

Town of Esopus Library
June Board of Trustees Meeting
Wednesday July 22, 2020

Agenda

Call to order	Susan Leiching
Approval of June Board Meeting Minutes	
Election of Vice-President	
Public Comment	Public
Treasurer's Report/Finance Committee	Jill Abrahamsen
Director's Report	Brooke Dittmar

Committees

1. Buildings, Grounds and Sign, Anne O'Neill
2. Governance and Personnel, Susan Leiching
3. Research and Development, Anne O'Neill
4. Sustainability Committee, Rhea Paniesin

Adjournment

Resolutions:

2020-25– Payment of June Claims

2020-26—Health Benefits Plan for 2020-2021

2020-27 – Approval of Expenditures for Digital Sign Project

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

June 24, 2020

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

Board Members Excused: Rhea Paniesin

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 6:01 pm. This meeting was held via online application Zoom due to the COVID-19 Pandemic.

II. APPROVAL OF MEETING MINUTES

Written minutes for the May Board meeting held on May 27, 2020 were submitted and open for review. One correction was made to the meeting minutes. Under Friends' Report, 'Friends secretary' was changed to 'Friends Treasurer'.

A motion to accept the minutes of the May Board meeting held on May 27, 2020 was made by Jill Abrahamsen and seconded by Anne O'Neill.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Rhea Paniesin

Board Members Absent:

III. PUBLIC COMMENT - Susan thanked everyone for keeping the committees going. Bob Santiago resigned from the Board. This will present another opening for a new Board member.

IV. TREASURER'S REPORT/FINANCE – Jill Abrahamsen

Written report was submitted. Jill Abrahamsen reviewed the written report. We discussed the vouchers and noted that the budget is being developed. The newest employee, Tim Bruck, was laid off. He was hired to work at the front desk and the circumstances have changed as the Library is closed due to the Covid-19 pandemic.

- **Resolution #22 of 2020 (Payment of May Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from May 1, 2020 to May 31, 2020 for items in the amount of \$12,936.20. A motion to accept the resolution was made by John Miller and seconded by Gilbert Ramos.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Rhea Paniesin

Board Members Absent:

V. DIRECTOR'S REPORT – Brooke Dittmar, Director

Brooke reviewed the Director's report. We are preparing for the curbside opening of the library. On June 29th our book drop will be open. Any items that are dropped off will be quarantined for 72 hours. Our curbside opening is scheduled for July 6th. Brooke expects to receive guidelines for the planning of our vote in September.

VI. FRIENDS' REPORT - Susan Leiching.

No Friends' meetings are being held. This category will be removed until further notice.

VII. COMMITTEE REPORTS

- **Buildings and Grounds and Signs**–Jim Fitzmorris

Written report submitted by Jim Fitzmorris. Jim reviewed the meeting minutes. Have-a-heart traps not practical right now since there is no one on site. Community garden is going well. The Construction grant application is being worked on. It's due for submission on August 7th. This grant is for the digital sign. There was discussion about whether the grant requires a resolution, or a letter from the President for this project. Jennifer will draft a letter stating that the Board approves the purchase of a sign, and Susan will sign it. Susan asked about the quotes for the electric work to be done for the installation of this digital sign. A quote from Arace was for \$2450. A quote from Jaffer was for \$4585. A quote from Martino Electric was for over \$6000. Brooke will contact the sign company tomorrow to start the project.

- **Governance and Personnel** – Don Carragher

Written report submitted. Don reviewed the meeting minutes. They discussed how to reopen the library. The Pandemic Policy was reworked and a replacement policy is available along with a Patron Code of Conduct Policy update to include pandemic issues. Gilbert made a comment regarding #5 of the patron code of conduct. He suggested that the word 'arrested' should be changed to 'prosecuted'. Changes to Patron Code of Conduct and the replacement Pandemic Policy were provided.

- **Resolution #23 of 2020 (Patron Code of Conduct Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Patron Code of Conduct Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Don Carragher.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Rhea Paniesin

Board Members Absent:

- **Resolution #24 of 2020 (Pandemic Policy Replacement)** The Board of Trustees of the Town of Esopus Library accepts and approves the Pandemic Policy Replacement. A motion to accept the resolution was made by Don Carragher and seconded by Anne O'Neill.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Rhea Paniesin

Board Members Absent:

- **Research and Development** – Anne O'Neill

Written report submitted. Anne reviewed the meeting minutes. Jim communicated with Jimmy Buff at the radio station and they will do the radio show on Radio Kingston. Two actors and two library patrons have volunteered to be in the Radio Play. Barbara Meltzer will be the director.

There was a discussion regarding putting a lobby book sale table out during curbside service. Lobby sales are handled by Friends.

- **Sustainability Committee** – Rhea Paniesin
No written report submitted. Sustainability Committee did meet. Don Carragher gave a brief overview of what was discussed at the committee meeting. The Committee discussed the next steps for Sustainability Committee now that the Green Business Partnership Certification is near completion. The environmental Impact portion was part 1 of 3 sustainability areas.
- **Trustee Training Committee** – Gilbert Ramos
The Trustee Training committee will not meet until we can meet in person. Susan suggested that everyone review the Trustees' Response to Covid-19 which is located on the MHLS website (Midhudson.org).

VIII. Training Session – Gilbert Ramos

There was no training session at the June Board meeting. Trustee Training is suspended until further notice. Some feel it would be best to wait until we are able to meet in person.

IX. ADJOURNMENT

There being no further business or discussion, Susan Leiching made a motion to adjourn and it was seconded by Jim Fitzmorris. The meeting adjourned at 6:48 pm.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Rhea Paniesin

Board Members Absent:

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

Town of Esopus Library
BUILDINGS, GROUNDS & SIGN COMMITTEE
July 13, 2020

Present: Anne O'Neill, Jim Fitzmorris and Don Carragher
Absent: Jill Abrahamsen and John Miller
Staff: Brooke Dittmar

Sign: Arrangements for an electronic sign on 9W are continuing. We will pay one half of the cost of the sign to Timely Signs to get started. Arace Electric will coordinate with Timely Signs for the installation. The Board of Trustees will give approval for project's go ahead at the next meeting.

Grounds: The Community Gardens are doing great and recent rains have helped. The landscaper recently cut trees out from the dam in our retention pond. The holes were filled in near the kid's garden and near the driveway. Bushes were trimmed. We discussed different environmental repellents for ridding the yard of groundhogs and Jim will work on that.

The Meeting was held via Zoom due to COVID 19
Next meeting is scheduled for Monday, August 10, 2020 at 4 PM

Respectfully submitted,
Anne O'Neill

**Town of Esopus Library
Finance Committee**

July 9, 2020
(2nd Thursday at 4:30pm)

Attendance: Jill Abrahamsen, Brooke Dittmar and Rhea Paniesin

The July finance committee meeting was held via Zoom.

The payment of claims for the month of June was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the July Board meeting on the 22nd.

Health benefits plans for 2020-2021 were discussed. The Finance Committee reviewed the options and is recommending we continue offering the MVP Healthcare, Bronze plan, the same level as was offered for the previous year. There was a modest increase in the cost. A resolution to accept the MVP Healthcare Bronze plan will be presented at the Board meeting on July 22nd.

Brooke will continue to formulate the budget for 2021.

The next meeting of the Finance Committee is scheduled for August 13th at 4:30pm.

Submitted by Jill Abrahamsen

Town Of Esopus Library
Governance and Personnel Committee

July 14, 2020

The Governance and Personnel Committee did not meet.

Respectfully submitted,
Susan Leiching, Chairperson

Next meeting is scheduled for August 11, 2020

**Town of Esopus Library
Research and Development Committee
July 7, 2020**

Present: Anne O'Neill, Jill Abrahamsen, Gilbert Ramos and Jim Fitzmorris
Staff: Jennifer Russell

Grants: Jill learned of a national grant from the Institute of Museum & Library Sciences. They are accepting applications for the Laura Bush 21st Century Librarian Program. The application is due October 1st.

Construction Aid Grant: Jennifer will be working with Gilbert on completing the required application forms. The forms are due in early August. ARACE Electric was chosen for the sign project and will work with Timely Signs. The Board of Trustees needs to adopt the grant application at the next meeting. We hope to begin this work in August.

Radio Show: The Radio show will take place July 31st at 6:00 pm on Kingston Radio station WKNY. WKNY is located at 1490 AM radio or 107.9 FM radio. The play is called "Zero Hour" by Ray Bradbury. It is 25 minutes long and will have an introduction and commercials.

The library received grant money from the Arts Mid-Hudson. The money from this grant is being used to pay for professional actors for the Radio play. The Radio play will also include some library patron volunteers. Jim is discussing the details with WKNY station personnel. Rehearsals are in progress.

Next meeting is scheduled for Wednesday, August 12, 2020, at 4:00PM.

Respectfully submitted,
Anne O'Neill

**Town of Esopus Library
Sustainability Committee Meeting Minutes
July, 8, 2020**

Attending: Don Carragher, Jim Fitzmorris, Rhea Paniesin, Gilbert Ramos and Jennifer Russell

Jennifer will double check the data for the Green Business Partnership Certification. She will review all of this with Brooke, and upload our materials to their website.

Rhea will write the press release about the Green Business Partnership Certification (having verified that this is the proper term).

Rhea will email Becky at NYLA to ask her what we do next.

Next meeting is scheduled for Wednesday, August 12, 2020 at 5:30 p.m.
Brooke will host the meeting, as Jennifer will not be available.

Respectfully submitted by:
Rhea Paniesin

Director's Report to the Board
July 22, 2020
Brooke Dittmar

I have been writing this over the course of a week, and as things change so fast, each time I return to it, a large portion gets deleted, as "old news". We have been extremely busy with our curbside service, and are starting to feel more comfortable with the process and with the magnitude of items coming in. We are still tweaking the process to make it smoother, and to serve the patrons as well as possible, under the environmental circumstances. Our schedule may continue to change, for example, if the pickup schedule creates too much of a wait. Here's our current curbside schedule:

Mon and Fri 1-6; Tues and Wed 10-2, Sat 11-3

Staff is also in the library at other times, processing the incoming and outgoing bins (inter-library loans) and book-drop items, as well as cataloging newly purchased items. The Library Clerk and Library Assistant are at the library the largest number of hours, but we all have some "Circulation" (with a capital "C") hours. "Circulation" includes all tasks associated with handling and processing items, checking in items, checking out items, pulling holds, shelving books, answering phones, scheduling pickups, bagging orders, and quarantining book-drop items downstairs in the Programming Room. There are 2 or 3 staff doing this work when we are open, as well during times when we are not open. The rest of us are working from home as much as possible.

We have certain mandates that we must follow, such keeping a health log. Each staff member checks in before leaving their house. We have a sign in log for all staff and contractors, which is done when we first arrive. This is created to facilitate contact tracing, if it ever becomes necessary. Before we leave, we sanitize, and sign the cleaning log, with the areas cleaned. We wear masks while at the library, and keep distances between us. We have no more than 4 staff at the library at one time, and we are working in different areas of the library. Sneeze guards for the circ desk are being installed as I write this final version (Tuesday, 7/21). Alex has been in charge of that project, and is 3-D printing the connectors between the Plexiglas pieces.

Governor Cuomo did an Executive Order last week pertaining to votes at public libraries. (EO 202.51). We need to jump on the vote process right away, as the lead up to the actual vote requires various steps, over a number of months, that are written in NYS Education law. Secretary to the Board Mary will have a bigger part in this process this year, as it is supposed to be a Board of Trustees activity. Jenn and I will, of course, keep doing a lot of it. The Executive order indicates that we can have our election and budget vote any time between Sept 15th and Dec 31st. I want to hold it in September. The date will depend upon when we can get the notifications into the paper, etc. There is discussion about whether candidates need to get signatures, need to get 30% of the normal number, or if they are required to get the full number usually required. We are allowed to have in-person voting, with social distancing, which will help keep costs down. We can also expect more absentee mail-in votes this year, though.