

Cornwall Public Library
November 13, 2024
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
 - A. October 9, 2024
- IV. Financial Review:
 - A. Approval of Warrant # 4
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
 - A. Finance Committee:
 - B. Policy Committee: Votes on Whistle Blower Policy, Tutoring Policy; Library Manners Policy; and the Computer, Internet, and Wireless Usage Policy
 - C. Building, Grounds & Sustainability Committee: Motion to apply for one year's free membership to Sustainable Libraries Initiative (through NYLA). {Currently, the price for a one-year membership is \$150.00 for a library of our budget size. To become a Certified Sustainable Library (a one-time fee) would cost \$800.00. <https://www.sustainablelibrariesinitiative.org/join/pricing>}
 - D. Friends
 - E. Personnel Committee:
 - F. Strategic Planning Committee
- IX. Unfinished Business: Need motion to vote on RCLS 2025 operating budget
- X. New Business: Political Events Policy: discussion and vote
- XI. Public Remarks
- XII. Adjournment

Next Regular Board Meeting Wednesday, December 11, 2024, 7 PM
Friends Appreciation Holiday Party 6:30 PM

Cornwall Public Library Board of Trustees Meeting

October 9, 2024 7:00 p.m.

Minutes

Meeting was *called to order* by Meghann Chyla at 7:02 p.m.

I. **Roll:** Trustees Present: Meghann Chyla (President), Michelle Query (Vice President), Amy Stermer, Christopher DeFilippi, Greg Rocco

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

Excused: Julia Dahl

Public: Ezra Zohar

I. Gregory Rocco read the **Oath of Office**

III. **Approval of Agenda:** A *motion to approve* the agenda was made by Chris DeFilippi, seconded by Michelle Query. Discussion: Addition of Holiday Schedule to New Business. The *vote to approve* the Agenda as amended was unanimous.

IV. **Approval of the Minutes:**

A *motion to approve* minutes of the September 11, 2024 Meeting was made by Chris DeFilippi, seconded by Michelle Query. Discussion: None. A *vote to approve* the Minutes of the September 11 meeting was unanimously approved.

V. **Financial Review:** A *motion to approve* Warrant #3 in the amount of \$88,577 was made by Amy Stermer, seconded by Chris DeFilippi. Discussion: A question to clarify what Elan Financial Services is was asked. Elan Financial Services is a credit card. A question was raised about the RCLS payment of \$4,546. What is the breakdown of the charge? The Treasurer stated that \$111 was for Microsoft 365, the email provider, and \$4,435 was the cost of support fees for ILS. The payment is for the 3rd quarter of 2024. A *vote to approve* Warrant #3 was unanimous.

VI. **Public Remarks:** None

VII. **Communications and Donations:** The Director passed the folder of Newsclippings for Board review. There were no communications or donations.

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

Susan Fernandez was hired as Part Time Librarian I in Youth Services. It is anticipated that she will move to Full Time once her Civil Service Exam has been scored. Ms. Fernandez is a good fit for CPL showing strong knowledge and enthusiasm.

The Opera Club was revived and is well attended. A new Adult Program is Canasta and it is well-attended every Wednesday afternoon.

The windows were washed inside and out and the sidewalk was power washed.

A notification from DASNY stated that the application for final payment was approved.

IX. Committee Reports:

Finance Committee: *A motion to approve* a transfer of the Unallocated Fund Balance of \$257,945 to the Capital Fund was made by Meghann Chyla, seconded by Chris DeFilippi and unanimously approved.

The date for the Budget Vote for 2025-2026 was discussed and the Board decided that April 22, 2025 will offer additional time for the Director to prepare. The Budget Vote 2025-2026 is April 22, 2025.

Policy: *A motion to approve* the Library Card Holder Policy was made by Michelle Query, seconded by Amy Stermer and unanimously approved. West Point cardholders will still be Local Access.

The approval of the Whistleblower Policy was tabled until the November Board meeting.

The Introduction of the Tutoring Policy, First Aid Policy; Library Manners Policy; and the Computer Internet, and Wireless Usage Policy was made. A vote on these policies will take place at the November Board meeting.

Buildings, Grounds, and Sustainability: None

Friends: None

Personnel: *A motion to hire* Susan Fernandez as part-time Librarian I for Youth Services was made by Chris DeFilippi, seconded by Michelle Query and unanimously approved.

Strategic Planning Committee: The Staff Input Form was updated. It is expected to be ready for release the week of October 14.

X. Unfinished Business: Attorney Kevin Brennan has copies of the bylaws for the Foundation. All filings are up to date, there are funds of \$34,972 in the account. The Foundation has an inactive status. The Board may nominate individuals for a new Board for the Foundation.

Non-voting members, Director, Friends, Trustees, may be included in the Board for the Foundation. The Board should be no fewer than 5 people and no more than 21 according to the bylaws.

Member of the Public, Ezra Zohar, said he would consider becoming a member of the Foundation Board dependent upon reading the bylaws.

The Board of Trustees President and Director will look into re-establishing the Foundation Board.

XI. **New Business:** The RCLS 2025 operating budget was introduced. ILS service fees will be \$127,800. The Board will vote on the operating budget at the November meeting.

IT quotes from Sharp, Frontline Data Services, and HV IT were introduced for comparison with RCLS. It may be more costly to make a change of provider. A six month period of time is needed if a change is decided; by January 2025 CPL would have to notify RCLS if it is not going to use them as a provider. It was noted that it may be more costly initially to make the change, but over time it may be worth the cost.

Good Idea Fund request of \$274.43 to purchase a sit/stand mobile desk for Youth Services was unanimously approved. Good Idea Fund monies come from the Unallocated Fund Balance.

The Holiday Schedule 2025-2026 was reviewed and unanimously approved.

A brewery in the City of Newburgh is planning to host a Book Fair that will support the Newburgh Library and several other surrounding libraries. It was discussed that perhaps the new bookstore on Main St.--Good Books-- might collaborate with CPL on an event. Further discussion will take place.

XII. **Public Remarks:** None

XIII **Adjournment:** A *motion to adjourn* was made by Michelle Query, seconded by Chris DeFilippi, and unanimously approved. The Regular Board Meeting was adjourned at 7:57 p.m.

The next Regular Board Meeting will be held on Wednesday, November 13, 2024, at 7:00 p.m. in the CPL Community Room

Cornwall Public Library

Warrant #4

October 2024

DATE	NAME	AMOUNT
1001 General Fund (7848) - 3 - 2		
10/01/2024	Cornwall Public Library Payroll	-27,377.49
10/03/2024	Nationwide NYS Deffered	-600.00
10/08/2024	Benninger Landscaping LTD	-900.00
10/08/2024	Lock Around the Clock	-70.00
10/09/2024	Greenwald Doherty LLP	-2,042.50
10/10/2024	Rebecca Kashinski	-50.00
10/15/2024	Aflac	-93.70
10/15/2024	NYS Unemployment Insurance	-4,718.49
10/15/2024	Verizon- Wireless	-15.08
10/15/2024	Cornwall Public Library Payroll	-28,570.66
10/16/2024	NYS Health Insurance Pending Acct	-7,429.50
10/16/2024	Roseli Caponero	-5.00
10/16/2024	Nationwide NYS Deffered	-600.00
10/17/2024	NYS & Local Retirement	-619.65
10/22/2024	NET 2 PHONE	-193.44
10/22/2024	Thomas Lindemann Jr	-285.16
10/22/2024	Verizon	-119.00
10/24/2024	Toshiba	-84.00
10/24/2024	JNJ Pest Control	-280.00
10/29/2024	Toshiba	-1,003.28
10/29/2024	Interstate Waste Services	-166.40
10/31/2024	allrecipes	-15.00
10/31/2024	American Digital Memories LLC	-539.77
10/31/2024	Blackstone Publishing	-724.63
10/31/2024	Brodart Co	-195.51
10/31/2024	Brodart Co- JUV	-946.27
10/31/2024	Brodart Co.- McN	-610.75
10/31/2024	Cengage Learning Inc/Gale	-344.91
10/31/2024	Central Hudson Gas & Electric Corp	-2,005.08
10/31/2024	Charlotte Dunaief	-41.55
10/31/2024	Demco, Inc.	-264.60
10/31/2024	EJB Music LLC	-600.00
10/31/2024	Foreign Affairs	-59.95
10/31/2024	Grainger	-158.67
10/31/2024	Haight Fire Equipment Supply Inc	-333.67
10/31/2024	Heaven Scents Candle Co	-75.00
10/31/2024	hoopla	-1,261.25
10/31/2024	Ingram Library Services	-1,226.44
10/31/2024	Julie Bengyak	-225.00
10/31/2024	Lisa Sinclair	-92.33
10/31/2024	Marist College/HRVI	-60.00
10/31/2024	MDS HVAC-R Inc	-500.00
10/31/2024	Merritt Florist	-1,085.00
10/31/2024	Moffat Library	-27.00

Cornwall Public Library

Warrant #4

October 2024

DATE	NAME	AMOUNT
10/31/2024	Motion Picture Licensing Corporation	-248.08
10/31/2024	Newburgh Free Library	-20.00
10/31/2024	Overdrive Inc	-2,314.08
10/31/2024	P&P Quick Copy Center	-79.00
10/31/2024	Pam Stockton	-15.18
10/31/2024	RCLS	-10,520.75
10/31/2024	RPC Electric	-195.00
10/31/2024	Safe & Sound Home Services Corp	-960.00
10/31/2024	Sports Illustrated	-55.44
10/31/2024	Staples	-517.91
10/31/2024	The New Yorker	-179.99
10/31/2024	Wallkill Public Library	-19.99
10/31/2024	Central Hudson Gas & Electric Corp	-41.25
10/31/2024	Elan Financial Services	-3,152.63
Total for 1001 General Fund (7848) - 3 - 2		\$ -104,935.03

Cornwall Public Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	1,477,559.13	1,477,558.00	1.13	100.00 %
4082 Income	4,133.18	5,000.00	-866.82	82.66 %
4401 Interest Income	1,360.23	500.00	860.23	272.05 %
4706 Friends of the Cornwall Public Library	3,198.20	13,500.00	-10,301.80	23.69 %
4840 RCLS- LLSA	4,831.00	4,810.00	21.00	100.44 %
Total Revenue	\$1,491,081.74	\$1,501,368.00	\$ -10,286.26	99.31 %
GROSS PROFIT	\$1,491,081.74	\$1,501,368.00	\$ -10,286.26	99.31 %
Expenditures				
6010 Retirement		76,041.00	-76,041.00	
6020 6020 NYS Disability Benenfits		2,500.00	-2,500.00	
6030.8 FICA/Medicare Expense	2,620.50	69,093.00	-66,472.50	3.79 %
6060 Worker's Compensation		9,200.00	-9,200.00	
6090 Health Insurance	26,783.01	127,103.00	-100,319.99	21.07 %
6141 Professional Library	54,216.56	178,822.00	-124,605.44	30.32 %
6142 Clerical Salary	147,111.53	580,456.00	-433,344.47	25.34 %
6143 Treasurer Salary	1,713.67	6,365.00	-4,651.33	26.92 %
6144 Custodial Salary	9,155.73	30,971.00	-21,815.27	29.56 %
7410 Books	16,496.45	56,450.00	-39,953.55	29.22 %
7410.9 McNaughton	1,832.25	7,329.00	-5,496.75	25.00 %
7411 Movie License	248.08	700.00	-451.92	35.44 %
7412 Video/Music/Books on Tape	13,397.65	40,990.00	-27,592.35	32.69 %
7413 Serials/Reference	2,672.61	16,100.00	-13,427.39	16.60 %
7430 Supplies	7,225.69	34,500.00	-27,274.31	20.94 %
7431 Telephone	1,307.95	4,700.00	-3,392.05	27.83 %
7432 Square Processing Fees	70.95	50.00	20.95	141.90 %
7433 Postage and Shipping	573.52	3,000.00	-2,426.48	19.12 %
7434 Printing		7,500.00	-7,500.00	
7435 7435- Travel/Conference	702.56	4,036.00	-3,333.44	17.41 %
7437 Professional Fees	13,049.76	47,050.00	-34,000.24	27.74 %
7438 Dues	554.99	1,500.00	-945.01	37.00 %
7450 Utilities/Fuel	6,500.75	41,000.00	-34,499.25	15.86 %
7451 Custodial Supplies	1,166.26	2,000.00	-833.74	58.31 %
7452 Repairs to Building	3,367.12	23,000.00	-19,632.88	14.64 %
7454 Building Insurance	3,730.00	13,500.00	-9,770.00	27.63 %
7455 RCLS	25,986.23	77,472.00	-51,485.77	33.54 %
7469 Service Contracts	8,239.34	39,440.00	-31,200.66	20.89 %
Total Expenditures	\$348,723.16	\$1,500,868.00	\$ -1,152,144.84	23.23 %
NET OPERATING REVENUE	\$1,142,358.58	\$500.00	\$1,141,858.58	228,471.72 %
NET REVENUE	\$1,142,358.58	\$500.00	\$1,141,858.58	228,471.72 %

October 2024 Director's Report

Personnel

- 10/17 Spoke to B. A. of Orange County, NY Civil Service re: Librarian I list & grading of SF's exam. I was told B.A. could see she took the exam, but it wasn't graded yet.
- 10/31 SF's exam has been graded and I've asked for the Librarian I list
- Dean requested to be removed from her circulation duties. I have assigned her to work with Pam H and Colette to work on Local History. We will need to hire an additional clerk for the Circulation desk.

Budget/Financial

- The second half of the Tax receipts check from CCSD was picked up and Deposited on 9/18/24
- Our Toshiba lease will increase to \$482 per month, which includes a new copier and an increase in allowable copies (Color goes up to 3,175 & B & W goes up to 3,300, which is an average of our usage over the past year), this should reduce our overage expenses.

Programming

- 10/14 Teen Tech Tutors 10
- 10/17 Willow Ave 3rd grade tours—a total of 43 children and 9 adults
- 10/17 Mystery Book Discussion Group, 6 attendees
- 10/24 AARP Safe Driving Class 37

Building and Grounds

- Chris Talkowski's Stanley Steamer cleaned our carpets, gratis on October 19.
- Windows were washed, inside & out and sidewalks were be power-washed in early Oct.
- Bike rack was installed on 10/18
- Fire Inspection was done on 10/18
- RPC replaced two loose receptacles (one in the program room, the other in the back kitchen
- MDS replaced the water filling station filter and performed the first HVAC maintenance including filter changes, if needed (Ex: my office did not need one) -10/28

Monthly Statistics July 2024 (previous month in parentheses):

Registered borrowers: 7,485 (7,425); Direct Access/Circulation: 10,048 (10,386);

ILL Borrows: 1,656(1776); ILL Loans: 1,740 (1630);

Item Count: 72,555 (72,770); Wi-Fi:5,805 (5,027).

Libby (Overdrive) Checkouts: 3,565 (3,434); Unique Users: 758 (750).

Number of visits to the Library: 5,533 (4,510)

Notary Services: 52 (Pam S)

Meetings Attended: 10/2 Department Heads Meeting; 10/4 Accessibility Assessment; 10/7 Sarah Gober Labor lawyer about Employee Handbook; 10/9/ Director's Assoc.; 10/1 Board Meeting; 10/16 Staff Meeting; 10/18 Nathan Kispagh, re: Eagle Scout Project; 10/21 B, G&S; 10/23 Finance (Re: IT costs); Dept Heads 10/29; 10/30 Personnel Committee; Larry Gobrecht (Colette and Dean were in attendance) re: donations of Local History Items 10/30

Webinars attended:10/2 Cyber Security Pt 1; 10/9 Basics of Professional Customer Service; 10/16 Cyber Security Pt 2; 10/17 Adult Programming Equation; 10/18 Sustainability in Libraries RCLS Director's Discussion Panel 10/22.

Youth Services -End of Month Report – October 2024

Program name Date Children Teen Adults Volunteers
Total

<i>Baby & Me</i>	<i>10/4, 10/11,10/18</i>	<i>10,12,14</i>		<i>10,12,15</i>		<i>73</i>
<i>Dog Tales</i>	<i>10/7, 10/21</i>	<i>11,8,10</i>	<i>1</i>	<i>1</i>	<i>3, 4</i>	<i>38</i>
<i>ChatterBooks</i>	<i>10/2</i>	<i>10</i>				<i>10</i>
<i>Family Story Time</i>	<i>10/8,10/22,10/29 10/15 cancelled</i>	<i>18,21,23</i>		<i>16, 21,22</i>		<i>121</i>
<i>Book Break</i>	<i>10/8</i>	<i>8</i>				<i>8</i>
<i>Readza, Readza</i>	<i>10/10</i>		<i>6</i>			<i>6</i>
<i>Chess Time</i>	<i>10/19</i>	<i>4</i>		<i>1</i>	<i>1</i>	<i>6</i>
<i>PJ Storytime</i>	<i>10/10, 10/17</i>	<i>8, 11</i>		<i>11, 9</i>		<i>39</i>
<i>TUT Meeting</i>	<i>10/27</i>		<i>5</i>	<i>3</i>		<i>8</i>
<i>Willow Ave tours</i>	<i>10/23, 10/30</i>	<i>25,24</i>		<i>7,6</i>		<i>62</i>
<i>Pumpkin guess</i>	<i>Passive program</i>					<i>181</i>
TOTALS	181	214	12	114	8	529

Meetings

10/17 Staff Meeting- Lisa, Susan, & Liz
 10/2, 10/29 Manager's Meeting- Lisa & Liz 10/28 CLOUSC Meeting- Lisa
 10/29 Dept Meeting-Lisa, Susan & Liz 10/31 Veteran's Day Meeting with Jane Harkinson - Liz

Questions @ the Desk

Reference 265, Circulation 93, Phone 57, Tech 11, ipads lent 41, Programs 55, Misc. 15.

Reflections

October was a month of displays. The Brand-Spanking New Books table was used for beginning-to-read chapter books. During the recent hurricanes, non-fiction and fiction books were displayed. October 14th we presented books of the people who lived in this new world before and during it's discovery. At the close of Hispanic Heritage month we had space for the holidays of Diwali and Dia de los Meurtos. What I love about these displays is that parts of our collection that don't always get to be seen are exhibited and consequently perused. Discussions of the material with patrons happen and the material is circulated. A win/win!

Respectfully submitted, 11/1/24 ekf

Adult Programming & Outreach Projects: October 2024

Date	Title	Attendance
10/1/24	MSLC: Diabetes Prevention Group	10
10/5/24	Hot Wrk Ensemble	57
10/8/24	Sharing Your Favorite Time of Year	10
10/8/24	MSLC: Diabetes Prevention Group	5
10/10/24	MSLC: Wrist Injuries & Carpel Tunnel	16
10/14/24	MSLC: Weight Loss Surgery	6
10/15/24	Snap Savvy: Elevate Your Smartphone Photo Skills	21
10/15/24	MSLC: Diabetes Prevention Group	11
10/22/24	Candidate Forum	59
10/22/24	MSLC: Diabetes Prevention Group	11
10/23/24	Master Your Goals and Thrive in 2025	16
10/24/24	AARP 6-Hour Safe Driver Course	37
10/27/24	Poetry Reading with J.R. Solange (2024 OC Poet Laureate)	12
10/28/24	The Five: Jack the Ripper & His Victims	21

Total: 292

Creative Writers Workshop: 10/7-9, 10/14-6, 10/21-10, 10/28-10 (CR)	Total: 35
Cornwall Clean-Up Crew 10/8/24 (CR)	Total: 15
Great Decisions: The High Seas Treaty	Total: 6
Book Club: Out & About...10/23/24 The Book Eaters by Sunyi Dean	Total: 5
Cornwall Canasta Crusaders: 10/2-20, 10/9-23, 10/16-17, 10/24-15, 10/30-16(CR)	Total: 91
Friends of Cornwall Library Book Sale (CR) 10/26/24	Total: 123

Voter Registration Info Table 10/1-10/31/24 (26 English/5 Spanish assisted) Total: 31

Donations to Friends of Cornwall Library:

10/5/24 Hot Wrk.....	\$103.00
10/8/24 Sharing Your Favorite Time of Year.....	5.00
10/10/24 MSLC Wrist Injuries.....	5.00

10/24/24 AARP 6-Hour Safe Driving.....38.00

Total: October 2024 \$151.00

Total: YTD \$1356.30

The record speaks for itself! We certainly fell into Fall with a bang.

Brenda

(Brenda is away on vacation until November 18, 2024-CAD)

Circulation Monthly Stats for October

Calls for Programming	24
Calls regarding Circulation	74
New Library cards	44
Assist on Special Projects	3 assist
Assist on Computers	18
Assist on Printing	35
Faxing	19
Register for Adult Programming	24
Register for Children’s Programming	1
Assist with Reference	48
Assist with Children’s	31
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations, etc.	50 min
Organizing Carts	89
Auditing Carts	18
Shelf Reading	4

Ellen Winchell
Service Desk Manager
11/05/2024

(Please note: not all Circulation staff complete the Checklist during their shift so the figures may be understated-CAD)

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

REFERENCE: Reference Questions: 177 (177) Quick Tech Assists: 54 (54)
1-on-1 Tech Help: 19(25) Circulation: 91 (85) Directional: 19 (9)
Reader's Advisory: 1(4) ILL/SEAL: 2 (3) Pull List: 1204 (1278)
Printing: 1014(74) Faxing: 4 (3) Phone: 53 (40) Virtual Ref: 1 (4)
Notary Service: 58 (48) Reservations: (1); Items Lent: 9.(11);
Guest Pass: 47(54)

Database Stats:

Novelist Plus Searches: 8 (2) Gale Virtual Ref. Library:1 (0) Ancestry:44(208)

Hoopla: Total Circulations: 521 (508); Users: 200 (180); New Users: 20; Usage Breakdown: Digital Audiobook: 279 (294); Digital BingePass: 3(1); Digital Comics: 19 (15); Digital Ebook: 151 (134); Digital Movie: 53 (46); Digital Music: 7 (5) Digital Television: 9 (13).

NYTimes Digital Subscription Stats:

In-House Library usage sessions: 54 (69) page views: 135 (132);
articles read: 70(95); Offsite Code redemptions: 158 (152);
usage sessions:757(742); page views: 3776(3473); articles read: 760 (817)

PC Usage:

Adults': 412 (401); Children's: 1 (5) Laptops: 3(1)

HOME DELIVERIES

Items Delivered: 6 (9); Retrieved Items: 7 (8)

PROGRAMS

Book Chat and Chocolate: 15; **Members' Choice Book Group:** 4; **Mystery Book Group:** 6; **Out and About:** 5; **Creative Writers:** 28; **Midday Matinee:** 20; **Monday Night Movie:** 15; **Opera Program:** 28; **Canasta:** 91; **Diabetes Prevention:** 15; **Great Decisions:** 6 **Teen Tech Tutors:** 10; **Hot Work Ensemble:** 57; **Sharing Your Favorite Time of the Year:** 10; **MSLC Wrist Injuries:** 16; **MSLC Weight Loss: Cornwall Clean-up Crew:** 15

The Biography weeding is complete. I am beginning to replenish the Adults Computer Science and Generalities collections, including up-to-date and core materials.

Andrew is weeding the YA graphic novels and will maintain the music CD collection.

Pam H has been working on an archiving project, as well as a local history project with Ms. Dean.

I would like to eventually assign collections among all of the reference staff to maintain.

The YA area has been configured to be a seating area for young adults by Liz (with Charlotte).

The Page Meeting went well. We reviewed what is expected of them, in addition to rectifying some common mistakes. Overall, they have a good work ethic and collaborate covering each other's shifts. Unfortunately, a couple of them have schedules outside of work that prevent them from working on

Saturdays as required. So far this has not been a problem. I am considering assigning sections to keep tidy and orderly and hiring an additional page.

Strategic Planning Report

The Strategic Planning Committee met Monday, November 4, 2024.

We moved forward with the updated Staff Input Form for the purpose of strategic planning so that staff can begin to provide feedback. Hopefully, we will have increased response numbers and response frequency. This will replace the old link in LibGuides.

Goals were reviewed to assess how the committee and Board can support the Director and staff with progress. Several areas are currently being taken up by the Buildings, Grounds, & Sustainability Committee (Solar, Circulation Desk...). Charlotte will ask Brenda to implement the transportation question into program surveys that was referred to in the following goal:

Goal: CPL will build meaningful connections through an emphasis on a culture of care, collaboration, and excellent communication.

- Action Step 1. Establish partnerships with local volunteer organizations to improve accessibility for seniors via transportation assistance by 8/1/2024.

Responsibility: Director, Outreach Coordinator

Resources: Faith-based organizations (e.g. Jewish Family Service of Orange County), municipal and local governments (e.g. Town of Cornwall)

Evaluation: Survey participants on what means of transportation they use to attend the library; Compare program participation data before and after initiating action step; Measure check-outs by age group before and after the new transportation support initiative

One area needing Board review may be considering a Staff training day when the library would be closed. A portion of the day would be spent problem-solving and decreasing program supplies stored throughout work areas.

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 at Meeting-November
First Aid Policy	Updated handbook 2023.docx (Sent to lawyer. \$7500)	Whistleblower Policy Petty Cash Policy <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; background-color: #f0f0f0;"> Library Manners Policy </div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; background-color: #f0f0f0;"> Computer, Internet and Wire... </div>

Completed/Approved by Board	Completed/Approved by Board
Library Card Policy	
Gift & Donation-Pdf (9/2019 folder)	Homebound Policy (11/2019 folder)
Lending Policy for ipads & laptops (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 (11/201919 folder)
Whistleblower (12/ 2019 folder)	Hours of Operation (12/2019 folder)
Petty Cash (12/ 2019 folder)	Pandemic Policy & Procedures (3/2020 folder)
Collection Development (3/2020 folder)	Virtual Program Policy (5/2020)
Work From Home (5/2020)	Employee Policy to Mitigate COVID-19 (6/2020 folder)
Library Manners addendum (6/2020 folder)	ICE Policy & Procedure (8/2020 folder)
ICE Policy Rollout Guide (8/2020 folder)	Zoom Policy (8/2020 folder)
CPL Mission Statement (9/2020 folder)	Interlibrary Loans Policy (9/2020 folder)

CPL Facility Use Policy (10/2020 folder)	Facility/Community Room Use Agreement Form (10/2020 folder)
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Budget Transfer Policy Draft (2) (Nov 2020 folder)	ProcurementPolicy.docx (11/2020 folder)
Request for Budget Transfer Form Draft.docx (11/2020 folder)	

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

Grievance Policy.docx (6/ 2022)	Library History Jan Dempsy.docx (6/2022) (Not up for a policy vote; just a review for website)
Homebound Delivery Service Policy Agreement9_10_2019.docx (Form to be added on to existing Homebound Policy from Nov 2019) (6/2022)	Confidentiality of Library Patron Records (6/2022)
Parking Lot Policy.docx (6/2022)	Homebound Policy requesting addition.docx (7/2022)
CPL BYLAWS draft.docx (7/2022)	Study Room Policy 9/28/2022.docx (11/2022)
Collection Management Policy and appendices 8/2022.docx (12/ 2022)	Unsupervised or Unattended Children.docx (11/2022)
Library Manners Policy (12/2022)	Library Fees Policy.docx (7/2023)
Request for Reconsideration of a Library Policy Form (7/2023)	Final Draft Governance for the Board of Trustees (3/2024)



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Political Events Policy

To maintain the political neutrality necessary to run a non-partisan entity, such as a library, CPL will not allow any political gathering of any sort on its grounds or in its building. This includes Candidate Forms, Speeches, Rallies, or any events with any political intent or agenda.



Political Events Policy

The CPL does not endorse political candidates, parties, or positions. To maintain the required political neutrality to run a nonpartisan entity such as a library, CPL will not allow political gatherings on its grounds or in its building. This includes speeches, rallies, or events with any political intent or agenda. We hope that the CPL is a safe space where groups can meet to discuss matters civilly. This includes listening to others with respect and respectfully allowing others to speak. We will not remove anyone for presenting dissenting ideas. However, we will not tolerate inappropriate or abusive language, personal attacks, or disrespectful conduct. Anyone not following the Library Code of Conduct will be asked to leave the event.

Approved candidate forums will be allowed *only* if the following criteria are met:

1. All candidates will have an agreed-upon hired moderator or a moderator(s) picked from their staff.
2. The participating public must submit written questions to CPL in advance. The moderator(s) must work together and agree to the following:
 - A. Questions will be grouped into categories by the moderators, who will limit the number of questions per category.
 - B. Each candidate will be given equal time to speak and will be allowed an agreed-upon time to answer and an agreed-upon time for rebuttal after their opponent has answered a question.
 - C. The moderator(s) will make sure the candidates are sticking to the facts. No misinformation or unverifiable information will be allowed.
 - D. The public in attendance will not be allowed to call out during the forum. The moderator(s) should ask anyone who does so to adhere to the Library Rules of Conduct and remind them that if they do not, they will be asked to leave the event. If an attendee continues to break the Library Code of Conduct, the moderator(s) will ask them to leave the event.
3. A brief live Q & A session may be allowed if time permits. The following must be adhered to during such a session:
 - A. The public must raise their hand and be acknowledged to ask their question.
 - B. The public will not be allowed to preface their question with any dogma or theories.
 - C. If a similar question has already been asked, the moderator(s) will not allow the second question.
 - D. Both candidates will each be given up to 2 minutes to answer a question.
 - E. Moderator(s) will make sure the candidates are sticking to facts; no dogma or disinformation will be allowed.
 - F. No rebuttals will be allowed, by the candidates and/or the public.
4. The candidate forum will end at the time stated by the library.

Written 10/29/24

Board Approved _____