

Town of Esopus Library  
June Board of Trustees Meeting  
Wednesday June 24, 2020

**Agenda**

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

Committees

1. Buildings, Grounds and Sign, Jim Fitzmorris
2. Governance and Personnel, Don Carragher
3. Research and Development, Anne O'Neill
4. Trustee Training Committee, Gilbert Ramos
5. Sustainability Committee, Rhea Paniesin

Adjournment

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Resolutions:

2020-22— Payment of May Claims

2020-23—Patron Code of Policy Update

2020-24 – Pandemic Policy Replacement

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES May 27, 2020**

**Board Members Present:** Susan Leiching, Jill Abrahamsen, Don Carragher, Anne O'Neill, Bob Santiago, Gilbert Ramos, Jim Fitzmorris and Rhea Paniesin

**Board Members Excused:**

**Board Members Absent:** John Miller

**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. The election for Board members will be held in September, 2020. If you know anyone that wants to be on the Board, they need to start the process. We don't know if the election will be done by mail or by controlled entry and exit. This is being investigated. Susan participated in the *Trustee Roles & Responsibilities During Restarting Library Services* webinar. She found this information very beneficial and recommended it to all. Brooke provided the link to the presentation and video the following day.

## **II. APPROVAL OF MEETING MINUTES**

Written minutes for the April Board meeting held on April 22, 2020 were submitted and open for review.

- A motion to accept the minutes of the April Board meeting held on April 22, 2020 was made by Don Carragher and seconded by Anne O'Neill.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent: John Miller

## **III. PUBLIC COMMENT - None**

## **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 #18 of 2020 (Payment of April Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from April 1, 2020 to April 30, 2020 for items in the amount of \$10,092.49. A motion to accept the resolution was made by Rhea Paniesin and seconded by Susan Leiching.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent: John Miller

#### **V. DIRECTOR'S REPORT** – Brooke Dittmar, Director

Brooke mentioned that there have been a lot of meetings about opening up the Library. We have commenced writing and/or updating policies regarding the pandemic for the library as well as managing the staff. There have been a number of new gardeners added to the garden. Managing the community garden is time consuming due to reviewing all the guidelines and rules with each individual separately. The initial opening of the Library will be curbside service for the patrons that have previously ordered items.

#### **VI. FRIENDS' REPORT** - Susan Leiching.

No Friends meeting. Sadly, Arlene (Friends treasurer) passed away.

#### **VII. COMMITTEE REPORTS**

- **Buildings and Grounds and Signs**–Jim Fitzmorris and Don Carragher  
Written reports submitted by Brooke Dittmar (Buildings and Grounds) and Jim Fitzmorris (Sign). Jim reported that Gilbert arranged to meet with Arace Electric. Jim met with Arace and Gilbert at the Library. They are waiting for an estimate to come in from Arace. Gilbert has a call into Arace for status. Jennifer has written to Jaffer Electric and a follow-up call is needed. A letter of intent needs to be submitted by May 29<sup>th</sup> for the Construction Grant. Don discussed the erosion on the side of the driveway. The water is supposed to flow toward the garden instead of next to the driveway. Don suggested that they meet at the library to see how the rain flows during the next rainstorm.
- **Governance and Personnel** – Susan Leiching  
Written report submitted. Susan reviewed the meeting minutes. The committee met via zoom in May. Three resolutions were generated. They reviewed the Affirmative Action policy. It's very similar to the previous version. During the meeting it was noted that one change was needed before approval. The capital 'V' in Veteran needs to change to a small 'v'.



**VIII. Training Session – Gilbert Ramos**

There was no training session at the May Board meeting. We're planning to wait until we meet again at the Library.

**IX. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Anne O'Neill. The meeting adjourned at 6:47 pm.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: John Miller

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

**Buildings, Grounds & Sign  
Committee Minutes  
June 8, 2020**

Present: Brooke Dittmar, Anne O'Neill, Don Carragher, Jim Fitzmorris, Bob Santiago and Jill Abrahamsen

On May 11th, Gilbert arranged a meeting with Jim from Arace Electric regarding the Sign project. Arace Electric has recently provided an estimate for electrical/excavation work.

Jaffer Electric has also recently provided an estimate for the electrical/excavation work.

We discussed setting have-a-heart traps to catch tunneling groundhogs which are on the library property. We will address the topic again after the library returns to normal operations.

Don removed some brush and tree branches which would have impeded the southbound drivers' view of the proposed digital sign.

The Community garden is functioning well, with gardeners observing pandemic-related distancing, etc. guidelines.

The Construction Aid Grant application process is underway. Preliminary paperwork has been submitted seeking balance of needed funds to complete the digital sign. The long-form application is due July 31, 2020.

Respectfully submitted,  
Jim Fitzmorris

**Town of Esopus Library  
Finance Committee**

**June 11, 2020  
(2<sup>nd</sup> Thursday at 4:30pm)**

Attendance: Jill Abrahamsen, Brooke Dittmar and Susan Leiching.

The June Finance Committee meeting was held via Zoom.

The payment of claims for the month of May was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the June Board meeting on June 24th. Brooke will continue to formulate the budget for 2021.

The next meeting of the Finance Committee will meet on July 9th at 4:30pm.

Submitted by Jill Abrahamsen

**Town of Esopus Library  
Governance and Personnel Committee**

**June 9, 2020  
(2<sup>nd</sup> Tuesday, @ 5pm)**

**Attendance,** Rhea Paniesin, Don Carragher , Brooke Dittmar

**Excused:** Susan Leiching

**Absent:** John Miller

The Committee met via Zoom.

We discussed various issues and ideas on reopening the library. Much guidance was released by the MHLS and Brooke has been reading and trying to imagine how we might apply them. Previously the policy v. procedures wording for our handbook Pandemic section had been very specific for H1N1 and we agreed that that was too specific and procedure heavy. Brooke and Jennifer reviewed the versions and Rhea and I contributed at points. Rewrites will be sent out to suggest language.

We reviewed and made some changes to the Patron Code of Conduct Policy.

Both policies will be distributed in the Board meeting packet, and presented at the June Board meeting for approval.

The meeting adjourned at 5:30 pm. The next meeting is July 14<sup>th</sup>, 2020

Respectfully submitted,  
Don Carragher



**Town of Esopus Library  
Research & Development Committee  
June 10, 2020 at 4:00pm**

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

Construction Aid Grant: Jen updated the requirements for the Construction Aid Grant. This project is moving forward.

Electronic Sign: We have received quotes from two electricians (Jaffer and Arace). These quotes included digging of the trench from the library to the digital sign. A final decision regarding the electrician choice has not been made at this time.

Radio Show: We are going ahead with the plans for the radio show. The play has been chosen and rehearsals begin soon. Rehearsals as well as the show will be online. Jim is in contact with Radio Kingston to broadcast the show. Two professional actors have been engaged using funding from the Arts Grant. Two library patrons have volunteered. The director is Barbara Melzer.

Fund Raising: Vicki Stokes donated \$1000 to the Library to be used for adult and children books and movies materials.

The Friends Group has said there will be no book sales this year. The lack of book sales will mean a large loss of revenue for the library. Various ideas were discussed in relation to additional fund raising.

We discussed possibly putting the lobby sale table outside during curbside service.

Next meeting is scheduled for Wednesday, July 8, 2020 at 4:00pm

Respectfully submitted,  
Anne O'Neill

Town Of Esopus Library  
Trustee Training Committee

June 12, 2020

The Trustee Training Committee did not meet. Trustee Training will not be held at the June Board Meeting on June 24, 2020.

Respectfully submitted,  
Gilbert Ramos, Chairperson

Next meeting is July 10, 2020

## **Director's report to the Board**

**June 24, 2020**

**Brooke Dittmar**

We are in the preparatory phase of limited reopening. Two to three staff members will be in the library more often this week, to set up the library, try out walk-throughs of services, such as setting up for curbside pickup, and processes for keeping areas and items free of potential COVID-19 germs. We are investigating the purchase and installation of sneeze guards, and ordering an array of cleaning supplies and masks. I am working on written reopening documentation, guided by information from New York State and the Mid-Hudson Library System, some things required, and some recommended.

On Monday, June 29<sup>th</sup>, our book drop will be open to receive returned items. All items that come into the library, whether by book drop or bin delivery (Interlibrary loan) will be quarantined for 72 hours before being checked in. Our curbside service will begin on Monday, July 6<sup>th</sup>.

I expect to receive guidelines for further planning and managing of our vote in September. The important questions are whether Trustee candidates will be required to gather signatures to get onto the ballot (or will it be waived), whether the library will be required to follow a certain notification schedule (which is usually a requirement), and if we can have onsite voting, with strict social distancing. The alternative to onsite voting is to send absentee ballots (or absentee ballot applications first) to every eligible person in the Town of Esopus. Absentee ballot mailing would be a relatively expensive option, compared with onsite voting.

We are all looking forward to having some different rhythms to our days, with a change in environment and activities for the few days of the week we will spend at the library. We will still be doing a good portion of work from home, however, as it is still the safest for the staff and community. I am really proud of our COVID response, and the fact that each one of us was, and still is, a part of the successful squelching of the disease in our town, county, region and state.