

Town of Esopus Library
September Board of Trustees Meeting
Tuesday, September 28, 2021

Agenda

Call to order	Jim Fitzmorris
Approval of August Board Meeting Minutes -- 8/24/21	
Public Comment	Public
Treasurer's Report/Finance Committee	Gilbert Ramos
Director's Report	Brooke Dittmar
Friends	Susan Leiching

Committees

1. Buildings and Grounds – Jim Fitzmorris
2. Governance and Personnel – Susan Leiching
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

Resolutions:

2021-31 – Payment of August Claims

2021-32 – Personnel Actions – B. James, H. Huang, B. Wurtz

2021-33 – Personnel Policy – Section 16

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1. Buildings and Grounds – Jim Fitzmorris
2. Governance and Personnel – Susan Leiching
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Executive session to discuss matters pertaining to a staff member

Adjournment

Resolutions:

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2021-33 – Personnel Policy – Section 16

TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES August 24, 2021

Board Members Present: Susan Leiching, Don Carragher, Gilbert Ramos, Jim Fitzmorris, Reggie Heffernan, Nancy Beranek

Board Members Excused: Shannon Harris

Board Members Absent: Laura Lauria

Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –

The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Jim Fitzmorris at 6:08 pm.

II. APPROVAL OF MEETING MINUTES

Written minutes for July monthly Board meeting held on July 27, 2021 were submitted and open for review.

- A motion to accept the minutes of the July 27th Board meeting was made by Don Carragher and seconded by Reggie Heffernan.
AYE: 6; NO: 0; ABSTAIN: 0
Board Members Excused: Shannon Harris
Board Members Absent: Laura Lauria

III. TREASURER'S REPORT/FINANCE – Gilbert Ramos

Written report was submitted. Gilbert reviewed the Finance committee meeting minutes. Monies from the wage category was moved from unstaffed positions to new staff positions. The remaining balance due for the new lights will be paid out of retained earnings. A new cleaning company has been hired.

- **Resolution #28 of 2021 (Payment of July Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from July 1, 2021 to July 31, 2021 for items in the amount of \$14,633.16. A motion to accept the resolution was made by Susan Leiching and seconded by Don Carragher.
AYES: 6 NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Shannon Harris
Board Members Absent: Laura Lauria

- **Resolution #29 of 2021 (Replacement of Remaining Older Lighting with LED Lighting):** The Board of Trustees of the Town of Esopus Library accepts and approves the purchase and installation of new light fixtures and bulbs from Lime Energy, through the Central Hudson Small Business Direct Install Lighting Program. A motion to accept the resolution was made by Don Carragher and seconded by Reggie Heffernan.
AYES: 6 NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Shannon Harris
Board Members Absent: Laura Lauria

IV. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the Director's report. Anita Hadley who is a leader of the Photo Club has donated some photographs. These photographs are currently hanging up in the library. We hired Mountain Tree Care to cut the downed trees. They did a good job. Mountain Tree Care workers mentioned that the vines are taking over everywhere.

Brooke asked Brian to write a report regarding the programming trends of the library, now that the COVID status has created some change. Brooke read Brian's report. There has been a rise in patron visits.

Brooke also noted that in addition to the Trustee courses listed in her report, there is a Trustee Essentials course offered on 9/9/21.

V. FRIENDS -- Susan Leiching

Susan reported that the Friends are going to have a book sale the weekend after Halloween. It will only be a bag sale in order to move the books. It will be held on Saturday and Sunday only. Setup will be on Nov 5th and it's going to be held in the building. On November 15th we will start accepting donations. Susan is now the Treasurer of the Friends and there will be a membership drive in January. Friends will start setting up the books in the lobby closer to Christmas.

VI. COMMITTEE REPORTS

- **Buildings and Grounds–Don Carragher**
Written report submitted. Don reviewed the meeting minutes. Don noted a correction to his committee minutes. It should have been noted that Shannon was absent. Don discussed the Mountain Tree Care Company which the library hired. Mountain Tree Care sent over by fax/email the Workers Compensation info and insurance info. The bridge will be removed as soon as possible. Don reviewed the furniture on the deck and they will be removed as they are

cracked. Don is applying polyurethane to the new Adirondack chairs and also to a bench that will be assembled and placed on the deck. Susan suggested that an awning should be purchased and installed on the deck area. Parking bumpers which were moved by the snow plow are in the process of being moved back to their proper place. The committee requested a new flag from Brooke. Don purchased a solar light that attaches to the pole so that it will illuminate the flag at night.

- **Governance and Personnel** – Susan Leiching
Written report submitted. Susan reviewed the committee meeting minutes. They are currently reviewing the Grievance policy. They are also looking at the Whistleblowers policy. Both policies will be reviewed at the next meeting. Don said that a staff liaison was discussed previously and he wanted to know if G&P would include this in their discussion. He mentioned that it would be an idea to help facilitate the staff with issues.
- **Research and Development** – Gilbert Ramos
Written report submitted. Gilbert reviewed the meeting minutes. Gilbert noted two individuals/foundations that provide money to schools and libraries, namely: MacKenzie Scott and Peter Buffett of Novo Foundation. He thinks it would be a good idea to work with the Town of Esopus Library Foundation to request/apply for funding for the library.
- **Sustainability Committee** – Don Carragher
Written report submitted. Don reviewed the committee meeting minutes. Laura had not received the Library Sustainability Action Points document. Don sent it to Laura. The purchase of the Hudson Archival building is on hold. Brooke did go through some past and present programs. The library provides a wide variety of programs to the community. It was noted that the library does lack space. We have not been short of program or variety, but they are short on space. The Town of Esopus does not have a permanent senior center. The library is the only place that offers internet access and computers. Don listed some ideas for events that we could do with the addition of a tent. Reggie brought up that the Port Ewen Fire Department is planning to have a community center in their new proposed fire house building.

Jim asked if there is any new business. Jim said that the Board will go into executive session at 7:00 p.m. Gilbert Ramos made a motion to go into executive session and it was seconded by Susan Leiching.

At 7:40 p.m. the Board meeting was back in session.

- **Resolution #30 of 2021 (Engagement of Attorney of Record):** The Board of Trustees of the Town of Esopus Library agree to sign an Engagement Letter with Whiteman, Osterman & Hanna, with Principal Counsel Ellen M. Bach. A

motion to accept the resolution was made by Gilbert Ramos and seconded by Susan Leiching.

AYES: 5 NAYS: 1; ABSTENTIONS: 0

Board Members Excused: Shannon Harris

Board Members Absent: Laura Lauria

VI. ADJOURNMENT

There being no further business or discussion, Susan Leiching made a motion to adjourn and it was seconded by Gilbert Ramos. The meeting was adjourned at 7:44 p.m.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris

Board Members Absent: Laura Lauria

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

Buildings & Grounds
Committee Meeting Minutes

September 13, 2021

Attendees: Don Carragher, Jim Fitzmorris, Brooke Dittmar, Shannon Harris

Gilbert and Jim met with an employee of Agape Co. to get an estimate of what it would cost to dismantle the pond bridge and build a new one.

The newly mended American Flag is flying on the flagpole with lighting at base. Don will visit a flag store in New Windsor to purchase a back-up or replacement if price is competitive. Thanks Don!

The Library's cleaning service has been on hiatus due to a family death. They are due to resume operation shortly.

Vine removal is a priority in the coming months.

Don has completed finishing two deck chairs; he also needs to put two in the dumpster. He plans to seal two more. Thanks Don!

We're brainstorming an appropriate location and display for the heavy concrete "curling stones" in the parking lot, to avoid contact with the plow during snow removal.

Our next meeting is scheduled for October 11, 2021 at 4 pm.

Submitted by Jim Fitzmorris, Chair

Director's Report to the Board

September 28, 2021

Brooke Dittmar

Shannon has jumped in, and has created a popular children's program series, around butterflies. We have had a Monarch butterfly come out of its chrysalis, and had a caterpillar for a Swallowtail butterfly create a chrysalis. We are watching carefully to try and catch him/her emerging! She also recently had a weekend overnight event for kid's stuffed animals. Children left their animals with her on Thursday and Friday, and she spent time posing them doing things like watching TV, sleeping, gaming, playing on and in the mouth of the children's room dragon. She then posted them online (Facebook and Instagram) throughout the weekend. If you are not already following the library on Instagram or Facebook, you might want to start.

We recently got official notification from the Department of Library Development, in the State Education Department, of a Construction Aid grant award that we applied for last year. We will receive \$6,537 to help with the digital sign expenses!

Barbara Wurtz has started working with us. She is an Ulster Park resident, and I've recently found out that she knows some of you!

There has been some curiosity about the usage of hoopla. Below I have provided the usage for the last 2 months. It is interesting to see that, even with our access to a large number of eBooks and AudioBooks through Overdrive, these items have the highest usage of the six hoopla choices. We pay per use, and there are different prices for the different types of downloads, as well as different prices within the types. Generally, the cost \$1.00 to \$3.75 each.

Description	July	August
Digital Audiobook	54	43
Digital Comics	3	3
Digital Ebooks	35	36
Digital Movies	22	12
Digital Music	6	5
Digital Television	16	14
Totals	136	113
Cost/month	\$260.16	\$206.40

MHLS continues to upgrade the program that is used to manage the libraries' collections. One of the next things in the works is to enter pictures of patrons. I'm sure patrons will be able to decline having their picture taken, if that is an issue for them.

The Summer Reading Program has wrapped up. There were enough books read (538, between all age groups) to allow us to sponsor 4 animals at the Woodstock Farm Sanctuary. We will sponsor a duck, a chicken, a turkey and a rabbit. The people at the sanctuary will provide us with pictures of the animals we are sponsoring, and the pictures will be on display, one in each room (teen, children's and adult/main room), and the fourth in all the rooms. The required Summer Reading Program report has been submitted to Mid-Hudson Library System.

Town of Esopus Library
Finance Committee
September 9, 2021

The payment of claims for \$7,197.24 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board on September 28th. board meeting.

A review of profit and loss budget ensued and a discussion was had in regards to supposed balance discrepancy in Greene county checking account.

Respectfully submitted,

Gilbert Ramos, Chairperson

Present: Reggie Hefferman, Susan Leiching, Gilbert Ramos, Brooke Ditmar

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

**September 14, 2021
(2nd Tuesday, @ 4pm)**

Attendance: Susan Leiching, Brooke Dittmar, Nancy Beranek, Jim Fitzmorris

The meeting was called to order at 4:05 PM

Susan presented the draft of the Staff Grievance and Resolution Policy. It will go to the Board at the next meeting with the approved changes

We looked at the Whistleblower policy in both the personnel part of the policy book and in the internal part of the Library Policy book. Susan will check other whistleblower policies in MHLS and/or other libraries.

There have been several board members that have not regularly attended committee or board meetings. We will obtain a list from Mary and address the issue with the members since attendance and interaction is a responsibility of being on the board.

Meeting adjourned at 5:15 pm

Respectfully submitted,
Susan Leiching, Chairperson

**Next meeting is October 12, 2021
4:00 PM**

Town of Esopus Library
Research and Development Committee
September 8th, 2021

Present for the meeting were Brooke Ditmar, Director and Gilbert, chair of the R&D committee. The discussion centered on the reopening of the application process for the Emergency Connectivity Fund program. Application window will be available between September 28 through October 13, 2021. It was agreed that the library should apply so as to acquire additional laptops and hotspots. Gilbert will attempt to navigate the application process, training might be available for support.

Respectfully submitted,

Gilbert Ramos, Chairperson

Excused: Nancy Beranek, Shannon Harris

Town of Esopus Library

Sustainability Committee 9.8.21 5pm In Person

We discussed continued meetings in light of Delta Covid. Brooke read the advisement from Mid-Hudson Libraries, with covid protocols:

1. In person, on site, public present.
2. In person, recorded for broadcast, no public present.
3. Zoom format, recorded and transcribed.

While public input is important, trustee attendance/concerns must be addressed. Two have already had Covid and all inform that they are vaccinated. The library could provide a laptop and Hotspot for a trustee without computer equipment. Some board members have expressed a desire to revert to Zoom format since the governor has suspended Open Meeting Law.

Reggie pointed out that in Section H of the Sustainability matrix, we are to respond to 'complex social issues' while making every attempt to protect health and encourage participation of volunteers, staff and the public.

We expect to be on Zoom again beginning Monday with Buildings and Ground Committee.

The planning of a large community 'tent weekend' event could be held offsite for more level room and parking. A town park perhaps and a Food Truck event, concerts, movie and other presentations and town board/departments included. A good track record of several successful events would make library expansion fundraising easier and tie together many points of the Sustainability Action Plan.

Submitted, Don Carragher

Next meeting: October 13, 2021, 5pm. Zoom format, please look for link.

Resolution of the Board of the Town of Esopus Library

Resolution 32 of the Year 2021

Personnel Actions

Recommended By Director

Pending Personnel Action Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Brian James	Adult and Teen Programmer	Resignation	Sept. 14, 2021	
Hunter Huang	Library Clerk	Termination	Sept. 8, 2021	
Barbara Wurtz	Library Clerk	Hire	Sept. 1, 2021	\$13.50

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

Gilbert Ramos

Result of Action

In Favor

8

Against

0

Abstaining

0

Excused

0

Absent

0

Approved by the Board this Tuesday, September 28, 2021

Approving Signature:

James Fitzmorris
James Fitzmorris, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 31 OF 2021**

Payment of claims
August 1, 2021, to August 31, 2021

WHEREAS, the total of all claims for payment, excluding wages and taxes, from August 1, 2021 to August 31, 2021, is \$7,197.24.

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

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

RESOLVED, the Board of the Town of Esopus Library accepts and approves the payment of these August 1, 2021 to August 31, 2021 items in the amount of \$7,197.24.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Hefernan Seconded: Gilbert Ramos

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

Approved by the Board this Tuesday, September 28, 2021

Approving Signature: _____

James Fitzmorris, Board President

Year 2021

Town ofopus Library
Voucher Log

Report Month	Voucher	Date	Vendor	Audit/D ate	Audit Signature	AMT	QB
July	V21-0226	7/23/21	Michael Morke's Adminin - Fee	7-23-21		\$54.00	
July	V21-0227	7/23/21	Pat Frank	7-23-21		6.45	
July	V21-0228	7/23/21	Verizon	7-23-21		121.88	
July	V21-0229	7/23/21	Verizon WIRELESS BUSINESS	7-23-21		21.39	
July	V21-0230	7/23/21	WARP Healthcare	7-23-21		3590.74	
July	V21-0231	7/23/21	American Library Assoc.	7-23-21		409.00	
July	V21-0232	7/28/21	National Business Meeting	8-3-21		456.89	
July	V21-0233	7/28/21	Vanguard	8-3-21		340.97	
July	V21-0234	7/29/21	Safely Alarm Systems, Inc	8-3-21		168.00	
July	V21-0235	7/30/21	T-Mobile	8-3-21		59.72	
July	V21-0236	8/2/21	Wage Works Card	8-3-21		624.01	
July	V21-0237	8/2/21	Allied Administrators - DATA	8-3-21		100.05	
July	V21-0238	8/2/21	VS - Medical	8-3-21		57.23	
July	V21-0239	8/3/21	Spectrum Business	8-10-21		249.99	
July	V21-0240	8/6/21	American Printing	8-10-21		226.61	
July	V21-0241	8/9/21	The Atlantic	8-10-21		59.99	
July	V21-0242	8/9/21	Christopher Connor, CPA	8-10-21		450.00	
July	V21-0243	8/9/21	Royal Casting	8-10-21		101.18	
July	V21-0244	8/9/21	Midwest Tapes - Hoopla	8-10-21		460.63	
July	V21-0245	8/10/21	American Printing	8/10/21		389.31	
July	V21-0246	8/10/21	Brodat CO - 4A	8/10/21		14.43	
July	V21-0247	8/10/21	Brodat Co. - Adult	8-10-21		289.95	
July	V21-0248	8/11/21	Central Hudson -	8-23/21		463.39	
July	V21-0249	8/11/21	Demo	8-23-21		543.39	
July	V21-0250	8/13/21	Oliver Free Library	8-23-21		18.00	

Year 2021

Town ofopus Library
Voucher Log

Report Month	Voucher	Date	Vendor	Audit/D ate	Audit Signature	AMT	QB
	V21-0251	8/16/21	VISA	8/23/21	Seeburg	451.42	
	V21-0252	8/17/21	La Rama Pizza- Re-lease	8/23/21	Seeburg	63.00	
	V21-0253	8/20/21	TEL Pro Data	8/23/21	Seeburg	50.00	
	V21-0254	8/20/21	Verizon	8/23/21	Seeburg	122.28	
	V21-0255	8/23/21	Mountain Tree Care	8/23/21	Seeburg	1,800.00	
	V21-0256	8/23/21	Michael Keene	8/23/21	Seeburg	25.00	
	V21-0257	8/27/21	Esopus Business Alliance	9/3/21	Seeburg	40.00	
	V21-0258	8/30/21	National Business Leasing	9/3/21	Seeburg	244.65	
	V21-0259	8/30/21	Maice Depot	9/3/21	Seeburg	444.78	
	V21-0260	8/31/21	Phodart	9/3/21	Seeburg	22.93	
	V21-0261	9/1/21	Wage Works card	9/3/21	Seeburg	844.79	
	V21-0262	9/1/21	Wage Works Admin fee	9/3/21	Seeburg	54.00	
	V21-0263	9/1/21	Spectrum Business	9/3/21	Seeburg	249.99	
	V21-0264	9/1/21	Mario's Pizza- SEP price			15.00	
	V21-0265	9/1/21	Midwest Tapero- Hoopla			206.40	
	V21-0266	9/1/21	Christopher J O'Connor CPA			450.00	
	V21-0267	9/1/21	Royal Paving Service Co.			101.18	
	V21-0268	9/1/21	Bihne Water			3.10	
	V21-0269	9/1/21	T Mobile			59.72	
	V21-0270						
	V21-0271						
	V21-0272						
	V21-0273						
	V21-0274						
	V21-0275						

11:40 AM

09/20/21

Accrual Basis

Town of Esopus Library
Check Listing
As of August 31, 2021

Type	Date	Num	Name	Memo	Clr	Split	Credit
Checking/Savings							
A0200 Cash Operating Fund							
2020 Bank of GC Checking 6086							
Check	08/06/2021	3324	Helena Ojarovsky	Pay Period 7/...	X	A0601.2 Payroll Liabilities	149.61
Check	08/20/2021	3334	Helena Ojarovsky	Pay Period 8/...	X	A0601.2 Payroll Liabilities	74.80
Check	08/20/2021	3335	Brooke Dittmar	Reimbursem...		Payroll Liabilities	31.81
Check	08/11/2021	3325	Spectrum Business	V21-0239	X	A7410.419 Internet	249.99
Check	08/11/2021	3326	American Printing & Office Supplies	V21-0240	X	-SPLIT-	226.91
Check	08/11/2021	3327	The Atlantic	V21-0241	X	A7410.413 Magazines	59.99
Check	08/11/2021	3328	Christopher J. O'Connor CPA	V21-0242	X	A7410.437 Accountant	450.00
Check	08/11/2021	3329	Royal Carting Service Co	V21-0243	X	A7410.452 Trash	101.18
Check	08/11/2021	3330	Midwest Tape - Hoopla	V21-0244	X	-SPLIT-	460.63
Check	08/11/2021	3331	American Printing & Office Supplies	V21-0245	X	-SPLIT-	389.31
Check	08/11/2021	3332	Brodart	V21-0246	X	-SPLIT-	14.43
Check	08/11/2021	3333	Brodart	V21-0247	X	-SPLIT-	289.95
Check	08/24/2021	3336	Central Hudson	V21-0248		A7410.452 Electric	463.39
Check	08/24/2021	3337	Demco	V21-0249		A7410.430 Library Supplies	54.39
Check	08/24/2021	3338	Olive Free Library	V21-0250		A7410.410 Adult Fiction	18.00
Check	08/24/2021	3339	Visa	V21-0251	X	-SPLIT-	451.42
Check	08/24/2021	3340	La Roma	V21-0252		Summer Reading Prog	63.00
Check	08/24/2021	3341	TEK Pro Data	V21-0253	X	A7410.232 Hardware	50.00
Check	08/24/2021	3342	Verizon	V21-0254	X	A7410.419 Telephone	122.28
Check	08/24/2021	3343	Mountain Tree Care	V21-0255	X	A7410.452 Landscaping	1,800.00
Check	08/24/2021	3344	Michael Keene	V21-0256		Adult Programs	25.00
Check	08/31/2021	3347	Esopus Business Alliance	V21-0257		A7410.437 Membership Fees	40.00
Check	08/31/2021	3348	National Business Leasing	V21-0258		A7410.2439 Printer/Copier	244.65
Check	08/31/2021	3346	Office Depot	V21-0259		A7410.430 Office Supplies	444.78
Check	08/31/2021	3345	Brodart	V21-0260		-SPLIT-	22.93
Check	08/31/2021	EFT-WW-0821	Wage Works - Care Card	V21-0261	X	A7410.800 Health & Maj. Med.	844.79
Check	08/31/2021	EFT-WW-0821	Wage Works	V21-0262	X	A7410.800 Health & Maj. Med.	54.00
Total 2020 Bank of GC Checking 6086							7,197.24
Total A0200 Cash Operating Fund							7,197.24
Total Checking/Savings							7,197.24
TOTAL							7,197.24