

Town of Esopus Library
October Board of Trustees Meeting
Tuesday, October 25, 2022

Agenda

Call to order	Don Carragher
Approval of September Board Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Director's Report	Brooke Dittmar
Friends	Susan Leiching

Committees

1. Buildings and Grounds – Don Carragher
2. Governance and Personnel / Trustee Training – Nancy Beranek
3. Sustainability, Research and Development – Don Carragher

Adjournment

Resolutions:

- 2022-49 – Payment of September Claims
- 2022-50 – 2023 Holiday Closings
- 2022-51 – Update to Section 7 of Personnel Policy Manual
- 2022-52 – Exterior LED Lighting Upgrade

TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES September 27, 2022

Board Members Present: Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Susan Leiching, Don Carragher, Laura Lauria and Larry Decker (voted in as Trustee during the meeting)

Board Members Excused: Elaine Rylance

Board Members Absent:

Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:02 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the August monthly Board meeting held on August 23, 2022 was submitted and open for review.

- A motion to accept the minutes of the August monthly Board meeting held on August 23, 2022 was made by Susan Barbarisi and seconded by Reggie Heffernan.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Elaine Rylance

Board Members Absent:

III. Presidents Word – Don Carragher

Don had a few comments. This has been a busy month. We have a number of contractors providing estimates. There is a list of work that has been done in the last few weeks which cost money. The grants are critical to facilitate this work. The patio is in process of being redone.

- A motion to accept Larry Decker as a new Trustee was made by Nancy Beranek and seconded by Susan Leiching.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Elaine Rylance

Board Members Absent:

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. The Finance Committee reviewed the claims for the past month which totaled \$9000.28. We noticed that our billing system/process doesn't lend itself to small business work. The committee discussed having an audit completed by the end of the year. The committee discussed and has agreed to no longer collect late material fees.

- **Resolution #43 of 2022 (Payment of August Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from August 1, 2022 to August 31, 2022 for items in the amount of \$9000.28. A motion to accept the resolution was made by Susan Barbarisi and seconded by Nancy Beranek.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Rylance

Board Members Absent

- **Resolution #44 of 2022 (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 was made by Reggie Heffernan and seconded by Susan Leiching.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Rylance

Board Members Absent:

- **Resolution #47 of 2022 (Fine Free Library):** The Board of Trustees of the Town of Esopus Library agrees to the updated Fine Free Library Resolution. A motion to accept the resolution as updated during the meeting was made by Susan Barbarisi and seconded by Nancy Beranek.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Rylance

Board Members Absent

VI. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the Director's report. Brooke discussed the idea of increasing the size of the library. There are a number of reasons for this idea. Some of the reasons are the following: individual offices for the staff; more meeting/community areas as well as the addition of a café, just to name a few. Today Brooke heard from MHLS that the Esopus Library is to be awarded \$265,931.00 (73%) from the Construction Grant. (Great news!) This grant will need final approval by NYS Dept. of Library before receiving the funds. The ecological restoration grant first draft is ready and needs to be submitted by Friday

VII. FRIENDS --Susan Leiching

The book sale occurred last weekend. The book sale made \$2,960. Friends is looking for volunteers and they need help sorting books. They are also looking for help with vintage books. Friends meets at the 3rd Wednesday of the month at 3:30pm

VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Don Carragher
Written report was submitted. Don reviewed the committee meeting minutes. So much has happened since the minutes went out. Cliff Waglam is the contractor doing the bridge and patio. He should be finishing tomorrow. The cleaner did a great job stripping the kitchen floor. Brooke reported that the security alarm system is giving us errors. They are looking into new systems. They would like a demo on the one that the Esopus Town Hall uses. We still have not addressed the antiquated light timer for the lights out in the parking lot. Don was able to find someone available to do the sealing and striping of the parking lot. Don noted that the next Building and Grounds committee meeting will be October 3rd at 4pm instead of October 10th, due to the holiday on October 10th.
 - **Resolution #48 of 2022 (Library Parking Area Sealcoating and Striping):**
The Board of Trustees of the Town of Esopus Library agrees to the Library Parking Area Sealcoating and Striping Resolution. A motion to accept the resolution was made by Larry Decker and seconded by Don Carragher.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Elaine Rylance
Board Members Absent
This work is scheduled for the weekend of October 8th.

- **Governance and Personnel** – Nancy Beranek
Written report submitted. The committee discussed sick leave vs. covid leave. They also discussed other areas of the personnel policy manual which needed updating.
 - **Resolution #45 of 2022 (Personnel Actions - L.Salgarolo-J.Wiggin-J.LaPolt):** 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 Reggie Heffernan and seconded by Nancy Beranek.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Elaine Rylance
Board Members Absent:

- **Resolution #46 of 2022 (Creation of Pandemic/Epidemic Sick Leave and Addition of Section in Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the creation of Pandemic/Epidemic Sick Leave and addition of section in Personnel Policy Manual. A motion to accept the resolution was made by Reggie Heffernan and seconded by Susan Leiching.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Elaine Rylance
Board Members Absent:

- **Sustainability, Research and Development** - Don Carragher
Written report submitted. Don reviewed the meeting minutes. The majority of the items were already covered in the Building and Grounds Committee discussion.

IX. Trustee Training – Don Carragher and Nancy Beranek

Thank you for coming to the Trustee Essentials Training. Don mentioned that there is an Office of the Aging Emergency Preparedness for Seniors seminar at the Esopus Town Hall on October 13th from 12:00 pm – 2:00 pm

X. ADJOURNMENT

There being no further business or discussion, Susan Leiching made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 7:26 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Elaine Rylance
Board Members Absent:

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

Attending: Brooke Dittmar, Laura Lauria and Don Carragher
Excused: Larry Decker

Below is an update on several current projects:

1. The Patio Paver Reconstruction is completed. Don will prepare receipts for materials and labor.
2. The retaining pond has shown some improvement over last year since the bacteria block was added in late July. Algae mats have not formed and some slight clearing is perceptible. A second block will be added in the spring, 2023.
3. The drain into the settling pond has been cleared, but at least a foot of sediment has collected. This will be removed by hand in sections. There is a liner that cannot be damaged.
4. Brooke and Don met with pest control, CritterX, to plan on the removal of woodchucks.
5. The sealing and striping of the parking areas is on schedule for this weekend.

Don suggested we consider pre-grant work before the construction season next year. Much of this will be carefully detailing the Requests for Proposals. There will be much to consider for each part of the grants. Public education to present and report on the changes and improvements will be valuable.

Brooke suggested we reconfigure the handicapped parking spots to not block the entrance to the lower driveway. She and Don will meet to plan any changes.

Director's Report to the Board
October 25, 2022
Brooke Dittmar

We held our first Repair Café since COVID started. Everyone was very happy to be together again, and many items were fixed. If you ever want to be surrounded by “feel good” vibes, just stop in at a Repair Cafe.

I attended a day-long mini conference on Equity, Diversity, and Inclusion. I looked through our statements and policies, and found that although it is stated in a number of them that this is our belief, and how we function, there is not much detail in any of them. We will create a more comprehensive statement on this.

The Ecological Restoration Grant application has been finished and submitted. We will find out toward the beginning of 2023 if our project was accepted.

Within the past year a woman that is working on her Master's degree in Library and Information Science contacted us to see if she could do her final “Capstone” project at our library. She has begun, having developed a survey to find out how people feel about the usability of our website. There is a link to the survey on the home page of our website, as well as print copies on the circulation desk. We also have flyers around the library and around town that contain a QR code that can be scanned with a handheld device to access the survey. Please fill out the survey to help with this project.

We have been in touch with the company that will be performing the exterior LED Lighting upgrade. This is one of the projects that is included in our Construction Grant application. We are allowed to start on any of those projects once the application window opens, and we will still be reimbursed for the grant amount for the project, once the grant is awarded. In the meantime, our matching funds will cover the expense. A resolution to go forward with the project will be presented at the board meeting. The company that does this has changed their name from Lime Energy to Wildan. The lead time for the project is 4 to 6 weeks. During that time they will order the light fixture replacement heads, LED bulbs, and photo sensors for turning the lights on and off.

The sealing of the driveways and parking lot have been accomplished, as I'm sure you've noticed. They're “good as new!”

Mid-Hudson Library System is working on our transition to a Fine-Free Library. Each item that we check out to patrons has a “loan rule” attached to it. That includes the amount of time it can be checked out for, as well as the fine that is associated with it, if it is overdue. These all have to be changed. We also need to do an active PR campaign to let the community know.

If you read this before Friday, remember that you can attend the MHLS Annual Meeting, which is virtual as well as free. At 11:00 the Deputy State Librarian of Library Development for the New Jersey State Library will speak about disaster preparedness and community resilience. Go to the MHLS calendar to sign up for it, or use this link: [Register](#) The business meeting is at 10:00, and requires a separate sign-up, here: [Register](#) (or at the MHLS calendar).

**Town of Esopus Library
Finance Committee Minutes
October 13, 2022**

Attendance: Susan Leiching, Reggie Heffernan, Susan Barbarisi, Elaine Rylance, Don Carragher and Brooke Dittmar

The payment of claims for \$12,317.08 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the October meeting.

The committee discussed the resolution to have the outside lights retrofitted with LED lights. It was agreed to propose a resolution to the board at the upcoming meeting.

A summary on the Financial and Fiduciary Responsibility Webinar given by Rebekkah Smith Aldrich was presented to the committee. Some important points covered in this meeting were:

- The job of **all** trustees is fiscal oversight. We need to make sure the Town's resources are used efficiently and effectively and we need to keep the community's trust.
- There are three main categories of expenses to consider: personnel costs (to recruit and retain quality staff), facilities planning and program resources.
- As the library funds are not "ours" but the community's, it is important to be transparent with the public's money and post timely information on the website
- Audits should be performed yearly (or at minimum of five years). They are important in order to help us know what internal controls are working and what may need to be strengthened.
- Background checks on staff handling funds should be performed by a company that is recommended by our insurance company.
- Cybersecurity is important for our library now more than ever and we need to make sure that we have the proper policies and insurance in place.

Brooke will put together a RFB for an audit this month so we can move forward.

Respectfully submitted,
Reggie Heffernan, Treasurer

**Next Meeting
Thursday, November 10th
4 pm**

Governance and Personnel Committee
October 11, 2022

Attendance: Nancy Beranek, Don Carragher, Susan Leiching, Laura Lauria and Brooke Dittmar

- We reviewed and revised section 7.12 OVERTIME in the Personnel Policy Manual.
- The 2023 holiday closing list was approved.
- We continued to discuss possible changes to the Lending Rules Policy.
- Brooke presented an equity, diversity and inclusion policy for the committee to review

Next meeting is scheduled for November 8, 2022.

Respectfully submitted,
Nancy Beranek

Town of Esopus Library

Sustainability, Research and Development Committee October 12, 2022 4pm

Attending: Brooke Dittmar, Reggie Heffernan, Elaine Rylance, Larry Decker, Susan Barbarisi and Don Carragher

As much of the work in progress is related to Building & Grounds, Don reviewed the last meeting of 10/3/22 Building and Grounds Committee. Brooke suggested that we would be able to begin some of the work applied for in the Construction Grant, particularly the retrofitting of the parking lot lights, which are not being bid on as the contractor is working with Central Hudson funding. A resolution will be presented at the 10/25/22 Board meeting.

The summary by the Wallkill Valley Land Trust was distributed.

The parking lot sealing and striping is complete. Some alterations of handicapped spots will be done by ourselves.

Additional training for staff was raised. It was proposed that local authorities could provide this.

As the new year is approaching and the major projects will be scheduled in the spring, Don asked all members to think critically and creatively for the best planning.