

Town of Esopus Library  
December Board of Trustees Meeting  
Tuesday, January 4, 2021

**Agenda**

Call to order	Jim Fitzmorris
Approval of November Board Meeting Minutes – 11/23/21 Approval of Emergency Board Meeting Minutes – 12/15/21	
Public Comment	Public
Treasurer’s Report/Finance Committee	Gilbert Ramos
Director’s Report	Brooke Dittmar
Friends	Susan Leiching

Committees

1. Buildings and Grounds – Jim Fitzmorris
2. Governance and Personnel – Susan Leiching
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

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Resolutions:

2021-43 – Payment of November Claims

2021-44 – Health Benefits for Director

# TOWN OF ESOPUS LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

### November 23, 2021

**Board Members Present:** Gilbert Ramos, Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Shannon Harris, Susan Leiching (arrived during Finance Committee) and Don Carragher

**Board Members Excused:**

**Board Members Absent:** Laura Lauria

**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 6:04 pm via Zoom

#### II. APPROVAL OF MEETING MINUTES

Written minutes for October monthly Board meeting held on October 26, 2021 were submitted and open for review.

- A motion to accept the minutes of the October 26th Board meeting was made by Reggie Heffernan and seconded by Nancy Beranek.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent: Laura Lauria, Susan Leiching

#### III. TREASURER'S REPORT/FINANCE – Gilbert Ramos

Written report was submitted. Gilbert reviewed the Finance committee meeting minutes. Reggie received an application to apply for battery backup for the digital sign. The Finance Committee is reviewing all the financial policies. The Finance Committee has requested that the usage numbers for Hoopla be provided on a monthly basis at each Board meeting.

- **Resolution #39 of 2021 (Payment of October Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from October 1, 2021 to October 31, 2021 for items in the amount of \$18,094.40.. A motion to accept the resolution was made by Shannon Harris and seconded by Don Carragher.

AYES: 7 NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: Laura Lauria

#### IV. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the Director's report. MHLS is talking with surrounding libraries and Overdrive to unite under the Reciprocal Lending Agreement. This agreement is good because if we get library systems to join together we will have a lot more options (eBooks) to choose from. Brooke included Overdrive statistics as well. Brooke talked to our plowing guy and asked for a quote for sealcoating and new lines in the spring. The digital sign tripped a breaker a couple times in a week. They will keep an eye on it. The breakers are next to the sign on the post. New York State is increasing minimum wage which to \$13.20 per hour. The EBA (Esopus Business Alliance) meeting was held at Woodcrest Church Community. It was very interesting to see what they make for people with

special needs. Brooke talked to the electrician to do some work for us. The light bulbs on the marquee need to be replaced. She also talked to him about the parking lot lights. She wants to change the light bulbs to be light sensitive rather than based on a timer. Don mentioned that some of the lights inside are on the same timer as the parking lot lights. It would be a good idea if we can get the timer removed inside. The Town of Esopus Highway needs to be involved in the changing of parking lot lightbulbs, as they have a bucket truck to assist with this work. We have the bulbs in house that need to be installed. Brooke will contact the Town of Esopus Highway to come and install the lights.

#### **V. FRIENDS -- Susan Leiching**

Susan reported that Friends met on 11/17/21. Friends made \$1510.00 at the book sale. We need a vintage curator to see if we have any books that are old and of any value. The next book sale will be at the Apple Festival in the fall next year. The 5.00 bag sale might be continued at the next sale. They are accepting book donations. December lobby sale will be ready. The bookseller will open on 12/15/21. The membership mailing is scheduled for January. Susan reviewed the list of officers.

#### **VI. COMMITTEE REPORTS**

- **Buildings and Grounds**– Jim Fitzmorris  
Written report submitted. Jim reviewed the newly sent committee meeting minutes. The Committee will find out what structural/safety codes apply to the new pond bridge. Don discussed the possibility of working with a computer recycling group with assistance from Office of the Aging to recycle our old computers (after the hard drive is removed).
- **Governance and Personnel** – Susan Leiching  
Written report submitted. Susan reviewed the meeting minutes. They reviewed the role of the trustee. This is a work in progress.
  - **Resolution #36 of 2021 (2022 Holiday Closings):**  
The Board of Trustees of the Town of Esopus Library accepts and approves the schedule of Holiday Closings for 2022. A motion to accept the resolution was made by Susan Leiching and seconded by Don Carragher.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: Laura Lauria
  - **Resolution #40 of 2021 (Personnel Actions - E. Peterson and S. Doctoroff):** The Board of Trustees of the Town of Esopus Library accepts the hiring of E. Peterson and the resignation of S. Doctoroff. A motion to accept the resolution was made by Don Carragher and seconded by Reggie Heffernan.  
AYES: 7 NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent: Laura Lauria
  - **Resolution #41 of 2021 (MHLS Direct Access Plan):** The Board of Trustees of the Town of Esopus Library accepts and approves the updated MHLS Direct Access Plan. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Don Carragher.  
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Board Members Excused:  
Board Members Absent: Laura Lauria

- **Research and Development** – Gilbert Ramos  
The Research and Development Committee did not meet this month.
- **Sustainability Committee** – Don Carragher  
Written report submitted. We reviewed two topics. The Disaster Response Plan as well as a need for library expansion. The library is preparing an emergency preparedness book. Libraries are also a safe haven. When FEMA leaves and all order is restored, there is still a lot to do. The library does have a part to play in disaster cooperative effort. Backup power for the digital sign is important because it could be used to help direct folks in case of emergency.

Jim asked if there is any new business. Jim said that the Board will go into executive session at 6:49 p.m. Gilbert Ramos made a motion to go into executive session and it was seconded by Susan Leiching.

At 7:12 p.m. the Board meeting was back in session.

## **VII. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Shannon Harris. The meeting was adjourned at 7:15 p.m.

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Board Members Excused:

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

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

Buildings & Grounds  
Committee Meeting Minutes  
December 13, 2021

Attendees: Don Carragher, Brooke Dittmar, Jim Fitzmorris, Shannon Harris

The committee discussed the following:

- Clearing vines and dead branches along the north side of the treeline.
- Steps toward having charging units for electric vehicles installed in the parking lot.
- Additional light(s) placed in the parking lot
- Shoring up spots on the deck where nails protrude from beams/joinery.
- Getting second/third estimates from competitors toward removing the old pond bridge and constructing a new one.
- Applying for annual construction grants to cover appropriate building/grounds projects.

Next meeting will be January 10 @ 4:00pm.

Respectfully submitted by  
Jim Fitzmorris, Chairperson



**Director's Report to the Board**  
**December 2021 meeting (held January 4, 2022)**  
**Brooke Dittmar**

I hope you all have had a pleasant holiday, and will enjoy the upcoming holiday, as well!

The \$8,000 that we have been expecting from the Kingston School District has arrived. The PILOT payment has not yet arrived, however, from the Town of Esopus. We should have it in hand before the end of the month. Last year it amounted to \$3,849.

Gilbert is interested in seeing the participant numbers for our virtual programs, so I put together a document that has the numbers of participants for each adult program that took place in the past year, monthly totals for all programs, and the year-to-date total number of participants. We have provided an impressive number and diversity of programs, and have had an impressive number of participants, even though some patrons were tired of Zooming by the time January 2021 came around. See the attached sheets for this info.

During Shannon's research for supplies for one of her programs, she came across a company that offers \$500.00 Promotional Products grants, to be used in the purchase of their products. They have approved our request for a grant, and we will be ordering large mugs with our logo on them.

Starting on January 3<sup>rd</sup> the bin delivery system (ILL) will be changing a little. We will now be "pre-sorting" the items that we are sending to libraries that come after us on that day's delivery route (the routes and the order of libraries changes some on different days). This will help the drivers sort our bins more quickly when they get them into the van. This is something that they have always done, allowing the items to be delivered to those libraries after us on the delivery route. This process is more efficient than it would be to have all items delivered to Mid-Hudson to be sorted, and then disseminated out to libraries from there. This process is one of the reasons why delivery of items takes such a short amount of time!

We are just about to wrap up our food drive (at the end of this month). For those of you that aren't aware, we accept non-perishable items, and, in exchange, give the patron a \$3.00 credit for each item donated, toward any fines that they have on their account. It's a popular program, which we do twice each year. This year we have also been offering tickets for a raffle to those people that donate 10 or more items for the Food Bank. Eight people have participated in the raffle so far. The winner will get a basket filled with useful items and treats for winter-time.

I look forward to seeing everybody at our December Zoom meeting (being held on January 4, 2022)!

Adult Program Attendance, All of 2021

January

Needleworkers	4
Esopus Artists	6
Trivia Night	15
Book Club	10
Needleworkers	1
Esopus Artists	6
Writer's Group	6
Photo Club	17
Esopus Artists	6
Fact Check Happy Hour	2
Chair Yoga	10
Needleworkers	2
Esopus Artists	5
Crafternoon: Book Alteration	2

Total 92

February

Chair Yoga	9
Abandoned Premiere	146
Needleworkers	6
Esopus Artists	6
Trivia Night	12
Chair Yoga	11
Esopus Artists	6
Photo Club	14
Around the World: Virtual Concert	5
Esopus Artists	4
Writer's Group	8
Pine St. Af. American Cemetery	12
Chair Yoga	12
Orphan Train Discussion	3
Esopus Artists	5

Total 259

March

Chair Yoga	12
Needleworkers	3
Esopus Artists	6
Trivia	17
Reader's Choice Book Club	7
Chair Yoga	13
Needleworkers	2
Esopus Artists	6
Writer's Group	8
Lucky Breaks: Superstition	5
Chair Yoga	12
Needleworkers	1
Esopus Artists	7
Photo Gallery Opening	46
Chair Yoga	15
Needleworkers	1
Esopus Artists	6
Old 69th: Irish Soldiers	4
Chair Yoga	14
Needleworkers	1
In Defiance: Runaway Slave	7
Chair Yoga	6
Esopus Artists	4

Total 203

April

Psychic Highway: Erie Canal Prem	79
Readers Choice Book Club	7
Chair Yoga	6
Needleworkers	5
Esopus Artists	6
Trivia Night	17
Needleworkers	1
Esopus Artists	6
Writer's Group	10
Needleworkers	1
Esopus Artists	5
Recycling Right	4
CrafterNoon: Yarn Birds	3
Needleworkers	2
Esopus Artists	5
Erie Canal Discussion	2

GRAB 'n GO Garden Kits 40

Total 199

May

Needleworkers	6
Esopus Artists	5
Book Talk with Sharon Charde	3
Alzheimer's Commun Strat	2
Trivia Night	13
Readers Choice Book Club	11
Backyard Birds	8
Needleworkers	1
Stress Inoculation	4
Esopus Artists	6
Writer's Group	10
Alz's Dementia Related Behav	2
Birth of Industry	16
Needleworkers	1
Esopus Artists	5
Vaccine Facts	1
Needleworkers	1
Medicare 101	3
Esopus Artists	6
<b>Total</b>	<b>104</b>

July

Readers Choice Book Club	9
Esopus Artists	6
Trivia	13
Needleworkers	4
Esopus Artists	2
Writers Group	10
Photo Club	17
Spark Joy (KonMari)	12
Esopus Artists	5
Craft: Folded Book Animals	2
Disability Rights NY	3
We Celebrate Pets	6
<b>Total</b>	<b>89</b>

June

Esopus Artists	4
Questions of Sanity	78
Trivia Night	22
Readers Choice Book Club	8
Needleworkers	3
Esopus Artists	4
Writer's Group	8
Sunrise Scimitar (Eclipse)	7
Photo Club	14
Needleworkers	2
Esopus Artists	5
Disability Rights	joint prog
Backyard Chickens	12
Needleworkers	1
Esopus Artists	4
Female Serial Killers Discussion	2
Needleworkers	1
Esopus Artists	5
<b>Total</b>	<b>180+</b>

August

Code of Handsome Lake (Film)	75
Needleworkers	9
Esopus Artists	12
Performance Lab	3
Trivia Night (Online)	14
Readers Choice Book Club	12
Needleworkers	10
Esopus Artists	19
Writer's Group	14
Needleworkers	7
Esopus Artists	9
Performance Lab	3
Needleworkers	6
Friends of the Library	7
Esopus Artists	6
Needleworkers	11
Esopus Artists	6
Animal Sketchbook (self-guided)	8
<b>Total</b>	<b>231</b>

September

Readers' Choice Book Club	6
Guitar Workshop	9
Esopus Artists	4
Performance Lab (Overdue)	3
Photo Club	15
Guitar Workshop	10
Needleworkers	9
Guitar Workshop	11
Needleworkers	6
Esopus Artists	8
Guitar Workshop	7
Needleworkers	7
Esopus Artists	8
Guitar Workshop	8
Total	111

October

Needleworkers	11
Esopus Artists	8
Guitar Workshop	10
Reader's Choice Book Club	11
Esopus Artists	7
Photo Club	13
Author Talk with L. L. Sterling	2
Guitar Workshop	8
Needleworkers	7
Esopus Artists	4
Overdue (Music)	3
Guitar Workshop	10
Needleworkers	11
Esopus Artists	3
Overdue (Music)	3
Guitar Workshop	9

Total 120

November

Needleworkers	11
Esopus Artists	7
Needleworkers	11
Photo Club	14
Artists Group	7
Overdue	4
Seven Wonders of Universe	10
Needleworkers	6
Chair Yoga	11
Esopus Artists	9
Chair Yoga	10
Total	100

December

Trivia Night	15
Readers' Choice	8
Chair Yoga	7
Photo Club	9
Chair Yoga	6
Wills&Healthcare Proxies	5
Chair Yoga	12
Esopus Artists	5
Book Bouquet Craft	6
Total	73

Year To Date Total Participation 1761+

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES December 15, 2021**

**Board Members Present:** Gilbert Ramos, Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Susan Leiching and Don Carragher

**Board Members Excused:**

**Board Members Absent:** Laura Lauria, 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 5:09 pm via zoom.

Don Carragher updated the Board regarding his conversation with Energy Conversation Services located in Port Ewen, NY. He inquired about solar and geo thermal as well as building insulation. They will do infrared survey of the building to see how the library building is and then they will recommend specialists, if needed.

- **Resolution #42 of 2021 (Change in 2021 Christmas Closing):** The Board of Trustees of the Town of Esopus Library accepts the change in the Christmas holiday closing, to be observed on Friday, December 24, 2021. A motion to accept the resolution was made by Reggie Heffernan and seconded by Don Carragher.  
AYES: 6 NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent: Shannon Harris, Laura Lauria

## **II. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Susan Leiching. The meeting was adjourned at 5:15 p.m.

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Town of Esopus Library  
Finance Committee  
December 9,2021

The payment of claims for \$15,903.44 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board on January 4th. meeting.

Reggie and Brooke were conversing about staffing, specifically about what jobs individuals performed and education requirements.

A rough draft of the Fund Balance Policy was reviewed and amended. The committee will attempt to complete the policy for the Board to review at the January 4th. meeting.

Submitted by Gilbert Ramos Chairperson

Present: Brooke Ditmar,Susan Leiching, Reggie Hefferman, Gilbert Ramos

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

**December 14, 2021  
(2<sup>nd</sup> Tuesday, @ 4pm)**

**Attendance:** Susan Leiching, Brooke Dittmar, Nancy Beranek, Jim Fitzmorris, Don Carragher

The meeting was called to order at 4:10 PM

1. Brooke was reviewing the 2021 holiday schedule and in fact we did not include Friday, December 24<sup>th</sup> as the paid holiday. Jim will schedule a zoom meeting tomorrow evening so we can pass a resolution to have the 24<sup>th</sup> as the paid holiday for Christmas.
2. For the responsibilities of a trustee, we are going to use the information outlined in the by-laws for the trustee. We will incorporate some information for the trustee manual to support the responsibilities.

Meeting adjourned at 5:15 pm

Respectfully submitted,  
Susan Leiching, Chairperson

**Next meeting is January 11, 2022  
4:00 PM**



Town of Esopus Library  
Research & Development Committee  
December 8, 2021

Present: Brooke Dittmar, Nancy Beranek  
Excused: Gilbert Ramos  
Absent: Shannon Harris

Nancy spoke earlier with Natalie Lincoln, the grants coordinator from Antonio Delgado's office, who recommended contacting the USDA Rural Development Office, which was done. Our contact there will call back with information for us. Natalie Lincoln also said that we could set up a Zoom meeting with her to discuss other available federal funds.

Brooke and Nancy reviewed the Green Mountain Energy website. Based on our responses to the qualifying questions, we might be eligible for a sustainability grant. A message was left requesting further information.

We spoke with the Sustainability Committee about prioritizing needs before applying for any pertinent grants.

Respectfully submitted,  
Nancy Beranek

Town of Esopus Library  
Sustainability Committee  
December 8, 2021

Present: Brooke Dittmar, Reggie Heffernan, Laura Lauria, Don Carragher

The discussion of priorities included:

- Library Building - alternate power sources: solar, +battery, generator and buried propane?
- ESign- backup power: Solar with batteries?
- Community needs: charging, warming and cooling.

Brooke contacted Timely Signs about a solar power option. They do not do this.

Don suggested contacting Energy Conservation Services ECS in Port Ewen for an assessment of our solar and geothermal systems efficiency. Reggie offered to also present the library's interests.

Laura and Don shared some ideas for green energy practices that need development.

Grant applications must be planned for all these improvements.

Next Meeting: 1/12/22

Submitted by: Donald Carragher