

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

Agenda

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

Resolutions:

2024-01 – Payment of November Claims

2024-02 – Lukatis Donation

2024-03 – 2024 Foundation Annual Donation

2024-04 – Transfer of Funds in 2024 Operating Budget

2024-05 – Meeting Room Policy Update

2024-06 – Patron Complaint Policy Update

2024-07 – Exhibits and Posting Policy Update and Addition of Duck Pond Gallery Proposal Form

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

December 27, 2023

Board Members Present: Larry Decker, Elaine Rylance, Reggie Heffernan, Nancy Beranek, Martha Farrell and Don Carragher

Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi

Board Members Absent:

Staff Present: Mary Garraty, Jesse Chance

Public:

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

II. APPROVAL OF MEETING MINUTES

Written minutes for November monthly Board meeting held on November 29, 2023 was submitted and open for review. A motion to accept the updated minutes of the November monthly Board meeting held on November 29, 2023 was made by Elaine Rylance and seconded by Larry Decker.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi

Board Members Absent:

III. Presidents Word – Don Carragher

Don discussed the Board of Trustees history of items completed for 2023. There are a number of projects on the horizon. 2024 will be a lot of growth for the library.

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the Finance Committee meeting minutes. Next month is the beginning of 2024. The committee will review what they did in 2023 and compare it with plans for 2024 as well as preparing for 2025.

Reggie reviewed the items that the Finance Committee completed in 2023. Some of the highlights from 2023 that Reggie stated are as follows:

- We successfully developed a budget with a living wage increase and made programming a priority.
- We stayed within the 2% increase for the budget.
- We have an audit being worked on and it is almost complete.

Reggie submitted the following resolutions:

- Resolution #66 of 2023 (Payment of November Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from November 1, 2023 to November 30, 2023 for items in the amount of \$25,861.70. A motion to accept the resolution was made by Nancy Beranek and seconded by Martha Farrell.
 AYES: 6; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
 Board Members Absent:
- Resolution #74 of 2023 (Acceptance of PILOT Payment):** The Board of Trustees of the Town of Esopus Library accepts funds of \$4811.49 from the Town of Esopus and will deposit the monies into the Town of Esopus Library's 2024 Operating Fund. A motion to accept the resolution was made by Nancy Beranek and seconded by Larry Decker.
 AYES: 6; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
 Board Members Absent:
- Resolution #75 of 2023 (Acceptance of the Lessor and Fanny Agoos Charity Fund Donation):** The Board of Trustees of the Town of Esopus Library accepts monetary donation of \$5,000 from the Lessor and Fanny Agoos Charity Fund for the 2024 Operating Budget. A motion to accept the resolution was made by Martha Farrell and seconded by Nancy Beranek.
 AYES: 6; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
 Board Members Absent:
- Resolution #76 of 2023 (Acceptance of Kingston City School District Tax Distribution):** The Board of Trustees of the Town of Esopus Library accepts funds of \$8,000.00 from the Kingston City School District and will deposit the monies into the Town of Esopus Library's 2024 Operating Fund. A motion to accept the resolution was made by Larry Decker and seconded by Elaine Rylance.
 AYES: 6; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
 Board Members Absent:

VI. DIRECTOR'S REPORT – Jesse Chance

Written report was submitted. Jesse and the Board of Trustees discussed the Director's report. There was also a discussion regarding the bidding process. Rebekkah Smith Aldrich informed Jesse that the Library will be receiving NY State Assembly Funds in the amount of \$30,000. Assemblyman Sarahana Shrestha promised us these funds for technology improvements. We are almost done with the audit. Shannon was mistakenly removed from the Library's credit card. The Board of Trustees agree that the library needs to have two credit cards. One credit card with Jesse Chance's name on it and one with Shannon Powell's name on it. The Board of Trustees also agreed that Shannon Powell is to be a signer on the account as well. Jesse passed around the financial controls narrative. This is still a work in progress.

VII. FRIENDS – Elaine Rylance

Nothing new this month. Many holiday books have been purchased.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Larry Decker

Written report was submitted. Larry reviewed the meeting minutes. Larry also reviewed the items that the Buildings and Grounds Committee completed in 2023. Some of the highlights from 2023 are as follows:

- Larry purchased a clock for the Community Room and installed in.
- The backflow problem was repaired.
- We connected with Tree Pros to do some pruning.
- The parking lot was revitalized.
- The downstairs water fountain was fixed.
- The Library passed inspections and added some fire extinguishers.

- **Governance and Personnel** – Nancy Beranek

Written report submitted. Nancy Beranek reviewed the meeting minutes.

Nancy also reviewed the items that the Governance and Personnel Committee completed in 2023. Some of the highlights from 2023 are as follows:

- The G&P Committee worked on 17 policies in Library Policy Manual
- The G&P Committee also worked on 12 policies in the Personnel Policy Manual.
- A Strategic Planning Committee was created to work on the process and items needed to hire a director.

Nancy presented the following resolutions:

- **Resolution #67 of 2023 (Addition of Photography and Videography Policy):** The Board of Trustees of the Town of Esopus Library accepts the addition of the Photography and Videography Policy to the Library Policy Manual. A motion to accept the resolution was made by Reggie Heffernan and seconded by Elaine Rylance.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
Board Members Absent:
- **Resolution #68 of 2023 (Vulnerable Adults Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Vulnerable Adults Policy. A motion to accept the resolution was made by Larry Decker and seconded by Reggie Heffernan.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
Board Members Absent:
- **Resolution #69 of 2023 (Update to Section 3 of the Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 3 of the Personnel Policy Manual. A motion to accept the resolution was made by Martha Farrell and seconded by Elaine Rylance.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
Board Members Absent:

- **Resolution #70 of 2023 (Programming Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Programming Policy. A motion to accept the resolution was made by Reggie Heffernan and seconded by Larry Decker.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
Board Members Absent:
- **Resolution #71 of 2023 (Update to Section 14 of the Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 14 of the Personnel Policy Manual. A motion to accept the resolution was made by Martha Farrell and seconded by Larry Decker.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
Board Members Absent:
- **Resolution #72 of 2023 (Personnel Actions: M.Genter-S.Powell):** The Board of Trustees of the Town of Esopus Library agrees to the personnel actions resolution. A motion to accept the resolution was made by Nancy Beranek and seconded by Reggie Heffernan.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis, Elaine Jaffe, Susan Barbarisi
Board Members Absent:
- **Resolution #73 of 2023 (Public Exhibit and Display Request Form Update):** The Board of Trustees of the Town of Esopus Library decided that further discussion regarding this resolution was needed. This resolution has been tabled to 2024.

- **Sustainability, Research and Development** - Elaine Rylance

Written report was submitted. Elaine reviewed the meeting minutes. The meeting minutes listed questions that will be asked at the January meeting. The answers to these questions will be a building block for community planning. Don is taking a large lead on this project.

IX. Trustee Training – Nancy Beranek Trustee Training took place during the month at online sessions

X. ADJOURNMENT

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Reggie Heffernan. The meeting was adjourned at 6:53 p.m.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Stephen Lewis, Elaine Jaffe

Board Members Absent:

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

Director's Report January, 2024

Due to the recent holiday season, this will be a much shorter report than usual. We *are* gearing up for a new year though so we have been busy all the same. Shannon and Meaghen's reports this month have 2023 year-in-review data though, so there is plenty for you to digest. There will be an annual report to the community that I will put together for Esopus Library in the next two months. It is based at its heart on the library's annual report to NY State which happens late in February.

Ongoing and/or Completed Business:

Phones/Internet: I spoke with the gentleman at Superior Telephones who sold us our new NEC phone system a couple of years ago seeking advice about alternatives to our current phone service carrier. Jim told me that "While I could certainly sell you a Voice over IP service, your best bet is to go with Spectrum Voice." It turns out that our internet provider can also provide voice service and when we bundle and save as they say, we actually end up paying less for both than we were paying for internet alone. This savings is allowing me to spend more of the budget on buying books, e-books, DVDs, and other formats.

DLD Grant: I am still working on getting estimates that include prevailing wage from two of the four companies who gave us estimates to use for this grant application. I am also still seeking a local engineer who may be willing to act as project manager for us (almost certainly for a fee).

Audit: Deborah and I have been struggling with the software that the auditors have been pushing us to use to submit documents, view progress, and see requests for documents. It is too faceted, with too many tabs and it is very hard to figure out what is a new communication, where the attached documents can be viewed, what the reason a document has been rejected for, and other functions of this process. We have asked that they send questions and requests via email and allow us to respond the same way, but they have not been very responsive. They are frustrated as well and sent a letter via US Post Office urging us to finish up. We sent a letter in response requesting a final list of outstanding documents and explanations for the rejected documents via email or postal delivery.

Bank account/Credit Card: Shannon has been added back to the list of authorized signers on the checking accounts and a credit card in her name should arrive in the next two weeks.

Upcoming:

Budget: I will devise a budget for 2025 before the end of January and set a meeting with the Treasurer very soon after to discuss the changes and increases that I believe are needed to keep Esopus Library on track for a bright, sustainable future. After Reggie and I come to a consensus about it, we will then present it to the Finance Committee for review/input, and then it will be presented at the next Board meeting.

Job Descriptions: Since long before I got here, Esopus Library staff have been making do with the brief descriptions of “Duties of the Class” that Ulster County Civil Service gives with exam applications. Promoting Shannon to the role of Circulation and Programming Manager necessitated that a new job description get written though and getting that done got me rolling. I wrote most of the others as well in the past two weeks. Deborah’s (Office Clerk) and Mary’s (Board Secretary) are all that remain and will be completed before the end of January.

Employee Handbook: Job descriptions lead naturally to an employee handbook in my mind. Staff should have a document that lays out in an easily digested manner all pertinent policies and practices that pertain to their employment at the library. The personnel manual serves that function currently but an employee handbook does not have to contain all of the extra language that policy manuals require. I envision a much shorter document that outlines and refers to info contained in the manual, has a job description in it, and has a signing page at the end that acknowledges receipt of the document. Future changes to policy would have to be added to this document and new signatures would be required.

Continuing Education/Community Outreach:

January 4th - Webinar thanks to NY State Library 10AM to 11:30AM

“Helpful Info for Meeting Minimum Public Library Standards” While this workshop covered very little that I was not already aware of, it did make me aware of some resources that were new to me.

January Adult & Teen Programmer's Report

Adult Programs

Adult programs slowed down during the end of December around the holidays and eased into January and 2024 programming. From December 19 through January 10, the Esopus Artists Group and Mah Jongg continued to meet weekly with a total of 9 attendees for art and 24 for Mah Jongg. The artists did not meet on December 26 or January 9. Readers' Choice Book Group met on January 4 to discuss *I Found You* by Lisa Jewell with 14 members in attendance. The Ulster County Photo Club met on January 10 with 13 members in attendance. The Photo Club encouraged members to participate in a Post-Processing Challenge for their meeting by emailing out an image for members to enhance and process. At the meeting, members could share their final image and explain the steps they used to make enhancements. On January 11, I offered the first of three gnome-themed workshops that Shannon and I are holding through January. Fifteen attendees turned small terracotta pots into gnomes by adding beards, noses, and hat brims to the pot. They then selected a succulent to plant inside the pot which serves as the gnome's hat. Michael Davidoff's artwork remained in the Duck Pond Gallery through Friday, January 12 as his original take-down date was the same day as the Noon Year's Eve... Eve! party. Our next exhibit will feature the nature photography of Derek Dellinger. Derek will be joining us for a presentation about his latest book, *The Joy of Winter Hiking*, on January 27. His photos will be on display in time to coincide with his presentation and will remain throughout the month of February.

Teen Programs

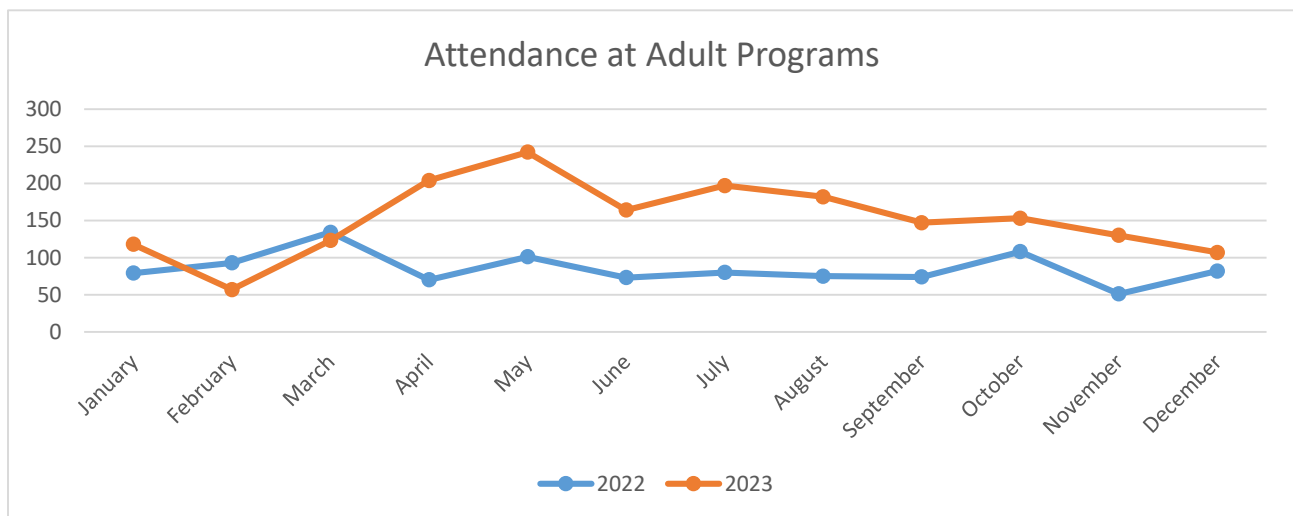
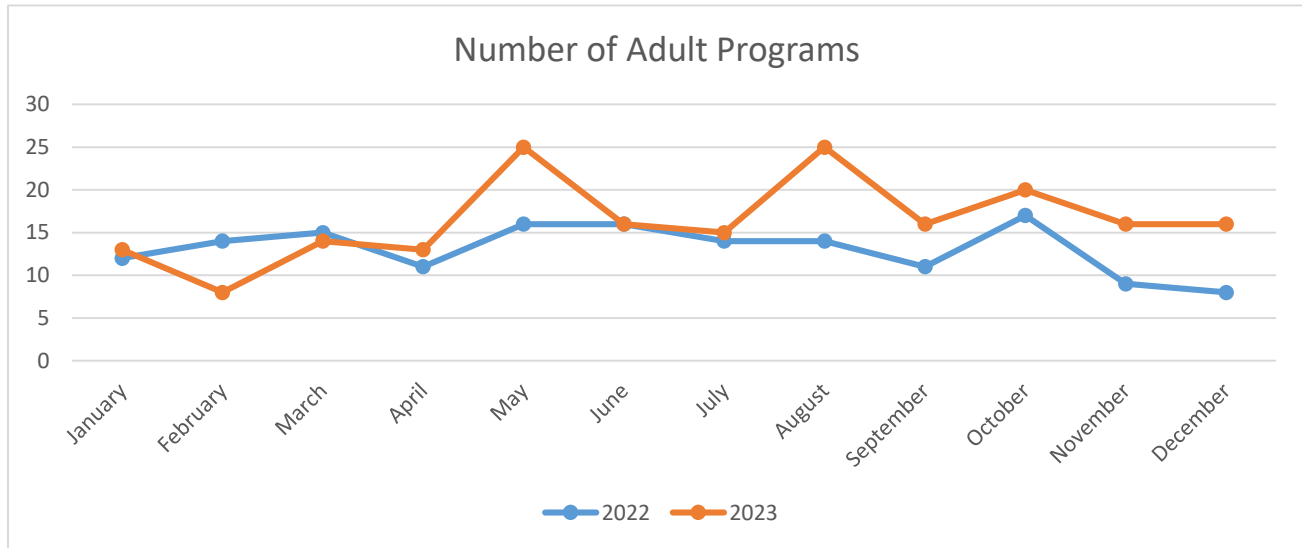
A variety of teen and family programs were held in the end of December to coincide with the school district's Winter Break. I led a Hot Chocolate Bombs Workshop for teens with 12 participants on December 18. Bad Art night was held on December 26 with 6 participating. This month's theme was dragons and attendees used fabric and beads on thin canvases to bring mythological creatures to life. Nailed It was held on December 27 with 9 teens turning marshmallows into penguins with melting chocolate, candy, and sprinkles. Shannon and I worked together to host three family programs during Winter Break week. On December 27, I led a Lego Build Challenge for a group of 17. Participants selected a challenge card and used their imagination and building skills to recreate the item on the card. The group successfully completed 40 challenge cards in less than a half hour. The remainder of the hour was used for Lego free building. On December 28, Shannon and I led a Bedtime Stories program for 17 participants. Children completed a permission slip to allow their stuffed animals to sleep over in the library. After the program, the stuffed animals went on a wild adventure through the library. We took photos and gave each child a certificate with three images to show what their animals did and additional photos were posted on Facebook. Stuffed animals were snuggled into leftover summer reading drawstring "sleeping" bags for the night. On December 30 we held a Noon Year's Eve... EVE! party with 35 people celebrating by making party hats and noisemakers, making use of our photo area, and having snacks and punch. At 12pm we dropped balloons and disco balls from the ceiling.

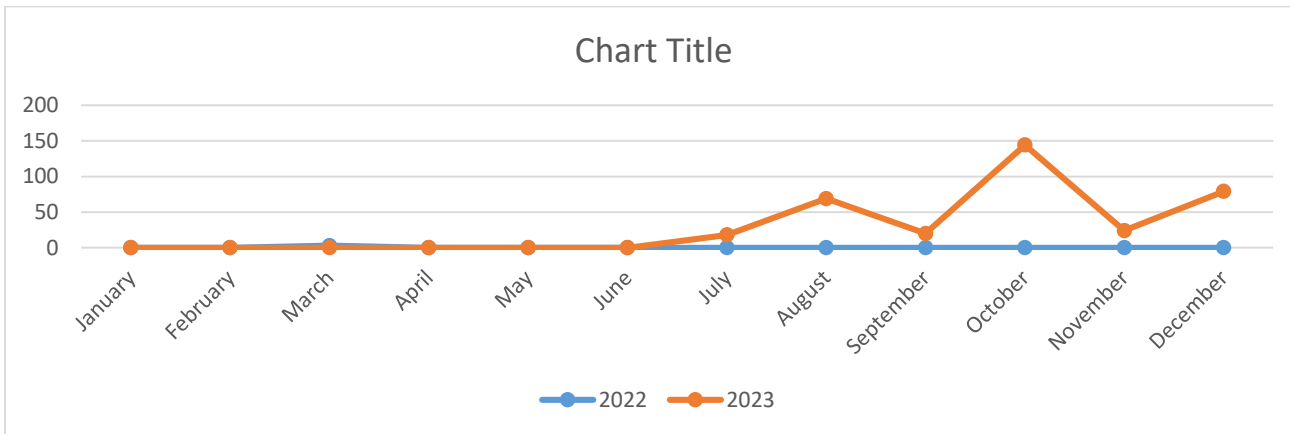
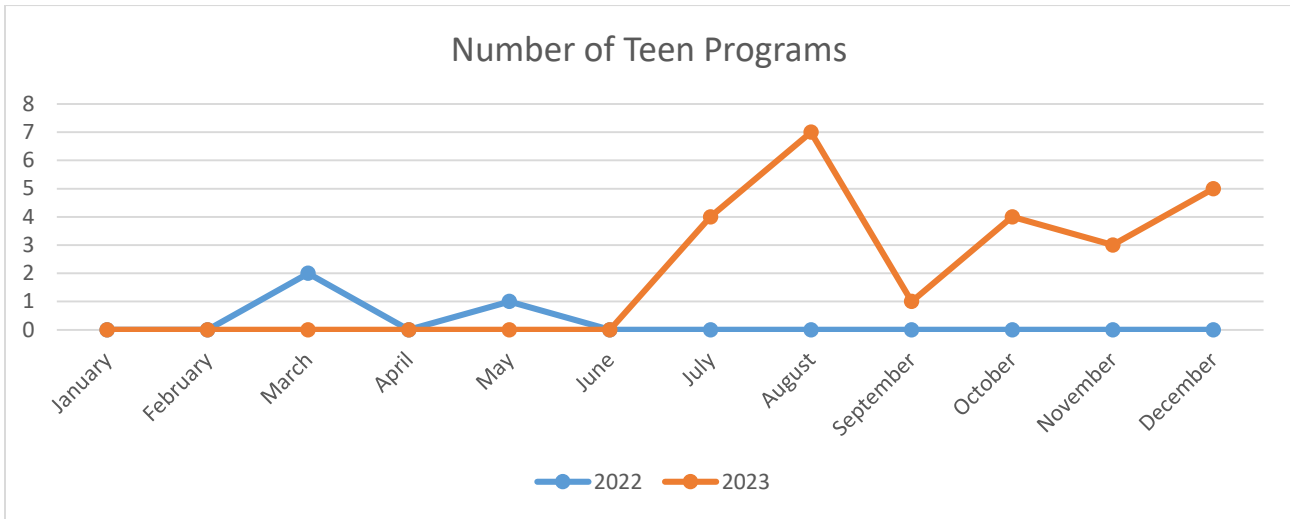
Continuing Education

On January 10, I watched a pre-recorded webinar hosted by the ALA's Graphic Novel and Comics Round Table about *Celebrating Will Eisner Week*. The library will be participating in Will Eisner week from March 1-7 which celebrates comics, graphic novel literacy, and Will Eisner's legacy. More details coming soon!

A Reflection on 2023

Below are graphics representing the growth of adult and teen programming from 2022 through 2023. Please note that programs that were cancelled due to weather or illness were not included. Some teen program data may reflect family programming for youth of all ages and their families as it is difficult to track the number of teens at large family events.





Respectfully submitted,

Meaghan Darling 1/15/24



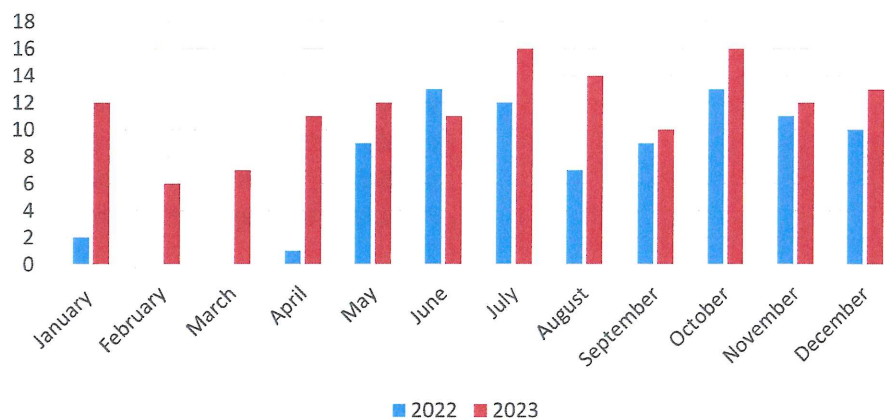
Children's Program Coordinator Report - January

★ December Wrap Up:

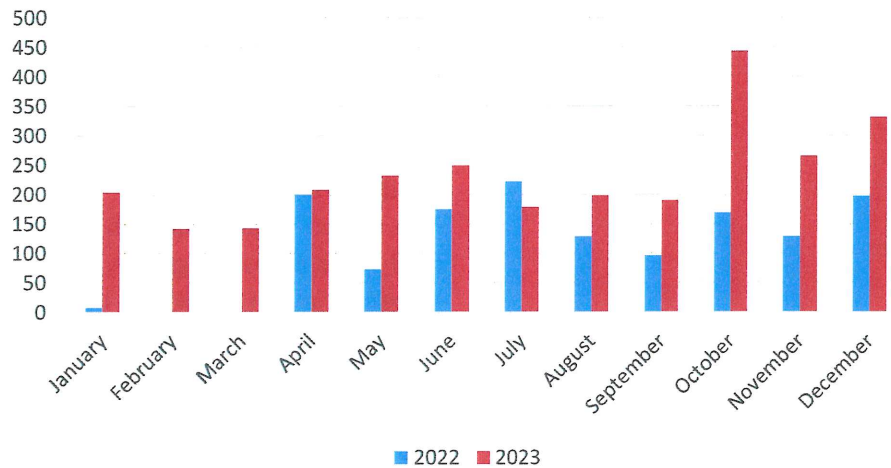
- Overall attendance for December children's programming was 332 participants.
- We ended December with a stuffed animal sleepover. Meaghan and I held an evening story time for families, where participants got to come have a snack and hear a story "by the fire" with their stuffed animal, then leave them in the library for fun (and mischief!) overnight. We had a great time staging their adventures in the library, and then tucking them into sleeping bags (leftover bags from the summer reading program). When our young patrons came to pick up their stuffed friend from the sleepover, they got a personalized report of what they did for the evening, complete with photos.
- Our family's Noon Year's Eve Celebration was another end of year success; families joined us for a family friendly daytime party that included making décor to ring in the New Year, a photo session opportunity, snacks, and a countdown to a ball drop.

★ The year in review:

Number of In-Person Children/Family Programs Offered



Attendance for In-Person Children/Family Programming



★ January

- We took some time early this month to work on refreshing the children's room by weeding out dated or damaged material. Some of the books had not been checked out in over ten years. Tidying up the room will allow us to get a good idea of gaps in the collection and steer our ordering for the next year, as well as giving us some space to potentially redesign the room. This is a work in progress, as we also continue our other duties in planning the calendar and holding programs.
- Local author, Ellen Yeomans came 1/8 to share her children's book ***Some Snow Is*** and a winter craft with the community. Ms. Yeomans has authored a number of books and is looking forward to returning to share her other book, ***Grandmother's Galore*** closer to Mother's Day, as well as a new book that she has not yet published, ***Tuck Your Truck In***.
- Regular Tuesday and Wednesday Story Times resume on January 23.
- We are holding a number of gnome themed workshops that combine an activity for children and adults to create fun, lovable creatures together. The community response was positive (all programs are fully booked!).
- We will be holding a "Crafternoon" for kids, teens and adults to create unique one-of-a-kind art, while also cleaning out some of our leftover supplies. This too will help us in tying up loose ends and guide our supply ordering in the upcoming months this year.

- We have an upcoming movie night on 1/26. We will be showing Gnomeo and Juliet sticking with our gnome theme for the month.

★ **Looking Ahead:**

- Bring Your Child to the Library Day is the first Saturday in February. I will be holding a special library themed story time and craft that day.
- In February, I have some fun programming planned, including a DIY piñata workshop, dissecting an owl pellet, and an evening family story time, in addition to the regularly scheduled story times.

Respectfully Submitted,

 1/11/24

The Town of Esopus Library
Governance and Personnel Committee Minutes
January 9, 2024

Present: Nancy Beranek, Susan Barbarisi, Martha Farrell, Stephen Lewis, Don Carragher, Jesse Chance

The committee reviewed and made minor revisions to the following policies:
Exhibits and Posting Policy
Meeting Room Policy
Patron Complaint Policy

These will be presented at the next Board meeting for approval.

Respectfully submitted,
Nancy Beranek

SUSTAINABILITY/ RESEARCH & DEVELOPMENT

January 10, 2024

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

Don started to review some aspects of Turning Outward with the committee. We will be carefully looking at the rest of the program until it actually begins in March.

Below are the questions for the Board to respond to at the next meeting.

1. What kind of community do you want to live in?
2. Why is that important to you?
3. How is that different from how you see things now?
4. What are some of the things that need to happen to create that kind of change?

I ask that you please give these some thought and we will be speaking to them at the Board meeting.

Respectfully submitted

Elaine Rylance

Next meeting is February 14, 2024, at 4 p.m.

Town of Esopus Library

Buildings and Grounds Committee

January 8, 2024

4:00 pm

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

Went over old business to check off and finalize various projects:

Elaine J. and Jesse will continue to look into grant possibilities for various landscaping projects. Discussed getting information on the Channel Marker/Buoy to consider grant for garden that would include this as a memorial. **Steve** will ask William Bensen for historic info.

Garden: Don (locks and keys/ pallets of soil/ wooden markers)

Jesse is working on getting a new provider to replace Verizon. Going to get **Spectrum**. **Liberty** will still be moving security camera.

Contract set with **Otis** for the elevator. Had 1st preventative meeting.

Have estimate for water fountain installation from **A-Team**. Waiting for estimate from **Rice Plumbing**.

New Business and continued discussions:

Jesse removed study area.

Question: Does our grant cover the roof panels as well as the ground solar panels? YES.

Discussed putting in a display case for the public to display various items on a rotating basis. (collections, crafts, historical items.) **Don** will write to county clerk who might have a case we can use. **Steve** will check with a cabinet maker.

Discussed putting in a wall of cabinets in Kitchen room for programing supplies.

Talked about a new TV stand

Elaine J. pointed out that we have a malfunctioning irrigation system. We will look into this more fully for spring.

The next Building and Grounds meeting is scheduled for Monday, **Feb. 12, 2024** at 4:00 pm

Submitted, Larry Decker

Town of Esopus Library
Finance Committee Minutes
January 11,2024

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

The payment of claims for \$16,963.51 was reviewed by the committee and a resolution for approval by the Board of Trustees will be presented to the Board at the January meeting.

Jesse requested that we make the following changes to the 2024 budget:

- The line item for new computers should be reduced from \$2,000 to 0 because of the generous grant given to the library through our legislature Sarahana Shrestha.
- The line item for telecommunication should be reduced from \$7,100 to \$3,000 because Jesse was able to find a much lower cost service for the library.

We, therefore, recommend that the above line items are changed and that these monies be added to the 2024 budget in the following manner:

- \$3650 be added to the total print books line item to increase total to \$12,000
- \$2450 be added to the recordings line item to increase line item to \$14,650

Reggie reported that Foundation investments grew from \$866K to \$ 957K during 2023. This means the library will receive a sizable increase (5% of the \$957) in 2025. Jesse reported that Marion Zimmerman provided the library with a check to the library for their 2024 contribution.

The Foundation noted that they also received a \$500 donation from the Nelson family. If the library was interested, Merrill Lynch could provide a lawyer to come to the library and discuss charitable donations with the community. They also suggested that in this year's state of the library report to the community include information on both the Foundation and Friends.

We compared the actual 2023 expenses to our 2024 Budget as a first step in developing the 2025 budget. Next month we will begin to build the 2025 budget.

Respectfully submitted,
Reggie Heffernan, Treasurer

Next Meeting
Thursday, February 8
4 pm at the Town of Esopus Library