

Town of Esopus Library
January Board of Trustees Meeting
Wednesday, February 26, 2020

Agenda

Call to order	Susan Leiching
Approval of January, 2020 Board Meeting Minutes held on January 29, 2020	
Public Comment	Public
Treasurer's Report/Finance Committee	Jill Abrahamsen
Director's Report	Brooke Dittmar
Friends' Report	Susan Leiching

Committees

1. Buildings, Grounds and Sign, Jim Fitzmorris and Bob Santiago
2. Governance and Personnel, Susan Leiching
3. Research and Development, Anne O'Neill
4. Trustee Training Committee, Gilbert Ramos
5. Sustainability Committee, Rhea Paniesin

Training Session

Adjournment

Resolutions:

2020-05 – Payment of January Claims

2020-06 – Addition of Sustainability Mission Statement, Policies and Section to Policy Manual

2020-07 – Lukatis Donation

2020-08 – Friends Donation

2020-09 – Foundation Donation

2020-10 – Medical Emergency Policy Update

2020-11 – Proctoring Policy Update

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

January 29, 2020

Board Members Present: Bob Santiago, Susan Leiching, Rhea Paniesin, Jill Abrahamsen, Don Carragher, Anne O'Neill, Gilbert Ramos, Jim Fitzmorris,

Board Members Excused: John Miller

Board Members Absent:

Staff Present: Brooke Dittmar and Mary Garraty

I. CALL TO ORDER –

The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Susan Leiching at 6:02 pm.

II. APPROVAL OF MEETING MINUTES

Written minutes for the December Board meeting held on January 8, 2020 were submitted and open for review.

- A motion to accept the minutes of the December Board meeting held on January 8, 2020 was made by Don Carragher and seconded by Bob Santiago.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: John Miller
Board Members Absent:

III. PUBLIC COMMENT - None

IV. TREASURER'S REPORT/FINANCE – Jill Abrahamsen

Written report was submitted. Jill Abrahamsen reviewed the written report.

- **Resolution #2 of 2020 (Payment of December Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from December 1, 2019 to December 31, 2019 for items in the amount of \$18,191.68. A motion to accept the resolution was made by Don Carragher and seconded by Anne O'Neill.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: John Miller
Board Members Absent:

V. DIRECTOR'S REPORT – Brooke Dittmar, Director

No Written report submitted. Brooke has been very busy with many year-end items. Brooke is working on the annual report to the State. The Library submitted a grant application today for Stewarts Matching Program. The Library will be set up for the community to take the census here. It is important to have accurate amount of folks accounted for. This information is used for funding purposes as well as for representation in the government.

VI. FRIENDS' REPORT - Susan Leiching.

Susan reported that the Friends group is starting to get ready for the next book sale scheduled for April 17th through 19th. This event will start Friday evening and go through to Sunday. Mark Ellison from the Town of Esopus Environmental Board will give out seedlings in the lobby during the book sale. They are looking for volunteers to help set up for the book sale.

VII. COMMITTEE REPORTS

- **Buildings and Grounds and Signs**–Bob Santiago
Written report submitted by Bob Santiago regarding Buildings and Grounds. Bob reviewed the meeting minutes. Brooke mentioned that having a Construction grant will help pay for the ideas that the Buildings and Grounds Committee are proposing. Jim will contact Frank Banks when we get closer to working on the sign project.
- **Governance and Personnel** – Susan Leiching
Written report submitted. Susan reviewed the meeting minutes. The Governance and Personnel Committee are proposing changes to the Bomb Threat Policy as well as the General Accounting Practices Policy. The Director is also setting funds aside to do a full audit in the future.
 - **Resolution #1 of 2020 (Personnel Action - David LaTourette - Resignation):** The Board of Trustees of the Town of Esopus Library approves the resignation of David LaTourette. A motion to accept the resolution was made by Don Carragher and seconded by Anne O'Neill.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: John Miller
Board Members Absent:
 - **Resolution #3 of 2020 (General Accounting Practices Policy update:** The Board of Trustees of the Town of Esopus Library approves the changes to the General Accounting Practices Policy. A motion to accept the resolution was made by Rhea Paniesin and seconded by Jill Abrahamsen.
AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: John Miller
Board Members Absent:

- **Resolution #4 of 2020 (Bomb Threat Policy update:** The Board of Trustees of the Town of Esopus Library approves the changes to the Bomb Threat Policy. A motion to accept the resolution was made by Don Carragher and seconded by Jill Abrahamsen.
AYES: 7; NAYS: 0; ABSTENTIONS: 1
Board Members Excused: John Miller
Board Members Absent:

- **Research and Development** – Anne O’Neill
Written report submitted. Anne reviewed the meeting minutes. Gilbert is working on the Dollar General Literacy Grant. Anne is organizing an event with the Strawberry Hill Fiddlers for a fundraiser in May for the Library.
- **Sustainability Committee** – Rhea Paniesin
Written report submitted. Rhea reviewed the written report. Rhea noted that there is some overlap between this committee and the Buildings, Grounds & Sign Committee. Cal Truman of Sun Common and Hugo Juiles of ECS looked at our ground-based solar array as well as the associated equipment in the basement in order to do more research on our solar system. The Committee is still working on the Green Business Alliance power-point presentation.
- **Trustee Training Committee** – Gilbert Ramos
The Trustee Training committee did not meet in person in January. Committee members Anne O’Neill and Gilbert Ramos agreed that the topic for discussion at the next Board meeting would be Public Relations and Advocacy

VIII. Training Session – Gilbert Ramos

Today's topic is Public Relations and Advocacy. The Board should promote all programs that the Library does. The Library's website has a wealth of information regarding the programs that the Library offers. Some examples of what is listed are: The Community Garden, the Museum Pass program and access to On-line Courses. The library is becoming the town center where folks come to meet and get information.

IX. ADJOURNMENT

There being no further business or discussion, Anne O'Neill made a motion to adjourn and it was seconded by Don Carragher. The meeting adjourned at 7:02 pm.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: John Miller

Board Members Absent:

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

**Sign / Buildings & Grounds
Committee Meeting Minutes**
February 10, 2020

Board Members Present: Jim Fitzmorris, Anne O'Neill, Bob Santiago, Don Carragher, John Miller, Jill Abrahamsen,
Staff: Brooke Dittmar

The following items were discussed pertaining to Buildings and Grounds:

- Energy audit shows low energy usage per square foot in the building.
- Don Carragher conferred with John Clark regarding the pond weeds. They do not penetrate the pond liner, but the pond liner is exposed in some places in the grass. The weeds need to be eradicated or removed by hand.
- The catch basin before the pond is filling with silt and needs to be addressed.
- The gates around the pond enclosure have become uneven and need to be adjusted and secured.
- There are rotted boards on the bridge that need to be replaced.
- Light fixtures in the stairway may need replacement to accommodate LED bulbs.
- Construction grants/matching funds continue to be explored.
- Jim will contact Frank Banks to see if he will be available to dig the ditch for electricity for the digital sign. Anticipated installation is spring 2020.

Next meeting has been moved to Monday 3/16/2020 at 4:00 pm

Submitted by Bob Santiago

Director's Report to the Board, February 26, 2020

Brooke Dittmar

We have a new Duck Pond Gallery Coordinator. She is one of our dedicated Friends of the Library, Cheryl Benken. She has a lot of energy for it, and has jumped in with both feet!

We have submitted our 'Annual Report to the State Department of Library Development' to Mid-Hudson Library System for review and corrections. Once this is completed, the report is then sent to the State, along with all of the reports from the other libraries in the system. Once that procedure is complete, I will have a copy available for your review. Next month we will have a Resolution to accept the report.

We have been planning for the census. So far Chelsea and I have attended a full-day workshop through SENYLRC (Southeastern New York Library Resources Council), and Susan Leiching has attended an informational workshop provided by MHLS. I am also scheduled to attend a MHLS workshop. We have designed an online reporting access point here at the library, and have purchased equipment for this purpose. We are planning, and have scheduled an adult program to discuss the reason for the census and the procedure for participating. Two children's programs about the census has also been scheduled. We have requested funds from the Complete Count Committee in Kingston (NYS funds), and will continue to plan presentations and information through emails, flyers, and on the website.

It is fun to see how the "flavor" of our adult programs changes as we hire different Programmers. Take note of the programs over time, and you will see the variety. One Programmer is not necessarily better than another (well, yes, maybe sometimes), but they definitely span quite diverse topics, with some of the offerings overlapping the offerings of a previous Planner.

This warm weather has gotten people excited about getting their hands into the dirt! I will work on organizing the start of Community Garden 2020 in the next month. This year we plan to build some of the raised beds that were in the original plan. If any Trustee is interested in joining in on a small building project, I could use help in designing and building. There are a lot of moving part with this project. If anybody asks you about this year's garden, tell them to leave their name and contact information at the circ desk, and they will be contacted once I have this year's application and contract crafted.

For those of you that use Overdrive or Libby for e-books and e-audio books, Overdrive is doing away with automatic checkout. You will be notified that your book is available for checkout, and you must go in and download it. If you don't download it within 3 days, the book will go to the next person on the waiting list, but you will remain at the top of the list. Later, when you are notified that the book is again ready for you to take out, if you again do not download it within the 3 days, you will be taken off the list.

We had a number of emergency lights replaced this month, as a result of the yearly emergency light inspection.

Jenn and I have been interviewing candidates for the open Library Clerk position. We have been pleasantly surprised by the quality of respondents we have had.

Brian and Alex are preparing summer reading programs and activities, as well as Battle of the Books participation. This will be Brian's first participation in the Battle. We are joining with the Kingston group again this year.

**Town of Esopus Library
Governance and Personnel Committee**

**February 11, 2020
(2nd Tuesday, @ 5pm)**

Attendance: Susan Leiching, Brooke Dittmar, Rhea Paniesin, John Miller

Excused: Don Carragher

1. We reviewed the new Sustainability policies. The Sustainability Committee did a good job. The policies will go to the Board for approval.
2. We reviewed and updated the Proctoring Policy. The revised policy will go to the Board for approval.
3. We reviewed and updated the Medical Emergency Policy. The revised policy will go to the Board for approval.

Meeting adjourned at 5:50 pm

Respectfully submitted,
Susan Leiching

Next meeting is March 10, 2020

Town of Esopus Library
Research and Development Committee
February 12, 2020

Present: Gilbert Ramos, Jill Abrahamsen, Jennifer Russell, Jim Fitzmorris
Absent: Anne O'Neill, Bob Santiago

The AARP Community Challenge grant for 2020 was discussed. One project category in the grant is to create a vibrant public place. We discussed building raised beds in the community garden and making some wheelchair accessible. The raised beds would alleviate much of the bending that gardening requires and that could be a bonus for all. Costs need to be estimated for materials.

Another project category was for a food truck community fundraiser. This event could be planned in conjunction with the fall book sale.

A meeting for the Radio play is scheduled for Friday, February 28th at 4:00 pm. The meeting will cover recommendations for what radio play will be performed. A sign-up sheet will be posted to ascertain patron interest in participation.

Meeting was adjourned at 5:00 pm.

Respectfully submitted,
Gilbert Ramos

Sustainability Committee Meeting Minutes
February 12, 2020

Present: Don Carragher, Jim Fitzmorris, Gilbert Ramirez, Jennifer Russell, and Rhea Paniesin

We need to wrap up the work on the Green Business Partnership. Everyone needs to get their slides to Jennifer ASAP!

Overlap with Buildings & Grounds Committee: How should the catchment in the pond be maintained? The pond liner is being mowed in a few places. The pond has started to fill in with silt.

Once Cal Truman gets our electric bills, he will plot usage over the last four years and tell us if we are getting good service for our money.

Chit chat on this and that

- Compostable flatware and plates break down very slowly – we don't think we want to use them
- Can we put coffee grounds in the garden's compost?
- Discussed tablecloths

The next meeting is scheduled for March 11th at 5:30 p.m.

Respectfully submitted by Rhea Paniesin

Trustee Training Committee
February 18, 2020

The Trustee Training Committee did not meet in person. Committee members Anne O'Neill and Gilbert Ramos agreed that the topic for discussion at the next Board meeting would be Board Development.

Respectfully submitted,
Gilbert Ramos, Chairperson