

Town of Esopus Library  
March Board of Trustees Meeting  
Wednesday, March 26, 2025

**Agenda**

Call to order	Larry Decker
Approval of February 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 – Stephen Lewis
2. Governance and Personnel / Trustee Training – Martha Farrell
3. Sustainability, Research and Development – Don Carragher

Adjournment

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Resolutions:

- 2025-15 – Payment of February Claims
- 2025-16 – Personnel Actions – A. Adin and S. Thomas
- 2025-17 – Annual Report to NY State Library
- 2025-18 – Annual Report to the Community
- 2025-19 – Exceed Tax Cap in 2026
- 2025-20 – Section 7 and Section 8 of the Personnel Policy Manual Update
- 2025-21 – Stewart's Holiday Match Grant

**TOWN OF ESOPUS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 26, 2025**

Board Members Present: Elaine Rylance, Stephen Lewis, Larry Decker, Martha Farrell, Don Carragher, Sharon Briden, Allen Olsen, Laura Petit  
Board Members Excused: Elaine Jaffe  
Board Members Absent:  
Staff Present: Jesse Chance, Mary Garraty

Public: Suart Auchincloss and Leslie Gerber as Ulster County Representatives from the MHLS Board attended our meeting. Kenneth Goldberg was unable to attend.

The meeting of the Town of Esopus Library Board of Trustees was called to order by President, Larry Decker at 6:00 p.m.

**II. APPROVAL OF MEETING MINUTES**

Written minutes for the January monthly Board Meeting held on January 22, 2025 was submitted and open for review. A motion to accept the minutes of the January monthly Board meeting held on January 22, 2025 was made by Elaine Rylance and seconded by Martha Farrell.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused: Elaine Jaffe

Board Members Absent:

**III. Presidents Word** – Larry Decker

Larry said a few words about Advocacy Day in Albany. He said it was a great experience and recommended that everyone attend. The Legislator is really looking for a good number of folks to attend.

**IV. Public Comment** - Stuart strongly supported what Larry said. It's very important for libraries to lobby with our legislators and our senators as it is very important to have aid. Leslie left a copy of a handout about aid from MHLS. It is key to discuss with legislators and senators during this time of year while they are working on the budget. Make our voices known! Leslie also commented that it was a great experience. Stuart and Leslie asked that we ensure that MHLS has all correct email addresses of the Trustees. A Library is not just about books. It's about so much more; such as, the programs that are offered and a place to go.

**V. TREASURER'S REPORT/FINANCE** – Allen Olsen

Written report was submitted. Allen Olsen reviewed the committee meeting minutes and presented the resolutions listed below.

- Resolution #09 of 2025 (Payment of January Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from January 1, 2025 to January 31, 2025 for items in the amount of \$13,985.06. A motion to accept the resolution was made by Don Carragher and seconded by Laura Petit.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Elaine Jaffe  
 Board Members Absent:
- Resolution #11 of 2025 (Transfer of Funds to MHVFCU):** The Board of Trustees agrees to open a checking account at the Mid-Hudson Valley Federal Credit Union (MHVFCU) in anticipation of beginning work on the Solar Array Upgrade project in the upcoming months. A motion to accept the resolution, as amended, was made by Stephen Lewis and seconded by Laura Petit.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Elaine Jaffe  
 Board Members Absent:
- Resolution #12 of 2025 (Amendment to 2024 Budget):** The Board of the Town of Esopus Library authorizes the adjustments to the final 2024 Budget in order to have a balanced budget. A motion to accept the resolution, as amended, was made by Elaine Rylance and seconded by Martha Farrell.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Elaine Jaffe  
 Board Members Absent:
- Resolution #13 of 2025 (Amendment to 2025 Budget):** The Board of the Town of Esopus Library authorizes the adjustments to the final 2025 Budget in order to have a balanced budget. A motion to accept the resolution, as amended, was made by Martha Farrell and seconded by Don Carragher.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Elaine Jaffe  
 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. Jesse is waiting for confirmation that the annual report is complete from MHLS. The elevator has been fixed since his report was sent out. Otis also fixed the erroneous bill that was sent. The Community Garden application process has commenced. There is a Tween Book Club with four members.

**VII. FRIENDS – Elaine Rylance**

Elaine stated that they met last week and are in the process of preparing for the membership drive next week. Jesse is having a set a bookshelves built outside the library basement door for anyone that wants to take a book.

## VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Stephen Lewis  
Written report was submitted. Stephen Lewis reviewed the meeting minutes. Stephen discussed the mid islands with Bill Meehan regarding replacing them. There was discussion about the building of the outside bookshelves as well. The bookshelves will need to be waterproof.
- **Governance and Personnel** – Martha Farrell  
Written report submitted. Martha Farrell reviewed the meeting minutes and presented the following resolutions:
  - **Resolution #10 of 2025 (Personnel Actions - F. North-A.Adin):** 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 Don Carragher and seconded by Elaine Rylance.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:
  - **Resolution #14 of 2025 (Update to Section 5, Section 6 Policy and Incident Report Form of the Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 5, Section 6 and Incident Report Form of the Personnel Policy Manual. A motion to accept the resolution was made by Elaine Rylance and seconded by Allen Olsen.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:
  - **Sustainability, Research and Development** - Don Carragher  
Written report was submitted. Don Carragher reviewed the committee meeting minutes. We are fortunate to have Elaine Jaffe and Laura Petit's experience regarding grants. We watched a video on the grant application process. Laura, Don, and Sharon participated in the City of Kingston grant writing project. A vast amount of assistance is available. Getting grants will help us get more for all of our projects, etc. Stuart Auchincloss commented that MHLS encourages libraries to ask for more money.

## X. Trustee Training

Trustee Training has been taking place at online sessions.

## XI. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Elaine Rylance. The meeting was adjourned at 6:50 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Jaffe

Board Members Absent:

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

## Director's Report March, 2025

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

**Solar Power Array Upgrade Project:** After waiting patiently for estimates from Liberty Solar for almost three weeks it became clear to me the other day that there had been a miscommunication internally in their company. It turns out that Brian, the Sales Rep who is working up the estimate for me, had not been given the R.F.E. (request for estimates) that I sent when I sent all the pertinent documents to Liberty Solar. Somehow he got it in his head that we wanted was for them to plan and install a battery back-up system only. This has been cleared up but I suspect the estimates are going to take a couple more weeks now.

**New Custodian:** The first candidate that we hired decided after two and a quarter hours that he did not think he would “be able to maintain enthusiasm for the position.” He thanked us for the opportunity and quit on the spot. He did not want to be compensated and told us to consider it a donation. Luckily for us, there was a back-up choice who was pleased to hear from me. Stephen has been on the job for almost two weeks and I think he is going to prove to be an asset to the library.

**E-Rate:** Due to the current uncertainty regarding many kinds of Federal funding, I have decided that Esopus Library will forgo entering into a contract with AT&T for wifi Hotspots. We will follow through on the E-Rate internet contract with Spectrum because with or without that special pricing, Esopus Library is obligated to provide high speed broadband but we are not required to provide wifi hotspots. If E-Rate funding falls through, it would be best not to be stuck paying for that service.

**Annual Report to the Community:** Now that the Annual Report to NY State is finalized, we are assembling the Annual Report to the Community. This document will feature programming highlights, pertinent statistics from the past year, letters to the public from key library figures, strategic goals for 2025, and of course a big thank you to all of our community partners.

**Community Garden Lottery:** A small group of interested parties gathered on the deck in back of the library on the afternoon of Friday, March 14<sup>th</sup> to watch 16 names get drawn from a bucket. There were 22 applicants vying for those 16 plots. Deborah Nickerson and Pat Frank have agreed to be our garden managers

again this year. Participants have been notified and we look forward to a peaceful and productive growing season.

**2026 Budget:** I presented a preliminary budget for 2026 to the Finance Committee at the most recent meeting. We will discuss it again at the April Finance meeting and submit it for a vote at the April Board Meeting. From 5PM to 6PM on April 23<sup>rd</sup>, before the Board meeting, the Board President and I will sit for a Budget Hearing with any public who choose to show up.

### ***Upcoming:***

**Elections/Budget Vote:** June 3<sup>rd</sup> fast approaches and as our Board Secretary will tell you, there is lots to do between now and then. Petitions to run for open Board seats will be available to the public to pick up at the circulation desk on April 1<sup>st</sup>. We have two members up for election or re-election and one member completing their 2<sup>nd</sup> term therefore they must take a year off before running again. Signed petitions are due on May 5<sup>th</sup>.

**In-Person Trustee Training:** Esopus Library will be hosting an MHLS led Trustee Training session on June 16<sup>th</sup> at 6PM. The topic is not finalized yet, but will cover either legal issues libraries face or financial stewardship of libraries. It will probably be a popular program that will fill up so I encourage all Board members to sign up as soon as they see it announced in the MHLS Bulletin. If any of you do not receive the Bulletin, please let me know ASAP.

**Free Books Shelving Unit:** Although we received the money to build this from a private donor in December, the weather hasn't been very outdoor construction friendly. Since that's changing as we speak, this project will be completed in the next few weeks.

**Mobile Programming Storage Units:** This idea has been kicking around for months but the funding for it was being hard to locate until last week. Thanks to a grant application that Laura Petit put in for us with Stewart's Shops, as of 3/13/25 we have \$750 to put towards building these units.

### ***Continuing Education, Community Outreach & Library Advocacy:***

**Memorial Day Parade:** Once again, Esopus Library is invited to march in the Town's annual Memorial Day Parade. This year that holiday is on Monday, May

26<sup>th</sup>. It is very difficult to get staff to commit to this one as it is a paid holiday and lots of people tend to have plans that weekend. If I can get a group of Friends and Board members to carry a Library banner with me, I will register to participate.

Respectfully Submitted,

*Jesse Chance*

### **Addendum: Ways You Can Help Libraries in these Troubled Times**

A message from the MHLS Executive Director:

Last week we saw both the state legislature release their one-house budget bills and the President issued an Executive Order calling for the elimination of the federal Institute of Museum and Library Services (IMLS). Both have grave consequences for our small, but mighty library community here in the Hudson Valley. I apologize for asking for your efforts on both the state and federal advocacy fronts, but this is what this moment calls for.

State Advocacy:

With utmost speed, library advocates need to reach out to your State Senator and State Assemblyperson to let them know that neither the Executive budget nor the one-house budget bills go far enough in funding library operating aid and construction aid for libraries in the context of reality. We certainly appreciate their proposed increases, and that appreciation should be expressed, but we also need to bring home the urgency behind our message: don't weaken our library systems by continuing this pattern of underfunding. We have limited time to influence the outcome of the state budget which is due to be complete by April 1.

What underfunding of MHLS means for your library:

MHLS receives 78% of its operating aid through the NYS Budget. State funding has failed to keep up with inflation which means our purchasing power has greatly diminished. Our ability to maintain critical services like delivery, ILS support, consulting, and continuing education as well as critical categorical aid programs like the Central Library Services Program - which funds the OverDrive platform, OverDrive content, including eMagazines, Transparent Language and JobNow are all compromised.

With more than \$34 million in reported construction needs from member libraries, the \$1.2 million our region receives from the State Aid for Library Construction Program is also not keeping pace. Members are contending with issues such as basic accessibility, energy efficiency, and protecting our facilities from the impact of climate hazards.

Please call today. Contact information for your state legislators can be found at <https://midhudson.org/topics/sustainable-libraries/advocacy/mhls-legislators/>

You can also email stakeholders through the New York State Library Association (NYLA) Urgent call to action

[https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo\\_id=23622](https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo_id=23622)

Federal Advocacy:

The call to eliminate IMLS marks a dark day in our nation's history. This organization has invested in the future of Americans for 30 years providing funding for library jobs, research, and groundbreaking projects that have influenced everything from the adoption of the internet in libraries to the adoption of makerspaces in libraries to how libraries contribute to social wellbeing and community resilience. In fact, I got my first library job thanks to an IMLS-funded project here at MHLS.

What the executive order means for your library:

IMLS administers the Grants to States program, a congressionally mandated program that completely funds the NYS Division of Library Development's (DLD) operations. While MHLS does not directly receive federal funding through this program, we greatly rely on DLD to facilitate the funding we do get from New York State. Defunding DLD will have a ripple effect that could greatly compromise our ability to access the state aid, described above, that is critical to our operations.

Please call today. Contact information for your federal legislators can be found at <https://midhudson.org/topics/sustainable-libraries/advocacy/mhls-legislators/>

Now is the perfect time to be investing in libraries. Help your legislators understand that libraries are on the front lines of helping residents during this intense era of misinformation/disinformation, division among neighbors, and reduced investment in federal services.

You can also email stakeholders through the New York State Library Association (NYLA) [https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo\\_id=23621](https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo_id=23621)

Thank you for all you do - every day and in every way - to make the Hudson Valley a wonderful place to live and raise our families. Your work matters and makes a difference to those you serve. -Rebekkah Smith Aldritch



🌸 Hello and Happy Spring! 🌸

### February (and Winter ) in the Rear View

The second half of February was a bit quieter in children's programming with a focus on our recurring programs. Tuesday storytimes continued to be a fun movement infused time and Wednesdays began to pick-up in terms of attendance! Tween book club met at the end of February and our group of four continues to go strong. Everyone brought exciting opinions to the table and we ended the program with a drawing challenge related to the book. Some tweens then went downstairs to check-out the Open Mic night! February's children's programming concluded with 19 programs and 245 attendees.

### March Thus Far

March's children's programming has really hit the ground running! Building off the nice weather and the leap of the clocks, things have been bright and busy here at the library. This month I started two new recurring programs for babies and toddlers. The first is Movement and Music with licensed Music Therapist Terry Watson. This program has met twice this month and has been a huge hit! The kids love getting the opportunity to dance and sing along to Terry's tunes. This program will continue to meet twice a month through June (and perhaps beyond!!). The first meeting had 28 attendees and the second meeting had 42 attendees. The second recurring program is an Outreach storytime at Headstart's Kingston Center. Approximately twice a month I will visit a classroom at Headstart and share stories, songs, and movement with a lively and curious bunch of toddlers! It was a joy to meet such a fun and rambunctious group. Sticking with this age range I would also like to highlight our Toddler Playgroup which meets on Friday mornings at 11:30am. This group has been meeting weekly since January and has grown each week with 10 children in attendance for last week's session. It's been incredibly rewarding to try out new programs and to allow them the time and space to grow. Another fun program this month was an afterschool storytime visit from Texas Roadhouse's mascot Andy Armadillo. The kids were so excited to see Andy and really enjoyed getting to hear stories alongside him. There were 15 people in attendance.

So far in March we have had 15 children's programs with 235 people in attendance.

### Looking Ahead

I am excited to try out two new storytime times later this month. On Thursday, March 20th I will have an Afternoon Storytime focusing on the Very Hungry Caterpillar. We'll share a couple of stories and then make a caterpillar craft! Then, on Saturday, March 29th I will have a Saturday Storytime filled with Spring themed stories and a fun craft. To round out the month we will also host a Crafternoon program which will feature lots of craft supplies with unlimited creative potential [for all ages]!

April is already shaping up to be an exciting time here in children's programming! Towards the end of the month we will begin a six-week program of Yoga for Tweens which should be very fun and relaxing. Some big themes for April will be Nature and Poetry. I hope to feature lots of programs focusing on seeds, planting, and being in nature. We will also have two poetry programs for tweens and teens, one at the beginning of the month led by Fox (exciting!) and one at the end of the month with visiting poet Ann Burg. It sure should be a fun time!

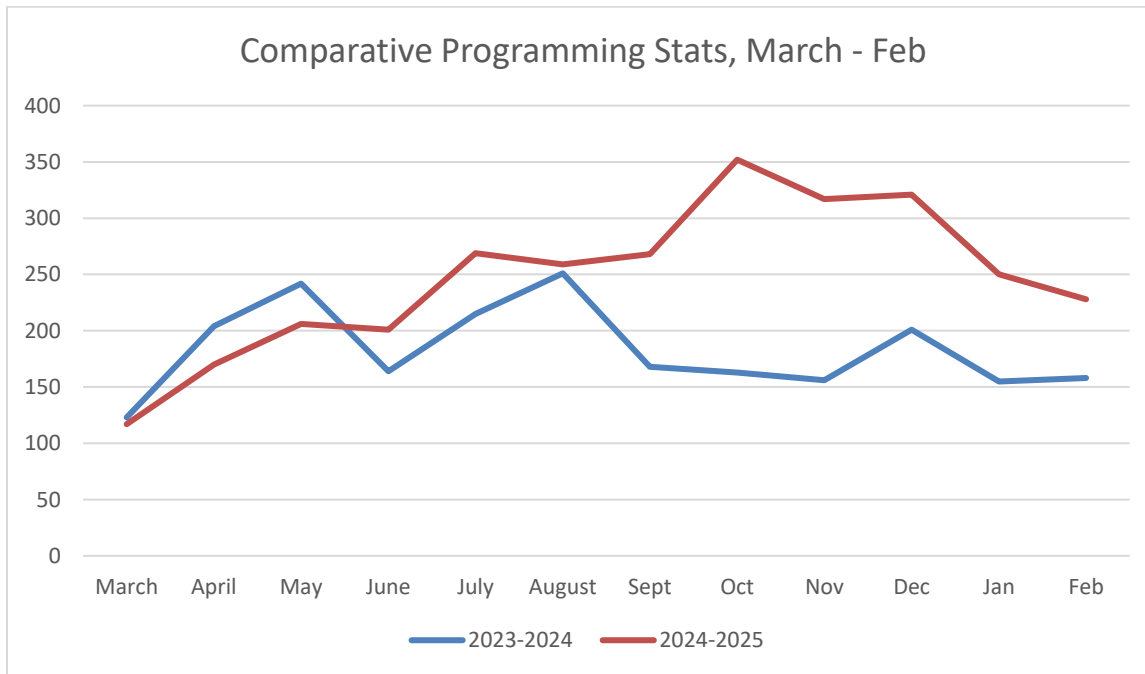
Warm wishes,  
Charlotte 🌷



## Teen and Adult Programming Report – March

### Wrapping up the winter at the Town of Esopus Library

- **Final programming numbers for February**
  - o **164 patrons at adult events**
  - o **64 patrons at teen events**
    - **228 Patrons Total**
  - o **A chart!**



High previous staff turnover in the Teen and Adult Programmer position at our library makes it difficult to draw generalities about seasonal attendance – however, it is clear that we’ve seen a slight dip in January and February for two years in a row, with program attendance increasing in the summer and autumn months. For 2026, the programming team is discussing hosting fewer paid library presenters (with on-going groups and freebies like our book clubs still meeting, of course) in January and February in order to conserve a greater portion of our budget for the remainder of the year.

- **Adult Programming**

- **Ongoing Groups** Winter storms caused cancellations with several ongoing groups, including our long-standing **Thursday night book club**; they held their passionate thoughts on Kristin Hannah's *The Women* for early March, which was well-attended, as usual. Next month we revisit the book club's very first chosen book with *A Prayer for Owen Meany*. Space accommodations continue to be an on-going concern; Jesse has shifted his **ABC Book Club** to after our **Needlework Group** so that they no longer need to meet simultaneously.
- **Duck Pond Gallery** Local photographer **Cameron Williams** presents a small display of photographs, with archival prints of local haunts available for sale. We brought part of the **Burroughs collection** out from storage to fill the remainder of our gallery walls. Cameron generously also donated leftover cheese from his gallery show to hungry library staff – cheese is always worth a mention. John Burroughs unfortunately did not give us cheese. We'll forgive him this time.
- **Body series Erin Reilly** hosted a six-week series of acupressure that was sadly beset by weather delays. In the future, we may host her again during warmer months, when her courses seemed better attended. Meanwhile, **Charlotte Gibbons' QiGong class** had increasing attendance throughout the series. We'll have her back next winter. And **Chair Yoga with Kathy S.** will soon return to the library basement; chair yogis everywhere rejoice.
- **Classes, readings, and workshops Peyton Pleninger and his jazz trio Biotonic** gave a rousing, if repetitious, performance in our community room this month – patron response was warm and several asked if we could have more music and arts programming in the future. **Jessica Williams** also returned for another well-attended gardening workshop. Late March will see a **Spring Songwriter Showcase**, featuring the return to our library of **TheyLoveThem**, with a selection of other local musical acts. Please come down and listen!

- **Teen Programming**

- **On-going groups** If it works, do it again: I've continued to apply the winning formula of "ongoing groups used to create a dedicated programming base" that works so well for our adult programming in our teen sphere. This month **Dungeons & Dragons & Pizza** grew their base with three more programs. Additionally, our parent-led **Rainbow Club** now comprises a solid group of attendees. **Diane Jones Godfrey** provided a lively art workshop for our rainbow kids.

Respectfully submitted,

Fox North

## Buildings and Grounds Committee Meeting Minutes

Date: March 10, 2025

In Attendance: Don Carragher, Allen Olsen, Laura Petit and Stephen Lewis

The committee discussed new plans to provide handicap access thru the traffic islands. Stephen will reach out to contractors for bids to provide two sidewalks and curbing around the top island.

Submitted by,

Steve Lewis

The next Buildings and Grounds Committee Meeting is scheduled for April 14, 2025 at 4:00 pm

Finance Committee meeting

March 14, 2025 @ 10:00 am

Attending: Allen Olsen, Chair; Elaine Jaffe; Laura Petit; Jesse Chance, Library Director

The February 2025 expenses in the amount of \$19,591.74 were approved.

The February 2025 financials were reviewed.

A 2026 budget draft, prepared by the Director, was reviewed. It will be discussed further and approved at the April meeting. The draft budget includes no contribution from the Library's fund balance.

The Director presented some information on collateralization of account balances, provided by Greene County Bank. The Committee discussed whether to proceed with multiple accounts in light of this information, and decided to proceed with at least Mid-Hudson Valley Federal Credit Union for now. A resolution to bank with Ulster Savings Bank has also been approved.

The 2024 financials were reviewed, and a number of Income Statement transfers, as recommended by the Director, were approved (resolution to follow). Subject to a final closing of the books, it appears that the Library finished the year slightly in the black, while not spending the Fund Balance contribution of \$57k which had been budgeted.

The Committee Chair presented some contradictory information on our current Fund Balance, and has reached out to Rose Woodworth at WZ Accountants for hopeful clarification.

Submitted by Allen Olsen

Next meeting is tentatively scheduled for April 18 at 10 am.

Town of Esopus Library  
Governance and Personnel Committee

March 11 2025

Present: Martha Farrell, Larry Decker, Jesse Chance, Sharon Briden, Elaine Rylance

Absent: Elaine Jaffe

The committee reviewed and revised sections 9 and 10 of the Personnel Policy Manual.

Submitted,  
Martha Farrell

Our next meeting will be April 8, 2025 at 3:00 pm

Town of Esopus Library

Sustainability, Research & Development

3/12/25 at 4:00 pm

Attendees: Don Carragher, Jesse Chance, Sharon Briden and Steve Lewis

The committee reviewed the Town Comprehensive (Master) Plan. Sections of the Plan include infrastructure that affects the Library: sidewalks, intersection safety, etc. Grants could be sought to improve our facilities in coordination with the Town of Esopus. Several governmental and private sources were discussed.

Submitted, Don Carragher, Chair

Next meeting: 4/9/25 at 4:00 pm



**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY**

**Resolution 23 of Year 2025**

**ALA Recommendation**

WHEREAS, the Governance and Personnel Committee nominates Phoebe "Fox" North to attend the American Library Association's conference in Philadelphia in June of this year.

WHEREAS, the Governance and Personnel Committee recommends that the conference fee and cost of lodging be paid for using money from the Classes and Workshops line of the Professional Expenses section of the 2025 Budget.


RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the nomination of Fox North to attend the American Library Association's conference in June and authorizes the Director to pay the conference fee and reimburse Fox for their lodging using money from the Classes and Workshops line of the 2025 Budget.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Etaine Rylance Seconded: Etaine Jaffe

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, March 26, 2025

Approving Signature:   
Larry Decker, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 22 OF 2025**

**Amendment to the 2025 Budget**

WHEREAS, the Buildings and Grounds Committee proposes the installation of a wheelchair friendly walkway through the parking lot of the Town of Esopus Library making it safer and ADA compliant in accordance with the original plans for the Library's grounds.

WHEREAS, the Building and Grounds Committee has received the attached quote from Damour Drake to do the above mentioned work and requests that \$17,650.00 from the Fund Balance be added to the Income section of the 2025 Budget to pay for this work.

RESOLVED, the Board of the Town of Esopus Library authorizes that \$17,650.00 be added to the Income section as well as the "Grounds-Other" line of the Buildings and Grounds section in the Expenses of the 2025 Budget (line A7410.452 Other Grounds);

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Don Carragher

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday March 26, 2025

Approving Signature: Larry Decker

Larry Decker, Board President





## RESIDENTIAL CONSTRUCTION AGREEMENT

Project No. 01\_C\_EsopusLibrary

**THIS AGREEMENT** is made this 24 day of March 2025 by and between Damour Drake (Builder) and Esopus Town Library (Purchaser). The Builder and Purchaser agree to the following:

### Scope of Work

	Cost
1. Demo saw cut existing concrete curb and sidewalk	275.00
2. Form new sidewalk: 5' W; 50' L; 4" thick; 3500 PSI with a 4" gravel subbase, welded wire mesh; and with a broom finish	8875.00
3. Five each, ADA compliant tactical paving mats (for visually impaired)	1500.00
4. Form and pour 120' of concrete curbing, 18" deep by 8" thick with rebar	5750.00
5. Top soil to be delivered and hand raked in all construction areas	<u>1250.00</u>
	<b>17,650.00</b>

### Contract Price.

Purchaser agrees to pay the total contract price for all work performed by Builder of \$17,650.00 dollars.

#### 1. Acceptance and Final Payment.

Upon receipt of written or oral notice that the work is ready for final inspection, Purchaser will promptly inspect the work. When the Work has been deemed satisfactory, Purchaser will promptly pay the balance due under the contract.

#### 2. Late Payments.

Purchaser agrees to make the progress payments within 5 business days of request by the Builder. Payments due and unpaid shall bear interest (at the maximum legal rate) payable to the Builder from the date the payment is due. If Purchaser fails to pay within 5 business days of the date the payment is due, the Builder has the option to continue work, suspend services until payment is rendered, or terminate the project. In such cases, no refunds will be given by the Builder for payment already received.

#### 3. Commencement and Completion.

The work will begin promptly after Purchaser has paid a deposit. Any time lost by reason of change in plans or specifications requested by Purchaser or any other conditions that are not within Builder's

control shall be added to the specified time of completion and the Builder shall not be liable for such delay. For any delays not the responsibility of Builder, the contract price shall increase by the difference, if any, in Builder's costs occasioned by such delay. Any additional equipment needed to complete the work (e.g., use of concrete pump truck) shall be at the discretion of the Builder. Any additional equipment will be billed to Purchaser.

**4. Change Orders.**

Purchaser may, from time to time, order changes in the work which will be authorized by a written Change Order.

In the event the Builder is required by Purchaser to perform additional work for which the amount of compensation is not previously agreed upon, the Builder shall prepare and submit to Purchaser a bill describing the cost involved.

- C. Changes or overages should be in writing and agreed upon by Purchaser and builder. Overages, if any, will be due at the time of authorization of the change. In the event that Purchaser makes changes without the Builder's knowledge or agreement of the cost of the change, Purchaser will be responsible for the change.

**5. Construction Standards.**

Project pursuant to this Agreement shall be executed according to the Plans and Specifications provided by the Purchaser and will comply with the building code that is in affect at the time of this agreement. Any changes to the Contract Documents required as a result of any changes in applicable codes shall be the responsibility of the Purchaser.

**6. Warranties.**

Builder agrees to promptly make good, without cost to Purchaser, any and all defects due to faulty workmanship and/or materials which may appear within one (1) year from the date of completion and acceptance of the work by Owners.

This limited warranty is the only express warranty provided by the Builder. Implied warranties, including (but not limited to) warranties of merchantability, fitness for a particular purpose, habitability, and good workmanship are disclaimed and limited to this warranty.

**7. Effective Date and Signature.**

This contract shall become effective on the day it is signed by both parties.

\_\_\_\_\_  
Purchaser

Fred Drake 04/24/2025

Date

Fred Drake

Date

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 20 OF 2025

SECTION 7 and SECTION 8 PERSONNEL POLICY UPDATE

WHEREAS, Section 7 and Section 8 of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached changes to Section 7 and Section 8 of the Personnel Policy Manual.


RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Section 7 and Section 8 of the Personnel Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Jaffe Seconded: Allen Olsen

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, March 26, 2025

Approving Signature:   
Larry Decker, Board President

## **7. PAY DAY, TIME RECORDS AND PAYROLL DEDUCTIONS**

### **7.1 LAW REQUIREMENTS**

According to Civil Service Laws, Labor Laws and the State Finance Law when issuing ~~issue~~ a payroll, there are three basic areas that require completion. They are:

Certification of Payrolls  
Budgetary Control  
Determination of Salaries and Wages

### **7.2 TIMESHEETS**

Library employees ~~with Civil Service status~~ are required to complete a "total time" record and ~~must complete~~ a time sheet ~~with the following information~~ which must include (time sheet included in appendix section):

- All time worked, including the beginning and ending time, ~~must be recorded;~~
- All paid and unpaid leaves of absences ~~must be recorded;~~
- ~~The time record must be~~ verification and signature ~~by~~ of the Supervisor/Director and the employee;

The timesheet ~~record~~ must be submitted to the ~~Bookkeeper~~ account clerk by ~~10:00 a.m.~~ noon on Monday. In the event Monday is a designated holiday, the time record must be submitted by ~~10:00 a.m.~~ noon on Tuesday.

~~The employee and a supervisor must sign off on each time sheet prior to presentation to payroll.~~

#### **7.2.1 Employees Away from Official Office:**

When an employee's duty assignments require ~~him to~~ work at locations away from ~~his official office~~ the Library, ~~he/she is~~ they are still required to maintain complete and accurate time-attendance and accrual records. The employee's supervisor should be aware of the employee's work location and be able to contact the employee by phone. This will provide adequate reporting control and facilitate computing the employee's total time worked.

### 7.3 RECORDS RETENTION

A regulation promulgated under the New York Labor Law N.Y. Labor Law §§ 195, 195(4), 661, requires employers within this State to establish, maintain and preserve for not less than six years, weekly payroll records which show for each employee. Therefore, separate personnel records shall be retained and maintained by the Library to include all items as described immediately above. ~~Please see Time and Attendance Policy Statement in the Policies and Procedures Manual for specific procedure.~~

### 7.4 PAY PERIOD

Pay period shall be for every two weeks from Sunday until the following Saturday of the next week. ~~The time record must be submitted to the Bookkeeper by 10:00 a.m. on Monday. In the event Monday is a designated holiday, the time record must be submitted by 10:00 a.m. on Tuesday.~~

### 7.5 PAYDAY

Every employee ~~working 20 or more hours per week~~ shall be paid every other ~~Tuesday~~ Friday of the month, and ~~electronically deposited into the employee's chosen bank account.~~ All E employees ~~working more than 20 hours per week~~ have the option of direct deposit or paper check.

### 7.6 CHANGE IN ADDRESS

In order to assure ~~for~~ prompt payment of salary and delivery of financial reporting ~~requirements~~ documents, all changes in an employee's address and/or telephone number should be reported immediately to the Library Director. ~~for those receiving paper checks.~~

### 7.7 WITHHOLDING

State and federal law requires that the Town of Esopus Library make certain deductions from every employee's compensation. Among these are applicable federal, state and local taxes. Social security taxes are also withheld according to the law. Medical insurance and retirement funds are also deducted from those who participate in these programs. If required by a court, garnishments will also be deducted.



#### 7.8 PAY ADVANCES

The Town of Esopus Library does not provide advances on wages.

#### 7.9 ENTRY LEVEL SALARIES

The Board of Trustees will set the entry level salary based upon competitive salaries of other libraries and civil service ~~rates~~ and the M.I.T. Living Wage Calculator.

#### 7.10 SALARY INCREASES

Each year the Director will put together as part of the budget, the proposed salary increases for the following year. These increases will be reviewed by the Library Board annually and may affect the salaries of employees. Economic circumstances, and budget figures projected for the coming year will be used to determine these increases. The Library Board approves all such increases before they are final and inserted into the final budget.

Modified by the Board of Trustees: January 25, 2017

#### 7.11 OUTSIDE EMPLOYMENT

Staff may work at other employment outside the Library as long as the other work does not interfere with the ability of the employee to perform his/her library duties. Employees may not receive any income or material gain from individuals outside of the Library for materials produced or services rendered while performing their duties as staff members of the Town of Esopus Library.

#### 7.12 OVERTIME

A non-exempt employee working more than 35 hours a week will be paid overtime for the extra hours. Overtime compensation is paid at time and a half rate/hour. Overtime is offered first to employees with seniority in their titled position in accordance with the civil service rules. Any changes in an employee's schedule (i.e. switching days) must be cleared by the director to avoid putting the employee into overtime status.

Revised by the Board of Trustees: October 25, 2022

Revised by the Board of Trustees: August 30, 2023

### 7.13 PAY CORRECTIONS

While all reasonable precautions are taken to ensure that the ~~correction~~ of correct pay is received by each employee, errors can and do occur. In this unlikely event, the discrepancy should be brought to the attention of the ~~bookkeeper~~ account clerk as soon as possible so the situation can be reviewed and corrections can be ~~make~~ made in a timely manner.

~~Each employee will be provided with a yearend tally sheet of accrued earned time to date on their anniversary date of hire.~~

## **8. STAFF EDUCATION AND DEVELOPMENT**

### 8.1 ORIENTATION

The orientation of new employees is to be conducted by the supervisor and includes time with the ~~bookkeeper/administrative assistant~~ to complete required paperwork (i.e.: HIPAA, NYS Retirement System, etc.)  
*account clerk*

### 8.2 STAFF MEETINGS

All staff are expected to attend staff meetings. These meetings are scheduled by the Director on a monthly basis. If there is a need for a special meeting, employees should feel free to petition the Director for an emergency meeting. Staff are paid for this time at their regular hourly rate. Repeated failure to attend staff meetings may result in disciplinary action. Special circumstances must be approved by the Director.

### 8.3 ADVANCED AND CONTINUING EDUCATION

The Library encourages all employees to further educate themselves. Employees taking college courses or continuing education courses to improve their library skills will be given consideration to try to arrange work schedules to accommodate the class schedule. Pay is granted for approved time spent at local, state, and national library meetings and seminars. The Director will approve who may attend such seminars and meetings. All staff are asked to complete a minimum of four hours per year of Continuing Education workshops offered by the Mid-Hudson Library System (MHLS). Every attempt will be made to give staff paid time to practice their new skills.

### 8.4 PROFESSIONAL ACTIVITIES

Staff members are encouraged to join professional organizations such as the New York Library Association (NYLA) and the American Library Association (ALA). The Library is prohibited by law from paying dues for individuals to be members of such organizations.

The Library will pay seminar, workshop, etc costs only to the amount of cost for a member of that organization, additional costs must be borne by the employee if ~~he/she is~~ they are not a member of the sponsoring organization.

If a staff member wishes to participate on a committee, study group, etc for such an organization, they are to check with the Director for approval before making any commitment which will require work time spent at meetings, doing committee work, etc or which will result in direct costs to the Library.

## 8.5 REQUIRED TRAININGS

The following trainings will be provided for all staff and it will be documented in their personnel files (it is not an all inclusive list):

*CPR, First Aid, Difficult Patrons, Closing Procedures, sexual harassment*

## 8.6 REQUIRED DRILLS

The following drills will be conducted on a biannual basis to ensure all staff are aware of procedures and ~~it~~ they will be documented in their personnel files:

*Fire, Code Adam, Bomb Threat, active shooter*

## 8.7 TUITION REIMBURSEMENT

The Town of Esopus Library's tuition reimbursement program supports the development of staff and improves library service by providing financial assistance to those pursuing a master's degree in Library and Information Science.

In order to be eligible, an employee must:

- have been employed by the Library for at least 12 months
- be enrolled or provisionally accepted in an ALA accredited library program
- have no active disciplinary actions in their personnel file

Preference will be given to employees already receiving tuition assistance from the Library because of the limited amount of funds that the Library can contribute.

The Library Director will review applications and make recommendations to the Board of Trustees as part of the annual budget process. Applications must be received prior to March 30th for consideration.

Accepted applicants are eligible to receive up to half the course tuition for required courses each semester.

Accepted applicants must first pay for courses, then complete courses with a grade of B- or above (or pass for no letter courses). Once completed, the employee must submit documentation of the grade received and a receipt for the paid tuition and fees.

Employees who receive reimbursement must remain employed in good standing with the Library while completing the course work and for six months afterward. Any employee who leaves prior to six months after completion of course work will be liable for the tuition paid in the last year.

Adopted by the Board of Trustees: November 29, 2023

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY**

**RESOLUTION 15 OF 2025**

**Payment of Claims  
February 1, 2025 to February 28, 2025**

WHEREAS, the total of all claims for payment, excluding wages and taxes, from February 1, 2025 to February 28, 2025 is \$19,591.74.

WHEREAS, the Board has agreed to purchase all goods and services

WHEREAS, funds from the operating budget will be used to pay these claims


RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the payment of these February 1, 2025 to February 28, 2025 items in the amount of \$19,591.74.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Stephen Lewis Seconded: Don Carragher

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, March 26, 2025

Approving Signature:   
Larry Decker, Board President

Town of Esopus Library  
Check Listing  
As of February 28, 2025

Type	Date	Num	Name	Memo	Clr	Split	Credit
<b>Checking/Savings</b>							
<b>A0200 Cash Operating Fund</b>							
<b>2020 Bank of GC Checking 6086</b>							
Check	02/05/2025	5132	Julia L Butterfield Memorial Library	V25-0044	X	A7410.410 Young Adult Fiction	18.00
Check	02/05/2025	5126	Martin Giffin	V25-0045		Adult Programs	150.00
Check	02/05/2025	5127	Mathew Holm	V25-0046		Childrens Programs	150.00
Check	02/05/2025	5128	Mathew Holm	V25-0047		Childrens Programs	200.00
Check	02/05/2025	5129	Terry Watson	V25-0048	X	Childrens Programs	600.00
Check	02/05/2025	5130	Liberty Security System	V25-0049		A7410.452 Security System	76.00
Check	02/05/2025	5131	Deborah McMenemy - Reimb.	V25-0051	X	A7410.800 Health & Maj. Med.	424.45
Check	02/05/2025	5133	Ingram Library Services	V25-0052	X	A7410.410 Adult Fiction	150.75
Check	02/05/2025	5134	Ingram Library Services	V25-0052	X	A7410.410 Juvenile Non-Fiction	102.95
Check	02/05/2025	5135	Amazon	V25-0053	X	-SPLIT-	93.07
Check	02/05/2025	5136	Amazon	V25-0054	X	A7410.412 Adult DVD	152.26
Check	02/05/2025	5137	Amazon	V25-0055	X	A7410.23 Equipment	298.99
Check	02/05/2025	5138	Amazon	V25-0056	X	A7410.412 Adult DVD	138.17
Check	02/05/2025	5139	Hudson Valley One	V25-0057	X	A7410.413 Newspapers	55.00
Check	02/05/2025	5140	Erin Reilly, DAIM, LAC	V25-0058	X	Adult Programs	750.00
Check	02/05/2025	5141	OverDrive, Inc.	V25-0059	X	A7410.412 Adult Books - CD	85.38
Check	02/05/2025	5142	OverDrive, Inc.	V25-0060	X	-SPLIT-	385.99
Check	02/19/2025	5144	Spectrum Enterprise	V25-0062		A7410.437 Accountant	249.95
Check	02/19/2025	5145	WZ Accountants	V25-0063		Adult Programs	625.00
Check	02/19/2025	5146	Jessica Williams	V25-0064		Adult Programs	250.00
Check	02/19/2025	5147	Payton Pleninger	V25-0065		Adult Programs	500.00
Check	02/19/2025	5148	Dutess TEKCON Industries, Inc.	V25-0066	X	A7410.452 HVAC Maint	591.25
Check	02/19/2025	5149	National Business Technologies	V25-0066		A7410.2439 Printer/Copier	234.04
Check	02/19/2025	5150	Royal Carling Service Co	V25-0067		A7410.452 Trash	144.66
Check	02/19/2025	5151	Friends of the Town of Esopus Library	V25-0068 EXCH	X	A9855 Friends Exp. Exchange	143.00
Check	02/19/2025	5152	Visa	V25-0069		-SPLIT-	165.79
Check	02/19/2025	5153	Central Hudson	V25-0070	X	A7410.452 Electric	928.69
Check	02/19/2025	5154	Christina Florakis	V25-0071	X	Teen Programs	200.00
Check	02/19/2025	5155	Amazon	V25-0072	X	-SPLIT-	183.08
Check	02/19/2025	5156	Amazon	V25-0073	X	Adult Programs	88.93
Check	02/19/2025	5157	Ingram Library Services	V25-0074	X	A7410.410 Young Adult Fiction	77.54
Check	02/19/2025	5158	Ingram Library Services	V25-0075	X	A7410.410 Adult Fiction	89.78
Check	02/19/2025	5159	Ingram Library Services	V25-0077	X	A7410.410 Juvenile Non-Fiction	47.95
Check	02/19/2025	5160	Sharon Briden	V25-0078		Other Grounds	228.80
Check	02/19/2025	5161	Ots Elevator Company	V25-0079	X	A7410.452 Elevator	763.14
Check	02/19/2025	EFTFEB2025	CDPHP	V25-0080	X	A7410.800 Health & Maj. Med.	2,550.61
Check	02/19/2025	5162	Amazon	V25-0081	X	A7410.410 Adult Fiction	86.97
Check	02/19/2025	5163	Amazon	V25-0082	X	A7410.413 Magazines	139.00
Check	02/19/2025	5164	School Library Journal	V25-0083		A7410.413 Magazines	149.00
Check	02/19/2025	5165	Midwest Tape - Hoopla	V25-0084	X	A7410.412 E-Content	828.80
Check	02/28/2025	5166	Ingram Library Services	V25-0085		A7410.410 Juvenile Fiction	69.25
Check	02/28/2025	5167	Friends of the Town of Esopus Library	V25-0086 EXCH		A9855 Friends Exp. Exchange	128.50
Check	02/28/2025	5168	Ingram Library Services	V25-0087 Reissue #...		-SPLIT-	88.52
Check	02/28/2025	5169	Ingram Library Services	V25-0088		A7410.410 Juvenile Fiction	156.37
Check	02/28/2025	5170	Ingram Library Services	V25-0089		A7410.410 Adult Fiction	40.26
Check	02/28/2025	5171	Shamrock Cleaners	V25-0090		A7410.452 Cleaning Services	920.00

3:24 PM  
03/07/25  
Accrual Basis

Town of Esopus Library  
Check Listing  
As of February 28, 2025

Type	Date	Num	Name	Memo	Clr	Split	Credit
Check	02/28/2025	5172	Mid-Hudson Library System	V25-0091		A7410.232 Software	661.00
Check	02/28/2025	5173	Eastern VSP, Inc.	V25-0092		A7410.800 Health & Maj. Med.	96.68
Check	02/28/2025	5174	Mid-Hudson Library System	V25-0093		General Assessment Fee	3,047.04
Check	02/28/2025	5175	Ingram Library Services	V25-0094		A7410.410 Adult Large Print	109.71
Check	02/28/2025	5176	Ingram Library Services	V25-0095		A7410.410 Adult Non-Fiction	183.85
Check	02/28/2025	5177	Ingram Library Services	V25-0096		A7410.410 Young Adult Non-Ficti	52.08
Check	02/28/2025	5178	Ingram Library Services	V25-0097		A7410.410 Adult Fiction	147.80
Check	02/28/2025	5179	Amazon	V25-0098		A7410.412 Adult DVD	234.05
Check	02/28/2025	EFTFEB2025	Wage Works - Admin	V25-0099	X	A7410.800 Health & Maj. Med.	36.00
Check	02/28/2025	EFTFEB2025	Wage Works - Care Card	V25-0100		A7410.800 Health & Maj. Med.	61.69
Check	02/28/2025	5180	Colton Thorn	V25-0101		Adult Programs	200.00
Check	02/28/2025	5181	National Business Technologies.	V25-0102		A7410.2439 Printer/Copier	93.40
Check	02/28/2025	5182	Midwest Tape - Hoopla	V25-0103		A7410.412 E-Content	440.05
Total 2020 Bank of GC Checking 6086							19,863.24
Total A0200 Cash Operating Fund							19,863.24
Total Checking/Savings							19,863.24
<b>TOTAL</b>							<b>19,863.24</b>

Friends - 271.50  
\$19,591.74

Year Feb. 2025

Town of Esopus Library  
Voucher Log

page 1 of 3

Voucher	Vendor	Invoice Ending	Audit Date	Audit-Signature	AMT
V25-0044	Martin Gitlin	LOA	2/4/25	<del>Paula Best</del>	150.00
V25-0045	Martin Gitlin	LOA	2/4/25	<del>Paula Best</del>	150.00
V25-0046	Matt Helm	LOA	2/4/25	<del>Paula Best</del>	200.00
V25-0047	Terry Watson	LOA	2/4/25	<del>Paula Best</del>	600.00
V25-0048	Liberty Security Services	42554	2/4/25	<del>Paula Best</del>	76.00
V25-0049	Deborah McMenemy	Receipts	2/4/25	<del>Paula Best</del>	424.45
V25-0050	Sally J. Butts Field Mem. Library	Book	2/4/25	<del>Paula Best</del>	18.00
V25-0051	Program	MULTI	2/4/25	<del>Paula Best</del>	150.75
V25-0052	Program	MULTI	2/4/25	<del>Paula Best</del>	102.95
V25-0053	Amazon	CHRC	2/4/25	<del>Paula Best</del>	93.07
V25-0054	Amazon	MULTI	2/4/25	<del>Paula Best</del>	152.26
V25-0055	Amazon	WKR L	2/4/25	<del>Paula Best</del>	298.99
V25-0056	Amazon	MULTI	2/4/25	<del>Paula Best</del>	138.17
V25-0057	Hudson Valley One	Renewed	2/4/25	<del>Paula Best</del>	55.00
V25-0058	Erin Reilly	LOA	2/4/25	<del>Paula Best</del>	750.00
V25-0059	Over Drive Open Records	1481	2/4/25	<del>Paula Best</del>	85.38
V25-0060	Over Drive	8473	2/4/25	<del>Paula Best</del>	385.99
V25-0061	Spectrum	Bill	2/18/25	<del>Paula Best</del>	249.95
V25-0062	WZ Accountant	3588	2/18/25	<del>Paula Best</del>	625.00
V25-0063	Joanna Williams	LOA	2/18/25	<del>Paula Best</del>	250.00
V25-0064	Pepton Plummer	LOA	2/18/25	<del>Paula Best</del>	500.00
V25-0065	TEKcon	1930	2/18/25	<del>Paula Best</del>	591.25
V25-0066	National Business Tech	5892	2/18/25	<del>Paula Best</del>	234.04
V25-0067	Royal Sporting	Bill	2/18/25	<del>Paula Best</del>	144.66
V25-0068	Friends of Library	SPENT	2/18/25	<del>Paula Best</del>	143.00



Year Feb. 2025

Town of Esopus Library  
Voucher Log

page 2 of 3

Voucher	Vendor	Invoice Ending	Audit Date	Audit-Signature	AMT
V25-0069	Yisa	Bill	2/18/25	<del>From [unclear]</del>	165.79
V25-0070	Conrad Hudson	Bill	2/18/25	<del>From [unclear]</del>	928.69
V25-0071	Christina Florakis	LOA	2/18/25	<del>From [unclear]</del>	200.00
V25-0072	Amazon	4T76	2/18/25	<del>From [unclear]</del>	183.08
V25-0073	Amazon	D3DQ	2/18/25	<del>From [unclear]</del>	88.93
V25-0074	Program	MULTI	2/18/25	<del>From [unclear]</del>	77.54
V25-0075	Program	MULTI	2/18/25	<del>From [unclear]</del>	89.78
V25-0076	The McGraw-Hill Companies Reference	2L04	2/18/25	<del>From [unclear]</del>	500.00
V25-0077	Program	MULTI	2/18/25	<del>From [unclear]</del>	47.95
V25-0078	Sharon Briden (4 APPLE TREES)	Receipts	2/18/25	<del>From [unclear]</del>	228.80
V25-0079	Otis Elevator	4783	2/18/25	<del>From [unclear]</del>	763.14
V25-0080	ADDPHP-Medical	Bill	2/18/25	<del>From [unclear]</del>	2550.61
V25-0081	Amazon	28829	2/18/25	<del>From [unclear]</del>	86.97
V25-0082	Library Journal	Renewal	2/18/25	<del>From [unclear]</del>	139.00
V25-0083	School Library Journal	Renewal	2/18/25	<del>From [unclear]</del>	149.00
V25-0084	Midwest Tapes (Apple)	3087	2/18/25	<del>From [unclear]</del>	828.80
V25-0085	Program	MULTI	3-4-25	<del>From [unclear]</del>	69.25
V25-0086	Essentials of Library	SP5507	3-4-25	<del>From [unclear]</del>	128.50
V25-0087	Program (Reissue)	CR5048	3-4-25	<del>From [unclear]</del>	88.52
V25-0088	Program	MULTI	3-4-25	<del>From [unclear]</del>	156.37
V25-0089	Program	5117	3-4-25	<del>From [unclear]</del>	40.26
V25-0090	Shamrock Cleaners	MULTI	3-4-25	<del>From [unclear]</del>	920.00
V25-0091	MHS - Sierra Licenses	2360	3-4-25	<del>From [unclear]</del>	661.00
V25-0092	VSP	R111	3-4-25	<del>From [unclear]</del>	96.68
V25-0093	MHS 1st Qtr. Plan Issues	2287	3-4-25	<del>From [unclear]</del>	3047.04

Year Feb. 2025

Town of Lopus Library  
Voucher Log

Page 3 of 3

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V25-0094	Program	Multi	3-4-25	[Signature]	109.71
V25-0095	Program	4116	3-4-25	[Signature]	183.85
V25-0096	Program	Multi	3-4-25	[Signature]	520.8
V25-0097	Program	Multi	3-4-25	[Signature]	147.80
V25-0098	Amphib	Multi	3-4-25	[Signature]	234.05
V25-0099	Wage Works - Admin	3988	3-4-25	[Signature]	36.00
V25-0100	Wage Works - Care	Multi	3-4-25	[Signature]	61.69
V25-0101	Colton Thorn	104	3-4-25	[Signature]	200.00
V25-0102	National Bus. (Overage)	0136	3-4-25	[Signature]	93.40
V25-0103	Mid West Tape (Hoola)	4027	3-4-25	[Signature]	440.05

Resolution of the Board of the Town of Esopus Library

Resolution 16 of the Year 2025

Personnel Actions

Recommended By Director

Pending Personnel Action Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Stephen Thomas	Custodial Worker	Hire	3/3/25	\$22.00 hr.
Alan Adin	Custodial Worker	Resign	2/25/25	n/a

**Action Requested** **MOVED** that the Board of Trustees of the Town of Esopus Library District approve the personnel actions listed above.

**Motion** Moved Allen Olson

Seconded Don Carragher

**Result of Action** In Favor 8

Against ϕ

Abstaining ϕ

Excused 1

Absent ϕ

Approved by the Board this Wednesday, March 26, 2025

Approving Signature: Larry Decker  
Larry Decker, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY**

**Resolution 17 of Year 2025**

**Annual Report to NY State Library**

WHEREAS, the New York State Library, within the New York State Education Department, requires every public library to submit a report for the previous year, ending December 31st

WHEREAS, the report for 2024 has been completed

RESOLVED, the Board of Trustees of the Town of Esopus Library has reviewed and accepted the 2024 Annual Report to the State Library.

Moved: Elaine Rylance Seconded: Don Carragher

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, March 26, 2025

Approving Signature: Larry Decker

Larry Decker, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 18 of Year 2025

Annual Report to the Community

WHEREAS, New York State Minimum Public Library Standards state that the library must present "an annual report to the community on the library's progress in meeting its goals and objectives"

WHEREAS, the Director has completed this report covering the year 2024

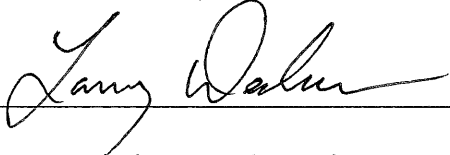
RESOLVED, the Board of Trustees of the Town of Esopus Library acknowledges the annual report to community will be distributed to the community via email, on the website and at the circulation desk.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Jaffe Seconded: Martha Farrell

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, March 26, 2025

Approving Signature: 

Larry Decker, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 19 of Year 2025

APPROVAL TO EXCEED TAX CAP LIMIT FOR 2026

WHEREAS, the adoption of the 2026 Budget of the Town of Esopus Library may require a tax appropriation increase that would exceed the tax cap to be imposed by the State

RESOLVED, the Board of Trustees of the Esopus Library approves exceeding the tax levy limit for 2026

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Elaine Jaffe

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, March 26, 2025

Approving Signature: Larry Decker

Larry Decker, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY**

**Resolution 21 of Year 2025**

**ACCEPTANCE OF STEWART'S HOLIDAY MATCH GRANT**

WHEREAS, the Town of Esopus Library has been awarded a grant of \$750.00 for the Facility Expenses - Grounds/Other

WHEREAS, The Board of Trustees accepted Resolution #24 of 2004 stating that only donations of \$500 or less can be added into the Operating Budget Gifts and Donations General Fund, and only if their use is unrestricted

WHEREAS, a budget line item will be increased in the 2025 Operating Budget to track the use of these monies

Name budget line item(s)	
A7410.452 Grounds – Other Maintenance	\$750.00


RESOLVED, the Board of Trustees of the Esopus Library accepts this monetary donation from Stewart's and approves the increase to the Grounds – Other Maintenance of the 2025 Operating Budget

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Martha Fanell Seconded: Stephen Lewis

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, March 26, 2025

Approving Signature:   
Larry Decker, Board President