

Town of Esopus Library  
December Board of Trustees Meeting  
Tuesday, December 27, 2022

**Agenda**

Call to order	Don Carragher
Approval of September Board Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Director's Report	Brooke Dittmar
Friends	Susan Leiching

Committees

1. Buildings and Grounds – Don Carragher
2. Governance and Personnel / Trustee Training – Nancy Beranek
3. Sustainability, Research and Development – Don Carragher

Adjournment

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Resolutions:

2022-61 – Payment of November Claims

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES November 22, 2022**

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

**Board Members Excused:**

**Board Members Absent:** Laura Lauria

**Staff Present:** Brooke Dittmar, Mary Garraty

## **I. CALL TO ORDER –**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:01 p.m.

## **II. APPROVAL OF MEETING MINUTES**

Written minutes for the October monthly Board meeting held on October 25, 2022 was submitted and open for review. A motion to accept the minutes of the October monthly Board meeting held on October 25, 2022 was made by Susan Barbarisi and seconded by Elaine Rylance.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent: Laura Lauria

## **III. Presidents Word – Don Carragher**

Don presented an article that he read from the Hudson Valley times. Each board member received a copy at the meeting. Don commented that he felt that this is something that could happen to this library as well.

## **IV. Public Comment - None**

## **V. TREASURER'S REPORT/FINANCE – Reggie Heffernan**

Written report was submitted. The Finance Committee reviewed the claims for the past month which totaled \$32,875.52. The committee talked about two savings bonds that had matured. The Petty Cash Policy was reviewed and the committee decided that the policy did not need any changes. Reggie discussed the following resolutions being presented to the Board.

- Resolution #53 of 2022 (Payment of October Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from October 1, 2022 to October 31, 2022 for items in the amount of \$32,875.52. A motion to accept the resolution was made by Elaine Rylance and seconded by Larry Decker.  
 AYES: 7; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused:  
 Board Members Absent: Laura Lauria
- Resolution #56 of 2022 (Transfer Funds):** The Board of Trustees of the Town of Esopus Library authorizes the transfer of these funds, totaling \$2,188.92, from the Operating Checking Account to the Capital Account. A motion to accept the resolution was made by Susan Leiching and seconded by Nancy Beranek.  
 AYES: 7; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused:  
 Board Members Absent: Laura Lauria
- Resolution #58 of 2022 (Credit Card / Financial Tools Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Credit Card / Financial Tools Policy. A motion to accept the resolution was made by Susan Barbarisi and seconded by Susan Leiching.  
 AYES: 7; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused:  
 Board Members Absent: Laura Lauria

**VI. DIRECTOR'S REPORT** – Brooke Dittmar, Director

Written report submitted. Brooke showed the Board a picture that a gardener from the community garden painted and donated to the Library. Brooke reviewed the Director's report. The patrons are happy with the Library being fine free. Fine free is for all items that were checked out from the Esopus Library only. The John Burroughs Association donated some items to the library regarding the environment and nature. The Ulster County Library Association is starting library passes to a number of museums. The Community Garden is closing for the season. Brooke will be investigating the purchase of Cyber Incident Liability Coverage. Brooke discussed her attendance of the Digital Safety Train-the-Trainer webinar.

**VII. FRIENDS** --Susan Leiching

Friends met in November. They received a new printer. Friends sent the first box of books to World Books. The books will be sold and Friends will get a percentage of the sales. The Book sales will commence the Monday after Thanksgiving and there will be a John Burroughs' section.

## VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Don Carragher  
Written report was submitted. Don reviewed the committee meeting minutes. The tiles have been reinstalled in the server ceiling room. We need to monitor the tiles to make sure the mold does not reoccur. The water for the hoses has to be shut off.
- **Governance and Personnel** – Nancy Beranek  
Written report submitted. Nancy reviewed the meeting minutes. She discussed the changes to the Lending Rules Policy as well as the discontinuance of some policies. She also discussed the changes made to the Sick Leave Policy in the Personnel Manual.
  - **Resolution #54 of 2022 (Lending Rules Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Lending Rules Policy. 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:  
Board Members Absent: Laura Lauria
  - **Resolution #55 of 2022 (Update to Section 3.2 [Sick Leave] of Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 3.2, Sick Leave, of the Personnel Policy Manual. A motion to accept the resolution was made by Larry Decker and seconded by Reggie Heffernan.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent: Laura Lauria
  - **Resolution #57 of 2022 (Personnel Actions - L. Gough):** 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 Reggie Heffernan.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent: Laura Lauria
  - **Resolution #59 of 2022 (Removal of the Receiving a Library Card by Mail Policy):** The Board of Trustees of the Town of Esopus Library agrees to the removal of the Receiving a Library Card by Mail Policy from the Internal section of the Library Policy Manual. A motion to accept the resolution was made by Susan Leiching and seconded by Larry Decker.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent: Laura Lauria

- **Resolution #60 of 2022 (Removal of the Content and Issuance of Policies ):** The Board of Trustees of the Town of Esopus Library agrees to the removal of the Content and Issuance of Policies from the Internal section of the Library Policy Manual. A motion to accept the resolution was made by Elaine Rylance and seconded by Reggie Heffernan.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: Laura Lauria

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

Written report submitted. Don reviewed the meeting minutes. The committee discussed getting an Epipen. This item is not available to the general public. A prescription can be written to get one. However specific documents and policies would need to be in place as well as a qualified person to administer it.

### **IX. Trustee Training** – Don Carragher and Nancy Beranek

Nancy discussed the upcoming evaluations that will need to be completed. Nancy handed out the Director’s Evaluation and said they were due back to her in February 2023. She will also pass out the Self-Evaluation of the Board form in the near future. Nancy will do a synopsis of the evaluations after all evaluations are returned to her. Nancy and Don will review the total Director Evaluation with Brooke.

Don and Susan Barbarisi attended the Parliamentary Procedure course on October 27, 2022. Don noted that there is one last training opportunity being held on December 12<sup>th</sup> in person at the MHLS Auditorium, 105 Market Street, Poughkeepsie, NY. The name of this course Pathways to Sustainable Funding. Susan Barbarisi is planning to attend and will provide a recap of the course at the next Board meeting.

The next Board meeting is December 27<sup>th</sup> and Don suggested that we have a party before or after the Board meeting.

Don made a motion to go into executive session at 6:45 pm and Susan Barbarisi seconded. The executive session ended at 6:55 pm. Susan Leiching made a motion to close executive session and Larry Decker seconded.

### **X. ADJOURNMENT**

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

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: Laura Lauria

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

Town of Esopus Library  
Buildings and Grounds Committee  
December 19, 2022

The committee did not meet this month. This is a summary of activities.

The doorstop on the door to the book-drop was replaced by Don.

Brooke and Don walked through the main collection area to see spots that needed additional cleaning.

It has long been desired that we have additional office space for staff, increased privacy for the completion of detailed work and reports, and better soundproofing for confidential discussions. Some of this could be addressed by dividing the processing room into two offices with separate doors. Don suggested repurposing the patron toilet as the director's office and using the staff toilet for all and let the assistant director use the current director's office. Should additional office space become available in the future the toilet could be refitted.

Next meeting: January 9, 2023 4pm in the Community Room.

Submitted by Don Carragher

**Director's Report to the Board**  
**December 27, 2022**  
**Brooke Dittmar**

We had a great float in the Winter Wonderland Parade at the beginning of December. Our Library Assistant, Laura, painted a backdrop of "Goodnight Moon", Ben built a wooden structure to hold the backdrop and lights, and Janet, one of our Clerks, played the part of the bunny reading a book in the rocking chair. Some of us rode on the float, and some of us walked beside the float, giving away coupons to the Book Cellar (50 coupons were donated by the Friends!), and candy canes. Earlier on the same day Santa visited the library, and was a big hit! Thank you Santa Don!

The Right to Repair bill, S4104, has passed the NYS Assembly 142-2, and the NYS Senate 59-4, and is now on Governor Hochul's desk. This bill fights "planned obsolescence", and will require that manufacturers, for example, use common screws that people can loosen to get into items to fix them themselves. Currently, many companies put in screws that only they can remove, with a proprietary screw driver bit, or screws that won't come out at all. It is an important bill that will help counteract what has become our throw-away society. It's extremely important for the environment, as well as in mitigating the cost of living. Please consider calling Governor Hochul's office ASAP, at 1-518-474-8390 and tell her to sign the STRONG Right to Repair bill, S4104, that's on her desk. The tech manufacturing industry lobbyists are pressuring the Governor with an amended draft that would water it down significantly.

The fish in the pond are dormant for the winter, and we will not feed them again until April. I have noticed that, as the weather has cooled down, the water has cleared some. Don has acquired a couple additional bio-cubes (my word, and probably not correct) to put into the pond this coming spring and summer, starting earlier than when a cube was added last year. I was happy to see significant improvement last year, as the formation of the algae islands (not sure that's technically what forms them) that had previously floated around, did not occur.

The parking lot light project is on a 4 week countdown! The materials have been ordered. Now we have to get the electrician over here to prepare for it (he has been contacted).

We have been working on getting more information from the security camera companies. It's another frustrating project, but we have made progress. Safeco has returned to discuss digital options that they offer, and their offerings and pricing are better than others that we have researched.

We had another successful Repair Café, with a full house of Repair Coaches, and a steady stream of patrons with items to fix. "A good time was had by all!"

We will continue to have COVID tests to give out to patrons. We requested more kits from the Health Department, and the ones that arrived at the library were all out of date. They will, of course, replace them for us.

A few months ago we created a staff pics book display by the windows in the public display area. You might want to see some of the items that the staff have enjoyed reading.

We have our first artist, Anita Finley, showing her work in the Duck Pond Gallery. You will be able to view her photographs through the first week and a half of January. She postponed her opening, as it was scheduled for last Friday, when there was potential for bad roads with the storm. She's going to schedule it again, probably in January. We have other artist scheduled to show throughout the spring. It's so nice to again be surrounded by the color provided by the art in that space!

I attended the Mid-Hudson Library System Director's Association meeting, as well as the Ulster County Library Association meeting.

Have a nice holiday!

**Town of Esopus Library  
Finance Committee Minutes  
December 15, 2022**

**Attendance:** Susan Leiching, Reggie Heffernan, Susan Barbarisi, Elaine Rylance, Don Carragher, Brooke Dittmar

The payment of claims for \$21,182.28 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the December meeting.

Brooke reported that the bond money which had previously been deposited in our general fund was moved to our capital fund as discussed at last month's meeting.

She is waiting on the electrician to make switching changes to the outdoor lights.

Regarding the audit, Brooke made copies of the RFP used by the Kingston Library and other information she had previously collected on audits and put into our mailboxes. We should all review this information before our next meeting so that we can develop a framework for our RFP at next month's committee meeting.

Respectfully submitted,  
Reggie Heffernan, Treasurer

Town of Esopus Library  
Governance and Personnel Committee  
December 20,2022

Attendance: Nancy Beranek, Don Carragher, Susan Leiching, Laura Lauria, Reggie Heffernan, Brooke Dittmar

Brooke was given an opportunity to respond to a letter sent by a former employee.

Nancy said the committee will go into executive session at 4:30pm. Don made a motion to go into executive session and it was seconded by Susan. At 4:47pm the committee meeting was back in session.

The committee is going to expand their investigation. We will be interviewing all staff. We are providing Whistleblower protection to Shannon Powell.

Respectfully submitted,  
Nancy Beranek

Town of Esopus Library  
Sustainability, Research and Development  
December 14, 2022 4pm Hybrid Format

Attending: Larry Decker, Elaine Rylance, Susan Barbarisi, Reggie Heffernan, Brooke Dittmar, Don Carragher.

As this was the last meeting of the year, Don wanted to address long range planning. Brooke reminded the committee that the 2019 Plan of Service is a 5-year plan, the Facility Plan is adjusted yearly, and the MHLS Sustainability document address all areas of concern.

The committee had been reviewing the points of that document previously. The 2019 Plan is up for rewriting in 2024. As part of the grant application process the Facility Plan revises the priorities to match the intention of the grant work.

Don asked all the members to review these 3 documents. (Newer members do not have the MHLS doc.)

Past and current projects were mentioned.

Brooke described the need for additional office space with some reconstruction work. Don suggested a reallocation of existing rooms referred to in the B&G report.

Next Meeting: January 11, 2023 4pm.

Submitted by Don Carragher