

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

April 29, 2022

Board Members Present: Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Don Carragher, Susan Leiching

Board Members Excused:

Board Members Absent: Laura Lauria and Shannon Harris

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 Jim Fitzmorris at 6:09 pm

A discussion took place regarding the budget, as well as expenditures that have taken place in the past. A question arose regarding where the funds have been used. Jim mentioned that he looked back at the actual expenditures from last year. Our 2022 budget is for \$499,069. The 2023 budget is requesting \$531,000. In 2021 the library expenditures were \$380,000. The budget for 2021 was \$486,994. Jim questioned the surplus of \$106,994. Susan stated that \$90,000 was put into the recently approved and opened Operational Reserve Fund Account. Having this account is a “best practice”, encouraged by the NYS Department of Library Development, and MHLS. She indicated that a significant amount of the remainder will be spent on the projects that we are currently discussing, such as the parking lot maintenance sealing and changing the parking lot lighting to LEDs, if we do not get a grant for them. The proposed 2023 budget includes an increase of \$32,000. Brooke pointed out that the tax appropriation only went up \$8,000, and that most of the increase in the proposed 2023 budget comes from the unappropriated fund balance (which are the funds left over from previous years, so we already have them in hand). Now that COVID is abated somewhat, our expenditures will go up. Jim noticed an increase of salary. There was a discussion regarding the wages. It was pointed out that salaries will increase every year, and that currently the required yearly increases in the NYS minimum wage drive the increases in salaries. It was noted that there are plans to fill the 3 positions that remain open.

- **Resolution #15 of 2022 (2023 Budget)** The Board of Trustees of the Town of Esopus Library approves the 2023 budget in the amount of \$530,865, with a tax appropriation of \$416,966, in order to continue the same level of service to the Town of Esopus. A motion to accept the resolution was made by Nancy Beranek and seconded by Don Carragher.
AYES: 4; NAYS: 0; ABSTENTIONS: 1
Board Members Excused: 0
Board Members Absent: Laura Lauria and Shannon Harris

II. ADJOURNMENT

There being no further business or discussion, Jim Fitzmorris made a motion to adjourn and it was seconded by Reggie Heffernan. The meeting was adjourned at 6:30p.m.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

Board Members Absent: Laura Lauria and Shannon Harris

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

Town of Esopus Library
May Board of Trustees Meeting
Tuesday, May 24, 2022

Agenda

Call to order	Jim Fitzmorris
Approval of both April (4/26 and 4/29) Board Meeting Minutes	
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 – Susan Leiching
3. Sustainability, Research and Development – Don Carragher

Adjournment

Resolutions:

2022-19 – Removal of the Organizational Values Policy

2022-21 – Payment of April Claims

2022-22 – Tutoring Policy Update

2022-23 – Addition of the Core Values Statement

2022-24 – Removal of Using Laptop with Data Projector Policy

2022-25 – Transfer of Funds

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

April 26, 2022

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

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 Jim Fitzmorris at 6:15 pm

II. APPROVAL OF MEETING MINUTES

Written minutes for March monthly Board meeting held on March 22, 2022 were submitted and open for review.

- A motion to accept the minutes of the March Board Meeting, held on March 22nd, was made by Reggie Heffernan and seconded by Don Carragher.
AYE: 7; NO: 0; ABSTAIN: 0
Board Members Excused:
Board Members Absent:

III. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the Finance committee meeting minutes as well as the resolution for payment of claims. They had their regular meeting on 4/14/22 and reviewed entry level wages which is listed on the entry level wage chart. They also spent time discussing the job titles and they removed the storyteller position from the wage chart. Susan mentioned that the Board of Trustees hire the Library Director and that the Director hires the other positions. There was an additional meeting on April 22nd to discuss the 2023 Budget and Reggie reviewed those meeting minutes.

- **Resolution #14 of 2022 (Payment of March Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from March 1, 2022 to March 31, 2022 for items in the amount of \$6,246.22. A motion to accept the resolution was made by Susan Leiching and seconded by Jim Fitzmorris.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:
- **Resolution #16 of 2022 (Tax Cap Override for 2023):** The Board of Trustees of the Town of Esopus Library approves exceeding the tax levy limit for 2023. A motion to accept the resolution was made by Reggie Heffernan and seconded by Don Carragher.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:

Board Members Absent:

- **Resolution #20 of 2022 (Acceptance of Entry Level Wages):** The Board of Trustees of the Town of Esopus Library approves the entry level wages as set forth in the 2022 entry level chart. A motion to accept the resolution was made by Nancy Beranek and seconded by Don Carragher.

AYES: 7; 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. They are making a list of all the projects needed and working with MHLS to figure out which ones will go together best for inclusion in the Construction Grant. They started Saturday hours this month from 10 am to 2 pm. We had an Easter egg hunt with the Town of Esopus Recreation Department which took place at Freer Park. The library received a dividend from their insurance company for \$1,321 for having a good safety record. Bruderhof has delivered compost for the community garden. The children's garden will be starting soon.

There was a discussion about how the lottery for the community garden took place. Not everyone is guaranteed a plot and it is done by lottery. One resident was unhappy with the process. There was a discussion of potentially expanding the community garden in the future.

Brooke opened up the new bank account for the Operational Reserve Fund.

Don mentioned that the Daily Freeman newspaper should be updated to include the Saturday hours. He also spoke about the link for the zoom meeting on the library website. He feels it should be a permanent link

V. FRIENDS -- Susan Leiching

Susan reported that the Friends recently had a meeting. Save the date for the 100th anniversary for the library. The celebration is scheduled to take place on Saturday July 23rd from 2 pm – 5 pm. There will be some activities as well as food and music and a photo art show. Friends would like Board participation for that day. Friends pledged \$8000 to the 2023 budget for the library.

VI. COMMITTEE REPORTS

- **Buildings and Grounds** – Jim Fitzmorris

Written report submitted. Jim reviewed the committee meeting minutes. We discussed the health of the pond and clearing out silt and the filter. Don spoke with the neighbor to look at the boundary lines of the library. The committee also discussed the Central Hudson billing issues. Don contacted Agape Home Improvements. Agape said for the library to email him a write up of what is needed and he will respond with an estimate so that the work can be included in the Construction Grant. Arace Electric has not replied to Don yet.

- **Governance and Personnel** – Susan Leiching
Written report submitted. Susan reviewed the committee meeting minutes. The committee reviewed the Wireless Policy and the Collection Development Policy. They also reviewed the Organization Value Policy and are going to update it and rename it to Core Values Policy.
 - **Resolution #17 of 2022 (Wireless Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Wireless Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Don Carragher.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:
 - **Resolution #18 of 2022 (Collection Development and Weeding Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Collection Development and Weeding Policy. A motion to accept the resolution was made by Reggie Heffernan and seconded by Don Carragher.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:

There was some discussion regarding the Organization Value Policy updates and it was decided that the policy along with Resolution 19 was going back to the committee for additional updates.

- **Sustainability, Research and Development** - Don Carragher
Written report submitted. Don reviewed the meeting minutes. Brooke and Reggie met with Evan from Solar Alchemy for an estimate of our productivity. Trustee Training is being scheduled by MHLs in the coming weeks. Lime Energy maybe helpful in replacing the LED lighting outdoors. The committee did submit the projects that they would like include in the Construction Grant.

Susan stated that the 2023 budget will need an additional meeting for discussion/approval. This will be held on 4/29/22 at 6pm via zoom. Jim mentioned that it would be prudent to review the 2018 handbook pages 50 - 59 which is the budget and finance section.

VII. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 7:25 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Attending: Jim Fitzmorris, Shannon Harris, Brooke Dittmar, Donald Carragher

The bridge replacement job needs a written description and estimate. Agape Construction has agreed to respond to our proposal.

The security system including cameras needs to be updated/replaced. Several companies are able to do this that have performed work locally. Our current contractor/service says the wiring in place can be reused to reduce expenses. We will require new digital/remote access cameras and more of them. The town has installed a similar system in several locations.

The recent and very heavy rainstorms have made clear the lack of adequate drainage in the upper parking lot, the lawns and through the community garden. We expect to address this with grant funding and the town highway department. It is likely the original system has silted up and needs investigation.

A wish-list for an expanded number of gardening plots, seating in the shaded northern tree-line, continue to be explored.

Grant applications are due to begin processing very soon.

Submitted: Donald Carragher

Next meeting; June 13, 2022 4pm.

Director's Report to the Board
May 24, 2022
Brooke Dittmar

Our Digital Navigator Program is going strong. Our Digital Navigators (Shannon and Emily) have helped at least 15 patrons between them, which is above the 5 each minimum that is required for receiving the \$900 each of grant money. They are teaching people individually how to use laptops and other devices. They also help them to get signed up for reduced rate internet. Not specifically of this program, but quite related, the laptops and hotspots that we purchased to help with the digital divide are actively being signed out!

Vote progress: The legal notice has been sent to the newspaper, with the tax appropriation amount to be voted on, as well as the 2 candidates that are running on the ballot. Two of our Trustee spots will be filled by write-in votes (we have 4 open positions), since only 2 people submitted petitions to get on the ballot. If you know of someone that you think would do a good job, and would be pleasant to work with, ask them if they would agree to be a write-in. If they do agree, pass the word to others about the person. The ballots have been ordered, and Mary is keeping track of our to-do list at every stage. I have lined up the election officials, and as the Clerk of the Election, I will be onsite for the entire time that the polls are open. The hours are 10:00 AM to 7:00 PM.

I met with two Safeco representatives to walk through the library and discuss an update to our security cameras. The quote came back at \$18,845. This includes 3 additional cameras where needed: in the Duck Pond Gallery, outside toward the community garden, and under the deck, toward the door. Because the number of cameras will exceed 16 (with the 3 additional ones), another PVR (like a DVR) needs to be acquired. They said that the cameras are much better than the ones that we have, but they didn't offer a preview of the cameras' capabilities. I will contact them this week to discuss the particulars of the quote, and will request a demonstration of the cameras.

I've left a message for Liberty Security Services to do a walk-through and give a quote, but haven't heard back. Verkada, a different company, that is being used by both the Albany Public Library and Dutchess BOCES, among others locally, called to see if they could send us a security camera to try out. Once it arrives, we will be able to see the difference in quality between that camera and the ones we currently have. I've already seen a sampling, when I was talking to a rep on Zoom. He allowed me access (on my phone) to the camera on the front door of his office building. They are a California company, and they have partners here that install and trouble shoot when needed. Our regional sales person (that I was talking with) had just returned home from a 10-day trip to our region, which he does periodically. I laughed when he told me he was recently out in Whitehall (a small town in the middle of nowhere, kind of near Glens Falls). I'd like to talk with one of the local companies that has installed the cameras to find out how they like them and the service.

Our paper delivery person stopped working, and the Freeman has had a hard time getting people to take over delivering papers. After a couple weeks of not receiving our newspapers, and calling the newspaper every day, we cancelled our subscriptions to the Daily Freeman and the New York Times (both papers were being delivered by the same person), and we now buy them at Stewart's every morning. Before the pandemic, we had an arrangement at Smith's Store. They put our newspapers aside, with our name on

them. We would go in and pick it up off the side counter, then pay at the end of the month. I spoke with them about setting that up again, but they said that the NYT delivery has been sporadic for them, and they were afraid they wouldn't have the paper for us every day. It's too bad we can't support them, being a local store.

Shannon has started planting the children's garden with the help of kids in her programs. The community garden folks are really going for it! If you ever want to look around the garden, let me know (the locks were put on this week). It's both beautiful and inspirational (Susan, how are your strawberries doing?).

I thought you might like to see the fish showing off for one of the kids' groups. They were feeding them, and the big ones must have been very hungry. Have you seen the fish in the pond? They tend to hide out during the day. Come over and feed them sometime!



The warm weather has inspired many discussions about outdoor projects. The latest is Don offering to paint the curbs and the ramps up to the sidewalk from the parking lot. He is donating paint for this project (thank you, Don!). Don also prepared the chair pieces for the deck chairs, by painting on a sealer before they are put together. Now that it is warm, the chairs will be put together for use. I will also follow through with ordering more, as discussed last year.

I have contacted Lime Energy, the company that installed the LED lighting inside our library, to see about them replacing the parking lot light bulbs or fixtures. I have been told that Lime was working at one of the condos, replacing their outdoor lights. I hadn't realized that they worked outdoors.

I have offered the Assistant Director position to a well-qualified and personable person, Ben Gocker. He will begin on June 2nd. His references are glowing, he has experience, I can see that he is very capable, and feel that he will be a great help to me!

**Town of Esopus Library
Finance Committee Minutes
May 12, 2022**

Attendance: Susan Leiching, Reggie Heffernan, Brooke Dittmar

The payment of claims for \$ 14073.29 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the May 24 meeting.

Brooke pointed out that on the balance sheet, Equity section, line A090, Reserve for Cap Project contains \$5,020.33. It was suggested by a former Accountant that it should be rolled into the Capital (Board Restricted) bank account as the two funds are meant for the same thing- Capital Projects. This would clean things up a little bit on the balance sheet. A resolution will be presented to the board.

Discussion ensued on the need to have an audit performed. Brooke will call accounting firms to get estimates.

The Budget and Budget reconciliation Policy was updated and a resolution will be presented to the board.

Respectfully submitted,

Reggie Heffernan, Acting co-treasurer

**Next Meeting
Thursday, June 8, 2022
4 pm**

**Town of Esopus Library
Finance Committee Minutes
May 12, 2022**

Attendance: Susan Leiching, Reggie Heffernan, Brooke Dittmar

The payment of claims for \$14100.29 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the May 24 meeting.

Brooke pointed out that on the balance sheet, Equity section, line A090, Reserve for Cap Project contains \$5,020.33. It was suggested by a former Accountant that it should be rolled into the Capital (Board Restricted) bank account as the two funds are meant for the same thing- Capital Projects. This would clean things up a little bit on the balance sheet. A resolution will be presented to the board.

Discussion ensued on the need to have an audit performed. Brooke will call accounting firms to get estimates.

The Budget and Budget reconciliation Policy was updated and a resolution will be presented to the board.

Respectfully submitted,

Reggie Heffernan, Acting co-treasurer

**Next Meeting
Thursday, June 8, 2022
4 pm**

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

**May 10, 2022
(2nd Tuesday, @ 4pm)**

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

The meeting was called to order at 4:00 PM

1. Added the open communication line to the Core Values Statement.
2. Reviewed and updated the Tutoring Policy.
3. Remove the Using Laptop with Data Projector Policy from the manual.

Meeting adjourned at 5:00 pm

Respectfully submitted,
Susan Leiching, Chairperson

**Next meeting is June 14, 2022
4:00 PM**

Town of Esopus Library

Sustainability, Research and Development

May 11, 2022

Attendance: Shannon Harris, Reggie Heffernan, Nancy Beranek, Brooke Dittmar, Donald Carragher (late)

Excused: Laura Lauria

The expansion of the disaster services the library could provide are continuing to be explored. A comprehensive statement of intent/mission still must be crafted to define the scope of services that the library will seek to provide the community before, during and post emergency events.

There are groups that we could invite i.e. ARC/RCAL, Red Cross, Ulster Disaster Administration to walk-through the library to help access possible improvements and recognize impediments.

The facility plan needs the current priorities reordered for the Construction Grant applications. They will include updated security, drainage/perking flooding, parking lot sealing/stripping, the bridge replacement, additional/upgraded LED lighting in several areas, and installation of a power generator.

Solar Alchemy will be asked to return to complete the solar-array assessment.

The timeline for construction grants is upon us and must be followed. Some members expressed interest in Grant Webinars, reviewing previous grants and library property surveys to provide data in the application process.

Next meeting: June 8, 2022

Submitted: Donald Carragher.