

Town of Esopus Library Buildings and Grounds Committee

June 5, 2023

3:00 pm

Attending: Larry Decker, Don Carragher, Shannon Powell, Nancy Beranek, Elaine Jaffe, and Laura Lauria

Tech is still coming to access exhaust unit behind bathrooms.

Clock has been mounted. Signage for water valve in ceiling still needed.

Parking lot blue and yellow striping and signage has been completed.

Fire sprinklers cleaning needs new approach. Last attempt failed.

Security: Need new monitor in hallway and is it possible to have on computer?

Discussed our "Code Adam." Can we do a lockdown?

Elaine J showed concern about size of raised garden plots. Don, Elaine & I went out and viewed the situation. Don will do some tweaking to help adjust the workability of plots with a reminder that these are not designed for everyone and should not be measured against the main garden plots.

Shannon will reach out to the person who was interested in using one of these plots. The other one is for the children's garden.

Shed and cement base still being looked into. Possibly having a gravel base instead.

Elaine J. brought up concern about dangerous entrance to the parking lot. Don will bring it up at a town board meeting as it is their responsibility.

Discussed deck furniture to be purchased with memorial money. Agreed to get all weather/recycled material units...possibly at Lowes. Also, will consider patio umbrellas...the standing side arc kind.

Don will take down large bush in front of building (garden side) as it has become unruly and blocks security camera.

It was noted that the 3rd algae block has been placed in the pond. Elaine j. will connect with the county extension to see if someone wants to come out and check on our pond and its needs.

Tree Pros need to set up a date to come out. Shannon sent another Email.

Don is looking in to having old computers taken to General Electric in Schenectady for refurbishing for The Office of the Aging Cyber Seniors.

The next Building and Grounds meeting is scheduled for July 10, 2023 at 4:00 pm

Submitted, Larry Decker

**Town of Esopus Library
Finance Committee Minutes
June 8, 2023**

Attendance: Reggie Heffernan, Susan Barbarisi, Shannon Powell, Elaine Rylance, Susan Leiching,

Public: Michael Mulligan

The payment of claims for \$32,279.04 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the June meeting.

Reggie reported that the Hickey fund will only pay a 0.1% return on the investment in part because it is not new money in the bank and in part due to timing issues on our end. It was suggested that we move the account to another bank to receive a more competitive rate. However upon research we learned that the account is being held in trust for the library by the bank itself. Further research on Shannon's part found that the initial investment of \$10,000 may not be moved and only the interest may be used for upkeep of the facility. At this point it is prudent to leave it as it is. Next month we will review the Investment Policy in the Handbook.

Shannon recommended that the \$3,000 donation in memory of Peter Nelson be used to buy (permanent) outdoor furniture for the deck. A resolution will be presented to the Board this month.

The friends are making an \$8000 donation to the library and it will be earmarked for programming.

We are currently in the queue for an audit with RBT CPAs.

Respectfully submitted,
Reggie Heffernan, Treasurer

**Next Meeting
Thursday, July 13
4 pm**

Governance and Personnel Committee Meeting Minutes
June 13, 2023

Attendance: Nancy Beranek, Don Carragher, Susan Leiching, Laura Lauria, Shannon Powell
Public Present: Mike Mulligan

The committee reviewed two new policies: Smoking and Opioid Prevention Measures. The policies will be presented at the next Board meeting for review.

The committee also discussed possible changes to the Reconsideration Request Policy and form, as suggested by library staff and board members who attended a related program presented by the American Library Association. Possible changes will be discussed further at a later date.

Respectfully submitted,
Nancy Beranek



MANAGER’S REPORT - JUNE

★ **BUILDING**

- Tree Pros will be coming to trim the magnolia tree on the back patio and take down the leaning cotton tree on Friday 6/23.
- We had an issue with the hydraulic automatic door opener on the inner door on 6/12; Stanley sent someone to look at the door on 6/14, and the automatic opener is now functioning.
- The building was closed 6/19 for Juneteenth.

★ **PROGRAMMING**

- Our Summer Reading Program kicks off July 1st. We have great incentives and programs to encourage reading across all ages of patrons in our community. Meaghan has been reaching out to providers in our community to add to our adult programs calendar, as well as to local businesses to see if they would donate additional prizes to stimulate participation. The theme for this summer is “All Together Now”, promoting unity within the community and kindness. In efforts of bringing the community together, we will be offering family friendly movies on Monday afternoons, storytime on Tuesday, an art exploration class for children of all ages on Wednesday, a yoga class for kids on Thursday afternoons, and a crafting/share program on Thursday evenings.
- I would like to share the following statistics:

2022 # of children’s programs Jan-June	2022 children’s program attendance Jan-June	2023 # of children’s programs Jan-June	2023 children’s program attendance Jan-mid June	2022 # of adult programs Jan-June	2022 adult program attendance Jan-June	2023 # of adult programs Jan-June	2023 adult program attendance Jan-mid June
41	286	68	1005	88	416	76	765

★ **PERSONNEL**

- We have a new Adult/Teen Program Coordinator, Meaghan Darling! Meaghan has lots of experience with youth programming and librarianship, and we are happy to add her to our great team.
- Janet took and passed the NYS written notary test in Albany; she has submitted her affidavit and should be receiving her official paperwork and stamp as soon as the state processes her paperwork.

- Laura and Josie completed the workshop “Banned Books and Censorship: Current Intellectual Freedom Issues in the Library”.
- I will be on vacation from July 24-31.

★ **RESOURCES & COMMUNITY**

- Our budget and trustee election happened on 6/6/2023, with the highest turnout I could find in election history. Over 370 Esopus patrons came out to vote or cast an absentee ballot.
- We hosted a viewing in cooperation with the Office for the Aging on Loneliness and Isolation. Patrons could zoom in from home, or watch at the community room in the library on the tv.
- I applied for a \$30,000 grant from Sarahana Srestha's office; they received an overwhelming response to their call for applicants, and I'm ecstatic to announce that they did give our grant the nomination. This grant would allow for technology improvements in our children and teen rooms, where the computers are slow and often non-functioning, as well as investing in a coding program for after school usage with kids. It would also afford us the opportunity to purchase laptops or tablets and a charging station so that we could utilize our community room to offer adult classes on computer literacy topics i.e. writing a resume, using Microsoft Word/Excel, accessing the internet. We have many patrons inquire about programs such as this, however our patron computer area is not ideal for such a setup.
- We have been open until 8 pm on Thursday evenings since June 1; traffic during that time is still slow at this point, however we have had positive feedback from patrons who appreciate the ability to fulfill their library needs in the evening.

★ **TRAININGS**

- Don, Susan B. and I completed the “Preparing for Program Challenges at Your Public Library” webinar, which was sponsored by the American Library Association. This was very informative and relevant; I am happy to forward the slides and toolkit to anyone who would like more information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Powell". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.



Esopus Library <admin@esopuslibrary.org>

Grant Nomination for Town of Esopus Library

1 message

Augustus Artschwager <artschwagera@nyassembly.gov>

Tue, May 30, 2023 at 2:35 PM

To: admin@esopuslibrary.org

Cc: Benjamin Wolcott <wolcottb@nyassembly.gov>

Hi Shannon,

Thanks so much for applying to get operating funding from the Office of Assemblymember Sarahana Shrestha. We're thrilled to have received over three times as many strong applications as we could nominate, and are excited to share that we have nominated you to receive \$30,000.

Over the next few months, your application will be vetted by staff outside our office, and if all goes well, you will receive a direct deposit.

We hope this grant will help you in continuing your important work, and we also want to give you a heads up that we plan on rotating the nominees to our best ability every year so that we can support the work of as many organizations as possible. In the meantime, we're glad to have you in our list of nominees this year!

Thank you again for all the work you do, and if you have any questions, please don't hesitate to reach out to me.

All the best,

Teddy

Teddy Artschwager (he/him)

Director of Community Affairs

Office of Assemblymember Sarahana Shrestha

Gov. Clinton Bldg. Suite G-4

1 Albany Ave. Kingston, NY

O: 845-338-9610

Town of Esopus Library
Board of Trustees Reorganizational Meeting
Wednesday, June 28, 2023 – 6:00 pm

- Call to Order- Don Carragher
- Introduction and Welcome to new trustees- Board
- Presentation of Slate of Officers for June 2023 to June 2024– Nancy Beranek
- Election of Officers- Don Carragher
- Adjournment- President

**Town of Esopus Library
Sustainability, Research & Development Committee (S,RD)**

June 14, 2023

Attending: Don Carragher, Nancy Beranek, Elaine Jaffe, Elaine Rylance, Susan Barbarisi, Reggie Heffernan and Shannon Powell
Public: Michael Mulligan

The committee agreed to the request for the Strategic Planning Committee to review the current status in the Director hiring process. Trustees were invited to attend the discussion. When a quorum seemed likely, it was advantageous to consider an emergency Board meeting to vote if a decision was possible.

Chair Don Carragher opened the S,RD committee meeting; with no S,RD committee agenda items, the Board convened.

Emergency Board of Trustees Meeting

Attending: Don Carragher, Elaine Rylance, Susan Barbarisi, Elaine Jaffe, Reggie Heffernan, and Nancy Beranek
Staff: Shannon Powell, Jen Russell, Barbara Wurtz
Excused: Larry Decker, Susan Leiching, Laura Lauria
Public: Michael Mulligan

The only item on the Emergency Board Agenda was the status of the Director hiring process. Personnel issues are conducted in Executive Session. A motion was called for Executive Session.

Motion: Elaine Rylance Seconded: Reggie Heffernan
 6 Aye 0 Nay 0 Abstain 3 Excused 0 Absent

Mr. Mulligan was asked to leave the Executive Session.

The discussion was lead by Jen and Shannon. Candidates were reviewed. The Board voted to offer the position to Lisa Palmer.

Motion: Reggie Heffernan Seconded: Nancy Beranek
 6 Aye 0 Nay 0 Abstain 3 Excused 0 Absent

The Executive Session was adjourned.

Motion: Nancy Beranek Seconded: Don Carragher
 6 Aye 0 Nay 0 Abstain 3 Excused 0 Absent

The Trustee Board Meeting was adjourned.

Motion: Reggie Heffernan Seconded: Elaine Jaffe
 6 Aye 0 Nay 0 Abstain 3 Excused 0 Absent

Submitted: Don Carragher

Town of Esopus Library
June Board of Trustees Meeting
Wednesday June 28, 2023

Agenda

Call to order	Don Carragher
Approval of May Board Meeting Minutes	
President's Word	Don Carragher
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Interim Manager's Report	Shannon Powell

Friends

Committees

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

Adjournment

Resolutions:

2023-36 – Payment of May Claims

2023-37 – Friends Donation

2023-38 – Personnel Actions – L.Gough-M.Darling

2023-39 – Addition of Smoking Policy and Opioid Prevention Measures Policy

2023-40 – Donation in Memory of Peter Nelson

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

May 24, 2023

Board Members Present: Nancy Beranek, Susan Barbarisi, Don Carragher, Larry Decker, Elaine Rylance, Elaine Jaffe and Susan Leiching

Board Members Excused: Reggie Heffernan

Board Members Absent: Laura Lauria,

Staff Present: Shannon Powell, Mary Garraty, Jennifer Russell (arrived toward the end of the meeting)

Public: Jamila Kahn, Stephen Lewis

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:01 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the April monthly Board meeting held on April 26, 2023 was submitted and open for review. A motion to accept the minutes of the April monthly Board meeting held on April 26, 2023 was made by Elaine Rylance and seconded by Elaine Jaffe.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Reggie Heffernan

Board Members Absent: Laura Lauria

Written minutes for the 2024 Budget Hearing held on April 26, 2023 was submitted and open for review. A motion to accept the minutes of the 2024 Budget Hearing held on April 26, 2023 was made by Susan Leiching and seconded by Nancy Beranek.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Reggie Heffernan

Board Members Absent: Laura Lauria

III. Presidents Word – Don Carragher

The Buildings and Grounds meeting in June is moved to June 5th at 3:00 p.m. Don attended the Esopus Business Alliance recently. Don noted that there is a training coming up on June 20th.

IV. Public Comment Jamila Khan and Stephen Lewis introduced themselves and each spoke for a few minutes regarding their interest in the library. They each expressed an interest in being a write-in candidate on the ballot for the Library Trustee Election.

V. TREASURER'S REPORT/FINANCE – (Elaine Rylance reported in Reggie's absence)
Written report was submitted. Elaine reviewed the Finance Committee Meeting Minutes and proposed the following resolution:

- **Resolution #29 of 2023 (Payment of April Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from April 1, 2023 to April 30, 2023 for items in the amount of \$14,065.73. A motion to accept the resolution was made by Susan Barbarisi and seconded by Elaine Rylance.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Reggie Heffernan
Board Members Absent: Laura Lauria

VI. DIRECTOR'S REPORT – Shannon Powell

Shannon reviewed the Director/Manager's Report. The Security System has been replaced. Shannon reviewed a comparison of the number of programs and participants from January to May 2022 with the same months this year. January to May last year we had 24 programs with 111 participants. January to May this year we had 57 programs and 910 participants. What an amazing increase. Shannon hired an Adult/Teen Programmer today and she will be starting next month. Janet is taking the notary test next week. We are participating in the Passport Program with other Ulster County libraries. Visit 10 Ulster County Libraries and get a stamp in your passport book at each library. Bring the completed book to the Town of Esopus Library to get a raffle ticket for the Town of Esopus Adventure Raffle. Starting in June, 2023 the Town of Esopus Library will be open until 8:00 pm on Thursdays.

VII. FRIENDS –Susan Leiching

Friends met this past month. The lobby sales are doing very well. We are doing the book sale the weekend of September 23rd. Friends wrote a check to the library for \$8,000.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Larry Decker
Written report was submitted. Larry reviewed the meeting minutes.

- **Resolution #35 of 2023 (Authorization for Work Done by Tekcon and Tree Pros):** The Board of Trustees of the Town of Esopus Library accepts the above listed estimates and approves the associated work to be completed. A motion to accept the resolution was made by Larry Decker and seconded by Nancy Beranek.
 AYES: 7; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Reggie Heffernan
 Board Members Absent: Laura Lauria

- **Governance and Personnel – Nancy Beranek**
 Written report submitted. Nancy reviewed the meeting minutes and presented the following resolutions:
 - **Resolution #30 of 2023 (Programming Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Programming Policy. A motion to accept the resolution was made by Susan Leiching and seconded by Elaine Rylance.
 AYES: 7; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Reggie Heffernan
 Board Members Absent: Laura Lauria

 - **Resolution #31 of 2023 (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 Larry Decker and seconded by Elaine Jaffe.
 AYES: 7; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Reggie Heffernan
 Board Members Absent: Laura Lauria

 - **Resolution #32 of 2023 (Update to Section 3 of the Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 3 of the Personnel Policy Manual. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.
 AYES: 7; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Reggie Heffernan
 Board Members Absent: Laura Lauria

 - **Resolution #33 of 2023 (Request for Reconsideration Form Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Request for Reconsideration Form. A motion to accept the resolution was made by Elaine Jaffe and seconded by Susan Barbarisi.
 AYES: 7; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Reggie Heffernan

Board Members Absent: Laura Lauria

- **Resolution #34 of 2023 (NYLA Recommendation):** The Board of Trustees of the Town of Esopus Library accepts and approves the nomination of Shannon Powell to attend the New York Library Association's conference in November and authorizes the Town of Esopus Library to apply for a grant to attend the above listed conference and match the awarded amount. A motion to accept the resolution was made by Elaine Rylance and seconded by Susan Leiching.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Reggie Heffernan
Board Members Absent: Laura Lauria

- **Sustainability, Research and Development** - Don Carragher
The Committee met and it was requested that the meeting be continued with the Governance and Personnel Committee to complete previous meeting discussions.

IX. Trustee Training – Don Carragher and Nancy Beranek

Some of the trustees took the Fiduciary Training course. There was also a disaster recovery seminar. Don has the recording of that seminar and he would like to schedule a viewing of it during some time in the summer. He also mentioned additional training sessions in June. We will have a Narcan training session on June 26th.

X. ADJOURNMENT

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Susan Leiching. The meeting was adjourned at 6:58 p.m.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Reggie Heffernan
Board Members Absent: Laura Lauria

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