

Town of Esopus Library
March Board of Trustees Meeting
Wednesday, March 25, 2026

Agenda

Call to order	Larry Decker
Approval of February Board Meeting Minutes	
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee	Allen Olsen
Director's Report	Jesse Chance
Friends	Elaine Rylance

Committees

1. Buildings and Grounds – Laura Petit / Don Carragher
2. Governance and Personnel – Martha Farrell
3. Sustainability, Research and Development – Sharon Briden
4. Trustee Training Committee – Don Carragher

Adjournment

Resolutions:

- 2026-12 – Payment of February Claims
2026-13 – Personnel Actions – L. Salgarolo

TOWN OF ESOPUS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
February 25, 2026

Board Members Present: Don Carragher, Elaine Rylance, Larry Decker, Jamila Khan, Allen Olsen, Cynthia Capraro, Laura Petit, Sharon Briden and Martha Farrell

Board Members Excused:

Board Members Absent:

Staff Present: Jesse Chance, Mary Garraty

Public: none

I. CALL TO ORDER

The meeting of the Town of Esopus Library Board of Trustees was called to order by President, Larry Decker at 6:00 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the January monthly Board Meeting held on January 28, 2026 was submitted and open for review. A motion to accept the minutes of the January monthly Board meeting held on January 28, 2026, was made by Jamila Khan and seconded by Martha Farrell.

AYE: 9; NO: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent:

III. Presidents Word – Larry Decker

No additional comments at this time.

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Allen Olsen

Allen Olsen reviewed the Finance Committee Meeting minutes and presented the resolutions listed below. The new bookkeeper started and an additional credit card for programming is being obtained.

- **Resolution #09 of 2026 (Payment of January Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from January 1, 2026 to January 31, 2026 for items in the amount of \$19,427.11. A motion to accept the resolution was made by Jamila Khan and seconded by Sharon Briden.
AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #10 of 2026 (Tuition Reimbursement for C. Svetkey):** The Board of Trustees of the Town of Esopus Library approves reimbursing C. Svetkey in the amount of \$2,595.98 for one semester of tuition. A motion to accept the resolution, as amended, was made by Laura Petit and seconded by Jamila Khan.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:

VI. DIRECTOR'S REPORT – Jesse Chance

Written reports were submitted from the Director, the Adult and Teen Programmer and the Children's Programmer. Jesse reviewed the Director's report. Lorelei, the bookkeeper, started on 2/16/26. Our project should be on the bidding market next week. Central Hudson has reduced our bill for the digital sign. Monday, March 2nd is the Esopus Business Alliance meeting at the Town of Esopus Library. The library newsletter will mention the Friends membership drive. Don offered to mention the Friends membership drive at the EBA meeting. Jesse has reached out for an additional plumber quote.

VII. FRIENDS – Elaine Rylance

Friends has purchased 24 cushioned chairs for the community room. Membership mailing will begin in March

VIII. COMMITTEE REPORTS

Buildings and Grounds – Laura Petit

Written report was submitted. Laura Petit reviewed the meeting minutes. Update on the solar array. Laura was able to acquire \$1000 from a grant toward the community garden expansion.

Governance and Personnel – Martha Farrell --

Governance and Personnel Committee did not meet this month. Next meeting is 3/10/26.

Sustainability, Research and Development – Sharon Briden

Written report was submitted. Sharon reviewed the committee meeting minutes. The committee is working on updating the Plan of Service. They hope to complete this in the March meeting. Don is working on consolidating the welcome wagon. Sharon discussed the grants that are submitted or planning to be submitted. Sharon made a list of media outlets to advertise the events/meetings being held.

IX. Trustee Training

Jamila will send a reminder for upcoming trustee training. Mary will supply Trustee Education Completion Forms to all the Trustees.

X. ADJOURNMENT

There being no further business or discussion, the meeting was adjourned at 6:40 p.m.

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

Director's Report – March 2026

Ongoing and/or Completed Business

Solar Power Array Upgrade Project: The Request for Proposals (RFP) for the Solar Array Upgrade Project has been finalized and is now live. This represents a major milestone after a long period of planning and preparation. The current timeline remains as previously discussed, with a pre-bid site visit scheduled for April 8th, proposals due April 24th, and a contract award anticipated in mid-May. If all proceeds as expected, we are now approximately six weeks away from selecting a contractor and moving into the implementation phase of this project.

Hot Water Heater Issues: *Hot Water Solutions, LLC* successfully installed a new electric water heater on March 10th, with *KGN Electric* completing the necessary wiring. The system is fully operational, and hot water service has been restored throughout the building. This resolves a long-standing issue and improves both daily operations and overall facility functionality.

Bookkeeper: Lorelei continues to make strong progress transitioning our financial systems from WZ Accountants to in-house bookkeeping. We are currently working to establish her as an authorized reporter with NYSLRS. Overall, the transition has been steady and smooth, and systems are beginning to function more independently.

In anticipation of Deb's upcoming departure, I will begin advertising for her replacement on March 23rd. In the meantime, Lorelei, Deb, and I are taking the opportunity to review and "right-size" the Account Clerk role. We are actively working to streamline processes including voucher/PO workflows and performer agreements, with an eye toward improving efficiency and clarity moving forward.

Annual Report to NY State: The Annual Report portal opened on March 18th. The submission deadline is April 3rd. Barring any significant changes to the reporting format, I expect to complete the report by March 27th, allowing sufficient time to address any flagged issues prior to submission. As with all MHLS directors, there has been some anticipation and delay leading up to the portal opening, but we are now in a good position to complete the process on time.

Continuing Education, Community Outreach & Library Advocacy

Free Direct Access Task Force: In conjunction with MHLS's ongoing Plan of Service review, I have been asked to participate in a task force focused on the Free Direct Access Plan (FDAP).

The FDAP is a State-approved agreement between MHLS and the New York State Library's Division of Library Development, required under Commissioner's Regulations. It ensures that no resident in the MHLS service area is excluded from direct access to member library resources based on age, cultural, economic, or civic status, while also providing a framework for addressing excessive or unfair use of services. Participation in this task force will allow us to contribute to shaping system-wide policy while ensuring our local practices remain aligned with evolving standards.

Upcoming

Arts, Crafts, and Hobby Supply Sale:

The Friends of the Library are preparing for their upcoming Arts, Crafts, and Hobby Supply Sale, scheduled for April 25th. We began accepting donations of gently used and unused creative materials on March 16th, including paints, brushes, fabrics, yarn, paper goods, and a wide variety of art and craft supplies. Early response has been strong, and we expect participation to grow as the event approaches.

New this year, the sale will also include a plant component, with plant donations to be accepted on April 23rd and 24th. This event provides an opportunity to support the Library, promote creative reuse, and engage the community in a unique and accessible way.

Community Garden Expansion: With the arrival of warmer weather and growing community interest, we are preparing to expand the community garden in the coming weeks. This expansion aims to increase access to plots and better meet demand, while continuing to build on the garden's role as a shared community resource. I have examined the construction of the fence that is in place and have found that expansion is not going to be very difficult at all. Those posts are simply pressure treated 4x4s planted a few feet in the ground. No back-breaking cement to complicate our lives! Our friend Don Carragher will bring his little excavator along with the hole digging augur and drill us some new post holes. We will need to purchase 8 to 10 new posts, more wire fencing (and we will install critter proof fencing along the bottom), boards, and stain. I am certain that this project can be knocked out in a day if I can find a day that works for most of the gardeners.

Outdoor Programming Space: Planning continues for the development of the fenced outdoor programming area, supported by grant funding from the Ascienzo Family Foundation. This space will be designed to support a range of uses including hands-on educational gardening programs, small performances, and outdoor story-times. As we move into the spring season, we will begin coordinating the necessary site work and installation.

**Respectfully Submitted,
Jesse Chance, 3/18/2026**



Children's Programming Report - March 2026

Is it spring? Not quite yet but I am willing fairer weather through spring-filled stories in our always fun weekly storytimes. Through some late season snow storms we still weathered through a great few weeks of programming!

End of February

February wrapped up with 21 programs with 224 people in attendance. Some highlights from February include the return of Tween Book Club for 2026, a lovely evening storytime run by library clerk and author Ellen Yeomans, and continuing to try and build up the Kid's Craft Corner. We had one meeting later in the month where 5 attendees made beautiful paper weaving projects in homage to the artist and author Faith Ringgold. Another major highlight of February was the return of Chess Club, which was a weekly program during 2025's summer reading. We had some returning faces who were ready to jump back on the board along with an equally strong cohort who were ready to learn chess from scratch. It was incredibly heartwarming to see seasoned players providing useful tips for our newest and youngest players - I personally can't wait for the next meeting on the final Friday of March.

March so Far

March has featured many of our recurring programs including the return of our twice monthly Music and Movement class for our youngest patrons with Terry Watson! Our first meeting featured a rousing round of the wheels on the bus and a clamoring for the itsy bitsy spider! We can't wait to continue this program throughout the spring. We've also changed the schedule slightly for this session, instead of meeting on Monday mornings the program will meet at 10:15 on Tuesdays which will then hopefully feed into Storytime participation too! Another major highlight of this month so far was a Saturday visit from therapy dog Annie and her owner Alisha. We had a wonderful group of 8 readers, ranging from ages 18 months to 10 years. All participants got the opportunity to pick a book and read it aloud or just alongside Annie who was a great listener and loves stories. We will have Annie back in May and hope to invite her for more recurring programs. Another fun program was the long awaited, technically February, meeting of the Young Readers Book Club. We discussed the Secret Spy Society and then wrote secret messages to one another using Morse Code. It was incredibly sweet and wholesome.

Upcoming

Later this month I look forward to hosting a celebration of spring with a storytime and party celebrating the Very Hungry Caterpillar on Friday, March 20th. The month will end with a visit

from Ulster County 4-H who will present an Agriculture Literacy Storytime on Thursday, March 26th @ 5pm.

As the weather gets warmer and the days get longer, more programs are on the horizon and so is Summer Reading!

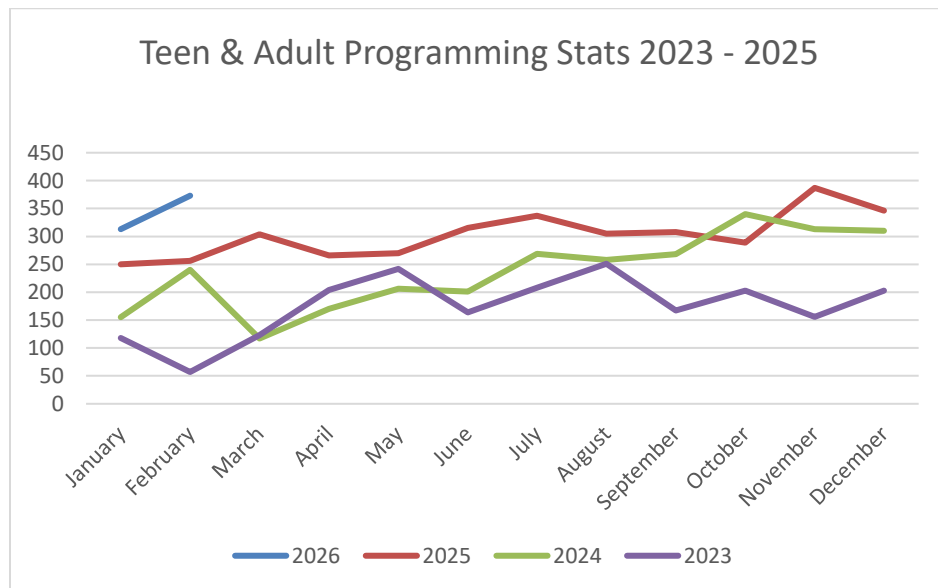
Warmly,
Charlotte, Children's Programmer



Town of Esopus Library

Programming & Engagement Manager’s Report – March

	Final February Numbers	March Numbers To-Date (3/16)
Teen	133 (10 programs)	99 (5 programs)
Adult	240 (24 programs)	150 (13 programs)



As you can see from the above chart, we’ve done away with the concept of “slow season” here at the Esopus Library. February numbers are close to last-November’s all-time high, which prompts this programmer to wonder: what kind of numbers will we see this summer?!

Adult Programming

- Movement Classes: **Chair Yoga** ends another successful run, despite some winter storm reschedulings; Kathy was mightily pleased by the Friends’ purchase of better chairs. **QiGong** returns, running through April 20th. I’m debating whether I should add a third movement class to the mix, or whether to continue rotating these two highly in-demand, successful classes.

- Workshops and Special Classes: This month will see our second **Gardening Workshop with Lynda Keyes** and **Burroughs Brunch Lecture Series**, this time featuring naturalist **Susan Fox Rogers with a talk on John Burroughs and Birding**. I'm expecting a full house for both; Susan's talk already has nearly 40 registrants. Otherwise, I've booked additional lectures with other local authors through July. Bagels will be eaten with relish (or at least cream cheese).

Teen Programming

- **Tween Dungeons & Dragons & Pizza** is nearing the end of their first campaign, with a running length of almost 18 months. It's been fascinating to watch these kids grow and mature through tabletop gaming (and many slices of pizza)
- Our **Ulster BOCES partnership** continues to be one of our finest – and busiest – library hours. We're currently working on teaching the teenagers how to use a shelving cart. Perhaps some of our adult patrons could also use a refresher!
- Our **Fan-Tasy Readers Club** had their first meeting with a modest group of 3 – who gave me a flood of collection development recommendations. Charlotte and I frequently chat about how we can better serve our tween population; I'm hopeful that the “let them talk about whatever they want (and eat candy)” model will prove successful.

Just a note that **Summer Reading Planning** is underway. This year we'll be **Unearthing a Story!** I presented at the statewide Summer Reading Presentation on our Club Wednesday teen programming model, to an audience of over 200 librarians and library professionals. A proud moment for me and our library! I enjoyed bragging about our programming stats.

Respectfully submitted (and quite chuffed),

Fox North

1. Call to Order 4pm
2. Roll Call: Alan Olsen, Sharon Briden, Jesse Chance, Don Carragher.
Excused: Laura Petit.
3. Director's Report: Water heater will be replaced in the morning, 3/10. Hot Water Solutions to deliver unit and install for \$2600, KNG Electric will connect it to the new single phase electric box. Jesse plans to present a complete list of unanticipated B&G expenses that accrued at the end of 2025 and first part of 2026 and estimate for the refurbished geothermal pump.
The timeline for the solar array project is: RFP (request for proposal) release date is 3/16/26, Pre-bid Site Visit 4/8/26, proposals due 4/24/26, contract award date 5/11/26. In addition to the planned expansion of the Community Garden and the installation of the rainwater cistern, we will also need added fencing and related improvements for the Outdoor Programming Area funded through a recent grant.
4. A redesign of plot size and expansion measurements is planned.
5. Upcoming Grants: Children's garden to be measured for new fence.
Hudson Valley (Credit Union?) could pay for the utility sink as an educational program aid.
6. Sidewalk Repairs: Jesse suggests we contact original contractor (Damour Drake 845-303-3492) to resolve the spalling of the new parking lot crosswalks.
7. Old Business: Jesse waiting for geothermal pump estimate.
8. New Business: none
9. Adjournment

Submitted by Don Carragher

Town of Esopus Library

Finance Committee Meeting – March 17, 2026 @ 5:05 pm

Attendees: Larry Decker, Jamila Khan, Cindy Capraro, Allen Olsen and Jesse Chance

Minutes

1. Approved February 2026 payments of \$20,750.28 (\$20,984.66 – \$234.38).
2. Reviewed February 2026 financials and 2026 Budget. Jesse will be working with Lorelei to address several mathematical issues in the financials presumably attributable to Quickbooks.
3. Jesse reported that:
 - the State's Annual Report Portal is now open,
 - Lorelei is off to a good start,
 - Deb's replacement search will begin on March 23, with her scheduled retirement on April 30, and
 - Laura's position is in line to be upgraded.
4. Adjournment @ 5:34 pm

Governance And Personnel Committee Meeting Minutes

March 10, 2026

Present: Jessie Chance, Martha Farrell, Larry Decker, Elaine Rylance

Jesse presented his rationale for position reclassification and consequent salary increase for Laura Salgarolo. The committee voted unanimously to approve this. Jesse will bring the information to the Finance committee next and if approved it will be brought to the entire board at our next meeting on March 25, 2026.

Jesse also passed out the Employee handbook to each committee member. Martha asked that each committee member review the handbook over the next month to ensure it reflects the changes we have made over the past year to the Personnel Policy manual.

Submitted by Martha Farrell

Sustainability, Research and Development Committee Meeting Minutes

Date: Tuesday, March 10, 2026

Meeting Time: 4pm

Attendees: Jesse Chance, Don Carragher, Larry Decker, Martha Farrell

Minutes:

Jesse's update:

Solar RFP to go out 3/16. Will ultimately be awarded to the lowest qualified bidder by May 11

Water heater - return of hot water!

Plan of Service - edits/revisions

Reviewing and updating the Goals/Objectives/Strategies of the 2019 plan. Completed 4-7.

Added Goal #8 (Sustainability).

Don typing up edits.

Grants

Hudson Valley Credit Union - Grant application released. Revised "slop sink" to better align with Grant's objective (focus on: Housing, Food, Education and/or Health

Purpose: Replace basement water fountain and install with an ADA compliant sink & countertop designed to enhance and expand nutrition education and food security programming opportunities for our patrons.

Amount to Request: \$2500.

Italian American Club of Ulster County - Due May 1, 2026 for \$1000

Purpose: Produce/plant donation table for Community Garden project

Bank of Green County Grant submitted 1/15 for Cistern project - awaiting news

Next SRD Meeting: Tuesday, April 14, 2026, 4pm

Submitted by: Sharon Briden

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 12 OF 2026

Payment of Claims
February 1, 2026 to February 28, 2026

WHEREAS, the total of all claims for payment, excluding wages and taxes, from February 1, 2026 to February 28, 2026 is \$20,750.28.

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

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

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the payment of these February 1, 2026 to February 28, 2026 items in the amount of \$20,750.28.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Martha Farrell

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 0 Absent: 1

Approved by the Board this Wednesday, March 25, 2026

Approving Signature: Larry Decker
Larry Decker, Board President

Town of Esopus Library
Check Listing
February 2026

Transaction Type	Date	Num	Name	Memo	Clr	Split	Credit
Check	02/04/2026	5637	Liberty Security System	V26-033	R	A7410.413 Operation & Maint:16 Oper/Maint - non-repair:A7410.452 Security System	76.00
Check	02/04/2026	5638	Hudson Valley One	V26-034	R	A7410.412.06 Collection:6 Print Material - Serials:A7410.413 Newspapers	55.00
Check	02/04/2026	5639	Barbara Wurtz	V26-035	R	A7410.12.01 Staff:4 Employee Benefits:A7410.800 Health & Maj. Med.	223.23
Check	02/04/2026	5640	Deborah McMenemy - Reimb.	V26-036	R	A7410.12.01 Staff:4 Employee Benefits:A7410.800 Health & Maj. Med.	452.83
Check	02/04/2026	5641	Bill Butner	V26-037	R	A7410.422 & 424 Programming:Teen Programs	200.00
Check	02/04/2026	5642	Kathy Price	V26-038	R	A7410.422 & 424 Programming:Childrens Programs	375.00
Check	02/04/2026	5643	Tony Sedgman	V26-039	R	A7410.422 & 424 Programming:Adult Programs	160.00
Check	02/04/2026	5644	Kathryn Schneider	V26-040	R	A7410.422 & 424 Programming:Adult Programs	200.00
Check	02/04/2026	5645	Anthony Musso	V26-041	R	A7410.422 & 424 Programming:Adult Programs	125.00
Check	02/17/2026	EFT	CDPHP	V26-011	R	A7410.12.01 Staff:4 Employee Benefits:A7410.800 Health & Maj. Med.	3,860.18
Check	02/18/2026	5757	KGN Electric & Building Pros	V26-042	R	A7410.413 Operation & Maint:13 Repairs:A7410.413 HVAC Repairs	1,926.67
Check	02/18/2026	5758	Eastern VSP, Inc.	V26-052	R	A7410.12.01 Staff:4 Employee Benefits:A7410.800 Health & Maj. Med.	89.04
Check	02/18/2026	5759	Visa	V26-055	R	-Split-	993.74
Check	02/23/2026	EFT	Wage Works - Admin	V26-062	R	A7410.12.01 Staff:4 Employee Benefits:A7410.800 Health & Maj. Med.	36.00
Check	02/24/2026	5656	Al Larkin & Son, Inc.	V26-043	R	Grounds:A7410.452 Snow Removal	3,630.00
Check	02/24/2026	5655	Icon Elevator Inspection	V26-044	R	A7410.413 Operation & Maint:16 Oper/Maint - non-repair:A7410.452 Elevator	285.00
Check	02/24/2026	5654	Royal Carting Service Co	V26-045	R	A7410.413 Operation & Maint:16 Oper/Maint - non-repair:A7410.452 Trash	144.66
Check	02/24/2026	5653	Charter Communications	V26-046	R	-Split-	279.98
Check	02/24/2026	5652	Library	V26-051	R	✓A9855 Friends Exp. Exchange	153.38
Check	02/24/2026	5651	Mid-Hudson Library System	V26-053	R	A7410.436 MHLS:SAM License	673.20
Check	02/24/2026	5650	Central Hudson	V26-054	R	Utilities:A7410.452 Electric	1,108.12
Check	02/24/2026	5649	Amazon	V26-056	R	-Split-	125.66
Check	02/24/2026	5648	Charlotte Gibbons	V26-057	R	A7410.422 & 424 Programming:Adult Programs	150.00
Check	02/24/2026	5647	Amazon	V26-058	R	A7410.412.06 Collection:6 Print Material - Books:A7410.410 Young Adult Fiction	61.88
Check	02/24/2026	5646	Ois Elevator Company	V26-059	R	A7410.413 Operation & Maint:16 Oper/Maint - non-repair:A7410.452 Elevator	824.19
Check	02/27/2026	5663	Liberty Security System	V26-060	R	A7410.413 Operation & Maint:16 Oper/Maint - non-repair:A7410.452 Security System	330.00
Check	02/27/2026	5662	Library	V26-061	R	A2705 Gifts & Donations	500.00
Check	02/27/2026	5661	Library	V26-064	R	✓A9855 Friends Exp. Exchange	81.00
Check	02/27/2026	5660	Amazon	V26-066	R	A7410.412.06 Collection:6 Print Material - Books:A7410.410 Adult Non-Fiction	401.02
Check	02/27/2026	5659	Amazon	V26-067	R	A7410.422 & 424 Programming:Adult Programs	6.99
Check	02/27/2026	5658	Ingram Library Services	V26-068	R	A7410.412.06 Collection:6 Print Material - Books:A7410.410 Juvenile Fiction	142.05
Check	02/27/2026	5657	Charlotte Svetkey	V26-069	R	Reimbursement	2,595.98
Check	02/28/2026	EFT	Wage Works - Care Card	V26-062	R	A7410.12.01 Staff:4 Employee Benefits:A7410.800 Health & Maj. Med.	718.86

Total

20,984.66

Friends - 23438

\$20,750.28

Year Feb. 2026

Town of opus Library
Voucher Log

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Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V26-033	Liberty Security Services	4344	2.17.26	[Signature]	76.00
V26-034	Hudson Valley One	Renewal	2.17.26	[Signature]	55.00
V26-035	Barbara Wintz	Receipts	2.4.26	[Signature]	223.23
V26-036	Deborah McMenemy	Receipts	2.4.26	[Signature]	452.83
V26-037	Bill Butner 2/19	LOA	2.4.26	[Signature]	200.00
V26-038	Kathy Price 2/12	LOA	2.4.26	[Signature]	375.00
V26-039	Tony Sedgman (audit)	LOA	2.4.26	[Signature]	160.00
V26-040	Kathryn Schneider	LOA	2.4.26	[Signature]	200.00
V26-041	Anthony Musso 2/21	LOA	2.4.26	[Signature]	125.00
V26-042	RGN Electric Bldg. Rus	407+421	2.17.26	[Signature]	1926.67
V26-043	Al Jakubik & Son	Bill	2.17.26	[Signature]	3630.00
V26-044	Icon Elevator Inspectors	0684	2.17.26	[Signature]	285.00
V26-045	Royal Cutting	Bill	2.17.26	[Signature]	144.66
V26-046	Charter Am / Spectrum Bus	Bill	2.17.26	[Signature]	219.98
V26-047	Amazon	DL9H	2.17.26	[Signature]	45.54
V26-048	National Bus. Tech. Lease	Bill	2.17.26	[Signature]	251.33
V26-049	ADDPH - Medicare	Bill	2.17.26	[Signature]	3860.18
V26-050	Overdrive	3418	2.17.26	[Signature]	1670.94
V26-051	Friends of Library	Spreadsheets	2.17.26	[Signature]	153.38
V26-052	VS P	Bill	2.17.26	[Signature]	89.04
V26-053	MHLS	2966	2.17.26	[Signature]	673.20
V26-054	Central Hudson	Bill	2.17.26	[Signature]	1108.12
V26-055	Visa	Bill	2.17.26	[Signature]	993.74
V26-056	Amazon	66HP	2.17.26	[Signature]	125.66
V26-057	Shulte Gibbens	LOA	2.17.26	[Signature]	150.00

Resolution of the Board of the Town of Esopus Library

Resolution 13 of the Year 2026

Personnel Actions

Recommended By Director
Pending Personnel Action Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Hourly Wages
Laura Salgarolo	Library Technician	Pay Raise and Title Change with Retrofit Pay (\$1,560)*	1/1/26	\$23.10
		<i>*Note: pay raise \$22.10 current hourly rate + \$1.00 raise = \$23.10 new hourly rate</i>		

Action Requested **MOVED** that the Board of Trustees of the Town of Esopus Library approves the personnel action listed above.

Motion Moved Jamila Khan

Seconded Don Canagher

Result of Action In Favor 9

Against 0

Abstaining 0

Excused 0

Absent 0

Approved by the Board this Wednesday, March 25, 2026

Approving Signature: Larry Decker
 Larry Decker, Board President

LIBRARY TECHNICIAN

Description: performs responsible technical and administrative library work supporting the operation of library services and systems. The position is responsible for coordinating technical service functions including the processing, cataloging support, and maintenance of library materials and collections. The incumbent also assists patrons with the use of library technologies and electronic resources and supports the maintenance of the library's website and digital communications.

Work involves the application of library procedures and technical knowledge in areas such as materials processing, catalog maintenance, public technology support, and promotional communication. The employee exercises initiative and independent judgment in carrying out established policies and procedures.

The work is performed under the general direction of the Library Director, with leeway allowed for independent decision-making on routine matters. The employee may assist in training staff and volunteers and may perform circulation desk duties as required.

Duties and Responsibilities

The following activities are representative of the duties performed by this position but are not intended to be all-inclusive.

Technical Services and Materials Processing

- Receives, checks in, and processes new library materials for circulation
- Creates spine labels, applies protective coverings, and prepares materials for shelving
- Performs rudimentary cataloging and classification when records are unavailable
- Enters and updates bibliographic and item records in the integrated library system (Sierra)
- Maintains accuracy of the Online Public Access Catalog (OPAC) by linking materials and correcting records when necessary
- Processes and maintains Library of Things materials, including preparation of lending forms, signage, and loan rules
- Orders library materials and office supplies and assists in maintaining related budget lines

Collection Maintenance

- Repairs damaged library materials when possible
- Creates lists to assist in identifying items for weeding, replacement, or deletion
- Assists with weeding and collection maintenance projects
- Monitors missing items, items in transit, and other collection status reports
- Assists the Director in implementing collection arrangement and shifting projects
- Maintains and refreshes new materials displays

Patron Assistance and Public Service

- Instructs patrons in the use of the library catalog, computers, internet resources, and personal devices
- Assists patrons with technical questions related to library equipment and online resources

- Processes interlibrary loan and SEAL requests
- Performs circulation desk duties as scheduled or when needed to support staff coverage

Communications, Promotion, and Digital Services

- Maintains and updates the library website with programs, announcements, policies, and meeting information
- Creates and updates online and printed program calendars
- Manages the library's digital signage and promotional displays
- Designs informational materials including brochures, signage, and displays
- Assists with promotion of library programs and services through digital and in-library communications
- Maintains consistency of patron information across website, digital platforms, and printed materials

Operational Support

- Maintains statistics and reports as requested by the Library Director and by the Manager of Programming and Engagement
- Assists with training new staff in procedures and systems
- Coordinates technical details related to new services or materials with the Mid-Hudson Library System (MHLS) when needed
- Attends workshops or training to remain current with library technologies and procedures

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

- Good knowledge of modern library service practices and procedures
- Working knowledge of library catalog systems and electronic resources
- Familiarity with integrated library systems and online catalogs
- Ability to assist patrons in the use of computers, internet resources, and library technologies
- Ability to organize and process library materials accurately and efficiently
- Ability to communicate effectively with patrons, staff, and system partners
- Ability to work independently while following established policies and procedures
- Initiative, good judgment, and attention to detail
- Tact and courtesy in dealing with the public

MINIMUM QUALIFICATIONS

Consistent with Ulster County Civil Service guidelines:

Either:

A. Graduation from a regionally accredited college or university with a bachelor's degree;

OR

B. Graduation from a regionally accredited college or university with an associate degree and two (2) years of paid or volunteer full-time library clerical experience or its part-time equivalent;

OR

C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid or volunteer full-time library clerical experience or its part-time equivalent;

OR

D. An equivalent combination of training and experience as defined above.

Draft 3/6/2026 jdc