

Town of Esopus Library
December Board of Trustees Meeting
Wednesday January 27, 2021

Agenda

Call to order	Susan Leiching
Approval of December Board Meeting Minutes – 12/30/20	
Public Comment	Public
Treasurer’s Report/Finance Committee	Jill Abrahamsen
Director’s Report	Brooke Dittmar

Committees

1. Buildings, Grounds and Sign - Don Carragher
2. Governance and Personnel - Rhea Paniesin
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

Resolutions:

2021-01 – Payment of December Claims

2021-02 – Lukatis Donation

2021-03 – 2021 Foundation Annual Contribution

TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES December 30, 2020

Board Members Present: Susan Leiching, Jill Abrahamsen, Don Carragher, Gilbert Ramos, Jim Fitzmorris, Anne O'Neill and Rhea Paniesin

Board Members Excused:

Board Members Absent: Laura Lauria

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 Susan Leiching at 6:10 pm. This meeting was held via the online application Zoom due to the COVID-19 Pandemic.

II. APPROVAL OF MEETING MINUTES

Written minutes for the November monthly Board meeting held on December 2, 2020 was submitted and open for review.

- A motion to accept the minutes of the December 2nd Board meeting was made by Jim Fitzmorris and seconded by Don Carragher.
AYE: 7; NO: 0; ABSTAIN: 0
Board Members Excused: 0
Board Members Absent: Laura Lauria

III. TREASURER'S REPORT/FINANCE - Jill Abrahamsen

Written report was submitted. Jill Abrahamsen reviewed the written report and presented Resolution #38 for acceptance.

- **Resolution #38 of 2020 (Payment of November Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from November 1, 2020 to November 30, 2020 for items in the amount of \$13,055.39. A motion to accept the resolution was made by Rhea Paniesin and seconded by Anne O'Neill.
AYES: 7 NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent: Laura Lauria

IV. DIRECTOR'S REPORT - Brooke Dittmar, Director

No Written report submitted. Brooke reported that the sign will be installed on Monday. She is waiting for confirmation from the electrician that he will be there on Monday as well.

Susan noted that the frame is smaller than first thought. Looks like the frame will be the same size as the sign. Brooke has been doing lots of end of year work and is reviewing the payroll binders to make sure all ok if we are audited. Jim asked if someone can still contact the library to have copies made. The library can make copies for patrons as well as fax items. Susan complimented the recent newsletter which was sent out. It is done very well. Anne asked if anyone is borrowing the hotspots. Hotspots have not gone out at this time. Brooke will contact the principal of the local school to see if there is anyone in need of a hotspot. We can advertise the hotspot when the digital sign is functioning.

V. COMMITTEE REPORTS

- **Buildings, Grounds and Signs**–Don Carragher
Written report submitted. Don recapped the meeting minutes. The zoom format did not seem to work for us when we met. We discussed the digital sign. We hope the sign will be bigger than the base. It has rained every day that the group tried to meet to discuss the parking spaces and markings. Some bulbs for the lighting of the building need to be checked. Some lights are linked to the parking lot lights and it would be good to separate them. The committee has discussed using composite wood for the bridge by the pond. The next meeting is scheduled for January 11th. Anne was in the meeting but not listed in the meeting minutes. Don will make necessary corrections. Someone asked if there will be a special event set up for the turning on of the sign. Rhea suggested streaming the event on video and displaying pictures on the newsletter. Another suggestion was to stream the event on Facebook. Digital fireworks were also suggested. Live events will have to be curtailed until the pandemic is over.
- **Governance and Personnel** – Rhea Paniesin
Written report submitted. Rhea reviewed the report. We compared two versions of the Mission and Vision statement. Rhea reviewed the updates to the Mission and Vision statements.
- **Research and Development** – Gilbert Ramos
Gilbert reviewed the committee meeting minutes. Gilbert spoke with L&S services for the energy audit. They worked on the grant for the purchase of laptops for patrons. Perhaps the Library could have beginner computer classes. Laura will be researching the Bill and Melinda Gates Foundation and the Rockefeller Foundation for grants. Gilbert has been in contact with Steve Carr of EVConnect regarding charging stations. Gilbert has done the first draft for the Bank of Greene County grant. The deadline is the 15th of January.

Gilbert proposed purchasing a permanent plaque for all those that have made a donation toward the digital sign. It was also suggested that we note all those that have helped with this project in the newsletter or in the newspaper. Susan agrees with Gilbert and Anne that we should have some sort of recognition for the contributors for the sign. Gilbert pointed out that the reason for the sign is for

outreach to the community. Rhea suggested that the first item to be listed on the digital sign is a 'thank you' to all the donors for the sign.

- **Sustainability Committee** – Don Carragher
Written report submitted. Don reviewed the Committee meeting minutes. They had a lot of technical difficulty. They reviewed the links and resources in the H-I-J-K-L document. They found that some of the links in the document were video recordings. Turning outward is the first program they will focus on to get interactions with the community. The next committee meeting is scheduled for January 13th.

Gilbert wished everyone a Happy New Year!

- **Resolution #39 of 2020 (Update Mission Statement)** The Board of Trustees of the Town of Esopus Library accepts the updated Mission Statement. A motion to accept the resolution was made by Don Carragher and seconded by Anne O'Neill.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: Laura Lauria
- **Resolution #40 of 2020 (Update Vision Statement)** The Board of Trustees of the Town of Esopus Library accepts the changes to the Vision Statement. A motion to accept the resolution was made by Gilbert Ramos and seconded by Jill Abrahamsen.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: Laura Lauria

VI. ADJOURNMENT

There being no further business or discussion, Jim Fitzmorris made a motion to adjourn and it was seconded by Don Carragher. The meeting adjourned at 6:55 pm.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: Laura Lauria

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

Town of Esopus Library
Buildings and Grounds Committee
January 11, 2021 at 4:00 pm

Attending: Brooke Dittmar, Jim Fitzmorris, Don Carragher

The Zoom format did not always work clearly and this delayed our discussions somewhat.

The electric hook-up for the new sign is not complete but could be finished later today. Staff will be trained by a company representative from Connecticut. Brooke will try to arrange a remote training rather than in person meeting.

The sprinkler system is sending alarms to our monitor service in Kingston. Brooke suspects a faulty component and will call the vendor to inspect it.

We may want to consider a grant to replace the security system.

Snow and ice removal is being kept up.

Brooke plans to review the Facility Plan to update past and future projects. If we could apply for at least one construction grant every year we could maintain and improve the plant facilities at a regular pace.

The Town of Esopus had originally paved the back lane and small lower parking lot in 2015. We want to consider adding more easily accessible parking spaces below.

Additional gardening space was suggested by a current community garden participant. Outdoor work will remain on hold until the spring. Don offered to check with Central Hudson for replacement LED parking lot lamps. If new lamps had built-in photosensitive switches we could stop using the timer which is difficult to operate.

Next meeting is scheduled for February 8, 2021 at 4:00 pm

Submitted by Donald Carragher

Director's Report to the Board
January 27, 2021
Brooke Dittmar

I am sad to report the death of John Wackman, who has been the person and energy behind Repair Cafés spreading over the entire Hudson Valley. He was an incredible human being. He was friendly and inclusive, he spread positive energy, and he was an enthusiastic proponent of creating community. He was dedicated to contributing to the rejuvenation of our planet, in part, by fixing broken items, instead of throwing out the old and having to buy new. He will be greatly missed by the many people he touched.

A lot of time was spent on the digital sign this month, with coordination of contractors, and a lot of rescheduling, as well as me nudging things along where I could. I am happy to say that the physical structure and electricity to the sign are completed! As you will see, the sign itself is larger than the internal frame that was first installed. The seemingly small size of the frame had been an initial concern. The sign consists of 2 separate, but connected, reader boards, facing opposite directions. Kristin and I are working on learning the computer program. Our virtual training on how to use the program is not until the 3rd week of February (the first date that was available!), so we are on our own until then.

We have a new Instagram account! You can connect to it from the website's homepage (at the bottom), or click here: <https://www.instagram.com/esopuslibrary/>. There are only a few posts so far, as we're just getting started.

We have loaned out a hotspot to an extremely excited and grateful patron! We are advertising the hotspots with fliers at all the places that we used to post our print calendar of events, as well as on our online platforms (our website, Facebook, Instagram, and our e-Newsletter). We also have a press release ready to be sent out this week.

Since the pandemic hit we have added these on-line resources: Creative Bug, Zoom, Tutor.com, and hoopla. We have increased the number of e-books and e-audiobooks that we subscribe to in Overdrive, to accommodate an increase of usage for these online items. Soon, because of a merging of companies, we will be able to offer instant access (no wait times, as is currently the case) to 3,200 e-magazines, which is a significant increase from the approximately 1,300 e-magazines that are currently available to patrons. Additionally, on hoopla (no capital "H"), patrons can access e-books, e-audiobooks, e-comics, streaming videos, TV shows, and music. You can access them all immediately, with no waiting, such as you experience with Overdrive titles.

We have been working on scheduling some of the inspections we need, such as the fire extinguishers and safety lights, as well as the fire sprinkler inspection.

We have been working on two new services. Brian is now curating and providing a monthly themed book list. You can find them on the website under "Library from Home!" The other service, which hasn't quite started yet, is "staff picks". Staff members will be sharing online some of their all-time favorite reads, as well as their more recent and current favorite reads.

I was happily surprised to find that the Town of Esopus sent me, and every Trustee, thank you letters and frame-worthy certificates, for the work that has been done to help the community during the pandemic. You can call the library to make an appointment to pick up yours!

Town of Esopus Library
Finance Committee

January 14, 2020
(2nd Thursday at 4:30pm)

Attendance: Jill Abrahamsen, Brooke Dittmar, Susan Leiching, Gilbert Ramos.

The January finance committee meeting was held via Zoom.

The payment of claims for the month of December was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the January Board meeting scheduled for January 27th.

The impact of the percentage of minimal wage increase was also discussed in order to get all employees to the \$15 an hour minimum wage and for all staff to get the correct percentage wage increases. Entry level wages will also be discussed.

The next meeting of the Finance Committee will meet on February 11, 2021 at 4:30pm.

Submitted by Jill Abrahamsen

Town of Esopus Library

Governance and Personnel Committee Meeting Minutes

January 12, 2021

Attending: Laura, Brooke, Susan, Rhea

We did not have a policy to review, so the meeting took almost no time.

MHLS suggests policies should be reviewed every 5 years. G&P will continue to review and update policies. We will work on those dated 2013 first.

Before the next meeting, Brooke will send out a list of 6 policies she would like the committee to review. Some policies Brooke will write herself and bring before G&P for approval.

Rhea will email Mary asking her to send out the Director's Evaluation. Susan will send a copy of the evaluation to both Mary and Rhea.

Next meeting Tues., Feb 9, 2021 at 5:00 PM (2nd Tuesday of the month).

You are welcome to join us at

<https://zoom.us/j/92213498337?pwd=Y0k5cHpweFhsZ2VXNzZjWjRyUCs3UT09>

Meeting ID: 922 1349 8337

Passcode: f6t06X

Submitted by Rhea Paniesin

Town of Esopus Library
Research and Development Committee
January 13,2021

The Bank of Greene County grant was submitted requesting \$2,500.00. Kristin will be applying for a grant from American Library Association through Libraries Transforming Communities grants available for up to \$3,000, the grant would be used for purchasing laptops and additional hotspots. Gilbert has contacted electrician James Carey of Arace and provided specifications for charging stations, a quote is necessary in order to begin the process and ascertain financing options, there is grant money from NYSERDA.

Present: Brooke, Lauara,Rhea,Anne, Gilbert

Respectfully submitted,
Gilbert Ramos
Chairperson

Town of Esopus Library
Sustainability Committee
January 13, 2021 at 4:00 pm

Attending: Brooke Dittmar, Jim Fitzmorris, Jill Abrahamsen, Don Carragher

Brooke and Kristen previously discussed the Turning Outward community program and concluded it to be cumbersome and repetitive of our past efforts. We will not pursue it. They feel an interest query directly to our patrons will be more productive. With Covid restrictions in place we are not sure what form it would take. Zoom is one possibility.

Brooke will schedule staff training for the new sign. We discussed the addition of more Internet Hotspots in order for patrons to have better e-web access. As Covid continues/worsens, better internet access will increase in importance.

Next meeting is scheduled for February 10, 2021 at 4:00 pm.

Submitted by Donald Carragher