Town of Esopus Library
October Board of Trustees Meeting
Wednesday, October 28, 2026

Agenda

Call to order	Sharon Briden
Approval of September Reorganizational Meeting Minutes Approval of September Board Meeting Minutes	
Public Comment (2 minutes each)	Public
Foundation	Reggie Heffernan
Treasurer's Report/Finance Committee	Allen Olsen
Director's Report	Jesse Chance
Friends	Elaine Rylance

Committees

1. Buildings and Grounds – Laura Petit
2. Governance and Personnel – Larry Decker
3. Sustainability, Research and Development – Sharon Briden
4. Trustee Training Committee – Jamila Khan

Adjournment

Resolutions:

2026-42 – Payment of September Claims
2026-43 – Personnel Actions – E. Brown

TOWN OF ESOPUS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 23, 2026

Board Members Present: Sharon Briden, Don Carragher, Larry Decker, Laura Petit, Allen Olsen, Jamila Khan, Elaine Rylance and Jenna Medenbach
Board Members Excused: Cindy Capraro
Board Members Absent:

Staff Present: Jesse Chance, Mary Garraty

Public: none

I.CALL TO ORDER
The meeting of the Town of Esopus Library Board of Trustees was called to order by President Sharon Briden at 6:15 p.m.

II. APPROVAL OF MEETING MINUTES
Written minutes for the August monthly Board Meeting held on August 26, 2026 was submitted and open for review. A motion to accept the minutes of the August monthly Board meeting held on August 26, 2026, as amended, was made by Jamila Khan and seconded by Elaine Rylance.
AYE: 8; NAYS: 0; ABSTAIN: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

III. Presidents Word – Sharon Briden

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Allen Olsen
Allen reviewed the Finance Committee Meeting minutes and presented the resolutions listed below.

Resolution #38 of 2026 (Payment of August Claims): The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from August 1, 2026 to August 31, 2026 for items in the amount of $37,774.49. A motion to accept the resolution was made by Larry Decker and seconded by Laura Petit.
AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Cindy Capraro
Board Members Absent:

Resolution #39 of 2026 (Claims Audit Policy Update): The Board of Trustees of the Town of Esopus Library accepts the changes to the Claims Audit Policy. A motion to accept the resolution, as amended, was made by Don Carragher and seconded by Larry Decker.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

Resolution #40 of 2026 (Credit Card Financial Tools Policy Update): The Board of Trustees of the Town of Esopus Library accepts the changes to the Credit Card Financial Tools Policy. A motion to accept the resolution was made by Elaine Rylance and seconded by Don Carragher.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

Resolution #41 of 2026 (Purchasing Procurement Policy Update): The Board of Trustees of the Town of Esopus Library accepts the changes to the Purchasing Procurement Policy. A motion to accept the resolution as amended was made by Larry Decker and seconded by Jenna Medenbach.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

VI. DIRECTOR'S REPORT – Jesse Chance
Written reports were submitted from the Director, the Adult and Teen Programmer and the Children's Programmer. Jesse reviewed the Director's report. Jesse discussed the attendance at the Cardpalooza. A number of folks signed up as new library card members. Jesse reviewed some purchases made which used funds from a recent donation to the Library.

VII. FRIENDS – Elaine Rylance
Booksale is this weekend. Friday is setup 3 - 5 pm. Cleanup is on Sunday. There will be Library tshirts for sale.

VIII. COMMITTEE REPORTS

<u>Buildings and Grounds</u> – Laura Petit
Written report was submitted. Laura reviewed the committee meeting minutes. The committee discussed a wraparound bench for a tree outside. The cement in the front parking lot walkway remains to be repaired. It is scheduled for the end of September.

Governance and Personnel – Sharon Briden
Sharon reviewed the G&P committee meeting minutes. A new cycle of reviewing the policies is to start up again. The committee is recommending that a Service Dog policy be added.

Sustainability, Research and Development – Sharon Briden
Sustainability, Research and Development did not meet in September due to a lack of quorum.

IX. Trustee Training - Jamila Khan
A few upcoming training opportunities were mentioned.

- October 5 -- at the Town of Esopus Library will be a Multi-Year Financial Planning training session.
- October 29 -- 5 - 6:30 (online class) Trustee Handbook Book Club: Duties & Responsibilities of Key Officer Roles.

X. ADJOURNMENT
There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Jamila Khan. The meeting was adjourned at 7:00p.m.
AYES: 8, NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

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

Director's Report October 2026

COMPLETED OR ONGOING

Solar Project: The solar upgrade continues to move through the permitting process. I spoke with Roxanne Pecora on the Planning Board and she informed me that we only have to get through the ZBA process: no need to go back to Planning after. We are on the ZBA schedule for 10/20 @7PM. Roxanne also informed me that these things usually take three ZBA meetings before a decision is made. We can still hope for a better outcome of course. Sharon and I will represent the Library at the meeting tomorrow night and people from the Solar company and from the project management firm will be there as well.

Outdoor Programming Space: We are continuing to move forward with plans for the new fenced outdoor programming space, made possible by a grant from the Ascienzo Family Foundation. The location and layout have been established, and Greenpoint Solar has confirmed that the proposed space should not interfere with the solar battery backup system. I had thought we had a clear path forward last week but it turns out that the picket panels that we had picked out from Lowe's Home Improvement are not actually available in our area (the website doesn't tell you that of course). In fact, the sales rep could find no 3 or 4-foot picket panels in wood available in our area. I am exploring other options.

Parking Lot Islands: The repairs to the faulty cement in the parking lot islands is scheduled to begin on Thursday morning, 10/22/26 and is supposed to take two to three days to complete.

Community Garden: Our expanded community garden has continued to provide fresh produce to the community. Gardeners have generously contributed vegetables to our distribution table and the Port Ewen Community Fridge, helping ensure that the garden's harvest reaches people who can use it. I am grateful to everyone who contributed their time, energy, and produce to make this project a success. The gardeners will have a meet-up tonight (10/19) at 6pm to discuss what worked, what needs improving, and to make plans to continue the distributions next year.

Staffing Hope Nack joined us as a part-time clerk only briefly and then a family emergency caused her to need to step back from the position. I was able to hire Ellen Brown to take her place very smoothly and I was also able to talk Hope into staying on our civil service position list so that she can fill in occasionally during vacations and other staffing shortages. I am pleased to have these positions filled and I really appreciate the work the staff have done to keep Library operations running smoothly through these transitions.

Library Facilities: We continue to address maintenance and improvements throughout the building. Thanks to the large anonymous gift, the Library received early this summer, we have been able to install a new microwave, a 2nd refrigerator (programming now has a dedicated fridge), and a light above main entrance. We've also been able to purchase a new electric convection oven to go in the place of the electric range that it turns out is not legal for the library to have without an exhaust fan. Staff seating has been upgraded and I am working steadily to complete the other stipulations that were attached to the gift. The roof and elevator remain important priorities for future improvements and grant opportunities.

OUTREACH & COMMUNITY NEWS

Card-a-Palooza: Our Card-a-Palooza event was a wonderful success, drawing more than 60 patrons for an afternoon of music, food, and community. Six bands performed, two food trucks participated, and we welcomed several new Library cardholders. It was an excellent example of how programming can bring people together while introducing new members of the community to Library services.

Community Partnerships: The community garden continues to demonstrate the value of partnerships and shared resources. The contributions of our gardeners and the connection to the Port Ewen Community Fridge have helped extend the benefits of the Library beyond our building. We have many other partnerships as well, but the Esopus Community Foundation has been a really good one this year and they deserve recognition.

Legislative Advocacy: We are continuing to work with Rebekkah Smith Aldrich and our representatives in Albany on amendments to the legislation governing Library trustee elections. Our goal is to correct the current timing issue so that trustees elected in September can take office in September rather than serving through interim appointments until June. We are also reviewing proposed changes to the language governing election hours to make the legislation clearer and more practical.

Funding Requests: This month I prepared and sent requests to Senator Michelle Hinchey and Assemblymember Sarahana Shrestha that they consider us for discretionary funding this cycle to address two important Library needs. The first is a sidewalk connecting the Library to Route 9W, which I estimated we can get done for around $175,000. The second thing I asked them to consider funding is the purchase of one or two modular privacy booths, at approximately $17,500 each, to provide patrons with private spaces for study, meetings, and remote work.

FINANCE

The Library continues to be in a healthy financial position. Through September, revenues were approximately 97% of budget, while expenditures were approximately 76%. We still have a Pilot Payment coming later this year and the interest earned by the Reserve Account CD has yet to be deposited so we will get to 100% of revenue. The expenses being around 76% paid in early October means that we are on track to come in with a balanced budget at year end. I will continue monitoring individual budget lines as we move toward year-end and will identify opportunities to reallocate funds where appropriate.

UPCOMING

Sustainable Libraries Initiative: We will continue to work toward Sustainable Libraries Initiative certification and also the development of our Disaster Recovery Plan. These efforts will require coordination among staff and trustees, and I will report on our progress as the work develops. I have recently made strides towards getting the data we need entered ready and feel that we will complete this process in the near future. The sheer amount of questions on the form was daunting to say the least, but just getting started is all it really takes.

Respectfully submitted,

Jesse Chance

Town of Esopus Library

Children's Programming Report – October 2026

Regularly Scheduled Programs

Our programs are running as before: Monday **Afternoon Storytime** is at 1PM. Wednesday morning **Storytime** is at 11AM, Friday **Toddler Playgroup** is at 11:30AM. After the first of the year I will bring back our LEGO Club.

SEPTEMBER Wrap-Up

Our **Music & Movement** sessions, taught by Terry Watson, began at the end of September and will run until November 16. These classes convene Monday mornings at 10:15 and appeal to toddlers and preschoolers and their grown-ups.

September concluded with 13 programs attended by 109 participants.

OCTOBER

Our **Hello Pumpkin Season!** program on Saturday, October 3rd was a delight. We read stories about Autumn, made crafts, decorated the circulation desk, and enjoyed cider and doughnuts. One of our community gardeners, Pat Frank, grew dozens of pumpkins for us to use as we celebrated the start of Autumn. We had 23 people in attendance (13 children, 10 parents).

On October 22nd, **Kaz Windness**, an award-winning author and illustrator will present an interactive program for us. Kaz is a Theodore (Dr. Seuss) Geisel Honor Award winner. Her books have been picked up by the Dolly Parton Imagination Library program, and Reading Rainbow.

Wild & Bright Reptile Program will be here October 29th.. This is a special Halloween-themed program aimed at ages 5 and up.

So far for October, (it's the 16th as I write this), we have had 8 programs with 70 participants.

Looking forward to:

NOVEMBER

I will be in Wales for the first two weeks of November as a writer -in-residence at Trevor Hall. Storytimes and Toddler playgroup will be on hiatus until I return.

On Saturday, November 21st from 11AM-1PM, we will have a **Crafting and Storytime event: Balloons Over Broadway.** We're basing this on the book of the same title, by Melissa Sweet. It tells the history of the Macy's Thanksgiving Day Parade. We'll be constructing our own miniature parade floats (from shoe boxes and leftover craft supplies), and parading around the Community Room in our own Thanksgiving Parade–right off Broadway. Lunch will be served, as well.

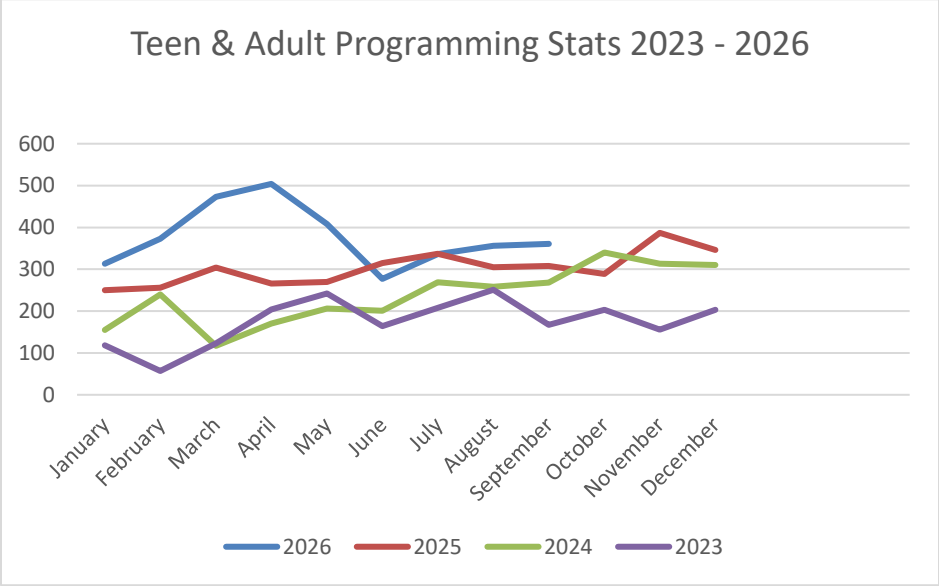
Plans are already in place for December in and around the Children's Room. I'll share what's on tap for the holiday season in next month's report.

Warmest regards,
Ellen Yeomans, Children's Programmer

Town of Esopus Library

Programming & Engagement Manager's Report – October

	Final September	October Numbers To-Date (10/19)
Teen	33 (2 programs)	16 (1 program)
Adult	328 (23 programs)	138 (10 programs)



Adult Programming Highlights

- Workshops, lectures, and special classes: **Jessica Williams** returned this month for a charming workshop on **Fantasy Flowers**. Her workshops have been a bit more sparsely attended in the last year compared to previous outings (only 8 at this last one), and I wonder if market oversaturation has something to do with it – she offers her workshops at many other community partner organizations. Jessica will visit again in November for a **Holiday Wreath Program**. I'll reassess then.

  Our **Burroughs Brunch** series successfully ran on a very busy Saturday – that of our **Friends Book Sale**. **Anthony Musso** was our featured speaker. Despite some staff concerns, sharing the space worked well; I posted notices around the computers and

other common quiet areas of our main room, offering headphones to patrons in need of quiet. The speaking series has taken a brief October hiatus (author **Tommy Zurhellen** was under the weather) but I have plans to bring Zurhellen back in November for a Veterans' Day-themed talk.

- Regular groups: It's been fascinated to watch the sudden surge in popularity of **MahJongg**. When I started, this gaming group regularly saw 3-4 members attending, rarely expanding to two tables. Thanks to the current MahJongg craze, they regularly have 13-14 players in attendance and have requested a fourth gaming table. November will also see our first monthly meeting of **Women of Words** writing group.
- Special events: Our first **Library Card Sign-Up Month Card-A-Palooza** was a smashing success! We had over 65 patrons come out for a full day of music and food. Six local acts – **the jowls, Damn Horse!!!, Dan Pitt, AM Gold, Jef Brown, and Klezmer Berl's Hotsie Totsie Orkestra –** all delivered stellar performances, and it was wonderful to see such diverse musical acts supporting one another. There were also two food trucks and a stunning array of visiting dogs. We plan to partner with Steve Lewis to bring this concert again next year, with hopes of making it a keystone event for a Port Ewen Porchfest in the future. Most importantly, seven new library card sign-ups were generated!

Teen Programming Highlights

- **D&D with Gamemaster Mary** has recently grown, with a new influx of tweens who are just old enough for our group's age requirements. Some of the teens aged out of the group as well. Currently we have 12 regular tweenagers adventuring.

Respectfully submitted,

Fox North

Town of Esopus Library

Buildings & Grounds Committee Meeting Minutes

October 4, 2026 at 4:00 p.m.

Meetiing called to order at 4:07pm. Present were: Laura Petit, Sharon Briden, Allen Olsen and Director Jesse Chance. **Excused:** Don Carragher

Facilities Maintenance Plan

Laura Petit distributed a copy of the proposed Facility Maintenance Plan, including the accompanying timeline spreadsheet.

Allen Olsen reminded the committee that the plan should also incorporate the asset spreadsheet he previously forwarded to the committee.

Sharon Briden requested that specific dates be included for maintenance and replacement items where applicable. As an example, she suggested identifying the year HVAC pumps were replaced, as well as the dates for HVAC fluid replacement and other scheduled maintenance.

Director Jesse Chance stated that he would like to review the plan further before the next meeting. He also expressed interest in developing checklists and forms to assist with documenting and tracking routine facility maintenance.

Solar Project Permitting

Director Jesse Chance provided an update on the permitting process for the library's solar project.

He reported that the Zoning Board of Appeals is scheduled to meet on Tuesday, October 20, 2026, at 7:00 p.m. He spoke with a member of the Esopus Planning Board who advised him that there would be no further action with that committee. Director Chance indicated that the ZBA process could take an additional two to three months. Sharon Briden expressed interest in attending the meeting.

Children's Community Garden

Director Jesse Chance provided an update on the Children's Community Garden project.

He reported that the estimated cost for installed wood fencing is approximately **$8,000**, while vinyl fencing would cost approximately **$12,000 installed**. Both options exceed the remaining grant funds available for the project.

Director Chance stated that he and Don Carragher would undertake the fence installation themselves.

Sharon Briden recommended that the main 4x4 fence posts be set in concrete rather than directly in the ground. Allen Olsen agreed, noting that installing the posts in concrete would provide greater stability and longevity for the fence.

Laura Petit stated that she would contact Maple Ridge Bruderhof to determine whether members of their youth group might be available to assist with the garden project.

Concrete Sidewalk

There was no update regarding the concrete sidewalk repair/replacement that had been scheduled for September 30 through October 2, 2026.

An update will be provided by Don Carragher at a later time.

Adjournment

There being no further business, the meeting was adjourned at 4:37 p.m.

Town of Esopus Library

Finance Committee Meeting – October 14, 2026 @ 6:30pm

Minutes

Attendees: Jamila Khan, Sharon Briden, Jenna Medenbach, Allen Olsen - Chair, Jesse Chance - Director

1. Approved September 2026 payments of $21,276.38.

2. Reviewed September 2026 financials.

3. Director's report included addressing various formula problems within the financial reports, which will be done by Jesse and Lorelei.

4. Other issues of interest to the Committee included setting meeting dates – November 11 @ 5:30 PM will be next, and December tbd.

5. Adjournment at 7:32 PM.

Town of Esopus Library

Governance & Personnel Committee

October 13. 2026

Attended:

Larry Decker -Chair
Cindy Capraro
Laura Petit
Elaine Rylance
Sharon Briden

Jesse (for beginning part) gave his director's report which talked about pursuing amendments to enable legislation to bring the election & budget vote into compliance with state law.

Also, currently polls are stated to be open from 4pm until 10pm. We would like to change that to have the polls remain for a period of 8 hours to be determined by the Board and announced at least 3 months in advance of the election.

We reviewed the Director's evaluation sheets and discussed results.

In our future meetings we will review and update existing Bylaws as well as a need to discuss and develop two new policies:

1. Service Animals
2. Donation Plaques

BOARD OF TRUSTEES REORGANIZATIONAL MEETING MINUTES
September 23, 2026

Board Members Present: Don Carragher, Elaine Rylance, Laura Petit, Sharon Briden and Jamila Khan, Larry Decker, Allen Olsen and Jenna Medenbach
Board Members Excused: Cindy Capraro
Board Members Absent:
Staff Present: Mary Garraty, Jesse Chance

Public: Marie Burgher

Jesse explained the change in process due to the move of the election date from June to September.

I. CALL TO ORDER –
The Board meeting of the Town of Esopus Library Board of Trustees was called to order by Larry Decker at 6:00 pm.

At this time Larry appointed himself as Trustee for the interim as trustees can officially take office in June 2027. A motion to accept Larry Decker as an interim Trustee was made by Jamila Khan and seconded by Don Carragher.
AYE: 8; NAYS: 0; ABSTAIN: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

Larry appointed Cindy Capraro as Trustee for the interim. A motion to accept Cindy Capraro as an interim Trustee was made by Elaine Rylance and seconded by Sharon Briden.
AYE: 8; NAYS: 0; ABSTAIN: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

Larry appointed Jenna Medenbach as Trustee for the interim. A motion to accept Jenna Medenbach as an interim Trustee was made by Allen Olsen and seconded by Sharon Briden.
AYE: 8; NAYS: 0; ABSTAIN: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

Oaths of Office were completed for Larry Decker and Jenna Medenbach. Cindy Capraro will do hers at a later date.

II. ELECTION OF OFFICERS

Larry Decker turned the meeting over to Sharon Briden to present the Nominating Committee's recommendations. The Nominating Committee consisted of Laura Petit, Jamila Khan and Sharon Briden. The Nominating Committee recommends the following Election of Officers:

- Sharon Briden for President
- Larry Decker for Vice-President
- Allen Olsen for Treasurer

No additional nominations were made. All the Trustees were in favor of the above listed Officers.

The meeting was then turned over to Sharon Briden. Sharon pointed out that two executive members need to be added to the Executive Committee. Sharon nominated Laura Petit and Jamila Khan. All the Trustees voted in favor of these trustees joining the Executive Committee.

The Code of Ethics, Conflict of Interest Policies and the Sexual Harassment training sheets were distributed to each Board Member. Each Board member is to review, sign and return the policies thus acknowledging that they had reviewed them.

Trustee training will begin again. In addition, each trustee can do training via the Trustee Handbook and the MHLS website.

The committee assignments were discussed but not finalized.

IV. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Jamila Khan. The meeting adjourned at 6:14 pm.
AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused: Cindy Capraro
Board Members Absent:

Town on Esopus Library

Sustainability, Research and Development Committee

Minutes: October 13, 2026 4pm.

Attending: Jesse Chance, Larry Decker, Sharon Briden, Jenna Medenbach, Don Carragher

Don called the meeting to order; Jesse began with his report.

He has been working on the Sustainable Libraries Initiative application that requires a great deal of paperwork. Much of the process is complete. He expects to delegate some of this. Community input is coming up soon. Olive Free Library recently completed their Final Presentation for SLI, and it was distributed to all MHLS members. Don suggested we review it.

The solar ground array replacement project is pending a Zoning Board approval. They meet monthly and Jesse will attend Oct. 20.

We still want to install a rainwater catch-tank with a gravity supply tank above the community garden. A patron-gardener may be able to assist in the pump installation. Water collected from the southeastern roof gutter would be pumped to a second tank above the plots. We have one tank and pump. Money from grants and gifts remains for its completion. We will need an underground utility mark-out of any buried lines before we dig.

The new Children's Outdoor Program area requires some redesign but fencing work may start this fall.

<u>General discussion</u>:

Local politicians often have discretionary monies to award in the community so we should consider updating them of our plans and needs.

Graves Elementary School PTO has a Trunk-or-Treat for Halloween that we may be able to participate in. Jenna offered to check.

Graves also has a Facebook page we may be able to list our Library programming schedule on. Jenna will check.

The Esopus Christmas Holiday Parade is Dec. 5; we do plan to enter a float.

Submitted, Don Carragher, Chair.