

Town of Esopus Library  
April Board of Trustees Meeting  
Wednesday, April 24, 2024

**Agenda**

Call to order	Nancy Beranek
Approval of February Board Meeting Minutes	
Vice-President's Word	Nancy Beranek
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee/Foundation	Reggie Heffernan
Director's Report	Jesse Chance
Friends	Elaine Rylance
Committees	
1. Buildings and Grounds – Larry Decker	
2. Governance and Personnel / Trustee Training – Nancy Beranek	
3. Sustainability, Research and Development – Elaine Rylance	
Adjournment	

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Resolutions:

2024-25 – Payment of March Claims

2024-26 – Approval of 2025 Budget

2024-27 – Tuition Reimbursement for J. LaPolt

## Director's Report April, 2024

### *Ongoing and/or Completed Business:*

**Budget:** A detailed budget was presented at the last Finance Committee meeting and deemed ready for the general Board to cast a vote on on April 24<sup>th</sup>. A public budget hearing has been advertised in the local paper and will be held one hour before the 6PM Board meeting on the 24th.

**Generator/Photovoltaics Projects:** Although progress is slow, we are (in fact) making steps toward completing these projects. I have recently met with an electrical engineer from Gerard Associates Consulting Engineers, P.C. to get the ball rolling on having drawings and schematics created for the generator projects and they will work up a proposal for us in the next couple of weeks. I have an appointment to meet with a prospective project manager on April 16<sup>th</sup>, and I have been talking with a company called New York State Solar Farm about the solar array. It seems likely that these projects will be completed before this time next year.

**Job Descriptions/Employee Handbook:** After much tweaking and wordsmithing, I have completed the compilation of a 35-page employee handbook. It has been presented to the staff and accepted by them. This handbook serves as a managerial document only and does not supersede or otherwise interfere with the Personnel Policy Manual. It is being presented at the April Board meeting so that Board members can have opportunity to offer input and corrections. As a managerial document, there will be no need to vote on it. All employees will be expected to sign or have signed the Receipt of Employee Handbook form at the back of the document at the next staff meeting (4/25), and it will become part of the process of on-boarding new employees going forward. The Handbook's purpose is to express the library's current managerial philosophy, outline the hierarchy or chain-of-command so that staff understand the process of complaints and grievances, and summarize all benefits, codes of conduct, and relevant policies.

**Plumbers:** As of April 15<sup>th</sup> at 11AM, A-Team Comfort Systems estimates that our new drinking fountain will arrive at their warehouse on the 18<sup>th</sup> or 19<sup>th</sup> and they will be in touch as soon as it arrives to schedule its installation.

**Adult & Teen Program Coordinator:** After an exhaustive search, most of which was taken up with waiting for Ulster County Civil Service to send us a current list of eligibles, Shannon and I are pleased to announce that we have provisionally hired a new Adult and Teen Programming Coordinator. Fox North comes to us with lots of instructing and content creating experience as well as being a published author and a Girl Scout Service

Unit Manager. Fox is plugged in to the local community and has many ideas about expanding our Teen outreach efforts. After interviewing what we deemed to be the seven strongest candidates (of 23), Shannon and I agree that Fox shows the most promise and is the most likely of the group to integrate well into our existing work culture. Fox's first day will be Monday, April 29<sup>th</sup>.

**ABC Pest Control:** Well it's spring again and that means the ants are active again. Alas, our sugar ant problem did not fix itself over the winter. I have left a message with ABC Pest Control requesting a visit. If my last experience with them repeats itself, they won't call me back but they will just show up when it's convenient to them. I'll just have to hope that I am here when they arrive.

### *Upcoming:*

**Arts and Crafts Sale:** On Saturday, May 18<sup>th</sup> from 10AM to 2PM in the community room the Friends of the Library will be conducting a sale of donated crafting supplies. We are accepting donations of all kinds of arts and crafts supplies until May 15<sup>th</sup> and then holding a rummage sale on the 18<sup>th</sup>. Nothing will be priced and shoppers will be asked to donate what they think is fair with a healthy serving of guilt that it is for the library. So far we have had a robust turn out of donors so there will definitely be stuff to rummage through.

**Dishwasher & Laundry Sink:** When A-Team Comfort Systems is here to install the drinking fountain I plan to request a quote on installing a dishwasher and laundry sink in the kitchen. The dishwasher (which we will source ourselves) will help the library reduce the waste it creates over the years, and the "slop" sink, as it's often called, will alleviate the need for the programmers to use the regular sink for cleaning up crafts and projects.

**Capital Asset List & Emergency Response Plans:** Concerted effort will be exerted in May and June to complete these two very necessary documents.

### *Continuing Education/Community Outreach/Professional Development:*

**Memorial Day Parade:** On Monday, May 27<sup>th</sup> at 9:30AM, a group of Library folk will be lining up on North Broadway (the road down to Sleightsburg) to march in the parade. Thus far the plan is just to march with a library banner and hopefully we have a library cart around here sturdy enough to be pushed on the road. Any who wish to are welcome, nay, encouraged to join us.

**Esopus Family Fun Day:** On Sunday, June 2<sup>nd</sup> at Ross Park, the Library is taking part in the Esopus Community Foundation's Family Fun Day and Car Show.

# TOWN OF ESOPUS LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

### March 27, 2024

**Board Members Present:** Larry Decker, Martha Farrell, Don Carragher, Susan Barbarisi, Reggie Heffernan, Nancy Beranek, Elaine Jaffe, Elaine Rylance, and Stephen Lewis *(Steve arrived during President's Word)*

**Board Members Absent:**

**Board Members Excused:**

**Staff Present:** Mary Garraty, Jesse Chance, Shannon Powell

**Public:**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:02 p.m.

#### II. APPROVAL OF MEETING MINUTES

Written minutes for the February monthly Board meeting held on February 28, 2024 was submitted and open for review. A motion to accept the updated minutes of the February monthly Board meeting held on February 28, 2024 was made by Larry Decker and seconded by Susan Barbarisi.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent: Stephen Lewis

#### III. Presidents Word – Don Carragher

The recent Trustee Training courses have been very educational. Don discussed some of the upcoming Trustee courses.

#### IV. Public Comment - None

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

Written report was submitted. Reggie reviewed the Finance Committee meeting minutes. The Board discussed the upcoming budget. Reggie presented the following resolutions from the Finance Committee:

- **Resolution #14 of 2024 (Payment of February Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from February 1, 2024 to February 29, 2024 for items in the amount of \$17,159.52. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- Resolution #16 of 2024 (Exceed Tax Cap in 2025):** The Board of Trustees of the Town of Esopus Library approves exceeding the tax levy limit for 2025. A motion to accept the resolution was made by Nancy Beranek and seconded by Martha Farrell.  
 AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused:  
 Board Members Absent:
- Resolution #18 of 2024 (Adoption of the State of New York Deferred Compensation Plan):** The Board of Trustees of the Town of Esopus Library adopts the State of New York Deferred Compensation Plan for the voluntary participation of all eligible employees; and hereby authorizes to take such actions and enter such agreements as are required or necessary for the adoption, implementation and maintenance of such Plan. A motion to accept the resolution was made by Stephen Lewis and seconded by Larry Decker.  
 AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: 0  
 Board Members Absent: 0
- Resolution #23 of 2024 (Transfer of Funds to a Short-Term Certificate of Deposit):** The Board of Trustees of the Town of Esopus Library authorizes the transfer of \$180,000.00 from the Bank of Greene County Operating Checking Account into short-term Certificates of Deposit. A motion to accept the resolution was made by Martha Farrell and seconded by Nancy Beranek.  
 AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused:  
 Board Members Absent:
- Resolution #24 of 2024 (Amendment to 2024 Budget):** The Board of Trustees of the Town of Esopus Library authorizes the additional \$9000 expenditure from the 2024 Budget Fund Balance. A motion to accept the resolution was made by Larry Decker and seconded by Nancy Beranek.  
 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 and from the Programming Manager. Lots of great activities have taken place at the Town of Esopus Library. There are quite a number of applicants for the Adult/Teen Programmer and the search continues. All the staff are correctly identified in Civil Service. Jesse is also working on E-Rate (discount internet). Jesse has completed writing the Employee Handbook. Adirondack Mountain Club has granted \$600 to the Town of Esopus Library towards the apple trees which are to be planted. Jesse noted three Town of Esopus events that the Town of Esopus Library should participate in. They are the Memorial Day Parade (5/27/24), the Car Show and the Esopus Honeybee Jubilee (9/15/24).

## VII. FRIENDS – Elaine Rylance

Elaine said Friends has a very ambitious project going. Friends will have a craft sale which is scheduled for May 18th. Please bring your craft supplies. Donations are being accepted 4/1/24 through 5/15/24. Friends is looking for volunteers to assist with the craft sale.

## VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Larry Decker

Written report was submitted. Larry reviewed the meeting minutes. The Committee is working to make sure the sheds do not blow over during wind storms. They are waiting for a final invoice which does not contain taxes to do work on the water fountain. We will participate in the Town of Esopus Tugboat. The Buildings and Grounds Committee is considering moving the next scheduled committee meeting to a different day due to the Solar Eclipse.

- **Governance and Personnel** – Nancy Beranek

Written report submitted. Nancy Beranek reviewed the meeting minutes. Nancy presented the following resolutions:

- **Resolution #15 of 2024 (Annual Report to NYS):** The Board of Trustees of the Town of Esopus Library has reviewed and accepted the 2023 Annual Report to the State Library. A motion to accept the resolution was made by Stephen Lewis and seconded by Reggie Heffernan.  
AYES: 9; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 0
- **Resolution #17 of 2024 (Annual Report to the Community):** The Board of Trustees of the Town of Esopus Library acknowledges the Annual Report to Community will be distributed to the community via email, on the website and at the circulation desk. A motion to accept the resolution was made by Elaine Rylance and seconded by Reggie Heffernan.  
AYES: 9; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 0
- **Resolution #19 of 2024 (Confidentiality of Library Patrons Records Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Confidentiality of Library Patrons Records Policy. A motion to accept the resolution was made by Martha Farrell and seconded by Elaine Jaffe.  
AYES: 9; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:
- **Resolution #20 of 2024 (Rename and Update of Protection of Copyrighted Materials Policy):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Copyrighted Materials Policy. A motion to accept the resolution was made by Larry Decker and seconded by Reggie Heffernan.  
AYES: 9; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:

- **Resolution #21 of 2024 (Rename and Update of Safety Policy and Procedure):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Safety Policy. A motion to accept the resolution was made by Reggie Heffernan and seconded by Larry Decker.  
 AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused:  
 Board Members Absent:
  
- **Resolution #22 of 2024 (Addition of Trustee Education Policy):** The Board of Trustees of the Town of Esopus Library accepts the addition of Trustee Education Policy and Trustee Education Completion Form to the Internal Section of the Library Policy Manual. A motion to accept the resolution was made by Elaine Jaffe and seconded by Elaine Rylance.  
 AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused:  
 Board Members Absent:
  
- **Sustainability, Research and Development** - Elaine Rylance  
 Written report was submitted. Elaine reviewed the meeting minutes. Don is looking for leads for the stakeholders list for Turning Outward.

**IX. Trustee Training** – Nancy Beranek

Trustee Training has been taking place at online sessions.

**X. ADJOURNMENT**

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Reggie Heffernan. The meeting was adjourned at 7:15 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

Town of Esopus Library

Buildings and Grounds Committee

April 15, 2024

4:30 pm

Attending: Larry Decker, Don Carragher, Jesse Chance, Steve Lewis, and Elaine Jaffe

Measured drawing of shed area for cement pad: Elaine & Deb will do.

Retaining boards: Pat Frank will do.

Fence painting: IBM & Other volunteers will be coming this week to do this as well as other garden tasks

Compost & Woodchips were delivered by Bruderhoff

Water fountain: Will arrive in warehouse Thurs./Fri. Jesse will schedule date/time to install.

Also: Jesse will talk to A-Team about Dishwasher/Slop sink

Check for \$600 from Grant for small orchard of Spitzenburg apples has arrived.

Elaine J. will investigate getting a master gardener to come and do a landscaping plan for us.

Tugboat project is moving along and will be done on time. We will NOT be doing the banned books theme.

The next Building and Grounds meeting is scheduled for Monday, **May 8, 2024** at 5:30 pm

Submitted, Larry Decker



**Town of Esopus Library  
Finance Committee Minutes  
April 11, 2024**

**Attendance:** Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Elaine Jaffe, Jesse Chance.

The payment of claims for \$19,737.67 was reviewed and approved by the committee and a resolution for approval by the Board of Trustees will be presented to the Board at the April meeting. The reconciliation summary dated 3/31/2024 was also reviewed by the committee.

The committee approved reimbursing Josie LaPolt \$3,450.38 for tuition based on our current reimbursement policy. A resolution will be presented to the Board at the April meeting.

Jesse is still investigating possible short term CD rates to provide more interest income to the library.

The committee reviewed and approved Jesse's proposed budget for 2025 of \$577,850. A resolution will be presented to the Board at the April meeting. Discussion ensued on whether to propose a wage policy for the future.

The Purchasing and Procurement Policy and General Accounting Practices Policy should be reviewed next month.

Respectfully submitted,  
Reggie Heffernan, Treasurer

**Next Meeting  
Thursday, May 9, 2024  
4 pm at The Town of Esopus Library  
Town of Esopus Library**

Town of Esopus Library  
Governance and Personnel Committee Meeting Minutes  
Tuesday April 9, 2024

Attending: Jesse Chance, Susan Barbarisi, Don Carragher  
Excused: All the rest of the Board.

This was a special meeting that viewed social sensitivity videos. The Board was invited to attend.

Topical videos covered: Generational Differences Among Workers, Unconscious Bias, Difficulties of Traditional Expectations and Modern Sensitivities.  
Some videos provided quizzes and discussions followed each topic.

Submitted,  
Don Carragher.

## SUSTAINABILITY / RESEARCH & DEVELOPMENT

APRIL 10, 2024

Present: Elaine Rylance, Chair; Don Carragher, Larry Decker, and Jesse Chance

The Turning Outward program has been pushed back and will be available to us probably late May.

Don shared with the committee information about helping a community generate public knowledge vs expert knowledge which Turning Outward will help to make us aware. Contacts in the community will include organization names and contacts, with their information, for as many clubs, organizations and affiliations that he can compile.

With that in mind, he respectfully requests that each Board member supply him with names and contacts for the organizations of which we are a member or are aware of.

Larry discussed how the tugboat will be painted. The tugboat was donated by the Town and will be part of the buoy exhibit. Hopefully this will include informational signs about the buoy and the river.

Respectfully submitted,

Elaine Rylance

Next meeting is May 8, 2024, at 4 p.m.