

Town of Esopus Library  
July Board of Trustees Meeting  
Tuesday, July 26, 2022

**Agenda**

Call to order	Don Carragher
Approval of June Reorganizational Board Meeting Minutes and approval of June 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:

- 2022-31 – Payment of June Claims
- 2022-32 – Removal of Security Cameras Policy
- 2022-33 – Removal of Remote Viewing Policy
- 2022-34 -- Budget and Budget Reconciliation Policy Update
- 2022-35 – Personnel Actions – B.Wurtz and D.McMenemy
- 2022-36 – Resolution for Health Benefits Plan for 2022-2023

# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **June 28, 2022**

**Board Members Present:** Reggie Heffernan, Nancy Beranek, Don Carragher, Susan Leiching  
Susan Barbarisi, Darlene Halstead and Elaine Rylance

**Board Members Excused:** Shannon Harris, Laura Lauria

**Board Members Absent:**

**Staff Present:** Brooke Dittmar, Mary Garraty  
Jim Fitzmorris was also present

#### **I. CALL TO ORDER –**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:18 pm

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

Written minutes for May monthly Board meeting held on May 24, 2022 as well as the Additional Board Meeting held on May 27, 2022 were submitted and open for review.

- A motion to accept the minutes of the two May Board Meetings; one held on May 24th and one held on May 27th, was made by Nancy Beranek and seconded by Susan Leiching.  
AYE: 7; NO: 0; ABSTAIN: 0  
Board Members Excused: Shannon Harris and Laura Lauria  
Board Members Absent:

**III Presidents word.** Don stated that he will do his best to do a good job in his new role. He mentioned that the meetings tend to go 1 hour but once in a while they go later. This is a committee based organization. The committee does its work and it then goes to the Board for approval. Ninety-nine per cent of the work is done before at the committee level. Please keep the trustee binders up to date with new policies that come up. Don also asked everyone to submit their committee meeting minutes shortly after the committee meeting took place. He noted that the Freedom to Read document in the binder is very important. He then read it out loud to the Board.

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

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

Written report was submitted. Reggie reviewed the meeting minutes. Reggie and Brooke met with the accountant for the Library on June 14<sup>th</sup>. They had a list of questions to review with the accountant. There is confusion regarding the voucher log. The format of the voucher log will be updated for ease of use. A part-time employee who is on Medicare asked to be partially

reimbursed for her insurance like other employees. The Finance Committee recommended that this request be reviewed by the Governance and Personnel Committee.

- **Resolution #27 of 2022 (Payment of May Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from May 1, 2022 to May 31, 2022 for items in the amount of \$12,735.15. A motion to accept the resolution was made by Susan Leiching and seconded by Nancy Beranek.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris and Laura Lauria

Board Members Absent:

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

Written report submitted. Brooke reviewed the Director's report. Brooke welcomed the new Trustees and thanked them for joining. Brooke stated that the Tax Appropriation passed easily. Brooke has an appointment next week with Solar Alchemy to inspect the library's solar array. The Library is looking into a new security system. A few companies are being looked into for this. We are also looking at sealcoating and new painting of the parking lot. Brooke and Don met with Joseph Stephano Company. Don painted the ramps up to the sidewalk for getting into the library and also the Adirondack chair. The library has found a handyman to fix the garden gates. The new Assistant Director, Ben Gocker, started on June 2nd. The Library is getting ready for the 100th year celebration. Friends is leading the project. The Trustees are to make the coffee for the celebration. Reggie suggested that the trustees ask the folks what they love about the library and what they would like to see happen in the future. Shannon and Brooke are filling in the duties of the adult programs until a new Adult and Teen Programmer is hired.

Don asked when MHLS is offering Trustee Essentials. Brooke replied that it is usually done in the Spring and in the Fall. This class is required to be done during the first year of a Trustee term. We will start up Trustee Training at our meetings.

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

Susan reported that Friends met last week. There will be a house band at the celebration. Susan is suggested that we have a signup sheet for the trustees.

## **VIII. COMMITTEE REPORTS**

- **Buildings and Grounds** – Don Carragher

Written report submitted. Don reviewed the committee meeting minutes. MHLS has a pre-application for construction grants. Don continued to explain that this grant is for any construction work that is needed at the library. We are looking at the parking lot repair and resealing and the pond bridge replacement. The Committee is also looking for large retractable awnings, a backup generator as well as additional lighting outside and to retrofit the lights outside with LEDs.

- **Governance and Personnel** – Susan Leiching

Written report submitted. Susan reviewed the committee meeting minutes. She mentioned that they looked at the Personnel Policy Manual as well as the Open Meeting Law changes

with regards to using virtual meeting and on premise meetings. More investigation is needed. The Committee will present the following changes to the Personnel Policy Manual.

- **Resolution #28 of 2022 (Personnel Actions - B. Gocker-E.Peterson-M.Genter):**  
The Board of Trustees of the Town of Esopus Library agrees to the Personnel Actions Resolution. A motion to accept the resolution was made by Susan Leiching and seconded by Reggie Heffernan.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Shannon Harris and Laura Lauria  
Board Members Absent:
  
- **Resolution #29 of 2022 (Update to Section 3 of Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 3.3 of the Personnel Policy Manual. A motion to accept the resolution was made by Reggie Heffernan and seconded by Darlene Halstead.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Shannon Harris and Laura Lauria  
Board Members Absent:
  
- **Resolution #30 of 2022 (Update to Section 4 of Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the Section 4.1 of the Personnel Policy Manual. A motion to accept the resolution was made by Darlene Halstead and seconded by Elaine Rylance.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Shannon Harris and Laura Lauria  
Board Members Absent:
  
- **Sustainability, Research and Development** - Don Carragher  
Written report submitted. Don reviewed the meeting minutes. Don was hoping to split this committee back to two committees at some point in the future. The Construction Grant application is due August 12th. They are pursuing a generator from Arace Electric. Part of Solar Alchemy's inspection is to let the library know what the solar panels in the array and on the roof are doing.

#### **IX. Trustee Training:**

Don pointed to the Library Trustee job description located on page 15 of the Trustee Handbook. Don asked Darlene to read the Library Trustee Job description information. This included a list of duties and responsibilities.

Don presented a proposed Committee structure. The practice of the committee meeting is that they meet on the second Monday or Tuesday, etc. of the month. Don will have the committees finalized and a final committee listing will be sent out.

#### **X. ADJOURNMENT**

There being no further business or discussion, Elaine Rylance made a motion to adjourn and it was seconded by Susan Leiching. The meeting was adjourned at 7:28 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris and Laura Lauria

Board Members Absent:

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

# **BOARD OF TRUSTEES REORGANIZATIONAL MEETING MINUTES**

## **June 28, 2028**

**Board Members Present:** Don Carragher, Darlene Halstead, Jim Fitzmorris, Reggie Heffernan, Susan Leiching, Susan Barbarisi, Elaine Rylance, Nancy Beranek

**Board Members Excused:** Laura Lauria and Shannon Harris

**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 6:02 pm. At this time the Board went around and introduced themselves.

### **II. ELECTION OF OFFICERS**

Jim Fitzmorris introduced the newly elected Trustees. Since there are no other nominations Jim accepted the candidates and everyone was in favor of the elections of officers which are listed below.

- ❖ President - Don Carragher
- ❖ Vice-President - Nancy Beranek
- ❖ Treasurer - Reggie Heffernan

- A motion to accept the election of officers, was made by Don Carragher and seconded by Jim Fitzmorris.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused: Shannon Harris and Laura Lauria

Board Members Absent:

All three new officers were approved.

The Code of Ethics and Conflict of Interest Policies were distributed to each Board Members' mailbox and via email. Each Board member is to review, sign and return the policies thus acknowledging that they had reviewed them.

Trustee training will begin again. In addition each trustee can do training via the trustee handbook and the MHLS website.

### **IV. ADJOURNMENT**

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Elaine Rylance. The meeting adjourned at 6:16 pm.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Laura Lauria and Shannon Harris

Board Members Absent:

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

Attending: Ben Gocker, Brooke Dittmar, Nancy Beranek, Don Carragher

The committee welcomes Ben, Asst. Director to the committee. He has been in touch with several contractors for several projects.

1. Building Generator: Arace says they will come for estimate. Gen Plus is preparing theirs but must add the electronic display on 9W.
2. Retractable awnings: vendor here today, exterior walls may not support awning anchors.
3. Parking lot lighting: Lime Energy may not do new construction, only retrofitting. Audit not done yet.

Nancy left requests with two more paving contractors. Stephanos Paving has been here.

Liberty Security has sent camera replacement/additions estimate. We still want a demo of how the system works online.

Don will contact Cliff W. to discuss repairing the pond bridge. Estimate is \$1000 to replace wood, supports seem solid.

Brooke spoke with and received information about the pond from Art Cross (Clerk of the Works for the building of the Library). He recalls 3 inches of clay may have been placed to hold pond liner in place. The settling basin in front of pond must be dug out/emptied for it to function. During original construction a spring was found where the library entrance was paved and required drainage (pipe and gravel) to be placed east of driveway along the side of the community garden. It may be silted up preventing better drainage. A hole has eroded next to the driveway.

The solar audit was completed and is being prepared.

The grant process requires an 'assurance of support' be passed by the Board of Trustees.

Repairs needed for the night-drop doorstop, a file drawer handle, the community room entrance doorstop at stairway, shrubs must be removed for bridge replacement.

Submitted; Don Carragher, Chair.

**Director's Report to the Board**  
**July 26, 2022**  
**Brooke Dittmar**

We are interviewing this week for the Adult and Teen Programmer position, and have advertised for the Library Assistant position. I have also requested the new civil service list for our open Clerk positions.

I am very thankful to have Ben here. He is a huge support for me, taking on some of the various tasks and projects I've been doing. He is friendly and well-liked by patrons and staff alike. He knows his way around a library!

We have had an increased number of workers in the library this month, since we have requested estimates for the projects we want to include in the Construction Grant application, as well as for other projects and repairs. We had our annual Fire Sprinkler inspection, as well as having our solar arrays evaluated. We have a thorough report of what was found for the solar arrays, and the costs of the different options for repairing and improving both of the arrays. We received an estimate for the retractable awnings, and the Lime Energy representative finally called to make an appointment to come look at our parking lot lights. I will meet with the Verkada representative this week about the costs of the security cameras and installation.

Cliff Woglam has started work on the bridge repair, and will have it finished, and usable, in time for the 100<sup>th</sup> anniversary celebration. Don has put a lot of time into making this happen. He has met with the contractor a number of times, prepared the site by cutting back the bushes and grass, as well as removing wire fencing that had been attached on, and under, the bridge. He has donated a couple of rigid fence pieces to mount on the sides, to protect little ones from falling off.

Jim Carey from Arace Electric came to look at our needs for the generator. He discussed various options, and will provide cost information for each. We also spoke about changing out the heads for the parking lot lights. He is onboard for doing that project, also, if we want him to do it. What he suggests may create enough light that we will not need to install more lights. He agreed that we should use photo sensors rather than the timer that we are currently using, as they work much better.

I spoke with Art Cross, the Clerk of the Works for the building of the library, and got some good information about managing the pond, as well as the drainage near the parking lot.

I thought I'd share a few usage stats with you. Each month during this calendar year our patrons have checked out between 500 and 665 e-books, as well as between 325 and 455 e-



audio books. They have also checked out between 80 and 150 e-magazines each month. It's exciting to see how much this usage has grown, starting during the high COVID time. Once people got used to using e-materials, they have continued. Our library continue to have between 10 and 15 new users each month.

The person who cleans the library noticed that the deck and cement area by the pond was dirty, so he power washed it for us. What a difference! Don was right there with him during a lot of the cleaning. Here's a picture he took of a section that was partially washed, for a before-and-after view. The dirt was not this evident before-hand.



**Town of Esopus Library  
Finance Committee Minutes  
July 14, 2022**

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

**Excused:** Elaine Rylance

The payment of claims for \$15,767.94 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the July meeting.

The updated Budget and Reconciliation Policy was reviewed and will be presented to the entire board for approval during the July meeting.

When reviewing the salaries for new clerks that we need to hire, Brooke discovered that our current clerks are making the same wages as a brand new clerk would make. It was recommended that we increase the salaries of our current clerks by half of what they are scheduled to receive in January now (½ of a 5.7% increase) to compensate them for their experience with us.

A question was asked about providing a deferred compensation option for current employees. Discussion centered on the fact that other options are available for saving such as generic 401K that are portable. At this time it was tabled as that would require significant additional paperwork for limited benefit.

Respectfully submitted,

Reggie Heffernan, Treasurer

**Next Meeting  
Thursday, August 11, 2022  
4 pm**

Governance and Personnel/Trustee Training Committee  
June 12, 2022

Attending: Nancy Beranek, Donald Carragher, Brooke Dittmar, Ben Gocker  
Absent: Laura Lauria

Trustee training will continue at each board meeting using passages from the Handbook for Library Trustees. Board members will also be advised of training offered by MHLS.

The Model Procedures for Member Videoconferencing was adapted for use by the Town of Esopus Library. Our goal is to have a public hearing prior to bringing a resolution before the board on July 26, 2022.

The committee has determined that the Remote Viewing and Security Camera policies can be removed from the Library Policy Manual.

We began a review of the Workplace Violence Prevention Policy.

Next meeting: August 9, 2022 at pm.

Respectfully submitted,  
Nancy Beranek

Attending: Susan Barbarisi, Susan Leiching, Laura Lauria, Reggie Heffernan, Brooke Dittmar, Ben Gocker, Don Carragher.

Reggie is constructing a poster for public comment: wished and ideas for the library. Grant work for generator, awnings, LED outside lighting, must be complete by 7/29. Brooke discussed if current project list is really able to qualify, solar upgrade/replacement may be substituted.

Vision for purpose of generator is two-fold:

1. Post-disaster, the library must have power to preserve the collection, function as a staff workplace and be open for patrons.
2. Library can be a resource for patrons: charging electronics, government aid contact site, warming/cooling site.

We are not able to provide meals or overnight stays for the foreseeable future.

GenPlus is preparing a plan for a whole-building sized generator.

Ben found grants for environmental/ecological restoration (Partners in Climate Action) that could apply for exterior grounds work. Application in the fall.

Submitted: Don Carragher, Chair.

## ASSURANCES

### State Aid for Library Construction Program (FY 2022-2023)

The applicant hereby gives assurances of the following:

#### SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

#### SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

#### SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

**SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)**

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

**SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)**

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
  - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
  - Rental or leased equipment
  - Warranties (other than the manufacturer's warranty customarily provided with such product)
  - Recurring maintenance fees
  - Recurring repair costs
  - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
  - Recurring software licenses, hosting, maintenance, or training fees
  - Internal labor costs
  - Training end users

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Town of Epopus Library at a legal meeting

on July 26, 2022.

Signature of President, Library Board of Trustees: Donald Carragher

Name of President (type or print): DONALD CARRAGHER