

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 Albemarie Pippin 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.