

Town of Esopus Library

Manager's Report - May 2023

★ BUILDING

- Liberty is installing our new security and alarm system the week of May 15th. This will also eliminate our faulty and beeping Safeco fire monitoring system, which tends to misfire in especially rainy weather.
- Gordon Fire came to inspect and service our fire extinguishers, emergency and exit lights on 5/05/23.
- Tekcon returned 5/12/23 to perform their annual inspection of our HVAC unit and troubleshoot an exhaust fan they were unaware was in between the patron and staff bathrooms that was overheating. This unit had not been serviced or aware of since the building's origination.
- Otis Elevator came to inspect and service the elevator and showed us how to utilize the emergency key from outside the elevator to access the panel.

★ PROGRAMMING

- We have continued our mission to continue offering well loved past programs, while also introducing new programs for our patrons. This will continue into the summer months with new offerings for children, such as yoga for school age kids, Humane Education and a design a comic page workshop with a well-known graphic novel author, as well as for adults with new events such as a mycophilic walk, history of henna, and an informative session on antique bottle collection.
- I continue to work on developing the Summer Reading Program for all age groups in the months of July and August in attempts to continue literacy and love of reading amongst our patron population.
- I would like to share the following statistics:

2022 # of children's programs Jan-May	2022 children's program attendance Jan-May	2023 # of children's programs Jan-May	2023 children's program attendance Jan-May	2022 # of adult programs Jan-May	2022 adult program attendance Jan-May	2023 # of adult programs Jan-May	2023 adult program attendance Jan-May
24	111	57 (137.5% ↑)	779 (601% ↑)	55	340	76 (38%↑)	661 (94.41%↑)

★ PERSONNEL

- Staff attended the Holistic Approach to Library Safety webinar on May 18th, as there have been concerns about what to do in emergency situations.
- Jen and I have been conducting interviews for the Teen and Adult Programming Position.
- Janet took the NYS written Notary test on May 25th in Albany.
- Janet, Josie and Marilyn have all signed up for the Clerk test with Civil Service, which is scheduled for June 3rd, 2023.

★ RESOURCES & COMMUNITY

- The library completed our "Design a Library Card" contest. Patrons submitted their original art designs, and then we let the public vote for their favorite design. We gave all participants Stewarts ice cream cards, but our winner received a \$50 Rough Draft gift card. The cat by Naoko Oshima was the winner. Patrons will be given the option to update their card, if they want, or keep their old design if they prefer.
- Our library is participating in the Mid-Hudson Library System Passport Program. We have "passport" style books available that patrons are free to take, then visit other libraries in Ulster County or MHLS to receive a stamp, sticker or signature. The goal is for people to visit more libraries than just their home library, and learn more about their spaces, collections and programs. When a patron brings their passport book (originated from our library) back with ten stamps, they will be given a raffle ticket for our grand prize drawing, which will have gift cards to local Port Ewen establishments. This program is running from May to August. Our very talented Library Assistant, Laura designed a special stamp with our unofficial library mascot.
- Our library is excited to announce that beginning June 1st we will be remaining open late on Thursdays. This will enable our patron population to visit the library after work or school for browsing, computer usage, printing, faxing or to pick up/drop off books.
- I applied for and received a \$500 grant to 4imprint; we will use those funds for promotional material for our Summer Reading Program.

★ TRAININGS

- I have signed up for and will attend the ALA Preparing for Program Challenges at your Public Library on May 31st @ 2 pm.

Respectfully submitted,

Andrew 5/11/23

**Town of Esopus Library
Finance Committee Minutes
May 11, 2023**

Attendance: Reggie Heffernan, Susan Barbarisi, Shannon Powell, Elaine Rylance, Susan Leiching, Don Carragher

The payment of claims for \$14,065.73 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the May meeting.

Don made arrangements for he and Reggie to meet with Jane Garrity of Citizens Bank on Tuesday May 16th to secure a new CD for the Hickey fund with a better interest rate. It was noted that the foundation has lost some value over time and it may be due to the downturn in the general market. It is hoped that it will regain value before the library hopes to expand its space.

Brooke Dittmar was in touch with us regarding an error in the reporting of her final paycheck to the NYS Retirement Fund. Shannon called the accountants to correct the error. There is still a concern about the number of errors that have occurred in the recent past. Once a new director is in place we will need to look into this further.

Deborah McMenemy called RBT CPAs to let them know we have agreed to have them perform a one-year audit at the cost of \$12,000. They will send a letter of engagement updating it for a one-year audit and will put us in the queue for performing the audit.

Susan B and Reggie H attended the recent financial and fiduciary seminar given by MHLS and have a checklist of items we should make sure that we have in place in the event of a state audit. We will begin looking at this at next month's meeting

Respectfully submitted,
Reggie Heffernan, Treasurer

**Next Meeting
Thursday, June 8
4 pm**

Governance and Personnel Committee Meeting Minutes

May 9, 2023

Attendance: Nancy Beranek, Don Carragher, Susan Leiching, Laura Lauria, Shannon Powell, Jennifer Russell, Mary Garraty

The committee reviewed Section 3 of the Personnel Policy Manual and made revisions to 3. Vacation, 3.17 Personal Leave and 3.12 Paid Holidays. The revisions will be presented at the next Board meeting for approval.

Respectfully submitted, Nancy Beranek

May 10, 2023

Attendance: Don Carragher, Reggie Heffernan, Susan Barbarisi, Elaine Rylance, Larry Decker, Nancy Beranek, Shannon Powell

Excused: Elaine Jaffe

The committee reviewed and revised the Programming Policy, The Collection Development and Weeding Policy, and the Request for Reconsideration Form. The revisions will be presented at the next Board meeting for approval.

Respectfully submitted,
Nancy Beranek

Town of Esopus Library
May 10, 2023

Sustainability, Research & Development
4:00 pm

The Sustainability, Research and Development Committee did not meet this month due to additional Governance and Personnel Committee meetings.

Submitted by Don Carragher

Next meeting is scheduled for June 14th at 4:00 pm

**Town of Esopus Library
Board of Trustees
April 26, 2023**

The Annual Public Budget Hearing of the Town of Esopus Library Board of Trustees for the 2024 Library Budget was held April 26, 2023. The public hearing was held from 5:00 pm to 6:00 pm. The following members were present: Don Carragher, Reggie Heffernan and Mary Garraty. No members from the public attended the 2024 Library Budget hearing.

Respectfully submitted,

Mary Garraty
Secretary

Items attached: Proposed 2024 Budget

Town of Esopus Library 2024 Budget

Income	2024 Budget
Town Tax Appropriation	\$425,305
Foundation	\$40,640
PILOT	\$5,000
Library Charges	\$3,000
Interest & Earnings-other	\$6,000
Gifts & Donations	\$12,500
Grants	\$1,000
State Aid	\$11,000
Fund Balance	\$57,226
Total Income	\$561,671

Expenses (Summary)

Wages	291,107
Payroll Expenses	\$57,014
Medical	\$57,000
Technology & Equipment	\$7,900
Books	\$8,350
Recordings	\$3,000
Serials	\$12,200
Building Maintenance	\$49,650
Utilities	\$14,050
Office Expenses	\$3,800
Telecommunication	\$7,100
Programming & Outreach	\$10,900
Professional Services Fees	\$27,100
MHLS	\$12,500
Total Expenses	\$561,671

Town of Esopus Library
May Board of Trustees Meeting
Wednesday May 24, 2023

Agenda

Call to order	Don Carragher
Approval of April Board Meeting Minutes and 2024 Budget Hearing Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Interim Manager's Report	Shannon Powell
Friends	Susan Leiching
Committees	
1. Buildings and Grounds – Larry Decker	
2. Governance and Personnel / Trustee Training – Nancy Beranek	
3. Sustainability, Research and Development – Don Carragher	

Adjournment

Resolutions:

- 2023-29 – Payment of April Claims
- 2023-30 – Programming Policy Update
- 2023-31 – Collection Development and Weeding Policy Update
- 2023-32 – Update to Section 3 of Personnel Policy Manual
- 2023-33 – Request for Reconsideration Form Update
- 2023-34 – NYLA Recommendation
- 2023-35 – Authorization for Work Done by Tekcon and Tree Pros

TOWN OF ESOPUS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
April 26, 2023

Board Members Present: Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Don Carragher, Larry Decker, Elaine Rylance, Elaine Jaffe

Board Members Excused: Laura Lauria, Susan Leiching

Board Members Absent:

Staff Present: Shannon Powell, Mary Garraty, Jennifer Russell

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:02 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the March monthly Board meeting held on March 29, 2023 was submitted and open for review.

A motion to accept the minutes of the March monthly Board meeting held on March 29, 2023 was made by Larry Decker and seconded by Nancy Beranek.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Laura Lauria, Susan Leiching

Board Members Absent: 0

III. Presidents Word – Don Carragher

Don mentioned that we have completed two trustee training sessions and there is another training session being held on May 3rd from 5pm - 6pm. This is an intermediate finance course for trustees. There is also a special presentation on the topic of sustainability being held on May 4th through the Mid-Hudson Library System.

IV. Public Comment none

V. TREASURER’S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the Committee Meeting Minutes. They had multiple meetings regarding the 2024 budget. They also discussed wage calculations for the employees. Shannon and Don went to the bank to update the Hickey Fund with correct contact information. The Finance Committee is planning to schedule an audit to be done.

- **Resolution #21 of 2023 (Approval of 2024 Budget):** The Board of Trustees of the Town of Esopus Library approves the 2024 Budget in the amount of \$561,671.00, with a tax appropriation of \$425,305.00, in order to continue the same level of service to the Town of Esopus. A motion to accept the resolution was made by Nancy Beranek and seconded by Elaine Rylance.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria, Susan Leiching

Board Members Absent: 0

- **Resolution #22 of 2023 (Payment of March Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from March 1, 2023 to March 31, 2023 for items in the amount of \$16,006.62. A motion to accept the resolution was made by Susan Barbarisi and seconded by Elaine Jaffe.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Lauria, Susan Leiching
Board Members Absent: 0
- **Resolution #23 of 2023 (Payment of Attorney of Record):** The Board of Trustees of the Town of Esopus Library approves the payment of the invoice from the Attorney of Record in the amount of \$3,150.00. A motion to accept the resolution was made by Larry Decker and seconded by Elaine Rylance.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Lauria, Susan Leiching
Board Members Absent: 0
- **Resolution #27 of 2023 (Authorization of Audit):** The Board of Trustees of the Town of Esopus Library accepts and approves the hiring of Shannon M. Mannese of RBT CPAs to complete an audit for the Town of Esopus Library for the amount of \$12,000. A motion to accept the resolution was made by Susan Barbarisi and seconded by Nancy Beranek.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Lauria, Susan Leiching
Board Members Absent: 0

VI. DIRECTOR'S REPORT – Shannon Powell

Shannon reviewed the Director's Report. The backflow was fixed and the work was completed under budget. We had some handyman work done. There were several programs held last month. The Library will be having some gardening programs next month. We hired some part-time folks to assist when staff is on vacation, etc.

VII. FRIENDS –Shannon Powell

Friends met last Thursday. There is a new cash register for all the sales. Friends completed the school supply donation. They also discussed doing a donation in early summer to the library.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds – Larry Decker**

Written report was submitted. Larry reviewed the meeting minutes. There will be a cleaning list for the cleaner. Tree Pros will be doing some pruning around the library property. Two small garden spots are in the process of being created.

- **Resolution #28 of 2023 (Authorization to Update Camera Security and Alarm System):** The Board of Trustees of the Town of Esopus Library accepts and approves the updating of the Camera Security/Alarm System by Liberty. A motion to accept the resolution was made by Reggie Heffernan and seconded by Elaine Rylance.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria, Susan Leiching

Board Members Absent: 0

Larry Decker left the meeting at this time due to a conflict.

- **Governance and Personnel** – Nancy Beranek

Written report submitted. Nancy reviewed the meeting minutes. The committee reviewed and revised the Collection Development Reconsideration Request Policy and Form. They also renamed the policy to the Reconsideration Request Policy.

- **Resolution #24 of 2023 (Personnel Actions - All Current Employees):** The Board of Trustees of the Town of Esopus Library agrees to the personnel actions resolution. A motion to accept the resolution was made by Elaine Jaffe and seconded by Elaine Rylance.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria, Susan Leiching, Larry Decker

Board Members Absent: 0

- **Resolution #25 of 2023 (Collection Development Reconsideration Request Policy Update and Rename):** The Board of Trustees of the Town of Esopus Library accepts the updated and renamed Collection Development Reconsideration Request Policy to Reconsideration Request Policy. A motion to accept the resolution was made by Nancy Beranek and seconded by Reggie Heffernan.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria, Susan Leiching, Larry Decker

Board Members Absent: 0

- **Resolution #26 of 2023 (Personnel Actions - L.Gough and M.Genter):** The Board of Trustees of the Town of Esopus Library agrees to the personnel actions resolution. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria, Susan Leiching, Larry Decker

Board Members Absent: 0

- **Sustainability, Research and Development** - Don Carragher

The committee did not meet.

IX. Trustee Training – Don Carragher and Nancy Beranek

This topic was covered above in the section entitled President's Word.

X. ADJOURNMENT

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 6:57 p.m.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria, Susan Leiching, Larry Decker

Board Members Absent: 0

Prepared by Mary Garraty, Secretary to the Town of Esopus Library Board of Trustees

Town of Esopus Library

Buildings and Grounds Committee

May 8, 2023

4:00 pm

Attending: Larry Decker, Don Carragher, Shannon Powell, and Laura Lauria

Excused: Nancy Beranek

Absent: Elaine Jaffe

Back flow problem has been fixed. However: Tech found exhaust unit between bathrooms and does not know how to access it. Tech is coming back Friday May 12th.

Minor jobs still needed to be completed: Clock Mounting, location signage for water valve, cleaning of fire sprinklers & Blue Striping.

Security cameras will be installed by Liberty on May 16-18.

Raised garden beds nearing completion by Cliff Woglon and Don.

Cement pavers purchased for tool locker and will be installed.

Garden Lock needs replacing.

Committee did a walk around: Discussed fixing retaining wall, fish population & their food source, unclog pond pipe, bridge fencing, drainage path, shrubbery removal from front of building, and clearing river birch tree area.

Discussed placement of shed and cement pad.

Talked about dumping bad phone line after security system is set up.

Submitted, Larry Decker

The next Building and Grounds meeting is scheduled for June 12, 2023 at 4:00 pm