023)	<a href="#">Final Draft Governance for the Board of Trustees</a> (3/2024)