

Town of Esopus Library  
November Board of Trustees Meeting  
Tuesday, November 22, 2022

**Agenda**

Call to order	Don Carragher
Approval of September Board Meeting Minutes	
President's Word	Don Carragher
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 / Trustee Training – Nancy Beranek
3. Sustainability, Research and Development – Don Carragher

Adjournment

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Resolutions:

- 2022-53 – Payment of October Claims
- 2022-54 – Lending Rules Policy Update
- 2022-55 – Update to Section 3.2 (Sick Leave) of the Personnel Policy Manual
- 2022-56 – Transfer Funds
- 2022-57 – Personnel Actions – L Gough
- 2022-58 – Credit Card Policy Update

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- 2022-57 – Personnel Actions – L Gough
- 2022-58 – Credit Card Policy Update
- 2022-59 – Removal of Receiving a Library Card by Mail Policy
- 2022-60 – Removal of Content and Issuance of Policies

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES October 25, 2022**

**Board Members Present:** Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Susan Leiching, Don Carragher, Laura Lauria, Larry Decker and Elaine Rylance

**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 Don Carragher at 6:00 p.m.

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

Written minutes for the September monthly Board meeting held on September 27, 2022 was submitted and open for review.

- A motion to accept the minutes of the September monthly Board meeting held on September 27, 2022 was made by Susan Leiching and seconded by Reggie Heffernan.  
AYE: 8; NO: 0; ABSTAIN: 0  
Board Members Excused:  
Board Members Absent:

## **III. Presidents Word – Don Carragher**

Don noted that it was another busy month. We had some more training sessions. Susan Barbarisi, Don Carragher and Brooke Dittmar attended a MHLS presentation. The Deputy State Librarian of Library Development for New Jersey State Library spoke about what happened during Hurricane Sandy. This topic falls into place about planning for a disaster (emergency preparedness). We need to ensure that when we communicate to the community about our plans that we state that there are no overnight stays. The Library would be the information responders.

There is another training session being held on Thursday, October 27<sup>th</sup> entitled, How to Run an Effective Meeting.

## **IV. Public Comment - None**

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

Written report was submitted. The Finance Committee reviewed the claims for the past month which totaled \$12,317.08. We discussed having outside lights retrofitted with LED lights. A summary on the Financial and Fiduciary Responsibility Webinar given by Rebekkah Smith Aldrich was presented to the committee. Reggie reviewed the major points that were presented during the webinar. We need to have an audit done. Brooke will put together an RFB for an audit.

- **Resolution #49 of 2022 (Payment of September Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from September 1, 2022 to September 30, 2022 for items in the amount of \$12,317.08. A motion to accept the resolution was made by Elaine Rylance and seconded by Nancy Beranek.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent
- **Resolution #52 of 2022 (Exterior LED Lighting Upgrade):** The Board of Trustees of the Town of Esopus Library accepts and approves the purchase and installation of new outdoor light fixtures and bulbs from Willdan (formerly known as Lime Energy), through the Central Hudson Small Business Direct Install Lighting Program. A motion to accept the resolution was made by Susan Barbarisi and seconded by Larry Decker.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:

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

Written report submitted. Brooke reviewed the Director's report. We had a Repair Café which went very well. Brooke went to a conference regarding Equity, Diversity and Inclusion. The Ecological Restoration grant has been completed and submitted. The sealing of the driveway and parking lot has been completed. Thanks to Don Carragher for painting some of the lines. MHLS is working on the transition of our Fine-Free Library. We will need to do an active campaign to let the community know that we are fine free. The calendar of activities has returned after a long hiatus.

## **VII. FRIENDS** --Susan Leiching

Friends met this month. They had someone come in and look at their vintage books. She took some books and left a donation. Friends is accepting book donations again. We also discussed doing a community contribution for teachers. Friends would like to donate items that teachers need because the teachers have to buy a lot of items out of their own pocket. They are hoping to do this project in January. The items collected will be donated to the teachers at Robert Graves School.

## VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Don Carragher  
Written report was submitted. Don reviewed the committee meeting minutes. The patio paver work is complete. The pond is improving very slowly. The drain around the end of the settling pool was cut open a few weeks ago. It shows that we have a foot of sediment. They did meet with CritterX regarding the removal of the groundhog. They will pursue this removal in the spring after hibernation is complete. The blue paint is on backorder and Don will paint 'bump' on the bump going down to the lower level. We should be constructively critical of how we want our projects to be done such as the placement of the generator and the pollinator gardens.
  
- **Governance and Personnel** – Nancy Beranek  
Written report submitted. Nancy reviewed the meeting minutes. The Committee updated the Personnel Policy Manual, Section 7.12, Overtime section. Brooke is proposing a new Equity, Diversity and Inclusion Policy. The Committee will review this new policy
  - **Resolution #50 of 2022 (2023 Holiday Closings):** The Board of Trustees of the Town of Esopus Library accepts the schedule of holiday closings for the year of 2023. A motion to accept the resolution was made by Reggie Heffernan and seconded by Elaine Rylance.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:
  
  - **Resolution #51 of 2022 (Update to Section 7 of Personnel Policy Manual):**  
The Board of Trustees of the Town of Esopus Library accepts the changes to Section 7.12, Overtime, of the Personnel Policy Manual. A motion to accept the resolution was made by Susan Leiching and seconded by Elaine Rylance.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:
  
- **Sustainability, Research and Development** - Don Carragher  
Written report submitted. Don reviewed the meeting minutes. Don thanked Brooke for suggesting that the Library get started on the Construction grant items; i.e. the retrofitting of the parking lot lights with LED lights. The Wallkill Valley Land

Trust evaluated our gardens did produce a summary. Brooke will send this summary out to the Board Members. Active Shooter training for the staff was discussed. It was thought that the local authorities could provide this training. We have also spoken about holding a First Aid class from the Red Cross. This type of training may take about 4 hours to complete. It was suggested that this be held on a Thursday morning instead of the staff meeting.

**IX. Trustee Training** – Don Carragher and Nancy Beranek

Don touched on some of the trustee training that took place this month. Trustee Essentials Training was held on 9/14/22 and Core Values; Intermediate Level Trustee Course was held on 9/22/22.

The Board of Trustees has decided to keep the December 2022 Board meeting as well as the January 2023 Board meeting at their original scheduled dates.

**X. ADJOURNMENT**

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Susan Leiching. The meeting was adjourned at 7:11 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Town of Esopus Library  
November 14, 2022

Buildings and Grounds Committee  
4pm

Attending: Brooke Dittmar, Nancy Beranek, Larry Decker, Don Carragher  
Absent: Laura Lauria

Carry-over topics from last month:

- Pest (woodchuck) control will be delayed until spring 2023.
- Server room ceiling will be reinstalled. Don and Terry McKeivitt agreed to this.
- Storage room doorstop has been replaced.
- Parking lot striping is completed, BUMP has not been added.

Pending repairs:

- The book drop door stop has come off. It will be bolted back on.
- Weather permitting, the BUMP will be added to the lower driveway.

No further treatment of the water retention pond for this year. Larry is very interested in the fish species and is familiar with proper pond care. The new bacterial blocks, 2, will be stored at the library.

Development of new Assessable / Handicapped gardening plots were discussed. Larry had an article with photos of different styles. Don and Cliff Woglon plan to measure the current community garden for materials to raise six beds by two feet, for now.

The outside water hose tap in the cellar ceiling still needs to be shut off before winter.

The next Building and Grounds meeting is scheduled for December 12, 2022 at 4:00 pm

Submitted, Don Carragher

**Director's Report to the Board**  
**November 22, 2022**  
**Brooke Dittmar**

The library has been getting the expected positive feedback from patrons about going FINE-FREE! Not one person has complained about it!

Our friend, Joan Burroughs, of the John Burroughs Association has donated books to the library that have won one of their 3 different yearly awards. The John Burroughs Medal is awarded for distinguished natural history writing. The 2022 award winner is *Islands of Abandonment: Nature Rebounding in the Post-Human Landscape*, by Cal Flyn. The John Burroughs Nature Essay Award went to *Wildflower Season*, by Carolyn Kuebler, published in The Massachusetts Review. Three Riverby Awards are given for exceptional natural history writing for young readers. The 2022 winners are: 1) *Begin with a Bee*, by Liza Ketchum, Jacqueline Briggs Martin, and Phyllis Root; 2) *The Leaf Detective: How Margaret Lowman Uncovered Secrets in the Rainforest*, by Heather Lang; and 3) *Over and Under the Canyon*, by Kate Messner. Joan has been donating these award winners to the library every year. You will find these on the shelves soon.

The Ulster County Library Association (UCLA) is redistributing funds received from the Ulster County Legislature, discontinuing Brain HQ and Tumblebooks, and starting a Museum Pass program. Patrons across the county will be able to reserve and check out a variety of museum passes, using an online program called TixKeeper. The museum passes that will be available through the UCLA after January 1<sup>st</sup> are:

FDR Presidential Library and Museum	
Hudson Highlands Nature Museum	Olana State Historic Site
Hudson River Maritime Museum	Old Rhinebeck Aerodrome
MiSci Museum of Innovation and Science	Opus 40
Museum of Bethel Woods	Thomas Cole Historic Site
New York Transit Museum	USS Slater

Three of the above passes are particularly geared toward children (I can only guess which ones, if you ask me to identify them). Our library will purchase different museum passes, that our patrons used the most in the past, but which have not been purchased for the UCLA collection. Those passes are for the Guggenheim Museum and Boscobel House and Gardens Museum. We also have passes available for Mohonk Preserve.

The community garden is closing down for the season. A number of gardeners have stopped by to thank us for having the garden for them to use. Some gardeners voice strong positive statements, such as the garden being the best thing that has happened for them for years, or that it saved their sanity. It is so true that working the earth is healing, as is watching plants



mature from a tiny seed. Developing relationships with fellow gardeners has also been important for many participants.

In the facilities area, we are glad to have gotten a new dumpster for recycling, which has been designed just like our current garbage dumpster. With this style of dumpster, the recycle collector does not have to unlock it in order to empty it. This is helpful to us, because with our former dumpster style, the collector had to get out of the truck to unlock the dumpster for emptying, and they did not relock it afterward. When it was left unlocked like this, neighbors would periodically put their own garbage in it.

Have you noticed that the lights in the informational sign (also referred to as the marquee), which is located on the front of the library, are now lit up? That sign has to be taken completely apart to change the lightbulbs, requiring three people, as well as some specific expertise to accomplish it. After waiting for quite a while, one of our electricians, Paul Martino, has fixed it! The light makes the front of the library much more welcoming at night, as well as the sign being a source of library information.

In the coming weeks, Paul Martino will be doing some electrical work for us, separating the inside night-lights from the outside, parking lot lights (these lights currently go on simultaneously, on a timer). He will install a switch that we will use to turn on the inside night-lights as needed. The outside lights will each have their own light sensor for turning on and off. Once he finishes the electrical work, the replacement of the current parking lot light heads and bulbs will begin, as described last month.

Mid-Hudson Library System has strongly recommended that, if we do not have Cyber Incident Liability coverage, we purchase some. To more thoroughly understand what specific coverage, and how much coverage is appropriate for individual libraries, I will attend an informational session this week. Coincidentally, the same week that our libraries were discussing this, I received notification with the renewal of our current insurance, that our Cyber Incident Liability coverage had been deleted from our plan. That was confusing, as I didn't think that we already had this coverage. When I looked into it, I was informed that the company sent that notice out to all of their customers, whether or not they had previously had this coverage. The cost has not yet been provided.

This week I attended a Digital Safety Train-the-Trainer webinar, offered by the METRO Library System. The program provides an incredible amount of information on how companies or hackers follow you online, how they get your personal information, and how to protect against this. I am very excited about it, as it is very detailed, and I previously only knew about half of the information that they are providing! The next webinar in the METRO Library System Digital Safety series is entitled: "How Data Cartels Mine, Commodify, and Sell our Data". Doesn't that sound interesting?!

**Town of Esopus Library  
Finance Committee Minutes  
November 10, 2022**

**Attendance:** Susan Leiching, Reggie Heffernan, Susan Barbarisi, Elaine Rylance, Don Carragher, Brooke Dittmar

The payment of claims for \$32,875.52 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the November meeting.

Brooke explained to the committee that bonds given to the library for the amount of \$2200 have matured. A previous board approved cashing the bonds and placing the proceeds into the general fund. Brooke suggested that we should instead deposit the proceeds into our capital reserve fund. The committee concurred and will present a resolution at the board meeting.

The committee reviewed the Credit card policy and Petty cash policy and updates will be presented for approval at the board meeting.

Regarding audit, Brooke has gotten a copy of a RFP used by the Kingston library and we can use this as a template for developing our own RFP. We hope to have this completed quickly as we want the audit completed before work begins on our library projects this spring.

Respectfully submitted,  
Reggie Heffernan, Treasurer

**Governance and Personnel Committee**  
**November 8, 2022**

Attendance: Nancy Beranek, Don Carragher, Susan Leiching and Brooke Dittmar  
Excused: Laura Lauria

- We reviewed and revised the Lending Rules Policy
- We recommend discontinuing the policy "Receiving a Library Card by Mail" as it is a procedure.
- We recommend discontinuing the policy "Content and Issuance of Policies" as it is no longer in use.
- We reviewed and revised section 3.2 Sick Leave in the Personnel Manual

The next meeting is scheduled for December 13, 2022

Respectfully submitted,  
Nancy Beranek

Town of Esopus Library                      Sustainability, Research & Development  
November 9, 2022                      4:00 pm

Attending: Brooke Dittmar, Susan Barbarisi, Reggie Heffernan, Larry Decker, Elaine Rylance, Don Carragher.

None missing.

Don reviewed/ checked status on several items from last month:

- Parking Lot Lights Retrofit: Electrician came to inspect removing the timer and the rewiring the circuits.
- Emergency Epi-pen onsite: Don will follow up with health dept.
- Several work projects on the current Facility Plan have been completed; the plan will be revised before the next grant application period.
- The Building Energy Assessment can be redone once the LEDs are installed in the outside lights and the new solar panels put on the roof.

The ceiling tiles can now be replaced in the server room.

A Community Garden extension could include raised beds for handicapped access.

Brooke asked that we relocate the original library sign and posts to the driveway entrance.

Submitted, Don Carragher.

Next meeting is scheduled for December 14<sup>th</sup> at 4:00 pm

## **A dangerous silence**

Posted Friday, November 11, 2022

Libraries are places where difficult subjects are often tackled. There are books on all sorts of taboo subjects, and books that are often banned by one organization or another. Libraries often shed light in dark places.

Why, then, would they cave in to pressure to cancel a program on witchcraft?

That's exactly what happened at the Newburgh Free Library last month. A scheduled program on witchcraft was canceled at the last minute, apparently after objections to the program were raised by members of a particular church.

The program, it should be noted, was billed as an introduction to modern witchcraft. There was no mention of any satanic rituals or of anything that might be viewed as a negative stereotype towards witches or witchcraft. And there was nothing planned that may be interpreted as the practice of religion in a public place. It was to be a somewhat lighthearted discussion of modern witchcraft led by Dana Cooper, owner of Ritualist, a New Paltz store described on its website as "part witch shop, part plant shop, all magic."

On her shop's website, Cooper writes: "I love learning about folk traditions, the history of witchcraft, and other people's practices, but my own practice is rooted in the idea that whatever feels right is right (as long as it's not steeped in appropriation or causing harm, of course.) I believe that anything done with intention and presence — no matter how simple — can be a ritual, and can help us come back home to ourselves."

For what it's worth, lectures like this are as much for the casually curious as the believer. You don't need to be a devout Lutheran to attend a lecture on the Protestant Reformation, and you don't need to be a Pagan or a witch to attend a program on modern witchcraft at your local library.

The Newburgh Free Library is one of only two public libraries in the state that fall under the auspices of a school district, meaning that the decision to cancel the program came from someone in the Newburgh Enlarged City School District.

People who showed up to a recent school board meeting to ask how and why this happened went home that night without getting any answers. No one on the school board or among the administrators there provided any answers. Library Director Mary Lou Carolan declined to comment on the matter, leaving us to wonder just who pulled the plug.

We also have reason to wonder how a library that's supposed to champion free speech can allow this to happen. Silence, and the ensuing darkness, is far more sinister than the topic of modern witchcraft.