

# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **February 26, 2020**

**Board Members Present:** Susan Leiching, Jill Abrahamsen, Don Carragher, Anne O'Neill, John Miller, Bob Santiago, Gilbert Ramos and Jim Fitzmorris (*arrived after approval of the January Board Meeting Minutes and approval of Resolution 05 of 2020*)

**Board Members Excused:** Rhea Paniesin

**Board Members Absent:**

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

#### **I. CALL TO ORDER –**

The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Susan Leiching at 6:00 pm. Director Evaluations were handed out to each Board Member. The evaluations are to be filled out and signed and put into Susan's mailbox. These evaluations are due back to Susan by March 13, 2020.

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

Written minutes for the January Board meeting held on January 29, 2020 were submitted and open for review.

- A motion to accept the minutes of the January Board meeting held on January 29, 2020 was made by Bob Santiago and seconded by Don Carragher.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Rhea Paniesin

Board Members Absent: Jim Fitzmorris

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

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

Written report was submitted. Jill Abrahamsen reviewed the written report. Brooke Dittmar will be working on the budget for 2021.

- **Resolution #5 of 2020 (Payment of January Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from January 1,

2020 to January 31, 2020 for items in the amount of \$42,396.80. A motion to accept the resolution was made by Don Carragher and seconded by Anne O'Neill.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Rhea Paniesin

Board Members Absent: Jim Fitzmorris

- **Resolution #07 of 2020 (Lukatis Donation):** The Board of Trustees of the Town of Esopus Library accepts and approves the monetary donation in the amount of \$1,227.47 from the Lukatis Will and Trust into the operating funds for the library. A motion to accept the resolution was made by Don Carragher and seconded by John Miller.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Rhea Paniesin  
Board Members Absent:
- **Resolution #08 of 2020 (Friends Donation):** The Board of Trustees of the Town of Esopus Library accepts and approves the monetary donation in the amount of \$10,000.00 from the Friends of the Town of Esopus Library into the operating funds for the library. A motion to accept the resolution was made by Gilbert Ramos and seconded by Don Carragher.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Rhea Paniesin  
Board Members Absent:
- **Resolution #09 of 2020 (Acceptance of Town of Esopus Library Foundation Donation):** The Board of Trustees of the Town of Esopus Library accepts the monetary donation of \$43,273.00 from the Town of Esopus Library Foundation and approves the addition to the General fund of the 2020 Operating Budget. A motion to accept the resolution was made by Bob Santiago and seconded by Don Carragher.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Rhea Paniesin  
Board Members Absent:

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

Written report submitted. We have a new gallery coordinator. Brooke finished the annual report to NYS. We have been planning for the census and have been receiving training. We are setting up a station to do the census. Brooke will be updating the paperwork for the community garden. We are planning to raise the garden beds this year. We are looking into elevated beds for handicap accessible folks in the future. Additional items reported were the replacing of a number of emergency lights this month as well as interviewing candidates for the open library clerk position. We are also preparing for the summer reading program and are planning to do the battle for the books for teens this year.

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

Susan did not go to the Friends meeting this month. They are still preparing for the book sale.

## **VII. COMMITTEE REPORTS**

- **Buildings and Grounds and Signs**–Bob Santiago

Written report submitted by Bob Santiago regarding Buildings and Grounds. Bob reviewed his written report. We should purchase and install our electric sign sooner rather than later due to upcoming law changes regarding electric signs that have been discussed.

- **Governance and Personnel** – Susan Leiching

Written report submitted. Susan reviewed the meeting minutes. The Governance and Personnel Committee are proposing changes to the Medical Emergency Policy and the Proctoring Policy as well as addition of Sustainability Mission Statement, Policies and Section to the Policy Manual.

- **Resolution #6 of 2020 (Addition of Sustainability Mission Statement, Policies and Section to Policy Manual)** The Board of Trustees of the Town of Esopus Library approves the addition of the Sustainability Mission Statement, Policies and Section to the Policy Manual. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Anne O'Neill.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Rhea Paniesin  
Board Members Absent:
- **Resolution #10 of 2020 (Medical Emergency Policy update):** The Board of Trustees of the Town of Esopus Library approves the changes to the Medical Emergency Policy. A motion to accept the resolution was made by Don Carragher and seconded by Jill Abrahamsen.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Rhea Paniesin  
Board Members Absent:
- **Resolution #11 of 2020 (Proctoring Policy update):** The Board of Trustees of the Town of Esopus Library approves the changes to the Proctoring Policy. A motion to accept the resolution was made by Don Carragher and seconded by Jill Abrahamsen.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Rhea Paniesin  
Board Members Absent:

- **Research and Development** – Gilbert Ramos  
Written report submitted. Gilbert reviewed the meeting minutes. It would be helpful to know when the grant dates are due for planning purposes. Food truck fundraiser is being discussed.
- **Sustainability Committee** – Don Carragher  
Written report submitted. Don reviewed the meeting minutes. Additional pictures were submitted to Jennifer for the Power Point presentation that is being created by the committee. Don replaced two lightbulbs in the Friends area. Additional lightbulbs need to be purchased. We need to identify how to dispose of the bulbs that no longer work. There was a discussion that Home depot or Resource Recovery might take them.
- **Trustee Training Committee** – Gilbert Ramos  
The Trustee Training committee did not meet in person in January. Committee members Anne O'Neill and Gilbert Ramos agreed that the topic for discussion at the next Board meeting would be Board Development.

#### **VIII. Training Session** – Gilbert Ramos

Today's topic is Board Development. Gilbert reviewed key points of the Board Development section of the Trustee Handbook. Some key areas are Trustee Education, Board Evaluation and Recruitment of Trustees. There is also a lot of information on the MHLS website.

#### **IX. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Jim Fitzmorris. The meeting adjourned at 7:00 pm.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Rhea Paniesin

Board Members Absent:

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

## **Sign / Buildings & Grounds Committee Meeting Minutes**

The Sign / Buildings & Grounds Committee did not meet as scheduled on March 16, 2020. The Town of Esopus Library was closed due to the Corona Virus Pandemic.

Next meeting is scheduled for Monday 4/13/2020 at 4:00 pm

Submitted by Jim Fitzmorris

**Town of Esopus Library**  
**Finance Committee**  
**March 12, 2019**  
(2<sup>nd</sup> Thursday at 4:30pm)

Attendance: Jill Abrahamsen, Brooke Dittmar, Rhea Paniesin, and Susan Leiching.

The payment of claims for the month of February was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the March Board meeting scheduled for March 25th. Brooke will continue to formulate the budget for 2021.

We discussed how to compensate staff during the Covid-19 pandemic, if a staff member needs to be isolated/quarantined due to contact with the virus. It was decided that the part-time, below 20 hour/week staff (that receives no benefits) would be paid for up to the amount of time of their regular hours should they need to stay home, and regular staff should use sick time. If the library needs to close, all staff would receive their regular pay as if they were working on site but should work from home, as much as is practical. Both scenarios can be extended if needed. A resolution will be presented to the Board for approval of the above mentioned staff compensation due to Covid-19 at the Board meeting on March 25<sup>th</sup>.

Next meeting of the Finance Committee is scheduled for April 9th at 4:30pm.

Submitted by Jill Abrahamsen

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

**March 10, 2020  
(2<sup>nd</sup> Tuesday, @ 5pm)**

**Attendance:** Susan Leiching, Brooke Dittmar, Rhea Paniesin

**Excused:** Don Carragher, John Miller

1. We attempted to review the Pandemic Policy which is specific to the H1N1 virus. We are using the guidelines from NYLA and agreed that the policy needed to be rewritten.
  
2. We reviewed the Phoenicia Library's proposal to cover employees pay for those who receive no benefits. Our proposal is that each employee who does not receive any benefits for sick time or vacation time will receive their usual weekly pay if they out for illness or quarantine. If the library closes, all employees will receive their weekly pay and should work from home if possible by completing educational programs for themselves or developing programs for the library. These benefits are in effect until April 30, 2020, at which time they will be reviewed. The proposals will be forwarded to the Finance Committee.

Meeting adjourned at 6:10 pm

Respectfully submitted,  
Susan Leiching

**Next meeting is April 14, 2020**

Town of Esopus Library  
Research and Development Committee  
March 11, 2020

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

Anne and Jill will continue to try to contact Strawberry Hill Fiddlers to set a date for a fund raising concert in May.

Gilbert discovered that we are not eligible for the Dollar General grant because we don't have a literacy program in place. There are Outreach Grants available, and one is for the educationally disadvantaged. We may be able to apply for this grant and use it to build a collection of books printed in a font that makes reading easier for people with dyslexia.

We may apply for a State Construction Aid Grant that will be used for LED lighting. That lighting may require some new fixtures. We need to pursue estimates in order to know how much this will cost.

The Radio Show group met and there are 6 to 7 people interested in participating. They are reviewing plays and will be in contact with the radio station.

All programs have been cancelled for the rest of March due to the Corona Virus.

Next meeting is scheduled for Wednesday, April 8, 2020.

Respectfully submitted,  
Anne O'Neill

Town of Esopus Library  
Trustee Training Committee  
March 11, 2020

Board Members Present: Gilbert Ramos and Anne O'Neill

The Trustee Training committee had a discussion and agreed that the topic for review for the next Board meeting will be Trustee Duties and Board Evaluation.

Respectfully Submitted  
Anne O'Neill