

Town of Esopus Library
March Board of Trustees Meeting
Wednesday, March 27, 2024

Agenda

Call to order	Don Carragher
Approval of February Board Meeting Minutes	
President's Word	Don Carragher
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee/Foundation	Reggie Heffernan
Director's Report	Jesse Chance
Friends	Elaine Rylance
Committees	
1. Buildings and Grounds – Larry Decker	
2. Governance and Personnel / Trustee Training – Nancy Beranek	
3. Sustainability, Research and Development – Elaine Rylance	
Adjournment	

Resolutions:

2024-14 – Payment of February Claims
2024-15 – Annual Report to NY State
2024-16 – Exceed Tax Cap in 2025
2024-17 – Annual Report to the Community
2024-18 – Adoption of the State of New York Deferred Compensation Plan
2024-19 – Confidentiality of Library Patrons Records Policy Updated
2024-20 – Rename and Update of Protection of Copyrighted Materials Policy
2024-21 – Rename and Update of Safety Policy and Procedure
2024-22 – Addition of Trustee Education Policy
2024-23 – Transfer of Funds to a Short-Term Certificate of Deposit
2024-24 – Amendment to 2024 Budget

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

February 28, 2024

Board Members Present: Larry Decker, Martha Farrell, Don Carragher, Stephen Lewis, Susan Barbarisi, Reggie Heffernan, and Nancy Beranek *who joined the meeting during the Treasure's Report.*

Board Members Excused: Elaine Jaffe, Elaine Rylance

Board Members Absent:

Staff Present: Mary Garraty, Jesse Chance, Shannon Powell

Public:

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:03 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the January monthly Board meeting held on January 24, 2024 was submitted and open for review. A motion to accept the updated minutes of the January monthly Board meeting held on January 24, 2024 was made by Reggie Heffernan and seconded by Stephen Lewis.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Elaine Jaffe, Elaine Rylance, Nancy Beranek

Board Members Absent:

III. Presidents Word – Don Carragher

Don discussed the Board of Trustees being more aware of the Town of Esopus community and visa-versa. There are folks in the community that do not want the programs that libraries offer. It is important to be aware of what is going on.

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the Finance Committee meeting minutes. The audit has been finalized. There were no surprises in the results of the audit. Reggie also discussed the budget work that is ongoing. Reggie presented the following resolutions from the Finance Committee:

- **Resolution #08 of 2024 (Payment of January Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from January 1, 2024 to January 31, 2024 for items in the amount of \$40,967.31. A motion to accept the resolution was made by Nancy Beranek and seconded by Larry Decker.
AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Jaffe, Elaine Rylance

Board Members Absent:

- **Resolution #09 of 2024 (Wireless Transfer and Online Banking Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Wireless Transfer and Online Banking Policy. A motion to accept the resolution was made by Martha Farrell and seconded by Susan Barbarisi.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Jaffe, Elaine Rylance

Board Members Absent:

VI. DIRECTOR'S REPORT – Jesse Chance

Written report was submitted. Jesse asked Shannon Powell to start attending the Board of Trustee meetings. Shannon reviewed her report. Two events that were held at the Library were listed in the local newspaper.

Jessie discussed the Director Association meeting that he attended that morning. He mentioned that we need to do three new policies. The policies needed are as follows: Open Meeting Policy, Disaster Recovery Policy and Trustee Education Policy. Jessie is still working on the Annual Report. There are a few corrections needed before it's finalized. Jessie is in the process of preparing the Annual Report to the community. Jessie reported that Meaghan Darling resigned without any reason. Her last day will be March 5th.

VII. FRIENDS – Elaine Rylance

No report available as Elaine was excused from the meeting.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds – Larry Decker**

Written report was submitted. Larry reviewed the meeting minutes. Jesse and Elaine Jaffe submitted a grant to get replacement Esopus Spitzenburg apple trees. They are proposing to put in two Esopus Spitzenburg apple trees and two Albemarle Pippen apple trees. Both of these apple tree types were Thomas Jefferson's favorite apples.

- **Governance and Personnel – Nancy Beranek**

Written report submitted. Nancy Beranek reviewed the meeting minutes. Nancy presented the following resolutions:

- **Resolution #10 of 2024 (Inclement Weather Closings Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Inclement Weather Closings Policy. A motion to accept the resolution was made by Reggie Heffernan and seconded by Larry Decker.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Jaffe, Elaine Rylance
Board Members Absent:

- **Resolution #11 of 2024 (Acceptance of Job Descriptions):** The Board of Trustees of the Town of Esopus Library accepts the proposed job descriptions for the Town of Esopus Library. A motion to accept the resolution was made by Martha Farrell and seconded by Susan Barbarisi.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Elaine Jaffe, Elaine Rylance
Board Members Absent:
- **Resolution #12 of 2024 (Removal of the Filtering Policy):** The Board of Trustees of the Town of Esopus Library approves the removal of the Filtering Policy. A motion to accept the resolution was made by Reggie Heffernan and seconded by Stephen Lewis.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Elaine Jaffe, Elaine Rylance
Board Members Absent:
- **Resolution #13 of 2023 (Personnel Actions - M. Darling):** 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 Susan Barbarisi and seconded by Martha Farrell.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Elaine Jaffe, Elaine Rylance
Board Members Absent:

- **Sustainability, Research and Development** - Don Carragher for Elaine Rylance
Written report was submitted. Don reviewed the Committee meeting minutes. Don spoke with Friends regarding Turning Outward. He received a number of suggestions from the group as well as support. They are looking for stake holders in the Town of Esopus. Shannon Harris said she will be able to get a listing of organizations in the area to discuss Turning Outward with.

IX. Trustee Training – Nancy Beranek

Trustee Training has been taking place at online sessions.

X. ADJOURNMENT

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Larry Decker. The meeting was adjourned at 6:53 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Jaffe, Elaine Rylance

Board Members Absent:

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

Town of Esopus Library

Buildings and Grounds Committee

March 11, 2024

4:00 pm

Attending: Larry Decker, Don Carragher, Jesse Chance, Steve Lewis, and Elaine Jaffe

Before the meeting, Larry, Don, Steve, Elaine J., Deborah Nickerson, and Jesse met to discuss plans for the garden area including securing the sheds.

NEEDED:

- Measured drawing of shed area for cement pad.
- Retaining boards
- Soil (Don Has)
- Stakes to outline gardens (Don will provide)
- Fence painting
- Compost (Bruderhof)
- Woodchips (Possibly, Bruderhof)

Will continue to gather info on channel marker; particularly original color.

Kitchen cabinets still in planning stage.

Next step for cistern will be to get garden ties for the base.

Water fountain: Decided to have A-Team install the filtered water fountain.

A grant for a small orchard of Spitzenburg apples has been submitted and we should have a decision by the next board meeting.

Allen Olsen & Elaine Jaffe will continue to investigate various grant opportunities for upcoming grounds projects.

I contacted the Esopus Town Hall about the tugboat project and they were extremely excited that we wish to include the Town of Esopus Library. They will put in a post for us and give us a blank boat. We talked about decorating it with spines of banned books.

The next Building and Grounds meeting is scheduled for Monday, **April 8, 2024** at 4:00 pm

Submitted, Larry Decker

Town of Esopus Library
Finance Committee Minutes
March 14, 2024

Attendance: Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Elaine Jaffe, and Jesse Chance

The payment of claims for \$17,159.52 was reviewed by the committee and a resolution for approval by the Board of Trustees will be presented to the Board at the March meeting. The Reconciliation Summary dated 2/29/2024 was also reviewed by the committee.

Jesse recommended three resolutions for the Board to bring to the executive board meeting this month.

- An amendment to the 2024 budget to reflect the change in salary we made for Shannon Powell becoming the Circulation and Programming Manager.
- A resolution to move \$180,000 from our Bank of Green County checking account to a short-term CD in order to earn interest on the money which will not be needed for at least six months.
- A resolution to enter an agreement with the NYS Deferred Compensation Plan so that employees may take advantage of this program.

Jesse and Reggie met to discuss the 2025 budget. Jesse recommends holding most expenses for 2025 at 2024 levels. The resulting expenses are projected to be \$573,350.00 (an \$11,589.00 increase over the 2024 budget approved in 2023). This will require an increase in the town's tax appropriation to \$450,823.30.

The Purchasing and Procurement Policy will be reviewed next month.

Respectfully submitted,
Reggie Heffernan, Treasurer

Next Meeting
Thursday, April 11, 2024
4 pm at The Town of Esopus Library

The Town of Esopus Library
Governance and Personnel Committee minutes
March 12, 2024

Present: Nancy Beranek, Susan Barbarisi, Martha Farrell, Stephen Lewis, Don Carragher, and Jesse Chance.

The committee reviewed and made minor revisions to the following policies: Confidentiality of Library Patrons Records Policy, Copyrighted Materials Policy, and the Safety Policy. These will be presented at the next Board meeting for approval.

The committee will also present a new policy to the Board for approval, namely the Trustee Education Policy. The associated form, Self-Assurance of Trustee Education Activity Completion Form, will also be presented for approval.

Jesse will put together a sensitivity training program. He and Don suggest that any willing trustee participate.

Respectfully submitted,
Nancy Beranek

SUSTAINABILITY / RESEARCH & DEVELOPMENT

MARCH 13, 2024

Present: Elaine Rylance, Chair; Don Carragher, Larry Decker and Jesse Chance

The Turning Outward program will begin in April and will be available to us as soon as possible from the program facilitator. So far 3 libraries have committed to the program.

Don updated the committee with what he hopes will be his approach to Turning Outward, hoping to have input from as many contacts in the community as possible. His list will include organization names and contacts, with their information, for as many clubs, organizations and affiliations that he can compile.

With that in mind, he respectfully requests that each Board member supply him with names and contacts for the organizations of which we are a member or are aware of.

Respectfully submitted,

Elaine Rylance

Next meeting is April 10, 2024, at 4 p.m.

Resolution of the Board of the Town of Esopus Library

Resolution 13 of the Year 2024

Personnel Actions

Recommended By Interim Manager / Director

Pending Personnel Action Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Meaghan Darling	Adult/Teen Programmer	Resignation	3/5/24	n/a

Action Requested **MOVED** that the Board of Trustees of the Town of Esopus Library District approve the personnel actions listed above.

Motion Moved Susan Barbarisi

Seconded Martha Farrell

Result of Action In Favor 7

Against 0

Abstaining 0

Excused 2

Absent 0

Approved by the Board this Wednesday, February 28, 2024

Approving Signature: Don Carragher
Don Carragher, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 12 of 2022**

Removal of the Filtering Policy

WHEREAS, The Governance and Personnel Committee has reviewed the Filtering Policy and determined that it is no longer relevant and is recommending that the Board of Trustees remove this policy;

RESOLVED, the Board of Trustees of the Town of Esopus Library approves the removal of Filtering Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Stephen Lewis

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, February ²³~~24~~, 2024

Approving Signature: Don Carragher

Don Carragher, Board President

FILTERING POLICY

Need for this policy: To support the rights of individuals/their privacy and to support the United States Supreme Court ruling in Reno vs. ACLU et al (521 US 844) that affirmed the merits of the First Amendment.

Procedure: The current state of filtering software is, at best, underdeveloped. As a consequence, filters may block information defined as constitutionally free speech, which in turn may jeopardize the effectiveness of the library in providing complete access to information. As a consequence, the Town of Esopus Library opposes attempts by federal, state or special interest groups to mandate the use of filtering software.

The Esopus Library supports the principle of free and open access to information and ideas, regardless of the medium in which they exist. We do not advocate the use of filtering software. We suggest that the privacy of users be protected whenever possible. We support the right of individuals to determine what is appropriate for themselves and their children. The responsibility for determining what is suitable for children is best left to their parents or legal guardians.

The Town of Esopus Library works with our own governing bodies, constituents and staff in order to create electronic resources policies that best reflect the needs of our community and the people within our community. No library should feel untoward pressure from special interest groups in creating local Acceptable Use Policies.

We endorse the principles of the American Library Association's Library Bill of Rights, including the resolution on the Use of Filtering Software. For more information on these documents, see the American Library Association's home page at <http://www.ala.org>.

Responsibilities: It is the responsibility of the Director to keep apprised of all laws governing filtering and to apply them, as appropriate to daily procedures.

Adopted by the Library Board of Trustees: December 7, 2011

Revised by the Board of Trustees: November 20, 2013

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 11 of 2024**

Acceptance of Job Descriptions

WHEREAS, the Town of Esopus Library did not maintain official job descriptions for the paid positions performed by the employees of the Town of Esopus Library;

WHEREAS the following list of job descriptions for the Town of Esopus Library are being presented:

- Adult and Teen Program Coordinator
- Children's Program Coordinator
- Circulation and Programming Manager
- Circulation Clerk
- Library Assistant
- Office Clerk
- Secretary to the Board of Trustees

WHEREAS, The Governance and Personnel Committee offers the attached job descriptions for the Town of Esopus Library for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the attached Town of Esopus Library job descriptions.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Martha Farrell Seconded: Susan Barbaisi

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, February ²⁸~~27~~, 2024

Approving Signature: _____

Don Carragher, Board President



Adult and Teen Program Coordinator

Description: The Adult and Teen Program Coordinator (ATPC) plans and implements programs that further the Library's long range goals, respond to stated needs from library patrons, and enhance the Library's partnership activities with community agencies and groups. The ATPC. is primarily responsible for planning marketing, conducting, and facilitating programs for patrons age 13 to adult. The ATPC. is also responsible for collection development of YA materials and some Adult materials, including books, audiobooks, movies and e-content.

- **Adult Programming:** This position coordinates adult events and workshops and oversees ongoing adult programming.
- **Teen Programming:** In addition to coordinating teen events and overseeing teen programs, the ATPC is responsible for initiating and maintaining a Teen Volunteer program with the long-term expectation of creating a positive teen experience which engenders additional Teen events.
- Collaboration with the Children's Programmer is essential for this position.

DUTIES AND RESPONSIBILITIES:

Working with the Circulation and Programming Manager and under the general oversight of the Library Director, the ATPC:

- Oversees and supervises ongoing programs while introducing new programs and special events that respond to customer and community demand.
- Researches, makes contact with, and negotiates with potential program presenters and performers.
- Engages in outreach to schools and other organizations.
- Collaborates with Children's Program Coordinator to create fun and educational Summer Reading Program incentives and opportunities.
- Sets up and cleans up program space; introduces and assists presenter(s); strives to ensure that both the presenter and the patrons have a pleasant experience.
- Promotes programs via social media, e-newsletter, website, e-blasts, flyers, and offsite visits to community groups.
- Keeps detailed records pertaining to agreements with presenters and performers and assesses programs by keeping records of attendance which are reported to the Director monthly.
- Emphasizes the importance of digital literacy in programming, collection development, and technology choices.
- Maintains annual programming budgets for both adults and teens, keeping a record of all expenditures and other financial documents.
- Speaks to community groups as requested

- As needed, fulfills Circulation duties including processing patron requests for library materials or information using Sierra, an online database.

Desired Qualities:

- Ability to independently plan, organize and coordinates programs
- Strong computer/technology skills.
- Comfortable speaking in public and with conducting programs on Zoom or other online platform.
- Ability to interact positively with diverse patrons.
- Ability to work a flexible schedule that includes day, night and weekend hours.

Minimum Qualifications:

1. A Bachelor's degree in Education, Library Science, English, Communications, or a closely related field from a regionally accredited or NY State registered college or university *AND* one (1) year of experience in a library setting or performing duties related to the supervision, coordination and administration of adult and youth programs.
2. An Associate's Degree in Education, Library Science, English, Communications, or closely related field from a regionally accredited or NY State registered college or university *AND* three (3) years of experience in a library setting or performing duties related to the supervision, coordination and administration of adult and youth programs.
3. Graduation from high school or possession of a high school equivalency diploma and 5 years of experience in a library setting or performing duties related to the oversight, coordination, and administration of programs for adults and/or teens.
4. Eligible to take Ulster County Civil Service exam for Library Assistant II.

As a civil service library, Esopus Library adheres to all rules and guidelines of Ulster County Civil Service in hiring and employment. All library staff are entitled to an annual employee evaluation. Evaluations for this position are prepared by the Circulation and Programming Manager and conducted by both the C&P Manager and the Library Director.

2/14/24 jc



Children's Program Coordinator

Description: With children and their parents in mind, the Children's Program Coordinator develops and facilitates an inclusive, diverse, and educational annual roster of programs and events while fostering a warm and welcoming environment.

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Library Director, the Children's Program Coordinator:

- Creates, coordinates, publicizes, and facilitates all library programs for children and families.
- Tracks their spending being sure to remain within the annual children's programming budget as approved by the Board of Trustees.
- Assists in the development of the children's print and media collections.
- Explores new technologies and makes recommendations for purchases.
- Purchases material for the children's collection within the annual budget.
- Assists patrons with reference questions, reader's advisory, routine computer and internet use questions, and provides circulation service as needed.
- Holds regular story times for a variety of age groups as the needs of the current population dictate.
- Keeps detailed records pertaining to agreements with presenters and performers and assesses programs by keeping records of attendance which are reported to the Director monthly.
- Emphasizes the importance of digital literacy in programming, collection development, and technology choices.
- Speaks to community groups as requested

Desired Qualities:

- Ability to interact positively with patrons.
- Strong computer/technology skills.
- Comfortable speaking in public and with conducting programs on Zoom or other online platform.

Minimum Qualifications:

1. A Bachelor's degree in Education, Library Science, English, Communications, or a closely related field from a regionally accredited or NY State registered college or university *AND* one (1) year of experience in a library setting or performing duties related to the supervision, coordination and administration of adult and youth programs.

2. An Associate's Degree in Education, Library Science, English, Communications, or closely related field from a regionally accredited or NY State registered college or university *AND* three (3) years of experience in a library setting or performing duties related to the supervision, coordination and administration of adult and youth programs.
3. Graduation from high school or possession of a high school equivalency diploma and 5 years of experience in a library setting or performing duties related to the oversight, coordination, and administration of programs for adults and/or teens.
4. Eligible to take or have taken the Ulster County Civil Service exam for Library Assistant II.

As a civil service library, Esopus Library adheres to all rules and guidelines of Ulster County Civil Service in hiring and employment. All library staff are entitled to an annual employee evaluation. Evaluations for this position are prepared and conducted by the Library Director.

2/14/24 jc



Circulation and Programming Manager

Description: Acting as the Library Director's second-in-command, the Circulation and Programming Manager schedules and oversees the work of all clerks, the Adult and Teen Program Coordinator, and the Library Assistant. The C & P Manager also acts as the library's Children's Program Coordinator (see separate job description).

DUTIES AND RESPONSIBILITIES:

Administrative and Patron Services

- Develops monthly staff schedules, ensuring that there is adequate coverage for the circulation desk at all times.
- Is responsible for oversight of all programming budgets.
- Keeps the staff vacation/sick/personal time spreadsheet current and makes the information contained therein readily available to all staff.
- Authorized to approve requests for leave of staff under their supervision.
- Works with appropriate staff to create and disseminate content that advertises events and notifies the public of changes to service.
- Works with the Director and Adult and Teen Program Coordinator to develop and implement a robust programming schedule that meets the needs of all ages and demographics in the library's community.
- Remains abreast of current issues and trends in information science and policy through workshops, list-serves, classes, and affiliations.
- Insures that Library policy in general and circulation desk procedures specifically are adhered to.
- Applies mediation and diplomacy skills to provide proper resolution of patron and staff complaints.
- Under the supervision of the Director, C & P Manager conducts annual staff evaluations for all clerks, the Adult and Teen Program Coordinator, and the

Library Assistant.

- Submits monthly reports to Director as well as regular in-person meetings.
- Is second to be called by security company when fire or burglar alarm triggered.
- Designated to act for the Director in the Director's absence.
- Other duties as assigned.

Qualifications - Candidates must meet these minimum requirements:

- Bachelor's Degree or higher.
- Minimum of two (2) years professional library experience, one of which must have been administrative or supervisory capacity.
- Eligible to take Ulster County Civil Service exam for Library Assistant III.

In Addition to the above qualifications, the library seeks an individual with the following attributes:

- A desire for civic engagement with the local community and interests and a passion to bring the Library's mission and vision to the community at large.
- Leadership and a willingness to actively participate in the Library's management team.
- Ability to manage and evaluate a diverse staff serving a diverse population.
- Willingness to participate in state and national organizations.
- Willingness to work with the Library Director in the development of Library policies and procedures.
- Ability to represent the Library in the Library Director's absence.

As a civil service library, Esopus Library adheres to all rules and guidelines of Ulster County Civil Service in hiring and employment. All library staff are entitled to an annual employee evaluation. Evaluations for this position are prepared and conducted by the Library Director.

2/14/2024 jc



Circulation Clerk

Description: This position assists patrons with basic library functions and helps with maintaining a clean, friendly and welcoming environment for all visitors to the library to enjoy.

DUTIES AND RESPONSIBILITIES:

- Act as frontline staff to library patrons and visitors while giving stellar customer service.
- Assist patrons with online databases and simple internet searches.
- Assist patrons with finding materials and use of the online catalog.
- Create and maintain new patron registrations.
- Assist patrons with signing on to and using public computers and with scanning documents.
- Shelf items and retrieve items on hold to be sent to other libraries.
- Give rudimentary instruction regarding attaching documents to email and with retrieving documents attached to email.
- Send notifications (email, TNS, text) that items are ready for pick-up, clear the hold shelf, send late/billed notices, and other circulation functions.
- Call patrons on the telephone for a variety of reasons.
- Submit interlibrary loan requests on SEAL as needed.
- Check items in and out of the collection and place holds using the MHLS Integrated Library System (ILS) which is currently discover.midhudsonlibraries.org
- Answer phones, assist patrons with the copy machine, send and receive faxes.
- Process financial transactions such as printing/faxing/copying fees using the library's simple register.
- Assist with maintenance of the collection by replacing worn and faded spine labels and tasks of that nature.
- Ensure that the copier and fax machine are supplied with paper and ink/toner and restock the restrooms with paper goods if they run out.

- Perform the opening and closing routines tasks as instructed, including emptying the drop box and unlocking/locking doors.
- Professional development in the form of workshops, seminars, and professional training sessions.
- Other duties as assigned.

Minimum Qualifications

A high school diploma, a GED, or six months of experience as a volunteer Page at the library.

As a civil service library, Esopus Library adheres to all rules and guidelines of Ulster County Civil Service in hiring and employment. All library staff are entitled to an annual employee evaluation. Evaluations for this position are prepared by the Circulation and Programming Manager and conducted by both the C&P Manager and the Library Director.

1/2/24 jc



Town of Esopus Library

Library Assistant

Description: The Library Assistant performs paraprofessional library duties assisting a professional librarian. They may perform circulation work, cataloging, book repair, etc. Additionally, they interact on a regular basis with other public libraries and institutions in locating material and obtaining information. Work is performed under the general supervision of a higher level employee with leeway allowed to make independent decisions on routine issues.

DUTIES AND RESPONSIBILITIES:

- Processes patrons' requests for library materials or information using an on-line telecommunications network or manually searching several print sources.
- Verifies information using a variety of library resources.
- Instructs library patrons on the use of the computers, the internet, various devices, including a patron's cell phone, and the online catalog.
- Selects books, pamphlets and posters for display in popular reading areas, career section and general display area.
- Promotes programs for various segments of the community.
- Processes new books to be shelved.
- Performs rudimentary cataloging.
- Creates weeding lists and assists with weeding projects.
- Maintains files and assists with the preparation of monthly and annual statistical reports.
- Attends workshops, training sessions and otherwise works to remain abreast of current standards regarding the provision of library services.
- Orders documents and other publications through government and private publishers.
- Updates and oversees the functioning of the Library's digital sign.
- Supervises the work of circulation clerks when needed.
- Assists Director in matters of collection arrangement.
- Other duties as assigned.

Qualifications

A Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree; OR

B Graduation from a regionally accredited or New York State registered college or university with an Associates degree and two (2) years of experience, in a library setting, performing duties related to library functions; OR

C Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of experience, in a library setting, performing duties related to library functions; OR

D An equivalent combination of training and experience as indicated A, B and C above.

In addition to these minimum qualifications, the Library Assistant must be computer savvy, with experience using a variety of social media as well as Constant Contact, Google Drive, Drop Box, and Wix, and ability to learn new software as needed. They must also have the ability to tackle tech problems independently and with ease.

As a civil service library, Esopus Library adheres to all rules and guidelines of Ulster County Civil Service in hiring and employment. All library staff are entitled to an annual employee evaluation. Evaluations for this position are prepared by the Circulation and Programming Manager and conducted by both the C&P Manager and the Library Director.

2/14/24 jc



Office Clerk

Description: This position assists the Director with maintaining and creating new files for the Library. The Office Clerk acts as the liaison between the Library and its accountant, processing bills and other expenditures for payment as well as submitting payroll bi-weekly.

REGULAR DUTIES AND RESPONSIBILITIES:

- Prepare vouchers for invoices and other expenditures.
- Sorting, filing, and other clerical duties.
- Order supplies and office materials.
- Maintain a calendar of due dates to ensure that bills and invoices are paid on time.
- Pick up and sort mail.
- Contact companies and organizations to discuss billing matters.
- Submit payroll and maintain payroll files.
- Obtain w9 Forms and Certificates of Insurance from vendors.
- Prepare weekly bank deposits.
- Prepare new employee packets and collect needed forms for accountant.
- Create new payroll, voucher, and other binders for each new year.
- Other duties as assigned.

Minimum Qualifications:

High School diploma or GED **AND** at least one (1) year experience in a clerical or bookkeeping environment. The Office Clerk must be comfortable and capable with numbers, computers, and people. Candidate must be eligible to take or have taken the Office Clerk Civil Service exam.

As a civil service library, Esopus Library adheres to all rules and guidelines of Ulster County Civil Service in hiring and employment. All library staff are entitled to an annual employee evaluation. Evaluations for this position are prepared and conducted by the Library Director.

2/14/24 jc



Secretary to the Board of Trustees

Description: The Secretary to the Board of Trustees is a paid position that works primarily with the President of the Board of Trustees fulfilling all of the duties that a Trustee secretary would and more. The Secretary to the Board also acts as the coordinator of the Library's annual election/budget vote.

DUTIES AND RESPONSIBILITIES:

Board Meetings:

- Request all Committee Meeting Minutes a week and a half before the scheduled Board Meeting.
- Draft agenda and majority of the resolutions needed for the meetings.
- Week before Board Meeting, print and email board meeting packets to all Trustees and Director.
- Take Board Meeting Minutes.
- File all Board Meeting items and Resolutions.
- Signed resolutions are also scanned and filed online.
- Create all appropriate file folders under Board of Trustees in DropBox.
- Update all Library and Personnel policies as approved by the Board.
- Provide Trustees with updated policies for their Trustee Binder.
- Update all Policy (Library and Personnel) Manuals physically in the Library with approved policies.

Prepare for Annual Vote. Below is a sample list of tasks associated with the annual vote:

- Set up all folders.
- Prepare Candidate petitions.
- Prepare Ballots, Absentee Ballots and place necessary orders for same.
- Post flyers at all post offices in Town of Esopus.
- Contact Board of Elections for voter registration, election inspector and Permanent Absentee Voter listings.
- Place necessary newspaper notices for candidates and election notification.
- Set up on day of Vote and assist with running the election.

- Set up Reorganization meeting
- Prepare contact list of all Trustees.
- Prepare Trustee Binder for new Trustees.
- Update Voucher schedule.
- Have Trustees review and sign the following:
 - Trustee Code of Ethics
 - Conflict of Interest
 - Sexual Harassment Training

Miscellaneous:

- Update Timesheet due date listing yearly.
- Update Travel Reimbursement form yearly with current IRS mileage rate.
- Update Checklist for MHLS Essential Document Listing periodically.

Esopus Library is a Civil Service Library and adheres to all rules, regulations and guidelines as required. All Esopus Library staff are entitled to an annual review. The Director of the Library prepares and conducts the annual employee evaluation of the Secretary to the Board of Trustees.

2/14/24 jc

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 10 of 2024**

Inclement Weather Closings Policy Update

WHEREAS, minor updates are needed in the Inclement Weather Closings Policy;

WHEREAS, The Governance and Personnel Committee offers the attached updated Inclement Weather Closings Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Inclement Weather Closings Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Larry Decker

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, February ²⁸~~24~~, 2024

Approving Signature: _____

Don Carragher, Board President

INCLEMENT WEATHER CLOSINGS POLICY

The Library Director/designee may close the Library if the roads are deemed to be hazardous due to inclement weather.

The Director/designee will post a closing or change in open hours on the Library website, Facebook and the digital sign. All staff and volunteers scheduled to work that day will be notified. An e-mail will be sent to members of the Board of Trustees and the Friends.

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 09 of 2024**

Wireless Transfer and Online Banking Policy Update

WHEREAS, minor updates are needed in the Wireless Transfer and Online Banking Policy;

WHEREAS, The Finance Committee offers the attached updated Wireless Transfer and Online Banking Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Wireless Transfer and Online Banking Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Martha Fanell Seconded: Susan Barbanisi

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, February ²⁸~~23~~, 2024

Approving Signature: _____

Don Carragher, Board President

Wire Transfer and Online Banking Policy

Wire transfer, bank transfer or credit transfer is a method of electronic funds transfer (EFT) from one person or entity to another. A wire transfer can be made from one bank account to another bank account or through a transfer of cash at a cash office (Wikipedia). Electronic Funds Transfers are often Automated Clearing House (ACH) Transactions.

The New York State Office of the State Comptroller, in general, is not in favor of the use of Wire Transfer and Online Banking for transferring funds to or from municipal bank accounts. However, in certain instances, the business model of key services requires that payment or banking transactions be handled electronically. The Library Board of Trustees will review and limit electronic transactions to the services which require it.

Currently the only entities which require electronic funds transfer using EFT or ACH are the following and the Board of Trustees authorizes only these entities for EFT transfers from the Operating Checking account:

- New York State Retirement System for employee retirement deductions (which is not paid from the General Fund but from deductions from employees' wages)
- ADP for payroll, payroll taxes and invoices. ADP is a national, reputable company with similar arrangements with other clients.
- Wage Works for administration fees and other payments per contract. WageWorks is a national, reputable company with similar arrangements with other clients.

No other electronic banking resulting in a transfer of funds will be done. No wire transfers or cash transferred at a cash office (ex: Western Union) will be done.

All EFT transfers will be handled as follows:

- They will be reviewed and recorded using the claims audit process.
- Bank reconciliations will provide oversight to the transfers as well to ensure that only the expected transfers have occurred.

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 08 OF 2024

Payment of Claims
January 1, 202~~3~~⁴ to January 31, 202~~3~~⁴

WHEREAS, the total of all claims for payment, excluding wages and taxes, from January 1, 202~~3~~⁴ to January 31, 202~~3~~⁴ is \$40,967.31.

WHEREAS, the Board has agreed to purchase all goods and services

WHEREAS, funds from the operating budget will be used to pay these claims

RESOLVED, the Board of the Town of Esopus Library accepts and approves the payment of these January 1, 202~~3~~⁴ to January 31, 202~~3~~⁴ items in the amount of \$40,967.31.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Nancy BeraneK Seconded: Larry Decker

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, February ²⁸~~24~~, 2024

Approving Signature: Don Carragher
Don Carragher, Board President

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V24-0001	National Business Tech	9612	1/9/24	<i>[Signature]</i>	219.00
V24-0002	National Business Tech	6498	1/7/24	<i>[Signature]</i>	22.22
V24-0003	CDPHP - Jan	Bill	1/2/24	<i>[Signature]</i>	2984.72
V24-0004	WZ Accountants	7223	1/5/24	<i>[Signature]</i>	600.00
V24-0005	T-Mobile - 6 Hotspots	Bill	1/4/24	<i>[Signature]</i>	180.60
V24-0006	Port Even Water/Sewer Dist	Bill	1/9/24	<i>[Signature]</i>	59.98
V24-0007	Midwest Tape Hoopla	0395	1/5/24	<i>[Signature]</i>	532.64
V24-0008	Ziberty Security Service	0550	1/6/24	<i>[Signature]</i>	76.00
V24-0009	Spectrum Business	Bill	1/9/24	<i>[Signature]</i>	249.99
V24-0010	Amazon	Inv.	1/9/24	<i>[Signature]</i>	78.23 <i>mc</i>
V24-0011	Amazon	Inv.	1/9/24	<i>[Signature]</i>	35.08
V24-0012	Deborah McMenemy	Receipts	1/9/24	<i>[Signature]</i>	353.43
V24-0013	MHLs - Tech Support Contract	1536	1/9/24	<i>[Signature]</i>	1624.00
V24-0014	Laura Salgarolo	Form	1/9/24	<i>[Signature]</i>	9.16
V24-0015	Meaghan Barling	Form	1/9/24	<i>[Signature]</i>	19.00
V24-0016	The Wall Street Journal	Sub	1/9/24	<i>[Signature]</i>	233.94
V24-0017	Royal Canting	Bill	1/23/24	<i>[Signature]</i>	141.55
V24-0018	Friends of Esopus Library	SPENT	1/23/24	<i>[Signature]</i>	287.70
V24-0019	OverDrive	6139	1/23/24	<i>[Signature]</i>	492.68
V24-0020	Central Hudson	Bill	1/23/24	<i>[Signature]</i>	816.46
V24-0021	VSP Vision	Bill	1/23/24	<i>[Signature]</i>	76.32
V24-0022	Hudson Valley One	Bill	1/23/24	<i>[Signature]</i>	45.00
V24-0023	NYS LRS	Bill	1/23/24	<i>[Signature]</i>	25,812.00
V24-0024	Verizon Business	Bill	1/23/24	<i>[Signature]</i>	3.77
V24-0025	Visa	Bill	1/23/24	<i>[Signature]</i>	162.77

...VOUCHER LOG revised Dec 5, 2023

6:06 PM

02/01/24

Accrual Basis

Town of Esopus Library

Check Listing

As of January 31, 2024

Type	Date	Nu	Name	Memo	Clr	Split	Credit
Checking/Savings							
A0200 Cash Operating Fund							
2020 Bank of GC Checking 6086							
Check	01/24/2024	4533	New York State and Local Retirement	V23-0003	X	-SPLIT-	25,812.00
Check	01/10/2024	4513	CDPHP	V23-0039	X	A7410.800 Health & Maj. Med.	2,984.72
Check	01/31/2024		Shamrock Cleaners	V24-0001	X	A7410.452 Cleaning Services	1,860.00
Check	01/10/2024	4511	National Business Technologies	V24-0002	X	A7410.2439 Printer/Copier	219.00
Check	01/10/2024	4512	national Business Technology	V24-0004	X	A7410.2439 Printer/Copier	22.22
Check	01/10/2024	4514	WZ Accountants	V24-0005	X	A7410.437 Accountant	600.00
Check	01/10/2024	4515	T-Mobile	V24-0006	X	A7410.419 Internet	180.60
Check	01/10/2024	4516	Port Ewen Water/Sewer District	V24-0007	X	A7410.452 Water & Sewer	59.98
Check	01/10/2024	4517	Midwest Tape - Hoopla	V24-0008	X	A7410.412 E-Content	532.64
Check	01/10/2024	4518	Liberty Security System	V24-0009	X	A7410.452 Security System	76.00
Check	01/10/2024	4519	Spectrum Business	V24-0010	X	A7410.419 Internet	249.99
Check	01/10/2024	4520	Amazon	V24-0011	X	-SPLIT-	78.23
Check	01/10/2024	4521	Amazon	V24-0011	X	A7410.430 Office Supplies	35.08
Check	01/10/2024	4522	Deborah McMenemy - Reimb.	V24-0012	X	A7410.800 Health & Maj. Med.	353.43
Check	01/10/2024	4523	Mid-Hudson Library System	V24-0013	X	Tech Support	1,624.00
Check	01/10/2024	4524	Laura Salgarolo	V24-0014	X	A7410.430 Office Travel	9.16
Check	01/10/2024	4525	Meaghan Darling	V24-0015	X	A7410.430 Office Travel	19.00
Check	01/10/2024	4526	The Wall Street Journal	V24-0016	X	A7410.413 Newspapers	233.94
Check	01/24/2024	4527	Royal Carting Service Co	V24-0017	X	A7410.452 Trash	141.55
Check	01/24/2024	4528	Friends of the Town of Esopus Library	V24-0018 EXCH	X	A9855 Friends Exp. Exchange	287.70
Check	01/24/2024	4529	OverDrive, Inc.	V24-0019	X	A7410.412 Adult Books - E-books	492.68
Check	01/24/2024	4530	Central Hudson	V24-0020	X	A7410.452 Electric	816.46
Check	01/24/2024	4531	Eastern VSP, Inc.	V24-0021	X	A7410.800 Health & Maj. Med.	76.32
Check	01/24/2024	4532	Hudson Valley One	V24-0022	X	A7410.413 Newspapers	45.00
Check	01/24/2024	4534	Verizon Business	V24-0024	X	A7410.4311 Long Distance	3.77
Check	01/24/2024	4535	Visa	V24-0025	X	-SPLIT-	162.77
Check	01/24/2024	4536	Ingram Library Services	V24-0026	X	A7410.410 Young Adult Non-Ficti	29.19
Check	01/24/2024	4537	Verizon	V24-0027	X	A7410.419 Telephone	131.16
Check	01/24/2024	4538	Amazon	V24-0028	X	Childrens Programs	134.95
Check	01/24/2024	4539	Amazon	V24-0029	X	-SPLIT-	52.98
Check	01/24/2024	4540	Ingram Library Services	V24-0030	X	-SPLIT-	106.08
Check	01/24/2024	4541	WZ Accountants	V24-0031	X	A7410.437 Accountant	550.00
Check	01/24/2024	4542	Ingram Library Services	V24-0032	X	A7410.410 Adult Fiction	96.86
Check	01/24/2024	4543	Ingram Library Services	V24-0033	X	A7410.410 Juvenile Non-Fiction	52.11
Check	01/24/2024	4544	Ingram Library Services	V24-0034	X	A7410.410 Young Adult Fiction	67.16
Check	01/24/2024	4545	School Library Journal	V24-0035	X	A7410.413 Magazines	89.00
Check	01/24/2024	4546	Library Journal	V24-0036	X	A7410.413 Magazines	99.00
Check	01/31/2024	EFT-VWV ...	Wage Works - Admin	V24-0037	X	A7410.800 Health & Maj. Med.	72.00
Check	01/31/2024	EFT VWV ...	Wage Works - Care Card	V24-0038	X	A7410.800 Health & Maj. Med.	1,310.21
Check	01/25/2024	EFT	Shelter Point Life Insurance Co.	V24-0040	X	A7410.800 Disability Ins.	1,488.07

Total 2020 Bank of GC Checking 6086

Total A0200 Cash Operating Fund

Total Checking/Savings

Friends - 287.70
\$ 40967.31