

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES April 29, 2022**

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

**Board Members Excused:**

**Board Members Absent:** Laura Lauria and Shannon Harris

**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 Jim Fitzmorris at 6:09 pm

A discussion took place regarding the budget, as well as expenditures that have taken place in the past. A question arose regarding where the funds have been used. Jim mentioned that he looked back at the actual expenditures from last year. Our 2022 budget is for \$499,069. The 2023 budget is requesting \$531,000. In 2021 the library expenditures were \$380,000. The budget for 2021 was \$486,994. Jim questioned the surplus of \$106,994. Susan stated that \$90,000 was put into the recently approved and opened Operational Reserve Fund Account. Having this account is a “best practice”, encouraged by the NYS Department of Library Development, and MHLS. She indicated that a significant amount of the remainder will be spent on the projects that we are currently discussing, such as the parking lot maintenance sealing and changing the parking lot lighting to LEDs, if we do not get a grant for them. The proposed 2023 budget includes an increase of \$32,000. Brooke pointed out that the tax appropriation only went up \$8,000, and that most of the increase in the proposed 2023 budget comes from the unappropriated fund balance (which are the funds left over from previous years, so we already have them in hand). Now that COVID is abated somewhat, our expenditures will go up. Jim noticed an increase of salary. There was a discussion regarding the wages. It was pointed out that salaries will increase every year, and that currently the required yearly increases in the NYS minimum wage drive the increases in salaries. It was noted that there are plans to fill the 3 positions that remain open.

- **Resolution #15 of 2022 (2023 Budget)** The Board of Trustees of the Town of Esopus Library approves the 2023 budget in the amount of \$530,865, with a tax appropriation of \$416,966, in order to continue the same level of service to the Town of Esopus. A motion to accept the resolution was made by Nancy Beranek and seconded by Don Carragher.  
AYES: 4; NAYS: 0; ABSTENTIONS: 1  
Board Members Excused: 0  
Board Members Absent: Laura Lauria and Shannon Harris

## **II. ADJOURNMENT**

There being no further business or discussion, Jim Fitzmorris made a motion to adjourn and it was seconded by Reggie Heffernan. The meeting was adjourned at 6:30p.m.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

Board Members Absent: Laura Lauria and Shannon Harris

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

Town of Esopus Library  
May Board of Trustees Meeting  
Tuesday, May 24, 2022

**Agenda**

Call to order	Jim Fitzmorris
Approval of both April (4/26 and 4/29) Board Meeting Minutes	
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 – Susan Leiching
3. Sustainability, Research and Development – Don Carragher

Adjournment

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Resolutions:

2022-19 – Removal of the Organizational Values Policy

2022-21 – Payment of April Claims

2022-22 – Tutoring Policy Update

2022-23 – Addition of the Core Values Statement

2022-24 – Removal of Using Laptop with Data Projector Policy

2022-25 – Transfer of Funds

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES April 26, 2022**

**Board Members Present:** Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Don Carragher, Laura Lauria, Susan Leiching and Shannon Harris

**Board Members Excused:**

**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 Jim Fitzmorris at 6:15 pm

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

Written minutes for March monthly Board meeting held on March 22, 2022 were submitted and open for review.

- A motion to accept the minutes of the March Board Meeting, held on March 22nd, was made by Reggie Heffernan and seconded by Don Carragher.  
AYE: 7; NO: 0; ABSTAIN: 0  
Board Members Excused:  
Board Members Absent:

## **III. TREASURER'S REPORT/FINANCE – Reggie Heffernan**

Written report was submitted. Reggie reviewed the Finance committee meeting minutes as well as the resolution for payment of claims. They had their regular meeting on 4/14/22 and reviewed entry level wages which is listed on the entry level wage chart. They also spent time discussing the job titles and they removed the storyteller position from the wage chart. Susan mentioned that the Board of Trustees hire the Library Director and that the Director hires the other positions. There was an additional meeting on April 22<sup>nd</sup> to discuss the 2023 Budget and Reggie reviewed those meeting minutes.

- **Resolution #14 of 2022 (Payment of March Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from March 1, 2022 to March 31, 2022 for items in the amount of \$6,246.22. A motion to accept the resolution was made by Susan Leiching and seconded by Jim Fitzmorris.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:
- **Resolution #16 of 2022 (Tax Cap Override for 2023):** The Board of Trustees of the Town of Esopus Library approves exceeding the tax levy limit for 2023. A motion to accept the resolution was made by Reggie Heffernan and seconded by Don Carragher.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:

Board Members Absent:

- **Resolution #20 of 2022 (Acceptance of Entry Level Wages):** The Board of Trustees of the Town of Esopus Library approves the entry level wages as set forth in the 2022 entry level chart. A motion to accept the resolution was made by Nancy Beranek and seconded by Don Carragher.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Written report submitted. Brooke reviewed the Director's report. They are making a list of all the projects needed and working with MHLS to figure out which ones will go together best for inclusion in the Construction Grant. They started Saturday hours this month from 10 am to 2 pm. We had an Easter egg hunt with the Town of Esopus Recreation Department which took place at Freer Park. The library received a dividend from their insurance company for \$1,321 for having a good safety record. Bruderhof has delivered compost for the community garden. The children's garden will be starting soon.

There was a discussion about how the lottery for the community garden took place. Not everyone is guaranteed a plot and it is done by lottery. One resident was unhappy with the process. There was a discussion of potentially expanding the community garden in the future.

Brooke opened up the new bank account for the Operational Reserve Fund.

Don mentioned that the Daily Freeman newspaper should be updated to include the Saturday hours. He also spoke about the link for the zoom meeting on the library website. He feels it should be a permanent link

#### **V. FRIENDS** -- Susan Leiching

Susan reported that the Friends recently had a meeting. Save the date for the 100th anniversary for the library. The celebration is scheduled to take place on Saturday July 23rd from 2 pm – 5 pm. There will be some activities as well as food and music and a photo art show. Friends would like Board participation for that day. Friends pledged \$8000 to the 2023 budget for the library.

#### **VI. COMMITTEE REPORTS**

- **Buildings and Grounds** – Jim Fitzmorris

Written report submitted. Jim reviewed the committee meeting minutes. We discussed the health of the pond and clearing out silt and the filter. Don spoke with the neighbor to look at the boundary lines of the library. The committee also discussed the Central Hudson billing issues. Don contacted Agape Home Improvements. Agape said for the library to email him a write up of what is needed and he will respond with an estimate so that the work can be included in the Construction Grant. Arace Electric has not replied to Don yet.

- **Governance and Personnel** – Susan Leiching

Written report submitted. Susan reviewed the committee meeting minutes. The committee reviewed the Wireless Policy and the Collection Development Policy. They also reviewed the Organization Value Policy and are going to update it and rename it to Core Values Policy.

- **Resolution #17 of 2022 (Wireless Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Wireless Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Don Carragher.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #18 of 2022 (Collection Development and Weeding Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Collection Development and Weeding Policy. A motion to accept the resolution was made by Reggie Heffernan and seconded by Don Carragher.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

There was some discussion regarding the Organization Value Policy updates and it was decided that the policy along with Resolution 19 was going back to the committee for additional updates.

- **Sustainability, Research and Development** - Don Carragher

Written report submitted. Don reviewed the meeting minutes. Brooke and Reggie met with Evan from Solar Alchemy for an estimate of our productivity. Trustee Training is being scheduled by MHLS in the coming weeks. Lime Energy maybe helpful in replacing the LED lighting outdoors. The committee did submit the projects that they would like include in the Construction Grant.

Susan stated that the 2023 budget will need an additional meeting for discussion/approval. This will be held on 4/29/22 at 6pm via zoom. Jim mentioned that it would be prudent to review the 2018 handbook pages 50 - 59 which is the budget and finance section.

## **VII. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 7:25 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Attending: Jim Fitzmorris, Shannon Harris, Brooke Dittmar, Donald Carragher

The bridge replacement job needs a written description and estimate. Agape Construction has agreed to respond to our proposal.

The security system including cameras needs to be updated/replaced. Several companies are able to do this that have performed work locally. Our current contractor/service says the wiring in place can be reused to reduce expenses. We will require new digital/remote access cameras and more of them. The town has installed a similar system in several locations.

The recent and very heavy rainstorms have made clear the lack of adequate drainage in the upper parking lot, the lawns and through the community garden. We expect to address this with grant funding and the town highway department. It is likely the original system has silted up and needs investigation.

A wish-list for an expanded number of gardening plots, seating in the shaded northern tree-line, continue to be explored.

Grant applications are due to begin processing very soon.

Submitted: Donald Carragher

Next meeting; June 13, 2022      4pm.

**Director's Report to the Board**  
**May 24, 2022**  
**Brooke Dittmar**

Our Digital Navigator Program is going strong. Our Digital Navigators (Shannon and Emily) have helped at least 15 patrons between them, which is above the 5 each minimum that is required for receiving the \$900 each of grant money. They are teaching people individually how to use laptops and other devices. They also help them to get signed up for reduced rate internet. Not specifically of this program, but quite related, the laptops and hotspots that we purchased to help with the digital divide are actively being signed out!

Vote progress: The legal notice has been sent to the newspaper, with the tax appropriation amount to be voted on, as well as the 2 candidates that are running on the ballot. Two of our Trustee spots will be filled by write-in votes (we have 4 open positions), since only 2 people submitted petitions to get on the ballot. If you know of someone that you think would do a good job, and would be pleasant to work with, ask them if they would agree to be a write-in. If they do agree, pass the word to others about the person. The ballots have been ordered, and Mary is keeping track of our to-do list at every stage. I have lined up the election officials, and as the Clerk of the Election, I will be onsite for the entire time that the polls are open. The hours are 10:00 AM to 7:00 PM.

I met with two Safeco representatives to walk through the library and discuss an update to our security cameras. The quote came back at \$18,845. This includes 3 additional cameras where needed: in the Duck Pond Gallery, outside toward the community garden, and under the deck, toward the door. Because the number of cameras will exceed 16 (with the 3 additional ones), another PVR (like a DVR) needs to be acquired. They said that the cameras are much better than the ones that we have, but they didn't offer a preview of the cameras' capabilities. I will contact them this week to discuss the particulars of the quote, and will request a demonstration of the cameras.

I've left a message for Liberty Security Services to do a walk-through and give a quote, but haven't heard back. Verkada, a different company, that is being used by both the Albany Public Library and Dutchess BOCES, among others locally, called to see if they could send us a security camera to try out. Once it arrives, we will be able to see the difference in quality between that camera and the ones we currently have. I've already seen a sampling, when I was talking to a rep on Zoom. He allowed me access (on my phone) to the camera on the front door of his office building. They are a California company, and they have partners here that install and trouble shoot when needed. Our regional sales person (that I was talking with) had just returned home from a 10-day trip to our region, which he does periodically. I laughed when he told me he was recently out in Whitehall (a small town in the middle of nowhere, kind of near Glens Falls). I'd like to talk with one of the local companies that has installed the cameras to find out how they like them and the service.

Our paper delivery person stopped working, and the Freeman has had a hard time getting people to take over delivering papers. After a couple weeks of not receiving our newspapers, and calling the newspaper every day, we cancelled our subscriptions to the Daily Freeman and the New York Times (both papers were being delivered by the same person), and we now buy them at Stewart's every morning. Before the pandemic, we had an arrangement at Smith's Store. They put our newspapers aside, with our name on

them. We would go in and pick it up off the side counter, then pay at the end of the month. I spoke with them about setting that up again, but they said that the NYT delivery has been sporadic for them, and they were afraid they wouldn't have the paper for us every day. It's too bad we can't support them, being a local store.

Shannon has started planting the children's garden with the help of kids in her programs. The community garden folks are really going for it! If you ever want to look around the garden, let me know (the locks were put on this week). It's both beautiful and inspirational (Susan, how are your strawberries doing?).

I thought you might like to see the fish showing off for one of the kids' groups. They were feeding them, and the big ones must have been very hungry. Have you seen the fish in the pond? They tend to hide out during the day. Come over and feed them sometime!



The warm weather has inspired many discussions about outdoor projects. The latest is Don offering to paint the curbs and the ramps up to the sidewalk from the parking lot. He is donating paint for this project (thank you, Don!). Don also prepared the chair pieces for the deck chairs, by painting on a sealer before they are put together. Now that it is warm, the chairs will be put together for use. I will also follow through with ordering more, as discussed last year.

I have contacted Lime Energy, the company that installed the LED lighting inside our library, to see about them replacing the parking lot light bulbs or fixtures. I have been told that Lime was working at one of the condos, replacing their outdoor lights. I hadn't realized that they worked outdoors.

I have offered the Assistant Director position to a well-qualified and personable person, Ben Gocker. He will begin on June 2<sup>nd</sup>. His references are glowing, he has experience, I can see that he is very capable, and feel that he will be a great help to me!



**Town of Esopus Library  
Finance Committee Minutes  
May 12, 2022**

**Attendance:** Susan Leiching, Reggie Heffernan, Brooke Dittmar

The payment of claims for \$ 14073.29 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the May 24 meeting.

Brooke pointed out that on the balance sheet, Equity section, line A090, Reserve for Cap Project contains \$5,020.33. It was suggested by a former Accountant that it should be rolled into the Capital (Board Restricted) bank account as the two funds are meant for the same thing- Capital Projects. This would clean things up a little bit on the balance sheet. A resolution will be presented to the board.

Discussion ensued on the need to have an audit performed. Brooke will call accounting firms to get estimates.

The Budget and Budget reconciliation Policy was updated and a resolution will be presented to the board.

Respectfully submitted,

Reggie Heffernan, Acting co-treasurer

**Next Meeting  
Thursday, June 8, 2022  
4 pm**

**Town of Esopus Library  
Finance Committee Minutes  
May 12, 2022**

**Attendance:** Susan Leiching, Reggie Heffernan, Brooke Dittmar

The payment of claims for \$14100.29 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the May 24 meeting.

Brooke pointed out that on the balance sheet, Equity section, line A090, Reserve for Cap Project contains \$5,020.33. It was suggested by a former Accountant that it should be rolled into the Capital (Board Restricted) bank account as the two funds are meant for the same thing- Capital Projects. This would clean things up a little bit on the balance sheet. A resolution will be presented to the board.

Discussion ensued on the need to have an audit performed. Brooke will call accounting firms to get estimates.

The Budget and Budget reconciliation Policy was updated and a resolution will be presented to the board.

Respectfully submitted,

Reggie Heffernan, Acting co-treasurer

**Next Meeting  
Thursday, June 8, 2022  
4 pm**

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

**May 10, 2022  
(2<sup>nd</sup> Tuesday, @ 4pm)**

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

The meeting was called to order at 4:00 PM

1. Added the open communication line to the Core Values Statement.
2. Reviewed and updated the Tutoring Policy.
3. Remove the Using Laptop with Data Projector Policy from the manual.

Meeting adjourned at 5:00 pm

Respectfully submitted,  
Susan Leiching, Chairperson

**Next meeting is June 14, 2022  
4:00 PM**

Town of Esopus Library

Sustainability, Research and Development

May 11, 2022

Attendance: Shannon Harris, Reggie Heffernan, Nancy Beranek, Brooke Dittmar, Donald Carragher (late)

Excused: Laura Lauria

The expansion of the disaster services the library could provide are continuing to be explored. A comprehensive statement of intent/mission still must be crafted to define the scope of services that the library will seek to provide the community before, during and post emergency events.

There are groups that we could invite i.e. ARC/RCAL, Red Cross, Ulster Disaster Administration to walk-through the library to help access possible improvements and recognize impediments.

The facility plan needs the current priorities reordered for the Construction Grant applications. They will include updated security, drainage/perking flooding, parking lot sealing/stripping, the bridge replacement, additional/upgraded LED lighting in several areas, and installation of a power generator.

Solar Alchemy will be asked to return to complete the solar-array assessment.

The timeline for construction grants is upon us and must be followed. Some members expressed interest in Grant Webinars, reviewing previous grants and library property surveys to provide data in the application process.

Next meeting: June 8, 2022

Submitted: Donald Carragher.

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 17 of 2022**

**Wireless Policy Update**

WHEREAS, The Wireless Policy needs to be updated;

WHEREAS, The Governance and Personnel Committee offers the attached updated Wireless Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Wireless Policy.

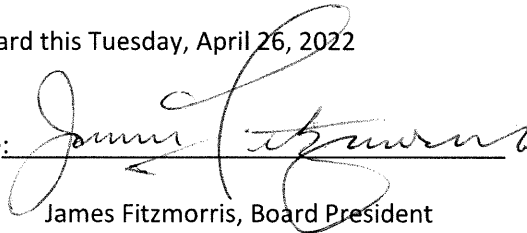
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Jim Fitzmorris Seconded: Don Carragher

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Tuesday, April 26, 2022

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

  
James Fitzmorris, Board President

## **WIRELESS CONNECTIVITY POLICY**

### **Access to the Service:**

The WiFi is a free public service provided by the Town of Esopus Library. Access to the WiFi requires agreement to the conditions presented when you log on to the service. WiFi may be blocked, suspended, or terminated at any time for any reason including, but not limited to, violation of this agreement. The Town of Esopus Library may revise this agreement at any time.

### **Disclaimer:**

The user acknowledges that the WiFi may not always be uninterrupted or error-free; that viruses or other harmful applications may travel through the WiFi; that the Town of Esopus Library does not guarantee the security of the WiFi and that unauthorized third parties may access your computer or files, or otherwise monitor your connection.

### **Acceptable Use of the Service:**

The Town of Esopus Library supports the free flow of information and ideas over the Internet. Patrons are expected to appropriately utilize the WiFi within professional and legal boundaries.

### **Indemnity:**

The user agrees to indemnify and hold harmless the Town of Esopus Library, their suppliers and licensors, officers, directors, employees, agents and affiliates from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorney's fees) arising out of, or related to use of the WiFi, any materials downloaded or uploaded through the WiFi, any actions taken by the user in connection with use of the WiFi, any violation of any third party's rights or any violation of law or regulation, or any breach of this agreement. This section will not be construed to limit or exclude any other claims or remedies that the Town of Esopus Library may assert under this agreement or by law.

Adopted by the Library Board of Trustees: July 30, 2008

Revised by the Board of Trustees: December 7, 2011

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees:

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

Resolution 16 of Year 2022

**APPROVAL TO EXCEED TAX CAP LIMIT FOR 2023**

WHEREAS, the adoption of the 2023 budget of the Town of Esopus Library may require a tax appropriation increase that would exceed the tax cap to be imposed by the State

RESOLVED, the Board of Trustees of the Esopus Library approves exceeding the tax levy limit for 2023

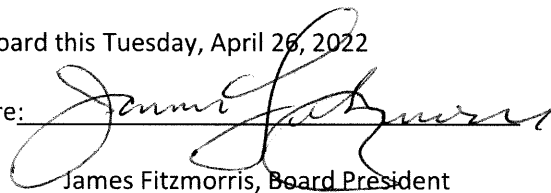
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Hetherman Seconded: Don Carragher

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0  
\_\_\_\_\_

Approved by the Board this Tuesday, April 26, 2022

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

  
James Fitzmorris, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 20 of 2022

Establishment of Entry Level Wages

WHEREAS, Entry level wages need to be reviewed and updated regularly taking into account changes such as increases to the minimum wage set by New York State.

WHEREAS, the attached chart shows updated entry level wages by Civil Service Title

RESOLVED, the Board of Trustees of the Esopus Library approves the entry level wages as set forth in the chart.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Nancy Beranek Seconded: Don Carragher

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Tuesday, April 26, 2022

Approving Signature: James Fitzmorris  
James Fitzmorris, Board President



**Entry Level Wages as set by the Board of Trustees, 4/26/22**

POSITION TITLES	NUMBER OF POSITIONS	NUMBER FILLED	Entry Level Wages * Start 4/27/22
Library Director I	1	1	\$65,000
Assistant Library Director I	1	0	\$27.32 /hr
Library Assistant	4	0	15.58 /hr
Adult and Teen Programmer	1	1	16.73/ hr
Library Assistant II (Children's Program)	1	1	16.73/ hr
Library Clerk	2	0	14.26 /hr
Senior Account Clerk/Typist	1	0	17.50 /hr
Senior Account Clerk	1	0	17.00 /hr
Account Clerk/Typist	1	0	15.90 /hr
Clerk	6	3	14.26 /hr
Page	3	0	2022 min wage- 13.20 /hr
Secretary to the Board of Trustees	1	1	15.50 /hr
Librarian I	1	0	23.00/hr
Library Manager	1	0	_____
Community Relations Coordinator	1	0	_____

\*Add up to \$.25/hour per year of applicable service, up to a \$2.50 maximum.

Adopted by the Board of Trustees: January 22, 2014

Revised by the Board of Trustees: June 25, 2014

Revised by Board of Trustees: February 22, 2017

Revised by the Board of Trustees: August 22, 2018

Revised by the Board of Trustees: March 24, 2019

Revised by the Board of Trustees: April 28,2021

Revised by the Board of Trustees:

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 14 OF 2022**

Payment of Claims  
March 1, 2022 to March 31, 2022

WHEREAS, the total of all claims for payment, excluding wages and taxes, from March 1, 2022 to March 31, 2022 is \$6,246.22.

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

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

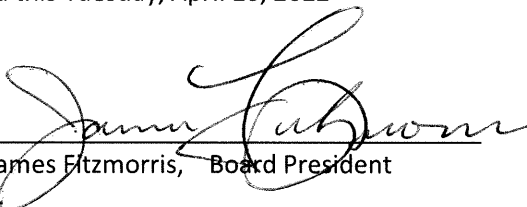
RESOLVED, the Board of the Town of Esopus Library accepts and approves the payment of these March 1, 2022 to March 31, 2022 items in the amount of \$6,246.22.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Leiching Seconded: Jim Fitzmorris

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Tuesday, April 26, 2022

Approving Signature:   
James Fitzmorris, Board President

2:53 PM

04/07/22

Accrual Basis

**Town of Esopus Library**  
**Check Listing**  
**As of March 31, 2022**

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	03/10/2022	3542	Friends of the Town of Esopus Library	V22-0063 EXCH	X	A9855 Friends Exp. Exchange	123.75
Check	03/10/2022	3525	Midwest Tape	V22-0065	X	-SPLIT-	36.48
Check	03/10/2022	3526	Ingram Library Services	V22-0066	X	-SPLIT-	152.33
Check	03/10/2022	3527	Ingram Library Services	V22-0067	X	-SPLIT-	113.94
Check	03/10/2022	3528	Midwest Tape	V22-0068	X	A7410.412 Adult DVD	17.24
Check	03/10/2022	3529	Brooke Diltmar	V22-0069	X	A7410.800 Health & Maj. Med.	661.99
Check	03/10/2022	3541	Friends of the Town of Esopus Library	V22-0070 EXCH	X	A9855 Friends Exp. Exchange	161.75
Check	03/10/2022	3530	National Business Leasing	V22-0071	X	A7410.2439 Printer/Copier	244.65
Check	03/10/2022	3531	Binnewater Ice Co.	V22-0072	X	A7410.452 Water & Sewer	33.50
Check	03/10/2022	3532	Royal Carting Service Co	V22-0073	X	A7410.452 Trash	101.18
Check	03/10/2022	3533	Shamrock Cleaners	V22-0074		A7410.452 Cleaning Services	63.00
Check	03/10/2022	3534	Midwest Tape - Hoopla	V22-0075	X	A7410.412 E-Content	330.20
Check	03/10/2022	3535	Pauling Library	V22-0076	X	A7410.410 Adult Large Print	15.00
Check	03/10/2022	3536	Christopher J. O'Connor CPA	V22-0077	X	A7410.437 Accountant	450.00
Check	03/10/2022	3537	Amazon	V22-0078	X	A7410.430 Library Supplies	59.96
Check	03/10/2022	3538	The New York Times	V22-0079	X	A7410.413 Newspapers	80.00
Check	03/10/2022	3539	Delta Dental	V22-0080	X	A7410.800 Health & Maj. Med.	133.40
Check	03/10/2022	3540	Spectrum Business	V22-0081	X	A7410.419 Internet	249.99
Check	03/23/2022	3544	Brodart	V22-0082	X	-SPLIT-	222.22
Check	03/23/2022	3545	Brodart	V22-0083	X	-SPLIT-	294.00
Check	03/23/2022	3546	Demco	V22-0084	X	A7410.430 Library Supplies	100.72
Check	03/23/2022	3547	Visa	V22-0085	X	-SPLIT-	159.15
Check	03/23/2022	3548	Ingram Library Services	V22-0086		-SPLIT-	79.37
Check	03/23/2022	3549	Kathleen Foley	V22-0087		Adult Programs	150.00
Check	03/23/2022	3550	Dan Poblocki	V22-0088		Adult Programs	100.00
Check	03/23/2022	3551	Verizon Business	V22-0089	X	A7410.4311 Long Distance	1.74
Check	03/23/2022	3552	Friends of the Town of Esopus Library	V22-0090 EXCH		A9855 Friends Exp. Exchange	170.31
Check	03/23/2022	3553	Office Depot	V22-0091		-SPLIT-	507.72
Check	03/23/2022	3554	Shannon Powell	V22-0092		A7410.430 Office Travel	58.24
Check	03/23/2022	3555	Verizon	V22-0093	X	A7410.419 Telephone	124.45
Check	03/23/2022	3556	MVP Healthcare, Inc.	V22-0094	X	A7410.800 Health & Maj. Med.	857.32
Check	03/23/2022	3557	Easton VSP, Inc.	V22-0095	X	A7410.800 Health & Maj. Med.	101.76
Check	03/23/2022	3558	Otis Elevator Company	V22-0096	X	A7410.452 Elevator	687.66
Check	03/31/2022	EFT-WW-0322	Wage Works	V22-0098	X	A7410.800 Health & Maj. Med.	18.00
Check	03/31/2022	EFT-WW-0322	Wage Works - Care Card	V22-0103	X	A7410.800 Health & Maj. Med.	41.01
Check	03/23/2022	3543		VOID	X	A7410.410 Adult Fiction	
Total 2020 Bank of GC Checking 6086							6,702.03
Total A0200 Cash Operating Fund							6,702.03
Total Checking/Savings							6,702.03
<b>TOTAL</b>							<b>6,702.03</b>

-Friends checks-  
 → \$ 455.81  
 \$ 6,246.22

Town of ( ) pus Library  
Voucher Log

Year 2022

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
Feb	V22-0051	2/15/22	Midwest Tape - PO 28262	5739 8922	2/22/22	[Signature]	67.95
Feb	V22-0052	2/15/22	Midwest Tape - PO 28261	5738		[Signature]	110.20
Feb	V22-0053	2/16/22	Ingram PO 28215	3014		[Signature]	73.87
Feb	V22-0054	2/16/22	Ingram PO 28210	2518		[Signature]	27.47
Feb	V22-0055	2/16/22	Ingram PO 28274, 28215	8874 8875		[Signature]	31.90
Feb	V22-0056	2/16/22	Ingram PO 28274, 28278	3015 3016		[Signature]	142.60
Feb	V22-0057	2/16/22	Ingram PO 28274, 28276, 28277, 28278, 28279, 3158	6601		[Signature]	152.20
Feb	V22-0058	2/18/22	Shamrock Cleaners			[Signature]	126.00
Feb	V22-0059	2/18/22	Verizon Business			[Signature]	1.40
Feb	V22-0060	2/22/22	Verizon Phone			[Signature]	125.74
Feb	V22-0061	2/22/22	Visa			[Signature]	29.85
Feb	V22-0062	2/22/22	Brodart			[Signature]	1010
Mar	V22-0063	2/22/22	Friends of Town of Capron Lib.		3/8/22	[Signature]	123.75
Feb	V22-0064	2/28/22	Wage Workes - EFT/Admin	1480	3/8/22	[Signature]	18.00
Mar	V22-0065	3/2/22	Midwest Tape - 1972 + 8739	8739	3/8/22	[Signature]	36.48
Mar	V22-0066	3/2/22	Ingram 7208 + 7204 + 8895 + 0941	0941	3/8/22	[Signature]	152.33
Mar	V22-0067	3/2/22	Ingram	8594	3-8-22	[Signature]	113.94
Mar	V22-0068	3/4/22	Midwest Tape	4359	3-8-22	[Signature]	17.24
March	V22-0069	3/4/22	Brooke B. Dittmar		3-8-22	[Signature]	601.99
March	V22-0070	3/4/22	Friends of Esopus Library		3-8-22	[Signature]	161.75
March	V22-0071	3/4/22	National Business Services	0378	3-8-22	[Signature]	244.65
March	V22-0072	3/7/22	Binnewater Acct.	86363	3-8-22	[Signature]	33.50
March	V22-0073	3/7/22	Royal Casting Acct.	911030	3-8-22	[Signature]	101.18
March	V22-0074	3/7/22	Shamrock Cleaners	2/24/22	3-8-22	[Signature]	63.00
March	V22-0075	3/7/22	Hooper	9298	3-8-22	[Signature]	330.20

Town of ( )  
pus Library  
Voucher Log

Year 2022

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
March	V22-0076	3/1/22	Pauling Library		3-8-22	[Signature]	15.00
March	V22-0077	3/1/22	Christopher O'Connor CPA	2197	3-8-22	[Signature]	450.00
March	V22-0078	3/1/22	Amazon		3-8-22	[Signature]	59.96
March	V22-0079	3/1/22	New York Times		3-8-22	[Signature]	80.00
March	V22-0080	3/1/22	Delta Dental		3-8-22	[Signature]	133.40
March	V22-0081	3/1/22	Spectrum Business	2722	3-8-22	[Signature]	249.99
Mar 22	V22-0082	3/1/22	Bro Dart	Multi	3-22-22	[Signature]	222.22
March	V22-0083	3/1/22	Bro Dart	Multi	3-22-22	[Signature]	294.00
March	V22-0084	3/1/22	Demco	0677	3-22-22	[Signature]	100.72
March	V22-0085	3/1/22	VISA		3-22-22	[Signature]	159.15
March	V22-0086	3/1/22	Ingram 7210, 7211, 0942		3-22-22	[Signature]	79.37
March	V22-0087	3/1/22	Kathleen Foley		3-22-22	[Signature]	150.00
March	V22-0088	3/1/22	Dan Pablocki		3-22-22	[Signature]	100.00
March	V22-0089	3/1/22	Verizon-LD		3-22-22	[Signature]	17.4
March	V22-0090	3/1/22	Friends of Esopus Library		3-22-22	[Signature]	170.31
March	V22-0091	3/1/22	Office Depot, Inc		3-22-22	[Signature]	507.72
March	V22-0092	3/21/22	Shanahan Powell		3-22-22	[Signature]	58.24
March	V22-0093	3/21/22	Verizon		3-22-22	[Signature]	134.45
March	V22-0094	3/21/22	MVP		3-22-22	[Signature]	857.32
March	V22-0095	3/21/22	VSP	3860	3-22-22	[Signature]	101.76
Mar 22	V22-0096	3/21/22	OTIS Signature Service	2094	3-22-22	[Signature]	687.66
April	V22-0097	3/25/22	Deborah McMenamy		4/5/22	[Signature]	3011
March	V22-0098	3/28/22	Wage Works - Admin		4/5/22	[Signature]	18.00
April	V22-0099	3/28/22	Ingram		4/5/22	[Signature]	14237
April	V22-0100	4/1/22	Central Hudson		4/5/22	[Signature]	1388.11

Town of ( ) pus Library  
Voucher Log

Year 2022

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
April	V22-0101 ✓	4/1/22	T-Mobile		4/5/22	Seeclung	163.84
April	V22-0102 ✓	4/1/22	T-Mobile		4/5/22	Seeclung	180.60
Mar.	V22-0103 ✓	4/1/22	Wage Works Card	4942	4/5/22	Seeclung	71.01
April	V22-0104	4/1/22	Mary Carraty		4/5/22	Seeclung	15.33
April	V22-0105	4/1/22	Shannon Pabrell		4/5/22	Seeclung	33.81
VOID	V22-0106	7/4/22	NAT cancelled		4/5/22	Seeclung	67.00-VOID
April	V22-0107	4/4/22	ShamRock Cleaners		4/5/22	Seeclung	462.00
April	V22-0108	4/4/22	Dalta Dental		4/5/22	Seeclung	133.40
April	V22-0109	4/4/22	Deborah McMenemy <sup>4th</sup>	Travel Reimb	4/5/22	Seeclung	60.28
April	V22-0110	4/4/22	Hoopla		4/5/22	Seeclung	319.94
April	V22-0111	4/4/22	Deborah McMenemy <sup>1st</sup>	Travel Reimb.	4/5/22	Seeclung	59.29
April	V22-0112	4/4/22	Spectrum Business	2722	4/5/22	Seeclung	249.99
April	V22-0113	4/4/22	Christopher J. O'Connor	2432	4/5/22	Seeclung	500.00
April	V22-0114	4/4/22	Port Even Water/Swee Dist.		4/5/22	Seeclung	56.37
April	V22-0115	4/4/22	National Business Lending	5793	4/5/22	Seeclung	256.55
April	V22-0116	4/4/22	Brooke B. Dittmar		4/5/22	Seeclung	204.80
April	V22-0117	4/6/22	MHLS	678			2558.65
April	V22-0118	4/6/22	French				176.75 PC
April	V22-0119	4/11/22	Midwest Tapes				146.68
April	V22-0120	4/11/22	Ingram	Several			104.41
April	V22-0121	4/12/22	Deborah McMenemy				21.98
April	V22-0122	4/12/22	Whiteman Osterman & Hanna LLP	5431			4800.42
April	V22-0123	4/12/22	Office Depot	0001			92.91
April	V22-0124	4/12/22	Royal Casting				101.18
April	V22-0125	4/13/22	Binnewater				28.90

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 18 of 2022**

**Collection Development and Weeding Policy Update**

WHEREAS, The Collection Development and Weeding Policy needs to be updated;

WHEREAS, The Governance and Personnel Committee offers the attached updated Collection Development and Weeding Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Collection Development and Weeding Policy.

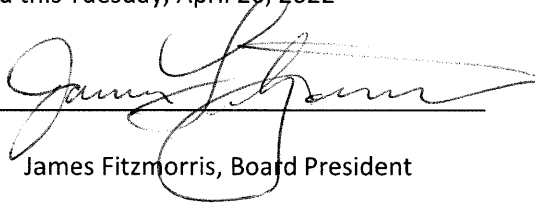
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Don Carragher

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Tuesday, April 26, 2022

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

  
James Fitzmorris, Board President

## **Collection Development and Weeding Policy**

The Library exists to provide education, information, materials, reference sources and reading, listening, and viewing pleasure to the community.

### **Procedure:**

1. The responsibility for selection of materials rests with the Director, who delegates this task to qualified professional staff. These librarians may in turn consult with other staff that have a variety of expertise in their respective fields.
2. The selection of library materials should be based on a comprehensive knowledge of the nature and special characteristics of the local community.
3. The collection should include subjects of permanent value and current general interest on international, national, and local levels.
4. A "complete" collection of library materials should not be the goal, but the best and most useful materials should be selected. Some materials may be acquired primarily on the basis of their artistic merit, scholarship or value to humanity, while others are selected to satisfy the informational, recreational or educational interests of the community.
5. Materials for individuals of varying ages, educational levels, and interest should be acquired.
6. The library acquires a wide range of materials in a variety of formats according to their suitability for public library use and their cost effectiveness. Each type of material is considered in terms of its own merit and its intended audience.
7. Wherever possible, the Library will provide materials to anticipate the needs and interests of potential users.
8. Gift materials will be judged by the same standards that apply to purchased materials. (See "Gift Policy.")
9. The collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are worn, outdated, or no longer in demand.
10. No library materials shall be excluded based on expressions of race, religion, nationality, political or social views.

Adopted by the Board of Trustees: January 17, 2001

Revised by the Board of Trustees: March 26, 2008

Reviewed by the Board of Trustees: December 7, 2011

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees:



**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY**  
Resolution 15 of Year 2022

**2023 BUDGET**

WHEREAS, a planned budget for the next year needs to be in place prior to the annual vote on the first Tuesday in June

RESOLVED, the Board of Trustees of the Town of Esopus Library approves the 2023 budget in the amount of \$530,865.00, with a tax appropriation of \$416,966.00, in order to continue the same level of service to the Town of Esopus

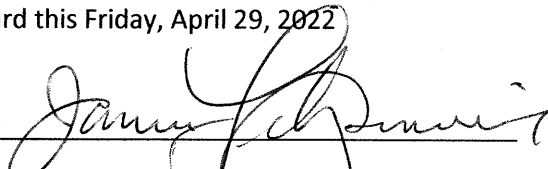
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Nancy Beranek Seconded: Don Carragher

VOTE: Ayes: 4 Nays:        Abstentions: 1 Excused:        Absent: 2

Approved by the Board this Friday, April 29, 2022

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

  
James Fitzmorris, Board President

2023 Draft Budget Revised, 4-22-22

**Income**

Tax Appropriation	\$416,966
PILOT	\$3,480
Library charges	\$5,000
Gift & Donations	\$12,000
Foundation	\$53,193
Grants/ Fund Raising	\$4,000
State Aid	\$9,500
Dividends/Earnings	\$4,500
Fund Balance	<u>\$22,226</u>
<b>Total Income</b>	<b>\$530,865</b>

**Expenses (Summary)**

<b>Employee Expenses</b>	
Wages	\$300,837
Payroll Expenses	\$57,014
Medical	<u>\$57,000</u>
	\$414,851
<b>Collection Development</b>	
Books	\$7,300
Recordings	\$11,300
Serials	<u>\$2,900</u>
	\$21,500
<b>Professional Expenses</b>	
Professional Services Fees	\$16,300
MHLS	\$12,485
Professional Development	<u>\$1,350</u>
	\$30,135
<b>Facilities Expenses</b>	
Utilities	\$14,000
Building Maintenance	<u>\$32,850</u>
	\$46,850
<b>Office Expenses</b>	\$3,900
<b>Information Technology</b>	\$8,100
<b>Programming and Outreach</b>	<u>\$5,529</u>
	\$17,529
<b>Total Expenses</b>	<b>\$530,865</b>

## Detailed Expenses

### Employee Expenses

Wages	Current wages		2023
Director - full-time		BD Salary	2.0% All Others- 5.6% \$85,996
Assistant Director		New 40 hrs/wk	\$28.80 \$59,904
Lib. Ass't		New 25 hrs/wk	\$16.45 \$21,385
Clerk		New 15 hrs/wk	\$15.06 \$11,747
Clerk, Office		DM 25 hrs/wk	\$15.06 \$18,795
Adult and Teen Programmer		EP 29 hrs/wk	\$17.67 \$27,565
Children's Programmer		SP 37 hrs/wk	\$17.67 \$33,997
Clerk, Circ		BW 25 hrs	\$15.06 \$19,578
Board Secretary		MG-1 10 hrs/mo	\$17.29 \$2,075
Clerk, Circ		MG-2 24 hrs/wk	\$15.06 \$18,795
Wage Contingency			\$1,000
Total Wages			\$300,837

### Payroll Expenses

Social Security	\$18,652
Medicare	\$4,362
State Unemploy	\$2,500
State Retirement	\$28,100
Workman's Comp	\$2,100
NYS Disability	\$1,300
Total Payroll Expenses	\$57,014

Health & Major Med	\$57,000
<b>Total Employee Expenses</b>	<b>\$414,851</b>

**Collection Development**

**Print Books**

Adult Fiction	\$2,800
Adult Non-fiction	\$2,000
Juvenile Fiction	\$600
Juvenile Non-Fiction	\$250
Young Adult Fiction	\$500
Young Adult Non-Fiction	\$250
Large print	\$900
<b>Total Print Books</b>	<b>\$7,300</b>

**Recordings**

Adult Books	\$1,400
Adult Movies	\$1,400
Adult Music	\$300
Juvenile Books	\$400
Family/Juv Movies	\$700
Electronic books	\$2,100
E-Content	\$5,000
<b>Total Recordings</b>	<b>\$11,300</b>

**Serials**

Newspapers	\$2,000
Magazines	\$900
<b>Total Serials</b>	<b>\$2,900</b>

<b>Total Collection Development</b>	<b>\$21,500</b>
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**Programming and Outreach**

Programming	\$5,129
Outreach	\$400
<b>Total Programming and Outreach</b>	<b>\$5,529</b>

**Information Technology**

Software	\$1,600
Hardware	\$1,000
New Computers	\$2,000
Copier	\$3,100
Equipment Repair	\$400
<b>Total Information Technology</b>	<b>\$8,100</b>

**Professional Expenses**

<b>Professional Fees</b>	
Legal	\$1,000
Accountant	\$6,000
Election Inspectors	\$350
Professional Travel	\$250
Audit	\$7,500
Employ Pract Liability Insur	\$1,200
<b>Total Professional Fees</b>	<b>\$16,300</b>

<b>Mid-Hudson Library System</b>	
Circulation charges	\$3,800
MHLS License	\$2,900
System Fee/ILL	\$4,200
IT Consulting	\$1,585
<b>Total Mid-Hudson Library Syst</b>	<b>\$12,485</b>

<b>Professional Development</b>	
Class/Wrkshp/Confs	\$300
Training Travel	\$300
Professional Memberships	\$750
<b>Total Professional Development</b>	<b>\$1,350</b>

<b>Total Professional Expenses</b>	<b>\$30,135</b>
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**Facilities Expenses**

<b>Utilities</b>	
Cable/Internet	\$3,300
Electricity	\$7,000
Water/Sewer	\$600
Telephone	\$1,800
Trash	\$1,300
<b>Total Utilities</b>	<b>\$14,000</b>

<b>Building Maintenance/Expenses</b>	
Custodial Supplies	\$1,000
Security System	\$1,500
Grounds: Snow	\$2,600
Grounds: Mow/Weeding	\$3,000
Grounds: Other	\$500
Cleaning	\$3,200
Maintenance	\$4,000
Carpet/Floors	\$900
Walls/Painting	\$700
Elevator	\$2,700
HVAC	\$2,000
Ann Op Permit	\$150

Windows	\$400
Furniture and Fixtures- Inside	\$200
Furniture- Outside	\$0
Property Insurance	\$10,000
<b>Totl Building Maint/Expenses</b>	<b>\$32,850</b>
<b>Total Facilities Expenses</b>	<b>\$46,850</b>
<b>Office Expenses</b>	
<b>Office Supplies</b>	
Library Supplies	\$1,200
Office Supplies	\$1,300
Postage	\$300
Copier Paper	\$400
<b>Total Office Supplies</b>	<b>\$3,200</b>
<b>Publicity</b>	<b>\$500</b>
<b>Office Travel</b>	<b>\$200</b>
<b>Total Office Expenses</b>	<b>\$3,900</b>
<b>Total Expenses</b>	<b>\$530,865</b>