

Town of Esopus Library  
February Board of Trustees Meeting  
Wednesday, February 26, 2025

**Agenda**

Call to order	Larry Decker
Approval of January Board Meeting Minutes	
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee	Allen Olsen
Director's Report	Jesse Chance
Friends	Elaine Rylance

Committees

1. Buildings and Grounds – Stephen Lewis
2. Governance and Personnel / Trustee Training – Martha Farrell
3. Sustainability, Research and Development – Don Carragher

Adjournment

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Resolutions:

- 2025-09 – Payment of January Claims
- 2025-10 – Personnel Actions – F North
- 2025-11 – Transfer of Funds to MHVFCU
- 2025-12 – Amendment to 2024 Budget
- 2025-13 – Amendment to 2025 Budget
- 2025-14 – Section 5 and Section 6 Personnel Policy and Incident Report Form Update

**TOWN OF ESOPUS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
January 22, 2025**

Board Members Present: Elaine Rylance, Stephen Lewis, Larry Decker, Martha Farrell, Don Carragher, Sharon Briden, Allen Olsen, Laura Petit

Board Members Excused: Elaine Jaffe

Board Members Absent:

Staff Present: Jesse Chance, Mary Garraty

Public: None

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

**II. APPROVAL OF MEETING MINUTES**

Written minutes for the December monthly Board Meeting held on December 18, 2024 was submitted and open for review. A motion to accept the minutes of the December monthly Board meeting held on December 18, 2024 was made by Martha Farrell and seconded by Don Carragher.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused: Elaine Jaffe

Board Members Absent:

**III. Presidents Word – Larry Decker**

Larry presented the items listed below under ‘New Business’.

**IV. New Business – Larry Decker**

- **Resolution #04 of 2025 (Bylaws Update):** The Board of Trustees of the Town of Esopus Library accepts the amended Bylaws. A motion to accept the resolution was made by Martha Farrell and seconded by Elaine Rylance.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:
- **Resolution #05 of 2025 (Approval of New Treasurer):** The Board of Trustees of the Town of Esopus Library accepts the recommendation of Allen Olsen as Treasurer. A motion to accept the resolution was made by Laura Petit and seconded by Don Carragher.  
AYES: 7; NAYS: 0; ABSTENTIONS: 1  
Board Members Excused: Elaine Jaffe  
Board Members Absent:

**V. Public Comment - None**

## VI. TREASURER'S REPORT/FINANCE – Allen Olsen

Written report was submitted. Allen Olsen reviewed the committee meeting minutes and presented the resolutions listed below. This was followed by a discussion regarding the budget.

- **Resolution #01 of 2025 (Payment of December Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from December 1, 2024 to December 31, 2024 for items in the amount of \$18,756.89. A motion to accept the resolution as amended was made by Don Carragher and seconded by Martha Farrell.  
AYES: 7; NAYS: 1; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:
  
- **Resolution #06 of 2025 (Acceptance of PILOT Payment):** The Board of Trustees of the Town of Esopus Library accepts these funds from the Town of Esopus and will deposit the monies into the Town of Esopus Library's 2024 Operating Fund. A motion to accept the resolution, as amended, was made by Elaine Rylance and seconded by Steve Lewis.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:
  
- **Resolution #07 of 2025 (Acceptance of 2025 Foundation Annual Contribution):** The Board of Trustees of the Esopus Library accepts this monetary donation from the Foundation and approves the addition to the General Fund of the 2025 Operating Budget. A motion to accept the resolution as amended, was made by Elaine Rylance and seconded by Martha Farrell.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:

## VII. DIRECTOR'S REPORT – Jesse Chance

Written reports were submitted from the Director, the Adult and Teen Programmer and the Children's Programmer. The Esopus Business Association is hosting a mixer at the Town of Esopus Library on February 25, 2025 at 5:30 pm. The Board discussed eRate and hotspots.

## VIII. FRIENDS – Elaine Rylance

Friends are collecting books at this time. It was noted that Friends meetings are not listed on the calendar and never mentioned in the newsletter. The calendar and newsletter will be updated.

## IX. COMMITTEE REPORTS

- Buildings and Grounds – Stephen Lewis  
Written report was submitted. Steve Lewis reviewed the meeting minutes. Grants are being applied for the pollinator garden.
  - **Resolution #08 of 2025 (Approval to Seek Estimates from Local Companies for Library's Solar Array Upgrade):** The Board of Trustees of the Town of Esopus Library authorizes a

search for estimates from local companies. A motion to accept the resolution was made by Don Carragher and seconded by Allen Olsen.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Jaffe

Board Members Absent:

- Governance and Personnel – Martha Farrell  
Written report submitted. Martha Farrell reviewed the meeting minutes and presented the following resolutions:
  - **Resolution #02 of 2025 (Update to Section 3 and Section 4 of the Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 3 and Section 4 of the Personnel Policy Manual. A motion to accept the resolution was made by Allen Olsen and seconded by Elaine Rylance.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:
  - **Resolution #03 of 2025 (Update to Social Media Policy to Internal Section of Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Internal Social Media Policy. A motion to accept the resolution was made by Don Carragher and seconded by Allen Olsen.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:
- Sustainability, Research and Development - Don Carragher  
Written report was submitted. Don Carragher reviewed the committee meeting minutes. This committee is working on getting modular mobile storage units.

#### X. Trustee Training

Trustee Training has been taking place at online sessions.

#### XI. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Steve Lewis. The meeting was adjourned at 6:50 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Jaffe

Board Members Absent:

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

## Director's Report February, 2025

### *Ongoing and/or Completed Business:*

**Solar Power Array Upgrade Project:** Requests for estimates are being sent to Liberty Solar and NY State Solar Farm the week of 2/17 after a final review to be certain that the project narrative includes all necessary work to complete the solar upgrades as voted upon by the Board. With luck, both companies will give us estimates, but I only need one to include with an application to amend our currently approved project narrative to be sent to the NY State Department of Library Development. Once we have that amendment approved, we can reconnect with LaBella Associates and begin the bidding process.

**Annual Report to New York State:** As of 2/12/25, the Town of Esopus Library's annual report to NY State has been completed. We now await news from MHLS as to whether or not anything needs to be revised or added to. I had hoped to present the results to the Board for acceptance during the February meeting of the Board of Trustees, but it seems that final approval by MHLS will take a bit longer than that so it will be a part of the March Board meeting agenda instead.

**Budget Work:** In preparation to begin work on writing the 2026 Library Budget I have been analyzing the actual spending we did in 2024 and developing recommendations for the Finance Committee to consider regarding balancing 2024's budget and tweaking 2025's. Those recommendations and others were approved by the Finance Committee on February 13<sup>th</sup>, but in the process of reviewing 2024 it became clear to me that the surplus we are carrying in our Operating Account of unspent funds from previous years is rather larger than expected. It is common for a library to carry a few thousand dollars of undesignated funds in what some people call a "Fund Balance", but it appears that our 'Fund Balance' (not to be confused with our 'Reserve Account') grew over several years and is quite a bit larger than that. Allen (our Treasurer) and I are planning to meet with our accountant in the next couple of weeks to better understand their accounting practices and to more precisely define this surplus. For those who might question why this surplus wasn't brought to light at this time last year I would point out that 2023 was a very turbulent year at Esopus Library and that I, being new to the role of Director of this Library, was unwilling to attempt to reconcile a complicated fiscal year that I had only been present for three months of. Last year it seemed like there was probably some surplus in the operating account but at the time there were too many unknowns

for me regarding 2023's budget for me to be at all confident stating a total amount. Allen and I will be working together with the accountants to more precisely define how much is there and then the Finance Committee will discuss and propose resolutions regarding how to distribute it.

**Elevator:** Our elevator is temporarily out of order while we await a visit from an Otis Elevator mechanic. On Friday, 2/14, I experienced a malfunction of the operation buttons while attempting to ride the elevator from the basement to the lobby. It did not take me upstairs and it took about three minutes of me poking at the buttons to convince it to open the doors back up and let me out. Since then it appears to be functioning normally, but I do not want to run it with this increased risk of someone getting stuck in there so I have put out of order signs on it and await a call back from Otis.

**New Custodian:** For budgetary reasons as well as to increase oversight of work being performed I have decided to part ways with our cleaning company and hire a part-time custodian. Due to the departure of two well paid employees, in 2024 the payroll, as written for 2025, has enough room in it to cover a part-time custodian without changing the over-all bottom line of payroll expenses. Seventeen people responded to the ad I ran on Indeed.com and after interviewing seven of them, I have chosen what I feel is the perfect candidate. The last day that the cleaning company will be on the job is 2/23, and our new employee Alan Adin will be starting on 2/24 at noon.

### ***Upcoming:***

**Annual Report to the Community:** Now that the Annual Report to NY State is complete, we will begin assembling the Annual Report to the Community.

**Community Garden Lottery:** Applications to take part in the Community Garden Lottery are now being accepted. Applications are due by the morning of Friday, March 14<sup>th</sup>. We will hold a live lottery drawing at 3PM that afternoon. I should point out that in the interest of fairness, Library Board members are not exempt from this lottery

**2026 Budget:** I will present a preliminary budget for 2026 to the Finance Committee at their March meeting.

## ***Continuing Education and Community Outreach:***

**Advocacy Day in Albany:** Our president and former president (Larry and Don) joined me on the bus to Albany on February 5<sup>th</sup>. It was an inspiring experience to rush from Legislator's office to Legislator's office rubbing shoulders with library workers and library advocates from all over the state. I believe that we did a great job supporting the cause and getting the message that libraries need funding to the people that need to hear it. I am told that it was the best turn out for advocacy day since Covid struck.

**MHLS Directors' Association Meeting:** Although the February DA meeting was primarily concerned with bureaucratic responsibilities, we were asked to come up with some possible times and locations for MHLS to offer in person Trustee Training sessions. While timing and subject matter is still being worked on, we do know that Town of Esopus Library will be one of three libraries in Ulster County to host a session.

**Ulster County Library Association Meeting:** This was also a meeting mostly concerned with boring bureaucratic details. However, of interest to some will be the fact that Ulster Library Association (UCLA) is opting to add access to something called Proquest Major Dailies via their website. We can link to that on our website. Major Dailies provides access (slightly restricted) to the five most respected U.S. national and regional newspapers: *The New York Times*, *Washington Post*, *Los Angeles Times*, *Chicago Tribune*, and the *Wall Street Journal*. However, due to the limited nature of the access, this should not be considered an alternative to the Library keeping its own newspaper subscriptions.

Respectfully,

*Jesse Chance*



## Teen and Adult Programming Report – February

### Lovely winter programs at the Town of Esopus Library

- **Final programming numbers for January**
  - o **189 patrons at adult events**
  - o **47 patrons at teen events**
    - **236 Patrons Total (down from 310 in December)**
- **Adult Programming**
  - **Ongoing Groups** Attendance even for our ongoing groups has been low this January, with winter storms and political doldrums causing dips in everything from **Mah Jongg** to our **Esopus Artists** group. Still, our growth has remained consistent. January 2024's attendance dipped to 145 patrons.
  - **Duck Pond Gallery Jack Fagan** fills the gallery with floral art painted throughout his decades-long career; his early February reception was well-attended at 40 patrons. I'm in discussion with Jesse and a curator from SUNY New Paltz about getting us a gallery intern who might help streamline our procedures for gallery hangings, receptions, sales and more, so that we can continue to expand our artist base without causing an additional strain on our staff or space.
  - **Body series** Our **Qi Gong/Kung Fu** class will return late this month when **Charlotte Gibbons** returns from a well-earned vacay; Erin Reilly's popular **Acupressure & Self-Massage** returned in the interim for some much-needed mid-winter self-care, and I hope to get **Chair Yoga with Kathy S.** on the calendar soon!
  - **Classes, readings, and workshops** In January, we offered a few Saturday workshops: **Tiny Homes in the Hudson Valley with local author Chris Schapdick** and another productive mushroom talk with fun guy **Luke Sarrantonio**. Saturdays are proving to be popular days for musical and cultural events; an inaugural performance of SUNY Shakespeare troupe We Happy Few was well-attended this past weekend for their abridged performance of *The Winter's Tale*; they've promised to return when the weather warms up for some rousing Shakespeare by the Duck Pond! Additionally, I've arranged for **Jessica Williams** to host classes here at the library every other month beginning in February. She's agreed to take a larger number of patrons on in exchange for the regular visits, allowing more patrons to attend her informative and creative classes and workshops.



- **Teen Programming**

- **On-going groups** Our **Dungeons & Dragons & Pizza** group continues to draw a dedicated crowd of tween adventurers for 3 events a month, giving us a platform on which to build further teen programming. Additionally, our parent-led **Rainbow Club** continues to grow, this month drawing tweens from as far afield as Chatham, NY – apparently ours is one of the only libraries in this geographic area offering a group open to families with tween-aged kids! SUNY archivist Madeline Veitch visited this month with a variety of zines curated from the college’s collection, with the Rainbow Club kids building zines of their own – and playing with ancient typewriter technology! Our inaugural meeting of a homeschooling teen group was unfortunately canceled by snow; we’ll try again in March.
- January saw packed houses for craft classes by **Jocelyn of PetitFelts** and **Tara Platania** for another Cocoa ‘n’ Canvas night – both will likely grace our library doors again soon!

Respectfully submitted,

Fox North

## February 2025 - Children's Programming Report

Happy February All!

January children's programs ended in a flurry of excitement and activity. Our tween book club hosted its inaugural meeting with four tween-aged children in attendance! [4 attendees] We discussed the wonderful novel *The Swifts* and chose February's book choice *Dogtown*. At the end of January we were also visited by the Woodstock Farm Sanctuary which drew a wonderful crowd of kids eager to learn about how to show kindness to animals. [14 attendees] I look forward to having the Woodstock Farm Sanctuary back again for another program in the future. Our Tuesday storytimes continue to be full of joy, smiles, and songs. Wednesday storytimes remain smaller in nature but do appear to be growing! Friday mornings are now to be filled with more toddler laughter as Toddler Playgroup gets off the ground.

January finished with 18 children's programs with 184 in attendance.

February kicked-off right away with Take Your Child to the Library Day on Saturday, February 1st. For this program celebrating the library, I hosted a special storytime and craft with stories set in libraries including one of my favorites *Do Not Bring Your Dragon to the Library* by Julie Gassman. Our youngest library patrons then made a mural, painted animal friends, and made personalized bookmarks. Snacks were enjoyed by all. [20 attendees]

Although most of the group was disappointed by the groundhog's prediction (six more weeks of winter) we still managed to have a fun time reading Groundhog Day books and making pop-up groundhogs (who all also managed to see their shadows!). [8 attendees] Later that same week we began to get into the Valentine's Day spirit with our 'Pal'entine's Day Friendship Bracelet Making program where we celebrated love for friends and family through colorful jewelry. [11 attendees] Lego Club continues to be a great way to spend an afternoon. The participants come up with such thoughtful, funny, and imaginative builds. It brings me great joy to pass them on display outside of the children's room. [13 attendees] Continuing the Valentine's Day celebrations we made Valentine's cards [8 attendees] on Thursday, 2/13 and then on the day itself we had a great afternoon filled with making mushy, gushy slime [41 attendees].

Midway through February children's programming has held 12 programs with 182 attendees.

The remainder of February will be quieter on the children's programming front with storytimes and playgroup continuing as usual on Tuesday, Wednesday, and Friday mornings along with our Tween book club meeting Thursday, February 20th. I also am excited to virtually attend a workshop about summer reading! I have already begun brainstorming how we can "Color Our World" at the Esopus Library and can't wait to see what others are thinking about.

March will have plenty to look forward to with a presentation on The Greatest Cartoon Characters of All Time on Saturday, March 1st followed by a Cartoon Workshop with Matt Holm on the 6th and the first meeting of our new Graphic Novels Club on Friday, March 7th - all in celebration of Will Eisner Week! March will also celebrate Literacy through a program with Texas Roadhouse and another with 4-H CCE Ulster County. Both programs will feature great stories and fun activities! Later in the month Fox and I will host an all ages/family friendly Board Game Night which I hope will be the first of many collaborations! And finally the month will come to a close with a Spring Cleaning Crafternoon where participants will be encouraged to create art with a melange of craft supplies.

In March I will be participating in some outreach storytimes with local schools and the Headstart program!

Until spring, all my best,  
Charlotte

Building and Grounds Committee

February 10, 2025

Attendees: Steve Lewis, Sharon Briden, Don Carragher, Laura Petit and Director, Jesse Chance

We discussed the replanting of the parking lot islands. Sharon sourced and ordered the Spitzenburg apple trees (bare root stock) to replace the Bradford pear trees.

The plan is to excavate and replant the beds in mid- April.

Jesse has a bid to clean carpets and polish floors. I'm going to check on getting a second bid

Submitted by Steve Lewis

The next Building and Grounds Committee Meeting is scheduled for March 10, 2025

Finance Committee meeting

February 13, 2025 @ 10:00 am

Attending: Allen Olsen, Chair; Laura Petit; Jesse Chance, Library Director

Excused: Elaine Jaffe

The December 2024 expenses in the amount of \$13,985.06 were approved.

A transfer of \$250,000 from the Bank of Greene County to Mid-Hudson Valley Federal Credit Union was approved, to be restricted for Capital expenditures.

The January 2025 financials were reviewed.

The 2024 financials were reviewed, and a number of Income Statement transfers, as recommended by the Director, were approved (resolution to follow). Subject to a final closing of the books, it appears that the Library finished the year slightly in the black, while not spending the Fund Balance contribution of \$57k which had been budgeted.

The 2025 budget was reviewed, and two transfers were recommended by the Director, and approved (resolutions to follow). The budget contains a Fund Balance contribution of \$25,208, and the Director has some confidence that we won't have to spend that amount.

The 2026 budget process was discussed. The Committee will review detail to be presented by the Director at its next meeting.

The Director and Committee Chair will plan to meet with the Library's accountants in the near future.

Next meeting will be on March 14 at 10 am.

Submitted by Allen Olsen

Governance and Personnel Committee Meeting Minutes

February 11, 2025

Present: Martha Farrell, Jesse Chance, Larry Decker, Elaine Rylance, Sharon Briden

Absent: Elaine Jaffe

The committee reviewed and updated Sections 5 and 6 of the Personnel Policy Manual.

Our next meeting will be March 11, 2025

Submitted by Martha Farrell

Town of Esopus Library

Sustainability, Research and Development Committee

Meeting minutes of February 12, 2025.

Attending: Jesse Chance, Larry Decker, Don Carragher, Laura Petite.

Excused: Martha Farrell, Steve Lewis.

The committee watched a training video for the process of grant writing recommended by Laura. We reviewed the process and many tips for writing a successful grant.

Submitted by Don Carragher

Next Sustainability, Research and Development Committee is scheduled for 3/12/25 at 4:00 pm

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 14 OF 2025**

**SECTION 5 and SECTION 6 PERSONNEL POLICY UPDATE and INCIDENT REPORT FORM UPDATE**

WHEREAS, Section 5 and Section 6 of the Personnel Policy Manual along with the Incident Report Form needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached changes to Section 5, Section 6 and Incident Report Form of the Personnel Policy Manual.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Section 5, Section 6 and the Incident Report Form of the Personnel Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Allen Olsen

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, February 26, 2025

Approving Signature: \_\_\_\_\_

  
Larry Decker, Board President



## 5. ESTABLISHMENT AND REVIEW OF PERSONNEL RECORDS

### 5.1 POLICY

Personnel records shall be established for all staff.

In an effort to balance the privacy of employees with the Library's need to obtain, use and retain employment information, it is the policy of the Library to maintain two sets of personnel files on every past and present employee, (one for employment and one for payroll), containing only information necessary to conduct the Library's business or that which is required by federal, state or local law. Personnel files generally contain information and documents relative to employee names, addresses, telephone numbers, federal and state tax withholding forms, emergency contact information, retirement enrollment, health insurance enrollment and information relative to other associated benefits of employment.

### 5.2 ~~RESPONSIBILITIES~~ DATA CHANGES

It is the responsibility of every employee to notify the Library Director of changes in status, including but not limited to name change, address change, telephone number, marital status, number and age of dependents, beneficiary designations, and emergency contact information. This should be done within 30 (thirty) calendar days of the change.

~~At that time, for those meeting all of the above changes~~ These Changes in status (except number and age of dependents, beneficiary designations and emergency contact information) ~~with civil service status, the Director will~~ be for employees eligible for and registered with Ulster County Civil Service required the Director to complete the RPC (report of personnel change) form and forward the original to civil service and place a copy in the personnel file.

### 5.3 REVIEW OF PERSONNEL FILES

While the information included in the employee's personnel file is pertinent to the employee, access to these files is limited and restricted. Any current employee may, upon written request to the Library Director, review the contents of the employee's own personnel file and/or his/her their payroll file. The files must be reviewed in the presence of the Library Director and it may not be removed from the library. Any/all personnel files of the staff and Director can be reviewed by the Chairman of the Governance and Personnel Committee as part of the Director's annual performance review ~~for the Board of Trustees~~ or as requested.

These files are the property of the Town of Esopus Library. Access to the information they contain is restricted. Generally, only supervisors and management personnel who have legitimate reason to review information in a file are allowed to do so.

#### 5.4 EMPLOYMENT REFERENCE CHECKS

It is the policy of the Town of Esopus Library to check the employment references of all prospective employees. The Director (or a designee) will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by written records. No other employment data will be released without a written authorization and release signed by subject of the inquiry.

#### 5.5 EMERGENCY MEDICAL INFORMATION

A list of current medications, allergies, and medical conditions will be kept on each employee if ~~he/she~~ they chooses to participate. This information will be kept in a signed, sealed envelope in the employee personnel file in case of a medical emergency, at which time the information will be given to the responding paramedics. At the time of employment termination, it is the responsibility of the employee to request the return of this information. Medical information left in the personnel folder of former employees will be destroyed.

#### 5.6 ~~DATA CHANGES~~

~~Each employee is responsible to promptly notify the Library of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and names of ~~dependents, individuals to be contacted in case of an emergency, educational accomplishments, and other such status records should be accurate at all times. If any personnel data has changed, the employee should notify the bookkeeper/administrative assistant or Director. Director will complete the required RPC (request of personnel change) form and forward original to civil service and place a copy in employees folders. This practice will be done for every change and in a timely manner. RPC is included in appendix section.~~~~

#### 5.7 5.6 NON-DISCLOSURE INFORMATION

Protection of confidential business information is vital to the interests and success of the Town of Esopus Library. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if they do not actually benefit from the disclosure of the information.

Such information includes, but is not limited to: information about the termination of a staff member, patron information including borrowing records, names, addresses, or other information about patrons, except under specific court order.

Only the Director or, if the Director chooses, the Account Clerk ~~the bookkeeper/administrative assistant~~ may acknowledge dates of employment, position, and salary and wage information regarding employees for the purpose of credit checks, etc. Only the Director, or designee is authorized to answer requests for personal references and to respond to court orders.

## 6. EMPLOYEE SAFETY

### 6.1 SAFETY

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees who notice a dangerous, or potentially dangerous, situation should report it to the Director or the person in charge that day. The Library will look into and correct safety problems whenever possible. ~~Steps will be taken to~~ Eliminating the danger ~~as soon as possible~~ will be prioritized. If a patron is engaging in unsafe behavior, they are to be asked to cease immediately, and to be asked to leave if necessary. Safety of patrons and staff is of the utmost ~~priority~~ importance.

### 6.2 ACCIDENT/INJURY/INCIDENT REPORTING

The Incident Report form (as mentioned previously in the Worker's Compensation Policy) is to be used by staff to report any unusual or disturbing event, incident or accident. The purpose of this form is to record important information for the filing of insurance claims, accident reports and for the maintenance of historical records concerning problem patrons and/or unusual events or activities. ~~The form is also to be used if a library employee or patron is injured or directly involved in an incident or accident.~~

If an accident or ~~injury~~ incident occurs on Library property, it should be reported using the Incident/Accident Report Form. This ~~includes~~ form is for patrons, staff, and anyone else who may have had an accident on the property. ~~As much~~ All information about the circumstances of the ~~accident~~ incident should be gathered as soon as possible, ~~as well as~~ including the names, addresses and phone numbers of all involved, including witnesses. It is important that this be done no matter how insignificant the injury may seem, to comply with worker's compensation laws.

If an injured employee ~~or patron~~ cannot complete the form, ~~the~~ another staff member on the scene should complete the form ~~as a witness~~. Staff and patrons are requested to provide as much information as is reasonable under the circumstances.

This form is available at the main desk. ~~Staff members are advised to~~ and should be completed ~~the form~~ immediately after an incident. ~~Staff need not debate the importance of an incident.~~ All incidents, including accidents are to be reported. If more than one person is involved, please complete a form for each person. Completed incident report forms should be forwarded immediately to the Director.

INCIDENT/ACCIDENT REPORT

Date and Time of Incident: \_\_\_\_\_

Names of ~~Patron Involved~~ Involved Party: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Age: \_\_\_\_\_

If Minor, name of Parent/Guardian: \_\_\_\_\_

Describe Incident or Accident:

Actions Taken by Library Staff:

Was outside Authority called?

Was a police report filed?

Witnesses: Name & Address

Home/Cell Phone

Bus Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~Reported~~ Recorded by: \_\_\_\_\_

Signature: \_\_\_\_\_

Reported to: \_\_\_\_\_

Signature: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY**

**RESOLUTION 09 OF 2025**

**Payment of Claims  
January 1, 2025 to January 31, 2025**

WHEREAS, the total of all claims for payment, excluding wages and taxes, from January 1, 2025 to January 31, 2025 is \$13,985.06.

WHEREAS, the Board has agreed to purchase all goods and services

WHEREAS, funds from the operating budget will be used to pay these claims

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the payment of these January 1, 2025 to January 31, 2025 items in the amount of \$13,985.06.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Don Carragher Seconded: Laura Petit

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, February 26, 2025

Approving Signature: Larry Decker  
Larry Decker, Board President

Town of Esopus Library  
Check Listing  
As of January 31, 2025

Type	Date	Num	Name	Memo	Clr	Split	Credit
<b>Checking/Savings</b>							
<b>A0200 Cash Operating Fund</b>							
<b>2020 Bank of GC Checking 6086</b>							
Check	01/08/2025	5089	Ingram Library Services	V24-0001	X	A7410.410 Adult Non-Fiction	193.72
Check	01/08/2025	5090	Ingram Library Services	V25-0002	X	A7410.410 Young Adult Fiction	290.81
Check	01/08/2025	5091	Ingram Library Services	V25-0003	X	A7410.410 Young Adult Fiction	64.45
Check	01/08/2025	5092	Rosemary Kate Stickley	V25-0004	X	Childrens Programs	100.00
Check	01/08/2025	5093	Jocelyn Gayle Krodman	V25-0005	X	Teen Programs	350.00
Check	01/08/2025	5094	Binnewater Ice Co.	V25-0006	X	A7410.452 Water & Sewer	63.30
Check	01/08/2025	5095	Liberty Security System	V25-0007	X	A7410.452 Security System	76.00
Check	01/08/2025	5096	WZ Accountants	V25-0008	X	A7410.437 Accountant	600.00
Check	01/08/2025	5086	Amazon	V25-0009	X	A7410.430 Office Supplies	87.93
Check	01/08/2025	5097	Deborah McMenamy - Reimb.	V25-0010	X	A7410.800 Health & Maj. Med.	424.45
Check	01/08/2025	5098	Midwest Tape - Hoopla	V25-0011	X	A7410.412 E-Content	523.05
Check	01/08/2025	5099	Ingram Library Services	V25-0012	X	A7410.412 Adult Books - CD	113.25
Check	01/08/2025	5100	Tara Platania	V25-0013	X	Adult Programs	250.00
Check	01/08/2025	5101	Ingram Library Services	V25-0014	X	A7410.412 Adult Books - CD	90.72
Check	01/08/2025	5102	Amazon	V25-0015	X	Childrens Programs	52.00
Check	01/08/2025	5103	Starr Library	V25-0016	X	A7410.410 Adult Fiction	30.00
Check	01/22/2025	5104	Royal Carling Service Co	V25-0017	X	A7410.452 Trash	144.66
Check	01/22/2025	5105	OverDrive, Inc.	V25-0018	X	A7410.412 Adult Books - E-books	429.34
Check	01/22/2025	5106	Morgan Tobio	V25-0019	X	Adult Programs	350.00
Check	01/22/2025	5107	Spectrum Enterprise	V25-0020	X	-SPLIT-	9.92
Check	01/22/2025	5108	T-Mobile	V25-0021	X	A7410.419 Internet	133.77
Check	01/22/2025	5109	Central Hudson	V25-0022	X	A7410.452 Electric	872.89
Check	01/22/2025	5110	Jesse Chance	V25-0023	X	A7410.430 Office Travel	43.77
Check	01/22/2025	5111	Daily Freeman	V25-0024	X	A7410.413 Newspapers	313.05
Check	01/22/2025	EFT...	CDPHP	V25-0025	X	A7410.800 Health & Maj. Med.	2,550.61
Check	01/22/2025	5112	National Business Technologies	V25-0026	X	A7410.2439 Printer/Copier	234.04
Check	01/22/2025	5113	Mid-Hudson Library System	V25-0027	X	Tech Support	1,657.00
Check	01/22/2025	5114	Friends of the Town of Esopus Library	V25-0028	X	A9855 Friends Exp. Exchange	158.00
Check	01/22/2025	5115	Ingram Library Services	V25-0029	X	A7410.410 Adult Large Print	111.16
Check	01/22/2025	5116	Visa	V25-0030	X	-SPLIT-	436.52
Check	01/22/2025	5117	Petty Cash / Jesse Chance	V25-0031	X	-SPLIT-	103.10
Check	01/22/2025	5118	Eastern VSP, Inc.	V25-0032	X	A7410.800 Health & Maj. Med.	96.68
Check	01/31/2025	4210	Shelter Point Life Insurance Co.	V25-0033	X	A7410.800 Disability Ins.	1,119.28
Check	01/31/2025	4212	Ramapo Catskill Library System	V25-0034	X	A7410.437 Training Education	30.00
Check	01/31/2025	5119	Demco	V25-0035	X	A7410.430 Library Supplies	293.09
Check	01/31/2025	5120	Friends of the Town of Esopus Library	V25-0036	EXCH	A9855 Friends Exp. Exchange	44.50
Check	01/31/2025	5121	Ingram Library Services	V25-0037	X	A7410.410 Adult Non-Fiction	204.48
Check	01/31/2025	5122	Ingram Library Services	V25-0038	X	A7410.410 Adult Large Print	102.28
Check	01/31/2025	5123	Ingram Library Services	V25-0039	X	A7410.410 Adult Fiction	44.74
Check	01/31/2025	EFT...	Wage Works - Admin	V25-0040	X	A7410.800 Health & Maj. Med.	36.00
Check	01/31/2025	5124	Sharnock Cleaners	V25-0041	X	A7410.452 Cleaning Services	845.00
Check	01/31/2025	EFT...	Wage Works - Care Card	V25-0042	X	A7410.800 Health & Maj. Med.	429.74
Check	01/31/2025	5125	Binnewater Ice Co.	V25-0043	X	A7410.452 Water & Sewer	84.26
Total 2020 Bank of GC Checking 6086							14,187.56

12:33 PM  
02/07/25  
Accrual Basis

**Town of Esopus Library**  
**Check Listing**  
As of January 31, 2025

Type	Date	Num	Name	Memo	Clr	Split	Credit
Total A0200 Cash Operating Fund							14,187.56
Total Checking/Savings							14,187.56
<b>TOTAL</b>							<u>14,187.56</u>
							Friends - 282.50
							<u>\$13,985.06</u>



Year January 2025

Town of Opus Library  
Voucher Log

pg. 1 of 2

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V25-0001	Program	MULTI	1/7/25	Jenny Decker	193.72
V25-0002	Program	MULTI	1/7/25	Jenny Decker	290.81
V25-0003	Program	MULTI	1/7/25	Jenny Decker	64.45
V25-0004	Rosemary <sup>Rob</sup> Stickle	LOA	1/7/25	Jenny Decker	100.00
V25-0005	Socelyn Gayle Krodman	LOA	1/7/25	Jenny Decker	350.00
V25-0006	Birney Water	5815	1/7/25	Jenny Decker	63.30
V25-0007	Fiberity Security Service	2383	1/7/25	Jenny Decker	76.00
V25-0008	WZ Accountants	3156	1/7/25	Jenny Decker	600.00
V25-0009	Amazon	CGKC	1/7/25	Jenny Decker	87.93
V25-0010	Deborah McMenemy	Receipts	1/7/25	Jenny Decker	424.45
V25-0011	Midwest Tape (Hoopla)	Invoice	1/7/25	Jenny Decker	623.05
V25-0012	Program	6302	1/7/25	Jenny Decker	113.85
V25-0013	Tara Platania	LOA	1/7/25	Jenny Decker	250.00
V25-0014	Program	MULTI	1/7/25	Jenny Decker	90.72
V25-0015	Amazon		1/7/25	Jenny Decker	52.00
V25-0016	Star Library/Replacement CR		1/7/25	Jenny Decker	30.00
V25-0017	Royal Parking	Bill	1/24/25	Stella	144.66
V25-0018	Over Drive	1532	1/24/25	Stella	429.34
V25-0019	Morgan Tbio	LOA	1/24/25	Stella	350.00
V25-0020	SP & Trum Enterprise	Bill	1-21-25	Stella	9.92
V25-0021	TP Mobile	Bill	1-21-25	Stella	133.77
V25-0022	Central Hudson	Bill	1-21-25	Stella	872.89
V25-0023	Jesse Chance	Travel reimb.	1-21-25	Stella	44.59
V25-0024	Daily Freeman	Bill	1-21-25	Stella	313.05
V25-0025	AD PHP	Bill	1-21-25	Stella	2550.61
V25-0001	La Bella Associates	MULTI	1/7/25	Jenny Decker	7809.59

(From Capital Acct. Solar Array)

Year January 2025

Town of opus Library  
Voucher Log

page 2 of 2

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V25-0026	National Business	7151	1-21-25	<i>[Signature]</i>	234.04
V25-0027	Mid Hudson Library System	2228	1-21-25	<i>[Signature]</i>	1657.00
V25-0028	Friends of Esopus Library	SPLITSLIP	1-21-25	<i>[Signature]</i>	158.00
V25-0029	Program	MULTI	1-21-25	<i>[Signature]</i>	111.16
V25-0030	VISA	Bill	1-21-25	<i>[Signature]</i>	436.52
V25-0031	Jesse Chance - Petty Cash	Receipts	1-21-25	<i>[Signature]</i>	103.10
V25-0032	VSD-VISION	Bill	1-21-25	<i>[Signature]</i>	96.68
V25-0033	Shelton Point <sup>Community Center</sup> <del>Shelton</del>	Bill	2/4/25	<i>[Signature]</i>	1119.28
V25-0034	Marle Landone/Rainco <sup>2025/24</sup> <del>2025/24</del>	0479	2/4/25	<i>[Signature]</i>	30.00
V25-0035	Demo	0479	2/4/25	<i>[Signature]</i>	293.09
V25-0036	Friends of Esopus Library	SPSLIP	2/4/25	<i>[Signature]</i>	44.50
V25-0037	Program	MULTI	2/4/25	<i>[Signature]</i>	204.48
V25-0038	Program	MULTI	2/4/25	<i>[Signature]</i>	102.28
V25-0039	Program <sup>3403</sup>	MULTI	2/4/25	<i>[Signature]</i>	44.74
V25-0040	Wage Works/ Admin	4739	2/4/25	<i>[Signature]</i>	36.00
V25-0041	Shainrucker/Leavena	MULTI	2/4/25	<i>[Signature]</i>	845.00
V25-0042	Wage Works/Leard	MULTI	2/4/25	<i>[Signature]</i>	429.74
V25-0043	Bumpy Water	5209	2/4/25	<i>[Signature]</i>	84.26

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY**

**Resolution 11 of the Year 2025**

**Transfer of Funds to Mid-Hudson Valley Federal Credit Union**

**WHEREAS**, the Board of Trustees seeks to provide the most effective use of public funds

**WHEREAS**, the Board of Trustees seeks to open bank or credit union accounts to assure that no bank or credit union holds more than \$250,000 of Library funds, the amount insured by FDIC and/or NCUA

**WHEREAS**, Resolution 2024-63 approved the opening of accounts with the Mid-Hudson Valley Federal Credit Union (MHVFCU) and to transfer funds as needed.

**RESOLVED** the Board of Trustees of Esopus Library agrees to transfer \$250,000.00 from the Town of Esopus Library's Capital Account located at the Bank of Greene County into an interest ~~giving~~ <sup>bearing</sup> savings account at Mid-Hudson Valley Federal Credit Union (MHVFCU)

**FURTHER RESOLVED** the Board of Trustees agrees to open a checking account at the Mid-Hudson Valley Federal Credit Union (MHVFCU) in anticipation of beginning work on the Solar Array Upgrade project in the upcoming months

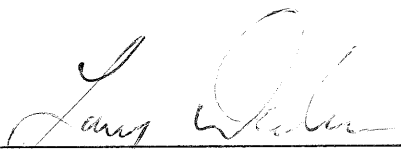
**FURTHER RESOLVED** the Library Board Treasurer and/or Chair of the Finance Committee has oversight of the transfer process and may provide any required authorizations to affect transfers to the Library Director

**FURTHER RESOLVED** that this resolution shall take effect immediately

Moved: Steve Lewis Seconded: Laura Petit

VOTE: Ayes 8 Nays 0 Abstentions 0 Excused 1 Absent 0

Approved by the Board this Wednesday, February 26, 2025

Approving Signature: 

Larry Decker, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 12 OF 2025**

**Amendment to the Final 2024 Budget**

WHEREAS, in order that the final 2024 Budget be balanced, the following adjustments to 2024 Budget need to be made:

- \$8,945.00 be subtracted from Budget Line A7410.12.01 – Staff and moved as follows:
  - \$1,300.00 will be added to line A4710.412 - E-Content of the Collection section
  - \$4,485.00 will be added to line A4710.452 - Cleaning Services of the Grounds and Systems section
  - \$440.00 will be added to line A4710.430 - Library Supplies of the Office section
  - \$2700.00 will be added to line A4710.419 - Internet of the Telecommunications section

RESOLVED, the Board of the Town of Esopus Library authorizes the above listed adjustments to the final 2024 Budget in order to have a balanced budget;

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elain Rylance Seconded: Martha Farrell

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday February 26, 2025

Approving Signature: Larry Decker

Larry Decker, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 13 OF 2025**

**Amendment to the Final 2025 Budget**

WHEREAS, the Town of Esopus Library has decided to hire a custodian rather than contracting with a cleaning company as has been done in the past.

WHEREAS, this change causes there to be a surplus in the Cleaning Services line of the 2025 Budget.

WHEREAS, another full time employee will need to enroll in our Health Insurance program in June of this year;

WHEREAS, the following change to the 2025 Budget needs to be made in anticipation of a possible shortfall in the Health and Major Medical Section:

- \$10,000.00 be subtracted from line A4710.452 - Cleaning Services of the Facilities Expenses section and moved to line A4710.800 - Health and Major Medical of the Employee Expenses section

RESOLVED, the Board of the Town of Esopus Library authorizes the above listed adjustments to the 2025 Budget;

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Martha Farrell Seconded: Don Carragher

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday February 26, 2025

Approving Signature: \_\_\_\_\_

Larry Decker, Board President

**Resolution of the Board of the Town of Esopus Library**

**Resolution 10 of the Year 2025**

**Personnel Actions**

**Recommended By** Director

**Pending Personnel Action** Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Fox North	Adult/Teen Programmer	Raise	2/23/25	\$25.00 hr.
Alan Adin	Custodial Worker	Hire	2/24/25	\$22.00 hr.

**Action Requested** **MOVED** that the Board of Trustees of the Town of Esopus Library District approve the personnel actions listed above.

**Motion** Moved Don Carragher  
 Seconded Elaine Rylance

**Result of Action**  
 In Favor 8  
 Against 0  
 Abstaining 0  
 Excused 1  
 Absent 0

Approved by the Board this Wednesday, February 26, 2025

Approving Signature: Larry Decker  
 Larry Decker, Board President