Town of Esopus Library
November Board of Trustees Meeting
Tuesday, November 24, 2026

Agenda

Call to order	Sharon Briden
Approval of October 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
2. Governance and Personnel – Larry Decker
3. Sustainability, Research and Development – Don Carragher
4. Trustee Training Committee – Jamila Khan

Adjournment

Resolutions:

2026-44 – Payment of October Claims
2026-45 – 2027 Holiday Closings
2026-46 – Section 3 Personnel Policy Update

TOWN OF ESOPUS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
October 28, 2026

Board Members Present: Sharon Briden, Don Carragher, Larry Decker, Laura Petit, Allen Olsen, Jamila Khan, Elaine Rylance and Jenna Medenbach and Cindy Capraro
Board Members Excused:
Board Members Absent:

Staff Present: Jesse Chance, Mary Garraty

Public: Reggie Heffernan

I.CALL TO ORDER
The meeting of the Town of Esopus Library Board of Trustees was called to order by President Sharon Briden at 6:02 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the Reorganizational Board Meeting held on September 23, 2026 was submitted and open for review. A motion to accept the minutes of the Reorganizational Board Meeting held on September 23, 2026, as amended, was made by Don Carragher and seconded by Jamila Khan.
AYE: 9; NAYS: 0; ABSTAIN: 0
Board Members Excused:
Board Members Absent:

Written minutes for the September monthly Board Meeting held on September 23, 2026 was submitted and open for review. A motion to accept the minutes of the September monthly Board Meeting held on September 23, 2026, was made by Larry Decker and seconded by Cindy Capraro.
AYE: 9; NAYS: 0; ABSTAIN: 0
Board Members Excused:
Board Members Absent:

III. Presidents Word – Sharon Briden
Sharon introduced Reggie Heffernan who is part of the Foundation.

IV. Public Comment - Reggie Heffernan spoke on behalf of the Foundation. In 2006 some folks gave quite a bit of money to build the new library and keep it running. The Foundation was

established. Merrill Lynch is handling the money. The Foundation donates 5% of the money each year. The Foundation is a separate entity from the Town of Esopus Library. There are five positions and at the moment they are looking for an additional person. A person from the Town of Esopus and some finance knowledge. The Foundation meets four times a year. They are planning to give the library $53,000.00 on January 1 2027. They continue to work on long term planning.

V. TREASURER'S REPORT/FINANCE – Allen Olsen
Allen reviewed the Finance Committee Meeting minutes and presented the resolutions listed below.

- **Resolution #42 of 2026 (Payment of September Claims)**: The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from September 1, 2026 to September 30, 2026 for items in the amount of $21,276.38. A motion to accept the resolution was made by Jamila Khan and seconded by Cindy Capraro.
  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. The Library is pursuing a variance with the Town of Esopus for the Solar Project. Jesse looked for picket fence panels at Home Depot and Lowes. Home Depot has what they need. This will be ordered after the credit card issue is resolved. There was a fraudulent purchase made and they are waiting for a new card. The parking lot islands were poured this morning. The Annual gathering of library folks is scheduled for December 8th at 6:00 pm. Jesse will send out invitations.

- **Resolution #43 of 2026 (Personnel Actions - E. Brown):** The Board of Trustees of the Town of Esopus Library agrees to the Personnel Action's Resolution. A motion to accept the resolution was made by Cindy Capraro and seconded by Elaine Rylance.
  AYES: 9; NAYS: 0; ABSTENTIONS: 0
  Board Members Excused:
  Board Members Absent:

VII. FRIENDS – Elaine Rylance
Book sale brought in about $3,000. The t-shirts are selling slowly but surely. Book cellar sales are doing very well. The lobby sales are progressing.

There was a discussion regarding a dinner honoring someone in the community. Sharon will set up a committee to organize this.

VIII. COMMITTEE REPORTS

- Buildings and Grounds – Laura Petit
  Written report was submitted. Laura reviewed the committee meeting minutes. They are working in the facilities / maintenance plan.

- Governance and Personnel – Larry Decker
  Sharon reviewed the G&P committee meeting minutes. There are a few policies the committee is working on.

- Sustainability, Research and Development – Don Carragher
  Sustainability, Research and Development did not meet in September due to a lack of quorum. Don had a meeting at the Olive Free Library regarding Sustainability. They had a lot of good ideas.

IX. Trustee Training - Jamila Khan
Monday, October 5, 2026, five trustees and the Director attended a training session on Long Term Financial Planning. Jamila will look into the online portal for future training.

X. ADJOURNMENT
There being no further business or discussion, Jamila Khan made a motion to adjourn and it was seconded by Don Carragher. The meeting was adjourned at 6:45 p.m.
AYES: 9, NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:

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

Director's Report to Board of Trustees: November 24, 2026

Ongoing and Completed

Solar Project: I had a Zoom meeting with Jeffrey T. on the morning of 11/10 to prepare for the upcoming Zoning Board of Appeals meeting. We've agreed that I will serve as the Library's spokesperson on the evening of Tuesday, 11/17, and I have prepared myself a script to work from.

We are on the schedule, and the required application fee has been paid. I'll keep the Board informed as we move through the remaining steps in the approval process.

As I've mentioned previously, the expanded solar installation and battery backup will be an important investment in the Library's ability to serve the community during extended power outages, providing internet access, device charging, and, where conditions permit, warmth or cooling.

Children's Garden: We've settled on the name Children's Garden for our new outdoor programming area.

With the exception of paint or stain, I've purchased all of the fencing panels, lumber, and other necessary materials. Everything will be stored under the back deck until installation, which we're planning for early spring.

With the major materials now purchased, we can turn our attention to spending down the remainder of the grant on outdoor deck furniture and a gaming table. This will help make the area a more complete and inviting space for children and families.

Grounds & Rainwater Collection: I'm still awaiting an estimate from Green Valley Landscaping of Kingston for completing the rain barrel and pump installation. I'll report back once we have a proposal and can determine how best to proceed.

Upcoming

Emergency & Disaster Preparedness Plan: I've been making substantial progress on the Library's Emergency & Disaster Plan, which I must present to the Board for a vote next month for the January 1, 2027 New York State deadline.

I've been using several area library plans and state guidance as models, while adapting the material to our building and operations. I have now incorporated floor plans for both levels of the Library into the working documents and I have a working draft of the Membership and Activation document of the Emergency Response and Recovery Team.

A recent review of our existing policies confirmed that the Emergency & Disaster Plan is the remaining outstanding policy requirement. I've also learned that we can conduct and document our own building-specific risk assessment so Don and I will tap a few people to join us in that activity very soon. Among the details being developed are emergency assembly locations, staff responsibilities, communications procedures, continuity of operations, and recovery procedures.

Personnel & Organizational Development: I've been giving some thought to how we can continue developing leadership capacity within the Library as we look toward the coming year. In particular, I'd like to explore opportunities for Fox to take on additional independent responsibility and ownership of projects and operational areas.

The intention is to build on the responsibilities Fox already handles while creating opportunities for further professional development and strengthening the Library's long-term organizational structure.

Community Outreach

Annual Holiday Parade: Planning is underway for the Library's participation in the Town's annual Winter Wonderland Parade on Saturday, December 5, with a rain date of December 12. Don Carragher has once again generously offered the use of his trailer and his help towing our float.

Library League Winter Social: We're also preparing for the annual gathering of Staff/Board/Friends & Foundation members on December 8. This will be an opportunity to get together for an informal gathering and a chance to celebrate the work and accomplishments of the past year.

Respectfully Submitted 11/17/26

Jesse Chance

Town of Esopus Library

Children's Programming Report – November 2026

Regularly Scheduled Programs

Resuming the week of November 22 (as I return from two weeks in Wales) will be: Monday **Afternoon Storytime** at 1PM, and Wednesday morning **Storytime** at 11AM.
Friday's **Toddler Playgroup** continued while I was gone with the help of library technician, Laura Salgarolo.
Music & Movement sessions, taught by Terry Watson, began at the end of September and will run until November 23rd. These classes convene Monday mornings at 10:15 and appeal to toddlers, preschoolers and their grown-ups.

OCTOBER Wrap-Up

We had two big programs in the latter part of October. Colorado author & illustrator **Kaz Windness** delighted our families with her stories and drawings. We celebrated her latest book with cupcakes and a round of "Happy Birthday, Bitsy Bat." Twenty-six people attended. (14 children and 12 adults).
Wild & Bright's Maureen Hecht brought lizards, snakes, and a wealth of reptile knowledge to the library on October 29th. The children and the adults were entranced. And most were brave enough to touch every reptile. Sixteen attended(8 children and 8 adults).
October concluded with 17 programs attended by 195 participants.

NOVEMBER

Our first program of November will be a **CRAFT & STORYTIME** event on Saturday, November 21st. at 11:00. We'll make miniature Thanksgiving Day Parade floats out of shoeboxes and leftover craft supplies. We'll read Melissa Sweet's picture book on the history of the real parade. After we have some lunch, we'll parade around the community room with our creations.

Looking forward to:

December

We will host a **HOLIDAY CRAFTERNOON** on Thursday, December 3rd from 4-5PM. Spend a cozy afternoon making festive crafts and enjoying cocoa and cookies. This is an event for all ages. **SOLSTICE STORIES & CRAFTS** will be the theme of our event on Saturday, December 12th from 11AM-12. We'll count down to the shortest, darkest day of the year and make a beautiful lantern to brighten our homes.

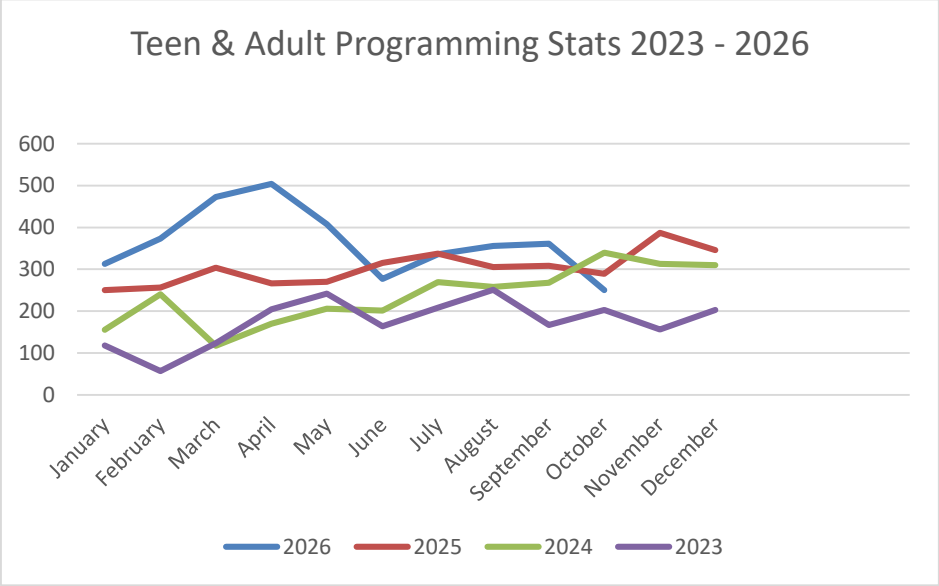
January plans are shaping up in and around the Children's Room. Stop by and see some ways we've been decorating and differentiating the space to better serve our youngest library patrons.

Warmest regards,
Ellen Yeomans, Children's Programmer

Town of Esopus Library

Programming & Engagement Manager's Report – November

	Final October Numbers	November Numbers To-Date (10/19)
Teen	33 (2 programs)	18 (1 program)
Adult	217 (18 programs)	134 (11 programs)



Adult Programming Highlights

- Workshops, lectures, and special classes: It's been a quieter month in the library as holiday closures impacted regular group attendance; I'm hopefully that November's **Holiday Wreath Making Workshop with Jessica Williams** will bring a solid crowd, as we already have 8 registered. December should see a small uptick as well, with a **Chamber Music Concert** from the **Hudson Valley Chamber Orchestra** – always an audience-pleaser during the holiday season.

  Local author **Stephanie Sorensen also** held her first session of **Women of Words**, a new writing group concept she brought in from her previous place of residence in Minnesota. Six writers attended the first group.

- Special events: Our grant-funded **All-Out Open Mic** continues with great success, recently bringing in Bard students Jo Sisak and Natasha Brosius to headline. Jo and Natasha run a regular Thursday night open mic at Taste Budds in Red Hook, and they invited their usual crowd (25 musicians and community members attended) – leading me to steal/poach/borrow several upcoming headliners from the other side of the river. Stronger cross-county partnerships is one thing I want to work on fostering next year, as it's easy to forget that the Rhinebeck-area is closer to Esopus than New Paltz. Dang that bridge toll.

Teen Programming Highlights

- **D&D with Gamemaster Mary** continues to bring new players and solid attendance. Meanwhile, unfortunately we've lost our partnership with **Ulster BOCES**, as the school's administration refused permission for their regular bus trips. I'm hopeful that we can at least bring these students in for occasional field trips.

NYLA highlights

- I was so grateful to attend the **New York Library Association conference** last week in Saratoga Springs. The conference kicked off with a Wednesday night **New Member Meet-up**. I'd signed up for a conference mentor and was lucky enough to be paired with **MHLS Outreach & Equity, Diversity, Inclusion Specialist** – and **incoming NYLA president** – **Kerstin Cruger**. She helped me connect with library leaders from across the state, and shared that I've been selected for **NYLA's Intellectual Freedom Committee** as a Member-at-Large for the new membership year.

  During the conference itself, I attended the **NYLA Networking Breakfast and Annual Meeting**, and attended panels on **Library Finance: Strengthening Business Controls, Driving Efficiency and Leveraging Automation**; **What Librarians Wish Leaders Knew: Building Organizational Capacity for Collaboration**, and **Leadership: It's Not About You**. I had meetings with **Rebecca Miller** and **Matthew Bollerman** from the **Sustainable Libraries Initiative** on our upcoming pilot program, and I made many wonderful connections before, during, and after these panels, including spending time with **Brian McCue (Director)** and **Kerry Chenier (Adult Programmer)** from **Town of Ulster Library**, **Kelley Lobas (Assistant Director)** from **Dover Plain**s and **Kate Shannon (Assistant Director)** from the **Hudson Area Library**. Some of us even joined forces on Friday night for a trivia fundraiser for the New Yorkers for Better Libraries PAC, calling our team the "Unsung Middle Managers." Appropriately, we tied for second.

Respectfully submitted,

Fox North

Esopus Town Library

Buildings & Grounds Committee Meeting Minutes

November 9, 2026 at 4:10 p.m.
128 Canal Street, Port Ewen, NY

Present: Laura Petit, Chair; Jesse Chance, Library Director; Sharon Briden; Don Carragher

Excused: Allen Olsen

1. Disaster Preparedness

Jesse reported that he attended a three-hour disaster preparedness workshop at the New York Library Association (NYLA) Summit. Following the workshop, he presented a draft Disaster Preparedness Plan and a proposed Emergency Response Team (ERT) structure for review by the Library Board.

The committee discussed the importance of preparedness planning and establishing clear roles and responsibilities in the event of an emergency.

2. Solar Panel Application

Jesse updated the committee on the solar panel application currently before the Town of Esopus Zoning Board of Appeals.

A question was raised regarding the five criteria the Library must satisfy to obtain approval. Further clarification on these requirements is needed as the application process moves forward.

3. Children's Community Garden – Fencing

The committee discussed the proposed fencing for the Children's Community Garden.

- Jesse expressed a preference for compacting soil around the fence posts rather than incurring the additional expense of concrete.
- The possibility of needing to relocate the fencing remains a future consideration.

- Don offered to seal the bottoms of the fence posts with tar as an alternative to setting them in concrete.
- Jesse will visit Home Depot to update the store's records regarding the Library's sales tax exemption.

4. Rainwater Catchment System

The committee discussed plans for the rainwater catchment system.

- Avery from Green Valley Landscaping will provide a project estimate.
- Funding includes a $1,000 grant from the Bank of Greene County and additional support from the Esopus Community Foundation.
- The committee noted that **811 must be contacted before any digging begins** to identify underground utilities.
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5. Facilities Maintenance Plan and Asset Register

The committee reviewed the ongoing development of the Facilities Maintenance Plan, discussing the distinction between maintaining existing building systems and equipment versus planning for improvements, replacements, and future capital development.
Several items in the current plan require updating to reflect completed work, including:

- Elevator pump replacement – 2024.
- HVAC pump replacement – 2025.

Sharon suggested developing an **Asset Register** to provide a centralized record of Library equipment, systems, installation dates, maintenance history, and replacement schedules.
The committee agreed that equipment maintenance and inspections should become a recurring agenda item at monthly Buildings & Grounds meetings. Sharon further suggested that items requiring maintenance should be brought to the committee's attention at the meeting prior to the scheduled work, allowing members an opportunity to review and discuss the proposed maintenance.

6. Emergency Response Terminology

Don asked about the distinction between CERT (Community Emergency Response Team) and ERT (Emergency Response Team).

Jesse explained the differences between the two organizational approaches and their respective roles in emergency preparedness and response.

7. Stormwater Retention Pond

Don reported that he is putting together a project to address cleaning and improving the stormwater retention pond.

His proposed work includes cutting a channel from the bottom of the driveway toward the pond to improve drainage and water flow.

The committee discussed the project as part of the Library's ongoing facilities and grounds maintenance efforts.

8. Action Items

Action Item	Responsible Party
Submit draft Disaster Preparedness Plan and ERT proposal for Board review	Jesse
Clarify the five Zoning Board of Appeals approval criteria for the solar application	Jesse
Update Home Depot on the Library's sales tax exemption	Jesse
Obtain estimate for rainwater catchment system	Avery / Green Valley Landscaping
Contact 811 before beginning excavation	Project coordinators
Continue evaluating cost-effective garden fencing installation options	Jesse and Don

Develop and maintain a Facilities Asset Register	Committee / Jesse
Add equipment maintenance and inspection review as a standing monthly agenda item	Committee
Present upcoming maintenance needs at the preceding committee meeting	Committee / Jesse
Develop stormwater retention pond cleaning and drainage project	Don

Adjournment: 4:55pm

Town of Esopus Library
Governance & Personnel Committee
November 10, 2026

Attended:
Larry Decker; Chair
Elaine Rylance
Sharon Briden
Jesse Chance

Jesse gave his Director's report.

We discussed the need to update our Emergency & Disaster Plan and considerations to appoint Fox and Don into positions needed for various safety tasks.

We also discussed the 2027 Paid Holiday Schedule

We will continue to review and update existing policies as well as creating policies relating to:

1. Service Animals
2. Donation Plaques

Sustainability Research Development Committee Town of Esopus Library
11-10-26 4pm

Attending: Jesse Chance (Director), Larry Decker, Jenna Medenbach, Sharon Briden, Donald Carragher (Chair).

Jesse gave his report, updating current actions:

1. The replacement of the ground-mount solar array is still in the town approval process. Public input at hearings to support it will be very helpful. Greenpoint continues project support.
2. Children's Garden materials (fencing sections, posts, trellis, gate) ordered from Lowe's, delivery expected tomorrow, $2500.00 spent. Construction delayed until spring.
3. Jesse suggests using an irrigation contractor (Green Valley). They met to discuss the design and construction of the Community Garden Rainwater Catchment System. It will require a stronger pump (a 1/3 hp had been donated), a buried waterline parallel to the current garden east border and placement of the donated 550 gal tank now on site. An underground 500 gal tank will be purchased and buried below the library roof gutter, debris screening treatment at that point. Estimate is $2500.00. This could be started before winter.
4. Remaining funds from donations to be considered for new Polywood furniture for the deck and specialty pieces (chess/ game table and seats in Children's Garden).

<u>Future projects.</u>

Short Term: Staff/committee will research grants for Quiet Workspace Pods (main floor?) for public use and a utility sink workspace (lower floor) for program events. Discussions continue for the sidewalk extension as a town/ state/ library cooperation along Canal Street. This project needs a proper write-up.

Long Term: The original plans of this building included a footprint for south-westward expansion. The Director's office would be the hallway into it. A serious consideration of this being accomplished is necessary.

Submitted: Don Carragher

Next meeting: Rescheduled!! Dec 1, 2026 4pm.

Note from Chair: As local housing construction continues to be accelerated and the town population expands, the next ten years could see serious pressure on Library resources. Increased building size for collection and program offerings is the only way to maintain the current level of services.