

Director's Report to the Board

October 26, 2021

Brooke Dittmar

Our 2nd Circulation Clerk has started, and is learning fast. We have two very bright people on the circulation staff now. Our Adult and Teen Programmer will be starting work on Nov 4th. She is currently in library school (online), which brings another dimension to the work she can do!

We received the first of 2 payments of our Construction Grant award (90% of it), \$5,883. This award is to help pay for the digital sign.

We are having a family event this Saturday afternoon- "Trunk or Treat"- the latest rage in Trick or Treating. You can volunteer to open your trunk (or hatchback) and give out candy (decorating the car appears to be encouraged, but not mandatory). We will have a significant candy stash, donated by the Esopus Recreation Department. Of course you could bring a small child and Trunk or Treat yourself, instead. There will be a parade and prizes, also.

Facility and Grounds:

- It's been mild enough that the lawn maintenance guys have come to mow 3 times since they told me they were done.

- The community gardens are winding down, but we still have cool weather veggies growing.

- Last week a number of small fish in our pond died. John Clark, our pond expert, came to investigate, but does not know why this would happen, as it is more usual for the older fish to die. If the pond gets too crowded, there may be a die-off, but he said this isn't the time of year that usually happens.

- Don bought and installed a solar light on the flag pole, to light it up at night. It works well.

- We have started replacing some of the staff desk chairs, as they are falling apart!

Meetings and Trainings:

- Mid-Hudson Library System's Central Library/ Collection Development Committee (CL/CD)-

I recently volunteered for another 4 year term on this committee (Ulster County Library Association's representative). CL/CD meets quarterly to discuss the expenditure of the \$309,000 combined budget (2021) of the Central Library Development and Central Book Aid funds that come from the state. The major focus is on providing up-to date non-fiction, but this budget also pays for other offerings and services, such as digital JobsNow, Universal class, and non-print nonfiction books. These funds help pay for the delivery service for interlibrary loaned items, as well as enhancements to our catalog. These expenditures help to keep down the cost of individual library's' "assessment", which each library pays over the span of the year, to support the shared resources and services that have been negotiated by Mid-Hudson. When agreements are negotiated with companies by Mid-Hudson, the libraries are able to afford to provide services and resources to our patrons. If we attempted to buy these on our own, our

single libraries would not be able to afford many of them. I've included the most recent stats on these offerings, with graphs to show how usage has fluctuated.

-Ulster County Library Association-

Last year the UCLA requested \$77,000 from the Ulster County Legislature to support our digital offerings. They have provided these funds for many years now. This pays for a lot of our digital collections and services. For example, we purchase digital magazines that we add to those provided by MHLS to the entire System, and the Foundation Center, which we have used to research possible grants, Kanopy, Library Aware, Mango Languages, Outreach/Marketing, Overdrive books (Juvenile- UCLA adds significantly to this collection), Niche Academy, RB Digital Tumble Books, and Tutor.com. These change periodically throughout the year when it is evident that a program has not been used much over the past year or so, or if something important comes along that we want to add. I usually attend the Ulster County Legislature Ways and Means Committee, where our yearly proposal is presented, and we describe some of the digital options, and even how to access and use them. A programming group was created in the UCLA, to share programs and the UCLA Zoom account. This has allowed us to offer even more programs than usual, and has helped to keep the costs down significantly.

Other meetings and webinars I attended this month were:

-MHLS Director's Association

-Mid-Hudson Library System Annual meeting and program: Speaker- the new ALA President, Patty Wong.

-Esopus Library Foundation Meeting

-Friends of the Library Meeting

-"Libraries as Community Anchors". This conference was mostly about digital solutions that go beyond hotspots. For instance, putting an antenna up on the building, or tapping into low-orbiting satellites. These solutions obviously take more planning and coordination. Also discussed was the committing of libraries to disaster relief, referred to as "2nd responders".

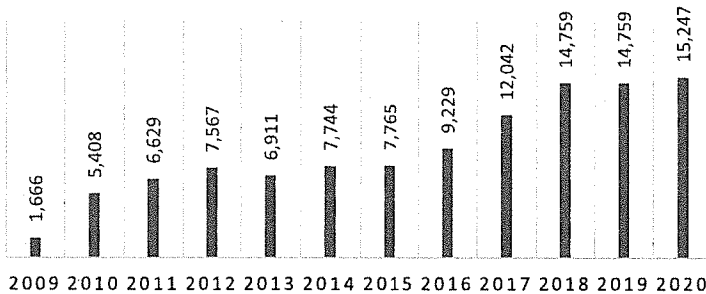
-"Developing Digital Literacy with DigitalLead"

-"Intro to the NYS Digital Equity Portal" (this webinar occurs this week)

Database Use Statistics

MANGO LANGUAGE

■ Total sessions



2020/21 Renewal Cost: \$20,078-\$17,850

- Member Library share: \$9,424
- CLDA/CBA share ? : **Transactional cost per use** (based on 2020 use): \$1.22

System list price: \$32,413

Renewal date: 7/1/2020

Standard Renew rate: 5 %

Commitment: Locked in through 7/1/23 – COVID-19 funding cut remedy reduction – per year

Options:

Lock down price for 3 years, prepay for reduced rates.

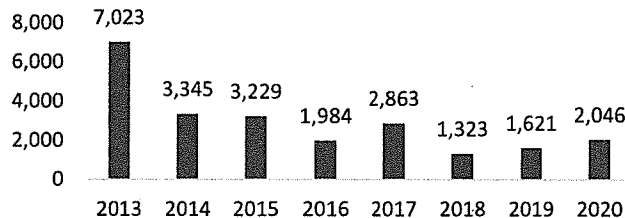
Two years (paid upfront): **\$38,148** for a savings of \$3,011

Three years (paid upfront): **\$55,214** for a savings of \$8,081

Four years (paid upfront): **\$72,280** for a savings of \$14,257

Five years (paid upfront): **\$88,343** for a savings of \$22,600

JobNow: Total Usage



2021 Renewal Cost: \$4,600

- Member Library share: \$0
- CLDA/CBA share: \$4,600

Transactionalⁱ cost per use (based on 2020 use): \$2.25

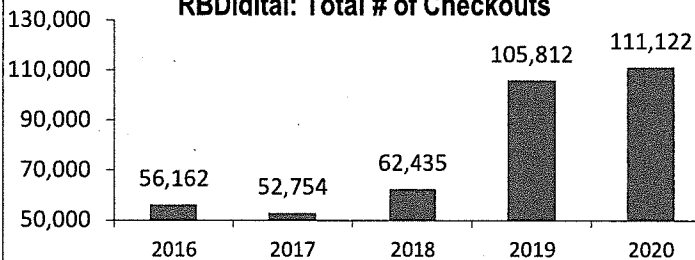
System list price: \$25,000

Renewal date: 5/1/2020

Commitment: We gave paid the renewal for 2020.

Our next opportunity to abandon this resource is 30 days

RBDigital: Total # of Checkouts



* auto checkout added

2020 Cost: \$21,294 —replaced by OverDrive

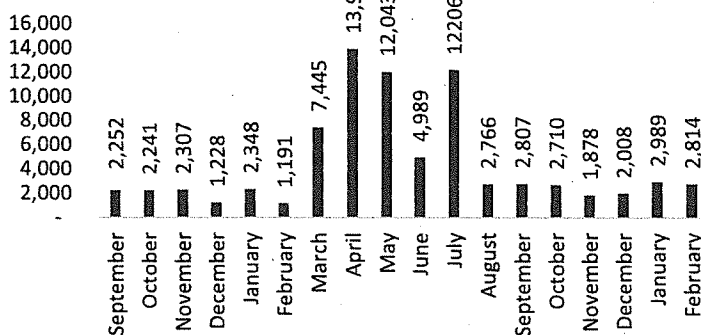
Transactionalⁱⁱ cost per use (based on 2019 use): \$0.20

System list price: \$10,000 plus content

Renewal date: 1/1/2021-Not renewed

Term: Annual Renewal

Universal Class - Lessons viewed



2020/21 Renewal Cost: ~~\$16,750~~ \$12,375

- Member Library share: \$0
- CLDA/CBA share: \$12,375/yr

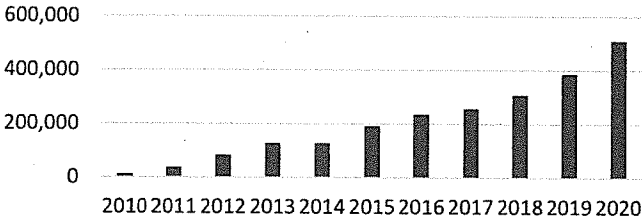
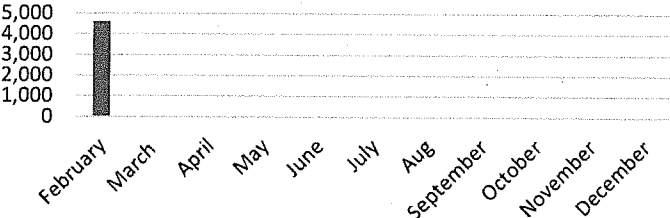
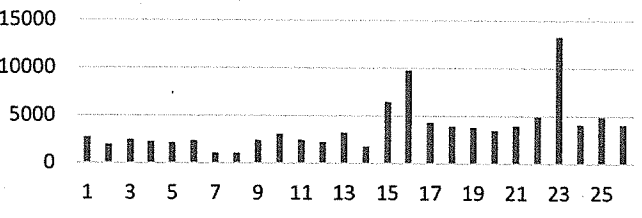
Transactionalⁱⁱⁱ cost per use (based on 2019 use): \$3.18

System list price: \$10,000 plus content

Renewal date: 10/1/2020

Terms: 3 year commit @ 22K/yr 10/1/2020-9/30/2023

Database Use Statistics

<p style="text-align: center;">Overdrive ebook /Audiobook Checkouts</p>  <p style="text-align: center;">2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020</p>	<p>2021 Renewal Cost: \$51,934</p> <ul style="list-style-type: none"> Platform: \$12,000 \$10,000 \$8,000 locked in price for Jan 2021–December 2023 Content: \$40,294 <p>Renewal date: 1/1 Commitment: We have paid the renewal for 2020.</p>
<p style="text-align: center;">OverDrive Magazines</p>  <p style="text-align: center;">February March April May June July Aug September October November December</p>	<p>2021 Cost: \$25,000</p> <ul style="list-style-type: none"> Platform: No additional platform fee Content currently 3338 titles <ul style="list-style-type: none"> Simultaneous use Unlimited circ No caps <p>January / February renewal @ 25K for 2022</p>
<p>Not funded by Central Library Money- Standalone site stats updated annually</p>	
<p style="text-align: center;">Tumblebooks Usage</p>  <p style="text-align: center;">1 3 5 7 9 11 13 15 17 19 21 23 25</p> <p>Last 26 Months (January 2019-Feb 2021)</p> <p>Aberation in 11/20 was likely a crawl – nonverified 10,272 hits.</p>	<p>2021 Renewal Cost: \$9,500</p> <ul style="list-style-type: none"> Member Library share: \$9,501 CLDA/CBA share: \$0 <p>Transactional^{iv} cost per use (based on 2019 use): \$1.35</p> <p>System list price: \$52,734</p> <p>Renewal date: 12/1/2021</p> <p>Term: Annual renewal</p> <p>Content & Interface Q&A:</p> <p>Tumble Book Library - Deluxe (K-3 with 500 titles)</p> <p>Tumble Book Library – Premium (K-5 with over 1,000 titles)</p>

ⁱ Vendor Definition of Job Now Total Usage: This category combines usage from all categories -- live tutoring, resume/writing lab submissions, visits to the test center, and database usage.

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ⁱⁱⁱ Uses = Transactions in the RBDigital interface are counted in checked out issues

^{vi} Visits/uses =login sessions

^{iv} Vendor Definition of TumbleBook Library K-4 Deluxe Book Views: Book views are counted when a book/video is opened.

Town of Esopus Library
September Board of Trustees Meeting
Tuesday, October 26, 2021

Agenda

Call to order	Jim Fitzmorris
Approval of September Board Meeting Minutes – 9/28/21	
Public Comment	Public
Approval of Esopus Library Foundation Slate of Officers	Jim Fitzmorris
Treasurer’s Report/Finance Committee	Gilbert Ramos
Director’s Report	Brooke Dittmar
Friends	Susan Leiching
Committees	
1. Buildings and Grounds – Jim Fitzmorris	
2. Governance and Personnel – Susan Leiching	
3. Research and Development – Gilbert Ramos	
4. Sustainability - Don Carragher	
Holiday Meeting Schedule	Mary Garraty
Adjournment	

Resolutions:

2021-33 – Payment of September Claims

2021-34 – Grievance Policy Update – Section 16 of Personnel Policy Manual

2021-35 – Personnel Actions – M.Genter

2021-36 – 2022 Holiday Closings

2021-37 – Lukatis Donation

2021-38 – Whistleblower Policy and Procedure Update (Personnel and Internal)

Town of Esopus Library
October Board of Trustees Meeting
Tuesday, October 26, 2021

Agenda

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Approval of September Board Meeting Minutes – 9/28/21	
Public Comment	Public
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TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES September 28, 2021

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

Board Members Excused:

Board Members Absent:

Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –

The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Jim Fitzmorris at 6:05 pm.

II. APPROVAL OF MEETING MINUTES

Written minutes for August monthly Board meeting held on August 24, 2021 were submitted and open for review.

- A motion to accept the minutes of the August 24th Board meeting was made by Gilbert Ramos and seconded by Nancy Beranek.
AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused:
Board Members Absent:

III. TREASURER'S REPORT/FINANCE – Gilbert Ramos

Written report was submitted. Gilbert reviewed the Finance committee meeting minutes. They reviewed the Profit & Loss Budget and a potential discrepancy in the Green County checking account was discussed. This is something that will never match due to the timing of payments and deposits. They also discussed the location of deposits in the finance paper.

- **Resolution #31 of 2021 (Payment of August Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from August 1, 2021 to August 31, 2021 for items in the amount of \$7,197.24. A motion to accept the resolution was made by Reggie Heffernan and seconded by Gilbert Ramos.
AYES: 8 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. Shannon, the children's programmer, has done a few programs outside with the young patrons. The kids were able to view a butterfly come to life from a chrysalis. We received official notice about receiving a Construction grant. Barbara Wurtz has been hired. Brooke mentioned that there are 6 different formats that you can utilize with Hoopla, and reported recent usage numbers. The Summer Reading Program has wrapped up. We had enough readers so that we were able to sponsor 4 animals at the Woodstock Farm Sanctuary.

V. FRIENDS -- Susan Leiching

Susan reported that they are formalizing the book sale. Susan is the Treasurer of Friends. They will need help to set up on Nov. 5th from 4 - 6 pm. The sale will take place on Nov. 6 and 7th from 9 - 4pm. Both days will be bag sales (full bag for \$5.00). They will need help to break down after the sale it is over. Friends will reopen for donations on Nov. 15th. Anyone who knows about sorting would be welcomed. Brooke called the Bruderhof for assistance and the contact person will get back to Brooke.

VI. COMMITTEE REPORTS

- **Buildings and Grounds– Jim Fitzmorris**
Written report submitted. Jim reviewed the meeting minutes. Gilbert and Jim met with a company to get a quote on removing the old bridge in the pond area, and building a new one. Don has finished two deck chairs. The next meeting is scheduled for Oct. 4th at 4:00 p.m.
- **Governance and Personnel – Susan Leiching**
Written report submitted. Susan reviewed the meeting minutes. She presented the draft of the Section 16 of the Personnel Policy (Grievance Policy). They will review the Whistleblower Policy at the next meeting. Susan reminded everyone that it is important to attend all the committee and board meetings.
 - **Resolution #32 of 2021 (Personnel Actions - B. James, H. Huang, B. Wurtz):** The Board of Trustees of the Town of Esopus Library accepts the resignation of B. James, the termination of H. Huang and the hiring of B. Wurtz. A motion to accept the resolution was made by Don Carragher and seconded by Gilbert Ramos.

AYES: 8 NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- Resolution #33 of 2021 (Personnel Policy - Section 16) and the updates to the Section 16 (Grievance) were sent back to Governance and Personnel Committee for further review and updates.
- **Research and Development** – Gilbert Ramos
Written report submitted. Gilbert reviewed the meeting minutes. The committee would like to purchase more hotspots and laptops and have reopened the application process for Emergency Connectivity Fund program.
- **Sustainability Committee** – Don Carragher
Written report submitted. Don reviewed the committee meeting minutes. Reggie pointed out that Section H of the Sustainability matrix states that we are to respond to complex social issues. There is still talk of planning a large community 'tent weekend' event.

There was a discussion about whether we should meet in person. We could do both zoom and in person. Don mentioned that two trustees came to him about not meeting in person. Jim said he would like to encourage in-person meetings until it is mandatory that we are not able to meet.

New business: Gilbert wanted to bring up that the parking lot needs to be sealed. He has gotten estimates and it will cost about \$8500. He also has an estimate for the bridge for \$2500.

Jim asked if there is any other new business. Jim said that the Board will go into executive session at 7:06 p.m. Shannon Harris made a motion to go into executive session and it was seconded by Gilbert Ramos.

At 8:32 p.m. the Board meeting was back in session.

VI. ADJOURNMENT

There being no further business or discussion, Gilbert Ramos made a motion to adjourn and it was seconded by Shannon Harris. The meeting was adjourned at 8:33 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria

Board Members Absent:

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

Buildings & Grounds
Committee Meeting
October 4, 2021

Attendees: Don Carragher, Brooke Dittmar, Jim Fitzmorris

Absent: Shannon Harris

Committee discussed interior replacement lighting. Installation takes place on Thursday, 10/14/21.

Gilbert is awaiting Agape's estimates for rebuilding the pond bridge +/- dismantling the old bridge.

Discussion continued regarding:

- Deck maintenance, i.e. refurbishing furniture/power washing deck
- Clearing brush/vines/limbs etc along tree line
- Landscaping

Next meeting will be November 9 @ 4:00pm.

Submitted by

Jim Fitzmorris, Chairperson

Town of Esopus Library
Finance Committee
October 14,2021

The payment of claims for \$13,167.43 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board on October 26th. meeting.

Various questions were discussed regarding payments. A question was raised regarding starting a garden club composed of gardeners that rent plots so as to volunteer to work on the beautification of library grounds.

Another proposal was for the construction and placement in selected locations of library boxes whereby a book can be taken by the public. It was suggested that this might be a good project for the Friends of the library.

Respectfully submitted,

Gilbert Ramos- Chairperson

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

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

**October 12, 2021
(2nd Tuesday, @ 4pm)**

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

The meeting was called to order at 4:10 PM

The committee revised the Staff Grievance policy. It will be presented at the board meeting for approval.

Nancy presented some information for the Whistleblower policy. Susan had a sample policy from another source. We combine the information – the policy will be presented to the board for approval.

Susan attended the webinar on legal issues held by MHLS. All policies should be reviewed in a 5 year period of time. Some of our policies are out-of-date. Brooke will get a new listing of the policies with current dates to give to committee members. Some of the policies can be reviewed and presented by the pertinent committee, i.e. Sustainability and Finance.

Meeting adjourned at 5:15 pm

Respectfully submitted,
Susan Leiching, Chairperson

Next meeting is November 9, 2021
4:00 PM

Town of Esopus Library
Research and Development Committee
October 13,2021

A discussion was had regarding contacting elected representatives such as Congressman Antonio Delgado and Assemblyman Kevin Cahill, regarding monies that could be made available to the library. Nancy has volunteered to contact Congressman Delgado's office and Gilbert will reach out to Assemblyman Cahill's office. We looked over the grant application for the Dan Jewett/ Mackenzie Scott foundation. The purpose for application is to apply for an endowment on behalf of the library foundation, the goal for such an endowment would be to increase the library's endowment and hopefully with a sufficient amount to increase the foundation's contribution to the library thus decreasing the tax levy.

Respectfully Submitted,

Gilbert Ramos, Chairperson

Present: Brooke Ditmar, NancyBeranek, Gilbert Ramos
Absent : Shannon Harris

To: Board of Trustees
Town of Esopus Library

From: Foundation Board of Trustees
Town of Esopus Library

Date: October 18, 2021

The Foundation Board of Trustees have voted at their October 5th, 2021 meeting to accept the following Slate of Officers for the 2022 year. The officers are to serve a one-year term.

President	Chet Allen
Vice President	Donna McAuley
Secretary/Treasurer	Marion Zimmer

We are presenting this action for your approval at your next meeting.

Sincerely,

Marion Zimmer, Secretary

Present: Brooke Dittmar, Reggie Heffernan, Laura Lauria and Donald Carragher

Don generally reviewed the Action Points matrix we have been examining and asked for any additional agenda items/queries.

Reggie wondered when we might approach some concrete actions to be completed.

This fit with the planned agenda of two actions in the matrix that Don asked the group to discuss for importance and how to approach. The two activities are related in the J-2 section for Disaster Response Preparation and generally for the establishment of a Building Expansion Fund. The need for more room became very clear in the discussions for acquiring a second building last spring. In recent emergencies, local libraries have played important roles in the immediate care and recovery of their communities. The matrix has several active links to successful programs. Each member is to review and be prepared to discuss these plans and how we might respond in the short-term preparations and also how a building expansion might better equip us to assist our neighbors. The resources we are studying include outlines, completed policies and procedures and webinars.

A complete disaster response is strongly encouraged for all libraries. Brooke reviewed several existing programs that would improve with additional floor space. She pointed out that a full-sized generator would be a big asset in a severe outage. Reggie asked for an inspection/assessment of our solar array and how that might provide stored energy. Laura suggested that we focus both on the long-term needs but also short-term steps we might achieve much sooner.

Next meeting: Nov. 10, 2021 5pm.

Submitted by Donald Carragher

Resolution of the Board of the Town of Esopus Library

Resolution 35 of the Year 2021

Personnel Actions

Recommended By Director

Pending Personnel Action Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Marilyn Genter	Clerk	Hire	Oct. 12, 2021	\$13.50

Action Requested

MOVED that the Board of Trustees of the Town of Esopus Library District approve the personnel actions listed above.

Motion

Moved Shannon Harris

Seconded Jim Fitzmorris

Result of Action

In Favor 7

Against 0

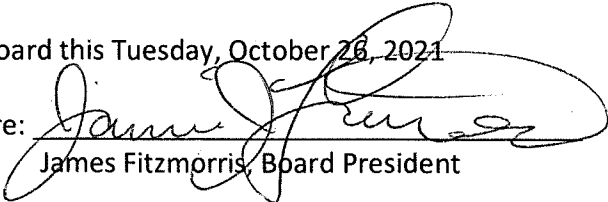
Abstaining 0

Excused 1

Absent 0

Approved by the Board this Tuesday, October 26, 2021

Approving Signature:


James Fitzmorris, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 38 OF 2021**

WHISTLEBLOWER POLICY and PROCEDURE UPDATE

WHEREAS, the Whistleblower Policy and Procedure of the Internal Policy Manual and Section 1 of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached Whistleblower Policy and Procedure changes to the Internal Policy Manual and to Section 1 of the Personnel Policy Manual.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Internal Policy Manual and to Section 1 of the Personnel Policy Manual

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Gilbert Ramos Seconded: Regie Heffernan

VOTE: Ayes: 7 Nays: Ø Abstentions: Ø Excused: 1 Absent: Ø

Approved by the Board this Tuesday, October 26, 2021

Approving Signature: _____


James Fitzmorris, Board President

WHISTLEBLOWER POLICY AND PROCEDURE

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

Procedure:

1. The Whistleblower should promptly report the suspected or actual event to his/her/their supervisor.
2. If the Whistleblower is reluctant to report to his/her/their supervisor, then the event should be reported to a higher level of management or the Board's Chairperson of Governance/Personnel Committee.
3. The Whistleblower can report the event with his/her/their identity or anonymously. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the library are subject to subpoena.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily to damage another, or the library. Anyone who retaliates against the Whistleblower will be subject to disciplinary action, including termination.
5. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
6. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 37 of Year 2021

LUKATIS DONATION

WHEREAS, Catherine E. Lukatis named the Esopus Library as a quarterly recipient of a portion of her trust's earned net income, to be used in an unrestricted manner

RESOLVED, the Board of Trustees of the Esopus Library accepts the quarterly share of income in the amount of \$574.80 from the Lukatis Trust into the operating funds for the library

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Gilbert Ramos Seconded: Jim Fitzmorris

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Tuesday, October 26, 2021

Approving Signature: James Fitzmorris

James Fitzmorris, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 34 OF 2021**

STAFF GRIEVANCE and RESOLUTION POLICY UPDATE

WHEREAS, Section 16 Staff Grievance and Resolution Policy of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached section 16 changes to the Personnel Policy Manual.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Sections 16 of the Personnel Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Jim Fitzmorris Seconded: Shannon Hanis

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Tuesday, October 26, 2021

Approving Signature: 
James Fitzmorris, Board President

16. STAFF GRIEVANCE AND RESOLUTION POLICY

Problems arise in any work situation, making the work environment stressful. To provide the best possible work conditions for employees, honest and open discussions about any work issues is required with a timely and respectful response. Employees and management must have, and display mutual respect for each other at all times. Confidentiality is of highest importance.

A grievance is a formal complaint from a Library employee regarding working conditions, the application of discipline, or the violation of personnel rules or regulations of the Library or applicable rules and regulations in the Town of Esopus. It is the Library policy to treat all employees equitably and fairly in matters affecting employees. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, businesslike manner, or for using the problem resolution steps defined below. Personnel issues should be resolved at the employee/supervisor/director level.

This policy serves to provide an employee who believes he/she/they have a justifiable complaint, to have the complaint heard by the Library Board Chairperson of Governance and Personnel Committee.

Employees are encouraged to accept positive and constructive criticism. One should take the following steps if he/she/ they believe a condition of employment or a decision affecting them is unjust or inequitable.

1. When a problem arises, the grievant should discuss the matter with the Director/Supervisor. This should be done in a timely manner,
2. The Director/Supervisor will review the problem and any relating policies. He/she/they will meet with the employee, with possible solutions, in 2 working days period of time.
3. The Director/Supervisor will document the discussion, including any steps that are to be taken in writing. A copy will be provided to all involved in the complaint or solution.
4. If no satisfactory solutions can be arrived through this discussion, the grievant is to express dissatisfaction with the results. The Director will conduct a second review of problem, perhaps with peers, and re-meet with the employee and discuss alternate solutions/options within a reasonable amount of time. Again this discussion will be documented with copies for all involved parties.
5. If no satisfactory agreement (for all parties involved) can be reached, the grievant may ask to meet with the Chairperson of Governance and Personnel Committee regarding the issue.
6. The meeting will be by appointment. All documentation of the previous discussions held between the employee and the Director, and the solutions proposed by each, will be provided to the Chairperson of Governance and Personnel prior to the meeting. If after the meeting, there is no resolution, or the issue needs committee involvement, a separate Governance and Personnel Committee meeting will be arranged.

7. The Chairperson will set a date and time for the Committee to examine the documentation, hear the facts from both the Director and the grievant and make positive proposals to resolve the issue. If it becomes necessary, the Governance and Personnel Committee will present the issue to the Library Board for discussion and resolution. The decision of the Board will provide the final resolution.

Revised by the Board of Trustees: October 2, 2015

Revised by the Board of Trustees:

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 33 OF 2021**

Payment of claims
September 1, 2021, to September 30, 2021

WHEREAS, the total of all claims for payment, excluding wages and taxes, from September 1, 2021 to September 30, 2021, is \$13,167.43.

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

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

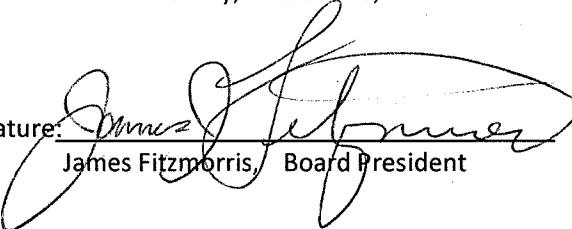
RESOLVED, the Board of the Town of Esopus Library accepts and approves the payment of these September 1, 2021 to September 30, 2021 items in the amount of \$13,167.43.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Nancy Beranek

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Tuesday, October 26, 2021

Approving Signature: 
James Fitzmorris, Board President

Year 2021

Town of Esopus Library
Voucher Log

Report Month	Voucher	Date	Vendor	Audit/Date	Audit Signature	AMT	QB
	V21-0251	8/16/21	VISA	8/23/21	Jeckling	451.42	
	V21-0252	8/17/21	La Roma Pizza - Re-Jeave	8/23/21	Jeckling	63.00	
	V21-0253	8/20/21	Tek Pro Data	8/23/21	Jeckling	50.00	
	V21-0254	8/20/21	Verizon	8/23/21	Jeckling	122.28	
	V21-0255	8/23/21	Mountain Tree Care	8/23/21	Jeckling	1,800.00	
	V21-0256	8/23/21	Michael Keene	8/23/21	Jeckling	25.00	
	V21-0257	8/27/21	Esopus Business Alliance	9/3/21	Jeckling	40.00	
	V21-0258	8/30/21	National Business Leasing	9/3/21	Jeckling	244.65	
	V21-0259	8/30/21	Office Depot	9/3/21	Jeckling	444.78	
	V21-0260	8/31/21	Brodart	9/3/21	Jeckling	22.93	
	V21-0261	9/1/21	Wage Works card	9/3/21	Jeckling	844.79	
	V21-0262	9/1/21	Wage Works Admin fee	9/3/21	Jeckling	54.00	
	V21-0263	9/1/21	Spectrum Business	9/14/21	Jeckling	249.99	
	V21-0264	9/1/21	Mario's Pizza - SRP price	9/14/21	Jeckling	15.00	
	V21-0265	9/7/21	Midwest Tapco - Hoopla	9/14/21	Jeckling	206.40	
	V21-0266	9/7/21	Christopher J O'Connor CPA	9/14/21	Jeckling	450.00	
	V21-0267	9/7/21	Royal Casting Service Co.	9/14/21	Jeckling	101.18	
	V21-0268	9/7/21	Bimbe Water	9/14/21	Jeckling	3.10	
	V21-0269	9/7/21	T Mobile	9/14/21	Jeckling	59.72	
	V21-0270	9/14/21	Central Hudson	9/14/21	Jeckling	525.96	
	V21-0271	9/14/21	Mid-Hudson Library System	9/14/21	Jeckling	1,689.14	
	V21-0272	9/17/21	Amazon	9/20/21	Jeckling	89.87	
	V21-0273	9/17/21	Visa	9/20/21	Jeckling	231.72	
	V21-0274	9/17/21	Antonio's Pizza	9/20/21	Jeckling	20.00	
	V21-0275	9/17/21	Dietz Diner	9/20/21	Jeckling	30.00	

Year 2021

Town of Esopus Library
Voucher Log

Report Month	Voucher	Date	Vendor	Audit/Date	Audit Signature	AMT	QB
	V21-0276	9/17/21	Mannys Art Supplies	9.20.21	Don Leaman	50.00	
	V21-0277	9/17/21	Woodstock Farm Sanctuary	9.20.21	Don Leaman	576.00	
	V21-0278	9/20/21	Husgo	9.20.21	Don Leaman	5.76	
	V21-0279	9/21/21	OTIS	9.28.21	Don Leaman	665.82	
	V21-0280	9/21/21	The New York Times	9.28.21	Don Leaman	80.00	
	V21-0281	9/21/21	Southern NY Library Resources ^{Connect}	9.28.21	Don Leaman	30.00	
	V21-0282	9/23/21	Verizon	9.28.21	Don Leaman	122.28	
	V21-0283	9/23/21	Dime	9.28.21	Don Leaman	4726.89	
	V21-0284	9/27/21	American Printing	9.28.21	Don Leaman	232.60	
	V21-0285	9/28/21	Town of Esopus	10/5/21	M. Berach	150.00	
	V21-0286	9/28/21	T-Mobile	10/5/21	M. Berach	59.72	
	V21-0287	10/1/21	National Business Lending	10/5/21	M. Berach	244.65	
	V21-0288	10/4/21	Port Ewen Water/Sewer District	10/5/21	M. Berach	79.88	
	V21-0289	10/4/21	Spectrum Business	10/5/21	M. Berach	219.99	
Dup.	V21-0290	10/4/21	American Printing	10/5/21	M. Berach	232.60	
	V21-0291	10/5/21	MHLS	10/5/21	M. Berach	1850.00	
	V21-0292	10/5/21	Way Works Admin Fee	10/5/21	M. Berach	54.00	
	V21-0293	10/5/21	Way Works Card	10/5/21	M. Berach	317.76	
	V21-0294						
	V21-0295						
	V21-0296						
	V21-0297						
	V21-0298						
	V21-0299						
	V21-0300						

VOID

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10/08/21

Accrual Basis

Town of Esopus Library
Check Listing
As of September 30, 2021

Type	Date	Num	Name	Memo	Clr	Split	Credit
Checking/Savings							
A0200 Cash Operating Fund							
2020 Bank of GC Checking 6086							
Check	09/15/2021	3349	Spectrum Business	V21-0263	X	A7410.419 Internet	249.99
Check	09/15/2021	3350	Marios Pizza	V21-0264		Adult Programs	15.00
Check	09/15/2021	3351	Midwest Tape - Hoopla	V21-0265	X	A7410.412 E-Content	206.40
Check	09/15/2021	3352	Christopher J. O'Connor CPA	V21-0266	X	A7410.437 Accountant	450.00
Check	09/15/2021	3353	Royal Carting Service Co	V21-0267	X	A7410.452 Trash	101.18
Check	09/15/2021	3354	Binnewater Ice Co.	V21-0268	X	A7410.452 Water & Sewer	3.10
Check	09/15/2021	3355	T-Mobile	V21-0269	X	A7410.419 Internet	59.72
Check	09/15/2021	3356	Central Hudson	V21-0270	X	A7410.452 Electric	525.96
Check	09/15/2021	3357	Mid-Hudson Library System	V21-0271	X	General Assessment Fee	1,689.14
Check	09/22/2021	3358	SYNCB/Amazon	V21-0272	X	-SPLIT-	89.87
Check	09/22/2021	3359	Visa	V21-0273	X	-SPLIT-	231.72
Check	09/22/2021	3360	Antonio's Pizzeria	V21-0274	X	Adult Programs	20.00
Check	09/22/2021	3361	Dietz Diner	V21-0275		Adult Programs	30.00
Check	09/22/2021	3362	Manny's Art Supplies	V21-0276	X	Adult Programs	50.00
Check	09/22/2021	3363	Woodstock Farm Sanctuary	V21-0277		-SPLIT-	576.00
Check	09/22/2021	3364	Herzogs	V21-0278	X	A7410.430 Office Supplies	5.76
Check	09/30/2021	3365	Otis Elevator Company	V21-0279		A7410.452 Elevator	665.82
Check	09/30/2021	3366	The New York Times	V21-0280		A7410.413 Newspapers	80.00
Check	09/30/2021	3367	Southeastern NY Library Resource Council	V21-0281		A7410.437 Training (Q24)	30.00
Check	09/30/2021	3368	Verizon	V21-0282		A7410.419 Telephone	122.28
Check	09/30/2021	3369	Lime Energy Service	V21-0283		Ask My Accountant	4,726.89
Check	09/30/2021	3370	American Printing & Office Supplies	V21-0284		-SPLIT-	232.60
Check	09/30/2021	3371	Town of Esopus Bldg Dept	V21-0285		A7410.452 AnnOperPermit	150.00
Check	09/30/2021	3372	T-Mobile	V21-0286		A7410.419 Internet	59.72
Check	09/30/2021	3373	National Business Leasing	V21-0287		A7410.2439 Printer/Copier	244.65
Check	09/30/2021	3374	Port Ewen Water/Sewer District	V21-0288		A7410.452 Water & Sewer	79.88
Check	09/30/2021	3375	Spectrum Business	V21-0289		A7410.419 Internet	249.99
Check	09/30/2021	3376	Mid-Hudson Library System	V21-0291		A7410.232 New Computers	1,850.00
Check	09/30/2021	EFT-WWW-0921	Wage Works	V21-0292	X	A7410.800 Health & Maj. Med.	54.00
Check	09/30/2021	EFT-WWW-0921	Wage Works - Care Card	V21-0293	X	A7410.800 Health & Maj. Med.	317.76
Total 2020 Bank of GC Checking 6086							13,167.43
Total A0200 Cash Operating Fund							13,167.43
Total Checking/Savings							13,167.43
TOTAL							13,167.43

