

Town Of Esopus Library  
Research and Development Committee  
February 10, 2021

Gilbert is still waiting for a written quote from Arace Electric, also still waiting for an energy audit to be scheduled by Central Hudson subcontractor Lime Energy, he will continue to follow up. Kristin will be submitting an application for grant due March 4th. Rhea volunteered to forward any grant applications to committee members she receives. Rhea suggested we look into the Ulster Savings Charity Program. It was suggested that grant applications be shared among committee members, this should facilitate better communication necessary for determining what grants to apply for.

Present: Kristin, Rhea, Gilbert. Absent: Anne, Laura

Respectfully submitted,  
Gilbert Ramos  
Chairperson

Town of Esopus Library  
February Board of Trustees Meeting  
Wednesday February 24, 2021

**Agenda**

Call to order	Susan Leiching
Approval of January Board Meeting Minutes – 1/27/21	
Public Comment	Public
Treasurer’s Report/Finance Committee	Jill Abrahamsen
Director’s Report	Brooke Dittmar

Committees

1. Buildings, Grounds and Sign - Don Carragher
2. Governance and Personnel - Rhea Paniesin
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

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Resolutions:

- 2021-04 – Payment of January Claims
- 2021-05 – Change Title of Policy Manual
- 2021-06 -- ADA Statement - Accessibility Policy Update
- 2021-07 – Acceptance of Friends Donation

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# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **January 27, 2021**

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

**Board Members Excused:** 0

**Board Members Absent:** 0

**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 Susan Leiching at 6:08 pm. This meeting was held via the online application Zoom due to the COVID-19 Pandemic.

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

Written minutes for the December monthly Board meeting held on December 30, 2020 was submitted and open for review.

- A motion to accept the minutes of the December 30th Board meeting was made by Anne O'Neill and seconded by Jim Fitzmorris.  
AYE: 7; NO: 0; ABSTAIN: 0  
Board Members Excused: 0  
Board Members Absent: Jill Abrahamsen

#### **III. TREASURER'S REPORT/FINANCE – Jill Abrahamsen**

Written report was submitted. Susan Leiching reviewed the written report and presented Resolution #01 for acceptance.

- **Resolution #01 of 2021 (Payment of December Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from December 1, 2020 to December 31, 2020 for items in the amount of \$38,936.26. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Rhea Paniesin.  
AYES: 7 NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: Jill Abrahamsen

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

Written report submitted. The digital sign is completed. We have not received the training yet on how to use it. We have an Instagram account now. The library has loaned

out a hotspot. The library has added a few online services. Hoopla is very popular. There is a limit of 5 items per month. In February Hoopla will have bonus borrows. Hoopla also has a book club. We started a couple new services. A curated book list. The list for January is new authors. February will be black authors. We will start a list of staff picks. Each Board member received a thank you from the Town of Esopus for all the work we do. We are starting the annual report for the state library.

## V. COMMITTEE REPORTS

- **Buildings, Grounds and Signs**–Don Carragher  
Written report submitted. Don recapped the committee meeting minutes. We are waiting for the staff to be trained on the electric sign remotely. The sprinkler system is sending faulty messages. It is being looked at. The snow and ice removal is being kept up. We will be reviewing the facility plan to review all the work to be done. The Town of Esopus paved the lower level in 2015. We might increase the number of parking spaces at the lower level. There was a suggestion to add garden space to the community garden. We are looking into independently photo sensitive LED parking lights.

- **Governance and Personnel** – Rhea Paniesin  
Written report submitted. Rhea reviewed the meeting minutes. We did not review any policies this month. MHLS suggests that policies be reviewed every 5 years. We are reviewing the policies that have not been reviewed since 2013 first. Brooke will supply a list of 6 policies to be reviewed during the next several months.

The Director's evaluation was included in the meeting packet. The completed evaluation should be placed in a sealed envelope and put in Rhea's mailbox at the library by the end of February.

- **Research and Development** – Gilbert Ramos  
Gilbert reviewed the committee meeting minutes. The grant from the Bank of Green County for \$2500 was submitted. Gilbert is still waiting to hear from Arace Electric regarding the charging stations. We will need to decide on the location and how many stations are to be erected. Gilbert needs a quote before he can speak to Steve from EzConnect. They discussed about putting the charging stations on the top of the parking lot since they are out of the way.
- **Sustainability Committee** – Don Carragher  
Written report submitted. Don reviewed the Committee meeting minutes. The Esopus Library needs a minimum of 2 charging stations to qualify for a grant. You

cannot park in a charging station spot if you do not have an electric car and you must be charging. They are still reviewing the sustainability program document. The Turning Outward program will not work for us, but we are looking at other ideas. Brooke is setting up training for the sign. Brooke attended a meeting about how to get internet to people who need it. A library in Brooklyn loaned out the hotspots for a full year. We need accountability of the hotspots so that we can make sure they are returned.

- **Resolution #02 of 2021 (Lukatis Donation)** The Board of Trustees of the Town of Esopus Library accepts the quarterly share of income in the amount of \$1,297.64 from the Lukatis Trust into the operating funds for the library. A motion to accept the resolution was made by Rhea Paniesin and seconded by Anne O'Neill.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 0

There was a discussion regarding saving these funds into a special fund for those rainy-day items like repairing the roof, etc. The capital fund has to be used for capital projects. Brooke will discuss with the accountant about these ideas and options.

- **Resolution #03 of 2021 (Acceptance of Foundation Donation)** The Board of Trustees of the Town of Esopus Library accepts this monetary donation of \$44,543.00 from the Town of Esopus Library Foundation and approves the addition to the General Fund of the 2021 Operating Budget. A motion to accept the resolution was made by Gilbert Ramos and seconded by Jim Fitzmorris.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 0

## **VI. ADJOURNMENT**

There being no further business or discussion, Rhea Paniesin made a motion to adjourn and it was seconded by Anne O'Neill. The meeting adjourned at 6:53 pm.

AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 0

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

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### **January 27, 2021**

**Board Members Present:** Susan Leiching, Don Carragher, Gilbert Ramos, Jim Fitzmorris, Anne O'Neill, Rhea Paniesin, Laura Lauria and Jill Abrahamsen (*arrived after approval of the Treasurer's Report and approval of Resolution 01 of 2021*)

**Board Members Excused:** 0

**Board Members Absent:** 0

**Staff Present:** Brooke Dittmar, Mary Garraty

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Board Members Excused: 0

Board Members Absent: 0

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Board Members Absent: 0

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

Town of Esopus Library  
Buildings and Grounds Committee  
2.8.21 at 4:00 pm

Attending: Brooke Dittmar, Jim Fitzmorris and Don Carragher.

At the last meeting we had discussed replacing the parking lot lighting with efficient LEDs. Don contacted Central Hudson Electric as they have a program for towns and cities. We also hope to remove the parking lot lights from the building timer and have photoelectric switches on the individual lamps. Don will follow up on this item.

The new library sign is completed and working but not programmed. Brooke has arranged for staff training. There are branches on the neighboring north property trees that block the sign, we will inquire about trimming them.

Donors to the building of the sign deserve our thanks. A photo of their name on the sign sent to them might be nice. A plaque of the donors in the library foyer would be a very visible way to let the community know who they are.

Brooke said the mold on the ceiling tiles in the Network Room has increased since some tiles were removed but not replaced after an installation. Don and Jim offered to inspect and report. Extra tiles are located in the storage room.

Next meeting is scheduled for March 8, 2020 at 4:00 pm.

Regards,  
Donald Carragher.

PS. Don replaced 4 tiles on February 12, 2021. Two of the tiles were original and two had to be cut to fit. More tiles have mold on them and must be replaced. There are old electronics to be disposed of to clear the floor, before that happens.

**Director's Report to the Board**  
**February 24, 2021**  
**Brooke Dittmar**

Our training for how to use our new digital sign is coming up next week, so soon we will have a message up on the boards!

We seem to be having a run on the hotspots. Success! Our PR blitz is working. If we see consistent holds on them, we will order more. We contacted the school district, and were able to find out what the internet access needs are for school families in the Town of Esopus, and we are educating representatives of the school about our goal to help bring internet to those households that do not have access to the internet (AKA, they are experiencing the "Digital Divide"), how we plan to help, and how to use hotspots. The school Social Workers have the info on the specific families that might use hotspots. We are finishing up writing a grant to fund more, through ALA Outreach.

I am happy to report that MHLS expects to receive a good amount of the State aid that they thought might be cut last year, so the dire predictions and the need for an austere budget, are no longer the case. Of course, careful spending, as usual, is still the word of the day.

We are working diligently on the Annual Report to the New York State Department of Library Development. It entails a lot of meticulous information gathering and discussion, so it takes up a significant amount of staff time over a number of weeks. It is not due until March 1<sup>st</sup> this year, because the State opened the software late. Each year there are changes in some of the items that they request, and changes in how to report items. Once the report is reviewed and accepted by MHLS (meaning any questions they have about the library's report are answered), MHLS will send all 66 libraries' reports in together.

We have received a donation of \$9,692 from the Friends of the Library. This is their usual \$10,000 minus the donations that the Friends made, at our request, to 2 local charities last summer. Some of the "prizes" for last year's Summer Reading Program (SRP) were the library (actually the Friends) giving a \$1.00 donation to one of 2 local charities, for every book that was read. Since the library does not donate our public funds, the Friends agreed to partner with us, taking the amounts donated from the funds they already had set aside for their 2021 donation to the library. I think it was a particularly innovative prize, which was created by Brian James, our Adult and Teen Programmer. We discovered that it was a particularly popular reward. The two charities that were chosen were People's Place and the Rondout Valley Food Pantry. They each received \$154, which means that the teens and adults that participated in last year's SRP read 308 books! Quite impressive.

You can pass the word that we have NYS tax forms for anybody that needs them. They can be delivered by curbside appointment. The federal government stopped sending us their forms a number of years ago, but we will print out forms that patrons ask for. We also have printed out 2 copies of the instructions, which people can check out to help them file their returns.

Town of Esopus Library  
Finance Committee

February 11, 2021  
(2<sup>nd</sup> Thursday at 4:30pm)

Attendance: Jill Abrahamsen, Brooke Dittmar, Susan Leiching and Gilbert Ramos.

The February Finance Committee meeting was held via Zoom.

The payment of claims for the month of January was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the February Board meeting on February 24th.

Brooke is renegotiating the contract with the snow plow company. We talked about the finance section of the Sustainability Action Item form that we will discuss further at the next finance committee meeting. A draft fund balance policy was presented for the committee's review. This will be completed next month.

Also scheduled to be discussed at next month's committee meeting will be the review of entry level wages which were last updated in 2018.

The next meeting of the Finance Committee is scheduled for March 11th, 2021 at 4:30pm.

Submitted by Jill Abrahamsen

Town of Esopus Library  
Governance and Personnel Committee Meeting Minutes  
February 9, 2021

Attending: Laura Lauria, Brooke Dittmar, Susan Leiching and Rhea Paniesin

We reviewed the Accessibility Policy and feel this is probably all set for the Board to review and approve.

We reviewed the Computer and Internet Use Policy as well as the Filtering Policy. We decided to combine the two policies into one. Brooke will do that update and bring it back to G&P for review.

We need a Technology Policy to govern hotspots, laptops, and sound system. We will review a hotspot policy Brooke posted for our next meeting.

Next meeting is scheduled for Tuesday, March 9, 2021 at 5:00 PM (2<sup>nd</sup> Tuesday of the month). You are welcome to join us at <https://zoom.us/j/92213498337?pwd=Y0k5cHpweFhsZ2VXNzZjWjRyUCs3UT09>  
Meeting ID: 922 1349 8337  
Passcode: f6t06X

Submitted by Rhea Paniesin

Town of Esopus Library  
Sustainability Committee  
2.10.21 at 4pm

Attending: Kristin Charles-Scaringi, Jim Fitzmorris, Jill Abrahamsen and Don Carragher.

The committee is working through the NYLA Sustainability document, section H: community outreach. Don has started looking at the ALA's online presentation of Libraries Transforming Communities. He opened a member account for access.

Kristin is currently applying for the \$3000 grant offered by the ALA for work in Libraries Transforming Communities. After discussing the value and practicality of different efforts to engage the community, she suggested we be familiar with ALA materials that address this topic and provided us with the links for the following online tutorials: Turning Outward and The Harwood Institute. Even if we do not formally participate in them, it is a good way to be more familiar with the language, techniques and resources that community outreach uses. Don and Jim agreed to particular titles.

Some examples for investment for us will be buying more Hotspots and laptops to help close the digital divide that has become so glaring since the Covid-19 pandemic in order to conduct school, business and family life at home when we are shut-in.

Jill has a moving date to leave and we will miss her.

Next meeting is scheduled for March 10, 2021 at 4:00 pm.

Regards,  
Donald Carragher.



## **ACCESSIBILITY POLICY with ADA Statement**

The Town of Esopus Library is committed to providing access to our collection and services in compliance with the Americans with Disabilities Act (ADA, See below). Our policy is to provide, whenever possible, arrangements that enable library users with disabilities to work independently.

The Town of Esopus Library does not discriminate against individuals with disabilities and ensures that individuals with disabilities have equal access to library resources. To ensure such access, the Library provides:

**Facilities:** The Library is fully wheelchair accessible. Our parking lot has four (4) parking spots with 'improved accessibility'. Automatic doors at the main entrances, along with an elevator, provide access to the entire building. In the event that the elevator is out of order, patrons may enter and exit via the lower level entrance. All rooms have been labeled with Braille and utilities placed at easy to reach heights. The service desk is also fully accessible.

**Language Accommodations:** The service desk is equipped with a laptop and MS Word that allows staff to communicate with patrons with hearing/speech disabilities. The language interpretation feature in MS Word also allows communication between staff and patrons who primarily speak a language other than English.

**Telephone Consultation:** Reference, referral, and reader's advisory services are offered over the telephone to all our patrons, as time permits. If a patron is unable to access the library building, a special effort to offer extended services is made.

**Electronic Services:** The catalog containing the holdings of the Library is available over the Internet. In addition, patrons may call from home to reserve materials or to request that items be borrowed for them from another library via interlibrary loan. Databases are also offered via remote access. The Town of Esopus Library website conforms to currently accepted guidelines for accessibility, such as those issued by the World Wide Web Consortium.

**Programs:** Appropriate accommodation is made upon advance notice. Accommodations may be limited, if advanced notice is not received. The Town of Esopus Library staff will work with any community member to accommodate them to the best of their capabilities, and within the policies and procedures of the Library. All are welcome to our programs. It is the responsibility of the parent/guardian of any particular child to help with the child's participation and behavior.

**Collections:** The Town of Esopus Library makes available library materials in a variety of formats, including printed material, some with large print, large print books, audio books and music on CD, eBooks, audio eBooks, and eMagazines movies on DVD and downloadable. The collection includes materials with accurate and up-to-date information on the spectrum of disabilities, disability issues, and services for people with disabilities, their families, and other concerned persons.

**Additional Services:** The Library staff will make every effort to ensure a patron's experience at the Town of Esopus Library is a positive one. This may include, but is not limited to: grace periods for certain late fines and extended loan periods.

The Town of Esopus Library is an Equal Opportunity Employer. Qualified applicants are encouraged to apply for open positions, while being made aware of Civil Service rules and regulations. The Town of Esopus Library ensures that its policies and procedures are consistent with the ADA and other laws.





The Town of Esopus Library provides training opportunities for all library employees in order to sensitize them to issues affecting people with disabilities and to teach effective techniques for providing services for users with disabilities and for working with colleagues with disabilities.

Americans with Disabilities Act (ADA) Title III, as amended by the final rule established on 9/15/10:

§ 36.101 Purpose - the purpose of this part is to implement title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181), which prohibits discrimination on the basis of disability by public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established by this part.

§ 36.203 Integrated settings - (a) *General*. A public accommodation shall afford goods, services, facilities, privileges, advantages, and accommodations to an individual with a disability in the most integrated setting appropriate to the needs of the individual.

Adopted by the Board of Trustees: April 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: