

Town of Esopus Library  
February Board of Trustees Meeting  
Wednesday, February 24, 2024

**Agenda**

Call to order	Don Carragher
Approval of September 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	

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Resolutions:

2024-08 – Payment of January Claims

2024-09 -- Wireless Transfer and Online Banking Policy Update

2024-10 – Inclement Weather Closings Policy Update

2024-11 – Acceptance of Town of Esopus Library Job Descriptions

2024-12 – Removal of the Filtering Policy

# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **January 24, 2024**

**Board Members Present:** Larry Decker, Elaine Rylance, Nancy Beranek, Martha Farrell, Don Carragher, Stephen Lewis, Elaine Jaffe and Susan Barbarisi

**Board Members Excused:** Reggie Heffernan

**Board Members Absent:**

**Staff Present:** Mary Garraty, Jesse Chance

**Public:**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:00 p.m.

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

Written minutes for December monthly Board meeting held on December 27, 2023 was submitted and open for review. A motion to accept the updated minutes of the December monthly Board meeting held on December 27, 2023 was made by Larry Decker and seconded by Elaine Jaffe.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused: Reggie Heffernan

Board Members Absent:

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

Don discussed Advocacy Day in Albany, NY with the Board of Trustees. Information regarding this event was emailed to everyone from MHLS. This is a good event to go to. There is a bus going up to this event in Albany which starts in New Paltz and stops at Kingston.

Don looked ahead to upcoming trustee training sessions and the first trustee training is not until March 19th. A new series entitled “Libraries as Resilience Hubs Cohort begins on 2/21/24. There are 4 sessions scheduled for this series which discusses libraries as living laboratories for climate resilience in their communities.

Kathy Quick invited the Board of Trustees to attend a Town of Esopus Seniors meeting. Jesse and Don went to a meeting on January 22, 2024. The Town of Esopus Seniors did complain that the Town of Esopus lacks a senior center. Don pointed out that there are quite a number of events at the Town of Esopus Library that seniors can attend.

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

#### **V. TREASURER’S REPORT/FINANCE – Elaine Jaffe for Reggie Heffernan**

Written report was submitted. Elaine Jaffe reviewed the Finance Committee meeting minutes and presented the following resolutions from the Finance Committee:

- Resolution #01 of 2024 (Payment of December Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from December 1, 2023 to December 31, 2023 for items in the amount of \$16,963.51. A motion to accept the resolution was made by Nancy Beranek and seconded by Elaine Rylance.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Reggie Heffernan  
 Board Members Absent:
- Resolution #02 of 2024 (Lukatis Donation):** The Board of Trustees of the Town of Esopus Library accepts the quarterly share of income in the amount of \$1194.90 from the Lukatis Trust into the operating funds for the Town of Esopus Library. A motion to accept the resolution was made by Susan Barbarisi and seconded by Larry Decker.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Reggie Heffernan  
 Board Members Absent:
- Resolution #03 of 2024 (2024 Foundation Annual Donation):** The Board of Trustees of the Town of Esopus Library accepts monetary donation from the Foundation in the amount of \$40,640.00 and approves the addition to the General Fund of the 2024 Operating Budget. A motion to accept the resolution was made by Martha Farrell and seconded by Elaine Jaffe.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Reggie Heffernan  
 Board Members Absent:
- Resolution #04 of 2024 (Transfer of Funds in 2024 Operating Budget):** The Board of Trustees of the Town of Esopus Library approves the transfer of funds totaling \$6100 of the 2024 Operating Budget as described in detail in Resolution 04 of 2024. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Reggie Heffernan  
 Board Members Absent:

**VI. DIRECTOR'S REPORT – Jesse Chance**

Written report was submitted. Liberty Security said that the Library needs an HDMI converter. Jesse asked for a few other work items to be done by Liberty Security. These work items will be completed in the future. Jesse is working to get a better rate for internet service and IT purchases. There will be changes needed to the Filtering Policy in order to accomplish this. Everything has been provided for the audit and it should be completed very soon.

Don commented on the two programmers reports. He is very pleased to see a growth in attendance.

**VII. FRIENDS – Elaine Rylance**

No Report. Friends contributed funds to the Advocacy Day bus trip so that the tickets were at a reduced rate.

## VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Larry Decker

Written report was submitted. Larry reviewed the meeting minutes. It would be nice to have an explanation and marker that provides information about the channel marker and buoy located on the Library property. We are still waiting for the Rice Plumbing estimate. There was discussion about adding a row of cabinets in the kitchen for programming supplies.

- **Governance and Personnel** – Nancy Beranek

Written report submitted. Nancy Beranek reviewed the meeting minutes.

Nancy presented the following resolutions:

- **Resolution #05 of 2024 (Meeting Room Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Meeting Room Policy. A motion to accept the resolution was made by Elaine Rylance and seconded by Stephen Lewis.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Reggie Heffernan  
Board Members Absent:
- **Resolution #06 of 2024 (Patron Complaint Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Patron Complaint Policy. A motion to accept the resolution was made by Larry Decker and seconded by Martha Farrell.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Reggie Heffernan  
Board Members Absent:
- **Resolution #07 of 2024 (Exhibits and Posting Policy Update and Addition of Duck Pond Gallery Proposal Form):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Exhibits and Posting policy as well as the addition of the Duck Pond Gallery Proposal Form. A motion to accept the resolution was made by Elaine Rylance and seconded by Nancy Beranek.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Reggie Heffernan  
Board Members Absent:

- **Sustainability, Research and Development** - Elaine Rylance

Written report was submitted. Elaine reviewed the meeting minutes and the Turning Outward questions with the Board Trustees. She asked that the Trustees think about these questions and she asked them to let her know what their responses are.

Susan Barbarisi inquired about the local Spanish community and do we have any Spanish items to offer.

Larry suggested adding the Library phone number to the bottom of the calendar so that patrons can call to see if the Library is open when there is inclement weather. It was also suggested that the calendar be available in Spanish.

It's important to get the Library information available to the kids so that they will come. We want to reach out to the kids so that they will become active in the Town of Esopus Library.

The following is a list of some additional ideas that were discussed:

- Have a food truck event in the summer to advertise the Library.
- Have a QR code on the Port Ewen Diner placemats to provide information about the Library.

**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 Stephen Lewis. The meeting was adjourned at 7:00 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Reggie Heffernan

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

February 12, 2024

4:00 pm

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

We continued talks about the Channel Marker area. Steve will contact Roscoe Pecora to gather more info on the history of this specific channel marker.

We discussed further ideas on this area, such as possibly painting the channel marker in Town colors and creating a mini-park area for various Library functions (Book sales, Library info soliciting, etc.)

We continued talks about cabinets in kitchen. Don is looking into a system he saw online. He will share more information on it for the next meeting.

We talked about installing a rainwater cistern for the garden by the corner of the building.

Water fountain: Jesse will contact Lowe's Plumbing for a second estimate.

Steve requested dimensions for a possible display cabinet.

Jesse talked about getting a dishwasher and tub sink in the kitchen. He will present the idea to Lowes to get an idea of the cost etc.

Jesse and Elaine are going to look into getting a grant from the Adirondak Mountain Club to plant a small orchard of Spitzenburg apple trees. They will replace the invasive Bradford pear trees.

We also discussed resurveying the Library grounds in the spring.

The next Building and Grounds meeting is scheduled for Monday, **March 11, 2024** at 4:00 pm

Submitted,

Larry Decker

**Town of Esopus Library  
Finance Committee Minutes  
February 8, 2024**

**Attendance:** Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Jesse Chance, Don Carragher

**Absent:** Elaine Jaffe

The payment of claims for \$40,967.31 was reviewed by the committee and a resolution for approval by the Board of Trustees will be presented to the Board at the February meeting.

Jesse reported on findings of the audit. There weren't any big surprises. In the future we need to:

- Develop an Asset/Inventory list.
- Review the bank reconciliation every month.
- Make adjustments to the budget when appropriate.
- Keep a watch on incomplete records.

The auditors will come to a future board meeting to explain in more detail.

Jesse also noted that he discussed the use of a bookkeeper with other area directors recently. The consensus seems to be that libraries should use accountants as we currently do.

Jesse and Reggie met to discuss the 2025 budget. The Town of Esopus Library does not have as much money in the fund balance as we did in 2023 and 2024. However, with the addition of the generous gifts we have recently received we should be able to hold our budget increase to a reasonable level in 2025. The living wage is currently flat for our area, so employees will only be getting salary increases in 2025 based on longevity, but no cost-of-living increases.

The Wire Transfer and Online Banking Policy was reviewed and updated. The updated version contains minor revisions and will be presented as a resolution at the February meeting. The Purchasing and Procurement Policy will be reviewed next month as will the draft 2025 budget.

Respectfully submitted,  
Reggie Heffernan, Treasurer

**Next Meeting  
Thursday, March 14 at 4 pm  
at the Town of Esopus Library**

Town of Esopus Library  
Governance and Personnel Committee  
February 13, 2024

Present: Nancy Beranek, Susan Barbarisi, Stephen Lewis, Don Carragher, Jesse  
Chance

Excused: Martha Farrell

The committee reviewed newly created staff job descriptions. These will be presented at the next Board meeting for approval.

The committee reviewed the Filtering Policy and we will recommend to the Board that it be rescinded. Next month we plan to review and update our Computer/Internet Policy.

Finally, we reviewed and revised the Inclement Weather Closings Policy. The revised version will be presented at the next Board meeting for approval.

Respectfully submitted,  
Nancy Beranek

SUSTAINABILITY / RESEARCH & DEVELOPMENT

FEBRUARY 14, 2024

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

The Turning Outward program will begin in March and will be available to us as soon as possible from the program facilitator.

Contact was made with Marion Zimmer who suggested that Roxanne Pecora would probably have more information about the buoy. Suggestions were made about the way the buoy could be displayed so that it would become a place of interest to the community.

Respectfully submitted

Elaine Rylance

Next meeting is March 13, 2024, at 4 p.m.