

Town of Esopus Library  
October Board of Trustees Meeting  
Wednesday October 28, 2020

**Agenda**

Call to order Susan Leiching

Approval of Reorganizational Meeting Minutes – 9/23/20  
Approval of Board Meeting Minutes – 9/23/20

Public Comment Public

Treasurer’s Report/Finance Committee Jill Abrahamsen

Director’s Report Brooke Dittmar

Committees

1. Buildings, Grounds and Sign - Don Carragher
2. Governance and Personnel - Rhea Paniesin
3. Research and Development - Anne O’Neill
4. Sustainability - Don Carragher

Upcoming Board Meeting Date review for November, December and January

Adjournment

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Resolutions:

2020-34 – 2021 Holiday Closings

2020-35– Payment of September Claims

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Public Comment	Public
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# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES September 23, 2020**

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

**Board Members Excused:**

**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 6:21 pm. This meeting was held via the online application Zoom due to the COVID-19 Pandemic.

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

Written minutes for the August Board meeting held on August 26, 2020 were submitted and open for review. A typo in the Trustee Training section was noted to be corrected. A motion to accept the corrected minutes of the August Board meeting held on August 26, 2020 was made by Anne O'Neill and seconded by Don Carragher.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

## **III. TREASURER'S REPORT/FINANCE – Jill Abrahamsen**

Written report was submitted. Jill Abrahamsen reviewed the written report and presented Resolution #33 for acceptance.

- **Resolution #33 of 2020 (Payment of August Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from August 1, 2020 to August 31, 2020 for items in the amount of \$6162.50. A motion to accept the resolution was made by Rhea Paniesin and seconded by Don Carragher.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

#### **IV. DIRECTOR'S REPORT – Brooke Dittmar, Director**

Written report submitted. Brooke reviewed the Director's report. Kristen Charles-Scaringi has been hired as an Assistant Director, replacing Jennifer Russell who recently left the Town of Esopus Library. Kirsten is scheduled to attend the next Board meeting scheduled for October 28th. The budget vote went very well with a lot of help from Mary and Don. It was very interesting that we had the same number of voters that we have had in the last 4 years. The Budget was passed. Brooke reminded us of the Fall Trustee Training which has already commenced. You can listen to the recorded sessions if you miss the original training session.

#### **V. COMMITTEE REPORTS**

- **Buildings, Grounds and Signs**–Jim Fitzmorris  
Written report submitted. Jim recapped the meeting minutes. Arace will be contacted again for the sign project. The trees that need to come down will be done by a licensed professional. The footbridge by the pond needs to have some planks replaced.
  
- **Governance and Personnel** – Susan Leiching  
There was no Governance and Personnel Committee meeting in August.
  - **Resolution #32 of 2020 (Personnel Actions - Alex Ferguson and Kristin Charles-Scaringi)** The Board of Trustees of the Town of Esopus Library accepts and approves the resignation of Alex Ferguson and the hiring of Kristin Charles-Scaringi. A motion to accept the resolution was made by Anne O'Neill and seconded by Rhea Paniesin.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:
  
- **Research and Development** – Anne O'Neill  
There was no Research and Development Committee meeting in August.
  
- **Sustainability Committee** – Rhea Paniesin  
There was no Sustainability Committee meeting in August.

Susan mentioned that Friends will be meeting on October 1st at Freer Park. This is the first time that Friends is meeting since Covid started.

Don picked up 2 locks to put on the 2 gates that around the pond. He will install them Thursday.

## **VII. ADJOURNMENT**

There being no further business or discussion, Rhea Paniesin made a motion to adjourn and it was seconded by Jill Abrahamsen. The meeting adjourned at 6:48 pm.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES REORGANIZATIONAL MEETING MINUTES**

### **September 23, 2020**

**Board Members Present:** Rhea Paniesin, Jill Abrahamsen, Gilbert Ramos, Susan Leiching. Anne O'Neill, Donald Carragher and Jim Fitzmorris,

**Board Members Excused:**

**Board Members Absent:**

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

#### **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 6:06 pm. This meeting was held via the online application Zoom due to the COVID-19 Pandemic.

#### **II. SWEARING IN - Chelsea Marino, Notary Public**

Chelsea swore in the following Board members to a new term: Susan Leiching and Jill Abrahamsen. Susan and Jill both signed their Trustee Oath of Office in front of Chelsea via zoon. Chelsea will file these affidavits with the Town of Esopus Town Clerk.

#### **III. ELECTION OF OFFICERS- Jim Fitzmorris, Election Committee Chair**

Jim introduced the proposed slate of officers to be voted on. It was approved.

- President → Susan Leiching
- Vice-President → Jim Fitzmorris
- Finance Officer → Jill Abrahamsen

The Code of Ethics and Conflict of Interest Policies were distributed to each Board Members' mailbox and via email. Each Board member is to review, sign and return their signed policies, thus acknowledging that they had reviewed and understand them, and provided the information requested.

We are still down 2 Board Members. Susan did not have a chance to update any of the committees. Trustee Training committee continues to be suspended until the board can meet in person. Each trustee can do training via the Trustee Handbook and recorded trainings on MHLS website.

#### **IV. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn, and it was seconded by Jim Fitzmorris. The meeting adjourned at 6:21 pm.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent:

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

**Town of Esopus Library  
B&G/Sign Committee Minutes  
October 13, 2020**

Present: Brooke Dittmar, Don Carragher, Jim Fitzmorris and Jill Abrahamsen

**Sign Project:**

The library has received approximately \$4700 in Construction Grant funds to defray expenses related to the digital sign project. Arace has begun digging a trench and laying electric lines that will power the new sign. New sign verbiage to be sent to sign shop.

**Buildings & Grounds:**

The community garden's season will end November 30<sup>th</sup>.

Ionizers have been installed in three HVAC units as a Covid-19 mitigation measure. New cleaning staff has been hired to better address enhanced cleaning practices.

The foot bridge by the pond has planks which need replacement. Jim will acquire the necessary materials and make the repairs. "Caution" tape will be wrapped across accesses to the bridge. Old nails are protruding from planks on the library deck above the lower-level entrance door. This will be examined and remedied.

Don chained and locked both access gates at the ends of the pond. Combinations for these locks are located at the reference/check-out desk and with the lawn maintenance personnel.

Several weatherproof windows are showing internal condensation, i.e. loss of insulating capability. Brooke has begun pricing replacement windows.

**Future Agenda suggestions:**

- New sign progress
- Repainting of Handicap parking
- Realignment of entrance driveway to lower parking area
- Fall clean-up day for lawn/beds

Next meeting will be November 9 @ 4pm.

Respectfully submitted,  
Jim Fitzmorris and Don Carragher

**Director's Report to the Board**  
**October 28, 2020**  
**Brooke Dittmar**

Most of you have met our new Assistant Director, Kristin, at the committee meetings. We still plan to have her attend the October board meeting, so that she can tell us a little bit about herself, and we can do the same. We also have a new board member! Welcome Laura Lauria. She was a successful write-in candidate in the recent Trustee election. We'll have her tell us a little about herself at the beginning of the meeting, also.

The Construction Grant that Gilbert worked so hard on has brought in \$4,474, which is more than half of the funds that we needed to avoid taking any out of the Capital Fund! This is a positive result, as I believe the awards are usually 50% of need, or less.

We are working on applying for a grant for PPE cost reimbursement. The grant is offered by the Ulster County Capital Resource Corporation, in partnership with the Ulster County Industrial Development Agency, and is for up to \$2,500. Our current total of these expenses is over \$4,400.

We are also looking at an American Library Association grant that is meant to help small and rural libraries develop an engagement project for the community. To apply, we need to create a project that tackles an issue in our community. The grant is for up to \$3,000, and includes professional development to help us have conversations with people in our community.

Other big news is that the digging and laying of wires for the electric going to the digital sign site has begun. It should be completed this week. I have also paid the deposit for the sign, and it has been ordered. It will be installed in 4-6 weeks.

We have researched and are ready to order wifi "hotspots" for patrons' use. A hotspot allows someone with a device, but no internet access, to access the internet through wifi. This is one way we feel we can help mitigate the digital divide in our community. If the hotspots are popular, we will order, and offer, more.

Now that we are open for curbside delivery, we have put in a number of large orders for books, large print books, DVDs, books on CD, and music CDs. Many of the books have already come in, and they are being processed for circulation.

Today was the MHLS Annual Meeting. The new Executive Director of the American Library Association spoke, focusing on information access and equity; "information poverty", and information infrastructure. This includes 3 areas: access to a device, how to use devices, and access to the internet. The ALA has always had access and equity goals at their core.



The new Accountant has completely taken over the Quickbooks entries, and this past week they processed a batch of bills. Next week will be their first week of processing our payroll, and at the beginning of next month will create the monthly financial documents for Finance Committee review. With this Accountant, who was recommended by a number of other Library Directors, we will enjoy significant cost savings.

Various: The Summer Reading Program (SRP) report has been submitted to MHLS. The participation numbers in the report will eventually be entered into our annual report to the State. We had the outside of our windows washed this week. We are in the process of changing from our gmail addresses to esopuslibrary.org email addresses. I'll let you know when I have shifted one. It requires a bit of set-up, and information migration, so it will take a little time. We had ionizers added to each of our HVAC units (3). Ionizers have been widely recommended, as they kill a high percentage of germs. This decision was made in relation to COVID safety.

Please report to Mary which Trustee trainings that you attended this fall. She will add it to the training record. There are also a few people that will be contacted by Mary, to have you provide dates from previous trainings. The Financial and Fiduciary Responsibility training (intermediate level), as stated in last month's Director's report, is scheduled for December 2<sup>nd</sup>. The final offering, which they are considering "Advanced", will be held on December 8<sup>th</sup>: "7 Habits of Highly Effective Boards".

Town of Esopus Library  
Finance Committee

October 8, 2020  
(2<sup>nd</sup> Thursday at 4:30pm)

Attendance: Jill Abrahamsen, Brooke Dittmar, Susan Leiching, Gilbert Ramos and Kristin Charles-Scaringi.

The October finance committee meeting was held via Zoom.

The payment of claims for the month of September was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the October 28th Board meeting.

The next meeting of the Finance Committee will meet on November 12<sup>th</sup> at 4:30pm.

Submitted by Jill Abrahamsen

**Town of Esopus Library  
Governance & Personnel Committee Meeting Minutes  
October 13, 2020**

Present: Brooke Dittmar, Rhea Paniesin, Laura Lauria and Susan Leiching

We revised the (American Library Association) Library Bill of Rights that is included in our Policy Manual, to conform with the updated American Library Association Bill of Rights.

It was noted that one Trustee's "Collection Development Policy" in the Policy Manual was called "Materials Collection Policy". All Policy Manuals should be checked by Trustees and staff, and made to conform with the accepted policy title: "Collection Development Policy". All Tables of Contents should also contain this policy title.

Respectfully submitted by Rhea Paniesin

Town of Esopus Library  
Research & Development Committee  
October 14, 2020 - Zoom Meeting

Present: Anne O'Neill, Gilbert Ramos, and Rhea Paniesin  
Staff: Brooke Dittmar, Kristin Charles- Scaring

Grants: The American Library Assoc. offers a grant for small libraries to benefit their communities. The amount of the grant is up to \$3000. Application timeline for this grant is Sept. 21 - Dec. 2nd. One idea for this grant might be getting 3 hotspots to connect people in the community to the Internet.

Our accountant had information regarding a small business grant for PPE's. The amount of this grant is \$2500. The grant application is due the first week of November.

We discussed having outreach with current political leaders to raise awareness of our library.

Next meeting will be Wednesday, November 11, 2020. Time needs to be changed and Brooke will let us know.

Respectfully submitted,  
Anne O'Neill

Town of Esopus Library  
Sustainability Committee  
October 14, 2020

Meeting held via ZOOM

Attending: Don Carragher, Jim Fitzmorris, Jill Abrahamsen, Brooke Dittmar and Kristin Charles-Scaringi.

Brooke sent the documentation for the Sustainability Committee (H, I, J, K, L) previously for us to review and comment. Don commented that the span of the Sustainability Committee is far larger than what was previously viewed. The last project covered was the Green Business Partnership outline for accreditation. Don suggested the last two areas K, L, should be referred to the Finance Committee and Research and Development. Brooke felt L (Collections) best be addressed by the staff.

A conversation of the remaining H: Collective Impact, I: Social Cohesion, J: Resilience Planning followed. Several members mentioned that some of these action points had been addressed in previous handbook policies and other committee work. Don asked members to review the Library Mission in the current handbook as a start to addressing H.1.

Brooke lost internet and we continued to read H.2 - 10. Kristin had previously trained and used a suggested American Library Association resource called 'Turning Outward' for connecting to the community. She described the focus groups, meetings and some successes while in the Kingston City Library. Public attendance at meetings was difficult. Don described using surveys for scout troop planning. He offered to investigate a library survey to the community.

Brooke's internet returned and she got a quick review of the discussion. Brooke stated that the library does surveys periodically, with different focuses, and that we did community focus groups for input for updating the 2019 Plan of Service. Don asked members to continue to read through HIJ to be familiar with our continued understanding of the scope of the Sustainability Committee.

Next meeting is scheduled for November 11, Veteran's Day. I suggest we reschedule for Nov. 4<sup>th</sup>. My error for missing this.

Submitted: Don Carragher 10/20/20.

# December 2020

November '20							January '21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30						24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2 Proposed Date for NOV Board Meeting	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Regular Scheduled DEC Board Meeting	24	25 CHRISTMAS	26
27	28	29	30	31	1	2
3	4	Notes The December Board meeting falls on 2 days before Christmas. The proposal is to move the December Board Meeting to either January 4th (Option 1) or January 6th (Option 2)				

# January 2021

December '20							February '21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30	31			28						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 <b>NEW YEARS DAY</b>	2
3	4 Option 1 for Proposed Date for DEC Board Meeting	5	6 Option 2 for Proposed Date for DEC Board Meeting	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Regular Scheduled JAN Board Meeting	28	29	30
31	1	Notes The January Board Meeting will remain at it's regularly scheduled date of 1/27/21				

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939 by ALA Council

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967;

January 23, 1980; January 29, 2019 Inclusion of "age" reaffirmed

January 23, 1996, by the ALA Council





# November 2020

October '20							December '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
			Regular Scheduled NOV Board Meeting	<b>THANKSGIVING</b>		
29	30	1	2	3	4	5
6	7	Notes The November Board meeting falls on the day before Thanksgiving. The proposal is to move the November Board Meeting to the following Wednesday, December 2nd.				

# November 2020

October '20

S M T W T F S  
 4 5 6 7 8 9 10  
 11 12 13 14 15 16 17  
 18 19 20 21 22 23 24  
 25 26 27 28 29 30 31

December '20

S M T W T F S  
 6 7 8 9 10 11 12  
 13 14 15 16 17 18 19  
 20 21 22 23 24 25 26  
 27 28 29 30 31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1		2	3	4	5	6	7	
8		9	10	11	12	13	14	
15		16	17	18	19	20	21	
22		23	24	25	26	27	28	
29		30	1	2	3	4	5	
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November '20

S M T W T F S  
 1 2 3 4 5 6 7  
 8 9 10 11 12 13 14  
 15 16 17 18 19 20 21  
 22 23 24 25 26 27 28  
 29 30

January '21

S M T W T F S  
 3 4 5 6 7 8 9  
 10 11 12 13 14 15 16  
 17 18 19 20 21 22 23  
 24 25 26 27 28 29 30  
 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes	Proposed Date for DEC Brd. Mtg.	Regular Scheduled DEC Board Meeting	CHRISTMAS	
The December Board meeting falls on 2 days before Christmas. The proposal is to move the December Board Meeting to either January 4th (Option 1) or January 6th (Option 2)						

# January 2021

December '20

S M T W T F S  
 1 2 3 4 5  
 6 7 8 9 10 11 12  
 13 14 15 16 17 18 19  
 20 21 22 23 24 25 26  
 27 28 29 30 31

February '21

S M T W T F S  
 1 2 3 4 5 6  
 7 8 9 10 11 12 13  
 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27  
 28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 NEW YEARS DAY	2
3	4 Option 1 for Proposed Date for DEC Board Meeting	5	6 Option 2 for Proposed Date for DEC Board Meeting	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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