

Town of Esopus Library  
April Board of Trustees Meeting  
Wednesday April 26, 2023

**Agenda**

Call to order	Don Carragher
Approval of March Board Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Interim Manager's Report	Shannon Powell
Friends	Susan Leiching
Committees	
1. Buildings and Grounds – Larry Decker	
2. Governance and Personnel / Trustee Training – Nancy Beranek	
3. Sustainability, Research and Development – Don Carragher	
Adjournment	

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Resolutions:

- 2023-21 – Approval of 2024 Budget
- 2023-22 – Payment of March Claims
- 2023-23 – Payment of Attorney of Record
- 2023-24 – Personnel Actions – All current employees
- 2023-25 -- Collection Development Reconsideration Request Policy Update and Rename
- 2023-26 – Personnel Actions – L.Gough – M.Genter
- 2023-27 – Authorization of Audit
- 2023-28 – Authorization to Update Camera Security and Alarm System

# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **March 29, 2023**

**Board Members Present:** Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Don Carragher, Larry Decker, Elaine Rylance, Laura Lauria, Elaine Jaffe, Susan Leiching

**Board Members Excused:**

**Board Members Absent:**

**Staff Present:** Shannon Powell, Mary Garraty, Jennifer Russell

**Guest:** Chet Allen (Library Foundation)

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:03 p.m.

Don introduced Chet. Chet spoke about the Library Foundation. The foundation uses a broker who manages all the investments. The foundation donates to the Library each year (5% based on yearend balance)  
The foundation does not do fundraising.

#### **II. APPROVAL OF MEETING MINUTES**

Written minutes for the February monthly Board meeting held on February 27, 2023 and written minutes for the Emergency Board meeting held on March 20, 2023 were submitted and open for review.

A motion to accept the minutes of the February monthly Board meeting held on February 27, 2023 was made by Nancy Beranek and seconded by Elaine Rylance.

AYE: 9; NO: 0; ABSTAIN: 0

Board Members Excused: 0

Board Members Absent: 0

A motion to accept the minutes of the Emergency Board meeting held on March 20, 2023 was made by Susan Barbarisi and seconded by Larry Decker.

AYE: 9; NO: 0; ABSTAIN: 0

Board Members Excused: 0

Board Members Absent: 0

#### **III. Presidents Word – Don Carragher**

Don sent the Presidents Word via email as it also contained dates for Trustee Training.

Don did an overview of the upcoming training sessions. Don also sent a chapter from the Trustee Handbook via email to the Trustees.

#### **IV. Public Comment** none

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

Written report was submitted. Reggie reviewed the Committee Meeting Minutes. She discussed the budget. She also discussed how to propose employee wages for the future.

- **Resolution #14 of 2023 (Payment of February Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from February 1, 2023 to February 28, 2023 for items in the amount of \$22,093.62. A motion to accept the resolution was made by Susan Leiching and seconded by Nancy Beranek. AYES: 9; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 0
- **Resolution #16 of 2023 (Exceed the Tax Cap in 2024):** The Board of Trustees of the Town of Esopus Library approves exceeding the tax levy limit for 2024. A motion to accept the resolution was made by Elaine Rylance and seconded by Susan Barbarisi. AYES: 9; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 0

Don asked about not printing all the financial papers since the finance committee gets all these papers. The rest of the board might not need/want all of it but only a subset.

#### **VI. DIRECTOR'S REPORT** – Shannon Powell

Shannon reviewed the Director's Report. The Backflow is leaking. KW Cross did inspect it and said it needed to be repaired. They have submitted a quote for a fix. The quote is for \$1659.57.

The library held the first EBA Mixer. The EBA (Esopus Business Alliance) would like someone from the Library to attend each month. Shannon will forward the notifications to each Trustee. She reviewed the upcoming events that are planned. One of the staff members is planning to take the test to become a notary.

Jennifer Russel discussed the qualities needed for the new Director as well as advertising for a new Director. The Strategic Planning Committee is working on the requirements and qualities of a new director for the Town of Esopus Library. The Committee meets on Mondays at 10:00 am.

- Resolution #15 of 2023 (Annual Report to NYS):** The Board of Trustees of the Town of Esopus Library has reviewed and accepted the 2022 Annual Report to the State Library. A motion to accept the resolution was made by Susan Barbarisi and seconded by Reggie Heffernan.  
 AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: 0  
 Board Members Absent: 0
- Resolution #20 of 2023 (Authorization of Backflow Repairs)** The Board of Trustees of the Town of Esopus Library accepts and approves the repair work to the Backflow area be done by K/W Cross Connection Control, LLC for an amount to not exceed \$2000.00. A motion to accept the resolution was made by Nancy Beranek and seconded by Elaine Jaffe.  
 AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: 0  
 Board Members Absent: 0

**VII. FRIENDS** --Susan Leiching

Friends is having their membership drive right now. All the monies that they raise goes back to the library.

**VIII. COMMITTEE REPORTS**

- Buildings and Grounds** – Larry Decker  
 Written report was submitted. Larry reviewed the meeting minutes Larry mentioned the fire inspection deficiencies (not violations). They discussed a list of cleaning jobs for the cleaner. The cleaning blocks for the pond were added today.
- Governance and Personnel** – Nancy Beranek  
 Written report submitted. Nancy reviewed the meeting minutes. She touched on the Memorandum of Understanding with Jennifer Russel. Nancy received a few Board self-evaluations from some Board members.

  - Resolution #17 of 2023 (Public Relations Policy Update):** The Board of Trustees of the Town of Esopus Library accepts and approves the updates made to the Public Relations Policy. A motion to accept the resolution was made by Susan Leiching and seconded by Reggie Heffernan.  
 AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: 0  
 Board Members Absent: 0

- Resolution #18 of 2023 (Removal of Release of Public Statements by the Board Policy):** The Board of Trustees of the Town of Esopus Library approves the removal of the Release of Public Statements by the Board Policy. A motion to accept the resolution was made by Elaine Jaffe and seconded by Larry Decker.

AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: 0  
 Board Members Absent: 0
- Resolution #19 of 2023 (Exhibits and Posting Policy Update):** The Board of Trustees of the Town of Esopus Library accepts and approves the updates made to the Exhibits and Posting Policy. A motion to accept the resolution was made by Elaine Rylance and seconded by Susan Leiching.

AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: 0  
 Board Members Absent: 0
- Sustainability, Research and Development** - Don Carragher  
 The committee did not meet.

**IX. Trustee Training** – Don Carragher and Nancy Beranek  
 Don discussed the upcoming training sessions during the presidents word.

**X. ADJOURNMENT**

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Elaine Jaffe. The meeting was adjourned at 7:05 p.m.

AYES: 9; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: 0  
 Board Members Absent: 0

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

Town of Esopus Library                      Buildings and Grounds Committee

April 10, 2023

4:00 pm

Attending: Larry Decker, Nancy Beranek, Don Carragher, Shannon Powell, Laura Lauria and Elaine Jaffe

No Absentees

Back flow problem is going to be fixed on Thursday (4/13). We will still need a full inspection to be done.

Safeco came last week for smoke sensors.

Don has tool to clean dust from fire sprinklers.

Terry McKeVitt was sick but will meet with Shannon Thur./Fri. to create a cleaning list. He is also willing to increase his hours.

Discussed security cameras...system needs upgrading. Don would like a full demonstration of systems we are considering. Possible companies are:

- . Johnson Controls
- . Greylock (Saugerties Library uses them...might be able to get demo through Jen)
- . Liberty (Got estimate but no demo...did come in but no response)
- . Safeco (Got estimate but no demo. Also, we think town hall has this company)
- . Verkada (No local support...California company)

Discussed tree work by TreePros (Received their insurance certification). They will prune and shape yellow magnolia (in June/July) and remove damaged/leaning cottonwood for \$1000. Discussed future projects such as thinning & pruning river birch and various shrubbery...possible for free.

2 small side garden plots are going to be enlarged by Cliff Woglon starting tomorrow (4/11). Garden space will be awarded to person on waiting list.

Moving forward with garden shed. Don is looking into possible choices. Might even be able to use BOCES program/Eagle Scouts/Bruderhauf or just Brads Barns.

Cliff might be able to do the cement pad needed for shed.

Also decided to include a tool locker for rakes & shovels to be in the center of garden.

Brought up the possibility of a display case most likely when the library is redesigned.

Don is going to redo the blue striping in parking lot and will add the word "SLOW" in yellow

The next Building and Grounds meeting is scheduled for May 8, 2023 at 4:00 pm

Submitted, Larry Decker

**Town of Esopus Library  
Finance Committee Minutes  
April 12 & 13, 2023**

**Attendance:** Reggie Heffernan, Susan Barbarisi, Shannon Powell, Elaine Rylance, Susan Leiching

The payment of claims for \$ 16,006.62 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the April meeting.

On Wednesday, April 10, the sustainability committee reviewed the changes to the 2024 budget and the updates to the 2024 payroll giving a \$0.25/hr longevity increase for completed years of service. On Thursday the finance committee reviewed the final changes and agreed to put forward a resolution for approval by the entire board at the April meeting.

The committee has also agreed to put forward a resolution at the April Board meeting to increase the wages of all employees effective May 1<sup>st</sup> in an effort to bring our wages in closer alignment with the current wage calculator.

The committee all agrees that we need to have an audit completed this year. Shannon M. Mannese of RBT CPAs submitted a proposal of \$12,000 to complete such an audit and the committee has agreed to put forth a resolution at the April Board meeting to hire RBT CPAs to perform the audit.

Shannon and Don were going to Citizens Bank on Tuesday to arrange for updates to the Hickey Fund Account so that when it matures in May, we can arrange to get a better interest rate.

Discussion then occurred about the recent problems in withholding errors for some employees and also changes to companies handling payroll without notification to us. We agreed that once the audit is complete and a new director is on board, we will need to look at the idea of changing bookkeeping services. In the meantime, Shannon made sure to remind all employees to carefully review their payroll receipts to check for accuracy.

Respectfully submitted,  
Reggie Heffernan, Treasurer

**Next Meeting  
Thursday, May 11  
4 pm**



## Manager Report April 2023

- **Building**

- KW Cross Connect is coming 4/18/2023 to repair our leaking backflow. After repair, we will schedule to have a full inspection.
- A patron had an item stolen in the library a few weeks ago. Safeco was unable to retrieve any usable footage to give to the Sheriffs, as our 15+ year-old system has many blind spots and a very limited recall of data and playback. As a result, I scheduled tutorials with both Safeco and Liberty to test their software; both companies had given quotes updating our security systems approximately a year earlier.
- Cliff Woglon painted our bridge from last year and is redesigning the side garden plots.
- Our AED machine has a dead battery. I have ordered a new one, however it is backordered.

- **Programming**

- Hudson Valley Reptile and Rescue brought turtles, snakes and lizards to a packed house; nearly 70 patrons attended!
- Tai Chi with Ann Sherry returns for six weekly sessions beginning May 1<sup>st</sup>.
- We have a local history author, AJ Schenkman scheduled to present from his book, **Unexpected Bravery: Women and Children of the Civil War.**
- A local children's author, Kiley Hogancamp, will be coming to do a reading and a dinosaur drawing tutorial, May 19<sup>th</sup>.
- CCE will be doing a Master Gardener Presentation 5/1, and UCRRA will be doing a composting program 5/15.

- **Personnel**

- We have hired two library substitutes: Marilyn Genter and Lee Gough, both previously employed by the library to help out in case of library being short staffed due to illness or vacation time.
- Staff continue to meet weekly on Thursdays for staff meetings.



- **Resources & Community**

- Our new printer was delivered and updated by National. We had National staff and Isaac (IT) from MHLS to make transition very easy and pain-free for staff and patrons.
- The Bruderhof donated compost for the gardeners.
- The Burroughs Association donated many nonfiction books to enhance both our children & adult nonfiction selections on animals and the environment.
- The Friends of the Library gave me the okay to donate coupons for free books to the Town of Esopus Easter Egg Hunt. We also donated three prize baskets and some candy and goodies.
- The Roundout Harbor held its annual Townhall on April 19<sup>th</sup> in the community room.

- **Trainings**

- I attended the MHLS Online Programmers Forum 4/21/23
- I have shared with staff an upcoming webinar on Library Safety and Security: A Holistic Approach for May 18<sup>th</sup>.
- When we have our new AED, I will have my husband (an ICU Nurse Practitioner) come and give us a basic how to on using an AED.

Respectfully submitted,

*AM Powell* 4/14/23

Governance and Personnel Committee  
April 11, 2023

Attendance: Nancy Beranek, Don Carragher, Susan Leiching, Laura Lauria, Shannon Powell,  
Jennifer Russell

The committee reviewed and revised the Collection Development Reconsideration Request Policy and form. The name was changed to the Reconsideration Request Policy. It will be presented at the next board meeting for approval.

Respectfully submitted,  
Nancy Beranek

Town of Esopus Library  
April 12, 2023

Sustainability, Research & Development  
4:00 pm

The Sustainability, Research and Development Committee did not meet this month due to additional budget / finance meetings.

Submitted by Don Carragher

Next meeting is scheduled for May 10<sup>th</sup> at 4:00 pm

Detailed Expenses	2022 Actual	2023 Budget	2024 Budget
<b>Information Technology &amp; Equipment</b>			
Equipment Repair	\$435	\$400	\$500
Hardware		\$1,000	\$500
New Computers	\$12,434	\$2,000	\$2,000
Software	\$1,060	\$1,600	\$1,600
Furniture & Fixtures	\$1,011	\$200	\$200
Copier	\$3,115	\$3,100	\$3,100
<b>Total Equipment</b>	<b>\$18,055</b>	<b>\$8,300</b>	<b>\$7,900</b>
<b>Collection Development</b>			
Adult Fiction	\$2,990	\$2,800	\$3,000
Adult Large Print	\$780	\$900	\$1,000
Adult Non-fiction	\$1,821	\$2,000	\$2,000
Juvenile Fiction	\$836	\$600	\$1,000
Juvenile Non-fiction	\$355	\$250	\$500
Young Adult Fiction	\$585	\$500	\$600
Young Adult Non-Fiction	\$239	\$250	\$250
<b>Total Print Books</b>	<b>\$7,605</b>	<b>\$7,300</b>	<b>\$8,350</b>
Newspapers	\$1,568	\$2,000	\$2,000
Magazines	\$995	\$900	\$1,000
<b>Total Serials</b>	<b>\$2,564</b>	<b>\$2,900</b>	<b>\$3,000</b>
Adult Books -CD	\$1,381	\$1,400	\$1,000
Adult Books - E-Books	\$1,286	\$2,100	\$4,000
Adult DVD	\$1,190	\$1,400	\$1,400
Adult Music CD	\$301	\$300	\$200
e-content	\$4,401	\$5,000	\$5,000
Family/Juv Movies	\$581	\$700	\$500
Juvenile Books	\$81	\$400	\$100
<b>Total Recordings</b>	<b>\$9,220</b>	<b>\$11,300</b>	<b>\$12,200</b>
<b>Total Collection</b>	<b>\$19,389</b>	<b>\$21,500</b>	<b>\$23,550</b>

	2022 Actual	2023 Budget	2024 Budget
<b>Facilities Expenses</b>			
AnnOperPermit		\$150	\$150
Clean Windows		\$400	\$400
Clean Carpet/Floor		\$900	\$900
Cleaning Service	\$4,750	\$3,200	\$5,000
Custodial Supplies	\$294	\$1,000	\$500
Grounds: Mow/Weeding	\$3,500	\$3,000	\$3,500
Grounds: Snow	\$2,750	\$2,600	\$3,000
Grounds: Other	\$7,628	\$500	\$2,500
Walls/Painting		\$700	\$700
Other	\$1,632		
<b>Total Grounds</b>	<b>\$20,554</b>	<b>\$12,450</b>	<b>\$16,650</b>
Elevator	\$3,587	\$2,700	\$4,000
HVAC	\$1,559	\$2,000	\$2,000
Other	\$4,231	\$4,000	\$4,500
Property Insurance	\$17,357	\$10,000	\$20,000
Security System	\$2,222	\$1,500	\$2,500
<b>Total Systems</b>	<b>\$28,956</b>	<b>\$20,200</b>	<b>\$33,000</b>
<b>Total Grounds &amp; Systems</b>	<b>\$49,510</b>	<b>\$41,550</b>	<b>\$49,650</b>
<b>Utilites</b>			
Trash	\$1,222	\$1,300	\$1,300
Electricity	\$8,993	\$7,000	\$12,000
Water/Sewer	\$706	\$600	\$750
Other			
<b>Total Utilities</b>	<b>\$10,921</b>	<b>\$8,900</b>	<b>\$14,050</b>
<b>Office Expenses</b>			
Copier Paper	\$196	\$400	\$400
Library Supplies	\$919	\$1,200	\$1,200
Office Supplies	\$2,368	\$1,300	\$2,000
Office Travel	\$475	\$200	\$200
<b>Total Office &amp; library Support</b>	<b>\$3,959</b>	<b>\$3,100</b>	<b>\$3,800</b>

	2022 Actual	2023 Budget	2024 Budget
<b>Telecommunications</b>			
Internet	\$3,523	\$3,300	\$3,600
Telephone	\$3,269	\$1,800	\$3,500
<b>Total Telecommunication</b>	<b>\$6,793</b>	<b>\$5,100</b>	<b>\$7,100</b>
<b>Programming and Outreach</b>			
Adult	\$919	\$5,129	\$3,000
Teen			\$3,000
Children	\$2,724		\$3,000
Outreach	\$416	\$400	\$400
Publicity & Printing	\$765	\$500	\$1,000
Postage	\$467	\$300	\$500
<b>Total Programming</b>	<b>\$5,291</b>	<b>\$6,329</b>	<b>\$10,900</b>
<b>General Assessment fees</b>			
MHLS License	\$10,235	\$12,485	\$12,500
Other	\$2,445		
IT Consulting			
<b>MHLS</b>	<b>\$12,679</b>	<b>\$12,485</b>	<b>\$12,500</b>
<b>Professional Expenses</b>			
Classes/Workshops		\$300	\$500
Membership fees	\$586	\$750	\$750
Accountant	\$5,850	\$6,000	\$6,600
Audit	\$3,800	\$7,500	\$12,000
Election Inspectors	\$413	\$350	\$500
Liability Insurance	\$1,100	\$1,200	\$1,200
Legal	\$1,000	\$1,000	\$1,000
Professional Travel		\$250	\$250
Training Education & Travel	\$89	\$300	\$300
Tuition Reimbursement			\$4,000
<b>Total Professional Expenses</b>	<b>\$12,839</b>	<b>\$17,650</b>	<b>\$27,100</b>
<b>Total Expenses</b>	<b>\$452,244</b>	<b>\$530,865</b>	<b>\$561,761</b>

## Town of Esopus Library 2024 Budget

<b>Income</b>	<b>2024 Budget</b>
Town Tax Appropriation	\$425,305
Foundation	\$40,640
PILOT	\$5,000
Library Charges	\$3,000
Interest & Earnings-other	\$6,000
Gifts & Donations	\$12,500
Grants	\$1,000
State Aid	\$11,000
Fund Balance	\$57,226
<b>Total Income</b>	<b>\$561,671</b>

### Expenses (Summary)

Wages	<b>291,107</b>
Payroll Expenses	\$57,014
Medical	\$57,000
Technology & Equipment	\$7,900
Books	\$8,350
Recordings	\$3,000
Serials	\$12,200
Building Maintenance	\$49,650
Utilities	\$14,050
Office Expenses	\$3,800
Telecommunication	\$7,100
Programming & Outreach	\$10,900
Professional Services Fees	\$27,100
MHLS	\$12,500
<b>Total Expenses</b>	<b>\$561,671</b>

**Town of Esopus Library****2024 Budget**

<b>Income</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
Town Tax Appropriation	\$408,790	\$416,966	\$425,305
Foundation	\$48,380	\$53,193	\$40,640
PILOT		\$3,480	\$5,000
Library Charges	\$3,970	\$5,000	\$3,000
Interest & Earnings-other	\$5,918	\$4,500	\$6,000
Gifts & Donations	\$12,909	\$12,000	\$12,500
Grants	\$900	\$4,000	\$1,000
State Aid	\$10,804	\$9,500	\$11,000
Fund Balance		\$22,226	\$57,226
<b>Total Income</b>	<b>\$491,671</b>	<b>\$530,865</b>	<b>\$561,761</b>
<b>Expenses (Summary)</b>			
Wages	\$222,721	\$300,837	\$291,197
Payroll Expenses	\$43,914	\$57,014	\$57,014
Medical	\$46,175	\$57,000	\$57,000
Technology & Equipment	\$18,055	\$8,300	\$7,900
Books	\$7,605	\$7,300	\$8,350
Recordings	\$2,564	\$2,900	\$3,000
Serials	\$9,220	\$11,300	\$12,200
Building Maintenance	\$49,510	\$41,550	\$49,650
Utilities	\$10,921	\$8,900	\$14,050
Office Expenses	\$3,959	\$3,100	\$3,800
Telecommunication	\$6,793	\$5,100	\$7,100
Programming & Outreach	\$5,291	\$6,329	\$10,900
Professional Services Fees	\$12,839	\$17,650	\$27,100
MHLS	\$12,679	\$12,485	\$12,500
<b>Total Expenses</b>	<b>\$452,245</b>	<b>\$539,765</b>	<b>\$561,761</b>



2024 Payroll Expenses - Using Living wage calculator

Title	Employment Date	Proposed hr/wk	Base hourly wage	Wage including longevity \$0.25/years of service	Annual
Director					70,000
Asst Dir or Librarian 3					
Library Assistant	9/2022	30	20	20.5	31,980
Adult & Teen Programmer		30	27.5		42,900
Children Programmer	7/2021	30	27.5	28.25	44,070
Office Clerk	7/2021	25	17.6	18.35	23,855
Circulation clerk	9/2021	25	17.6	18.35	23,855
Circulation clerk	9/2022	19.5	17.6	18.1	18,353
Circulation clerk	2/2022	19.5	17.6	18.1	18,353
Board Secretary	12/2018	3	20	23	3,588
Substitute Circulation clerk		10	17.6		9,152
Wage Contingency					5,000
<b>Total</b>					<b>291,107</b>
Payroll Expenses					
Social Security					
Medicare					
State Unemploment					
State Retirement					
Workman's Compensation					
NYS Disability					
<b>Total Payroll Expenses</b>					<b>57,014</b>
Health & Major Medical					<b>57,000</b>
Total Employee Expenses					<b>405,121</b>

Town of Esopus Library  
James Fitzmorris  
128 Canal Street  
P.O. Box 1167  
Port Ewen, NY 12466

Invoice Date: 03/31/2023  
Invoice No. 623271  
Client No. 110767

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### INVOICE SUMMARY

For professional services rendered through February 28, 2023

**Client-Matter: 110767 - 002**

**RE: Personnel Matter**

Total Professional Services	\$ 3,150.00
Total Costs Advanced	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 3,150.00</b>

### PAYMENTS APPLIED SINCE LAST INVOICE

Date	Type	Invoice No.	Check No.	Paid By	Amount
3/10/22	Adjustment	99992201			\$ -3.00
3/10/22	Adjustment	99992202			\$ -3.00
3/10/22	Adjustment	99992203			\$ -3.00
4/22/22	Payment	529760	3582	Town of Esopus Library	\$ 400.00
4/22/22	Payment	545431	3582	Town of Esopus Library	\$ 4,400.42
4/22/22	Adjustment	99992204			\$ -3.00

## Whiteman Osterman & Hanna LLP

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Client-Matter: 110767 - 002  
Personnel Matter

Invoice Date: 03/31/2023  
Invoice No. 623271

## Whiteman Osterman & Hanna LLP

Client-Matter: 110767 - 002  
Personnel Matter

Invoice Date: 03/31/2023  
Invoice No. 623271

### PROFESSIONAL SERVICES

Date	Atty	Description	Hours	Amount
1/10/23	EMB	Telephone conference with D. Carragher;	.40	100.00
1/12/23	EMB	Telephone conference with D. Carragher;	.30	75.00
1/13/23	EMB	Work regarding employee separation; Emails to D. Carragher regarding same; Additional call and email to D. Carragher;	.80	200.00
1/18/23	EMB	Telephone conference with D. Carragher;	.50	125.00
1/20/23	EMB	Telephone conference with D. Carragher regarding proposed agreement for library director; Work regarding same;	.90	225.00
1/22/23	EMB	Draft proposed separation agreement and letter for library director; Email to client regarding same;	.80	200.00
1/26/23	EMB	Telephone conference with B. Gomper and D. Carragher;	.30	75.00
2/06/23	EMB	Telephone conference with D. Carragher and B. Gocker; Review documents from B. Gocker; Prepare for call with M. Diederich and call to same;	1.10	275.00
2/07/23	EMB	Telephone conference with M. Diederich; Call to D. Carragher regarding same; Detailed email to D. Carragher;	1.00	250.00
2/08/23	EMB	Telephone conference with D. Carragher regarding prior negotiations with B. Dittmar and options for resolving matter; Review prior emails; Work regarding follow up on calculations and negotiation position; Detailed email to M. Diederich regarding revised offer of settlement;	2.40	600.00
2/09/23	EMB	Telephone conference with D. Carragher regarding next steps; Work with E. Callahan regarding same; Email from D. Carragher; Reply to same;	.70	175.00
2/09/23	EMC	Review emails related to severance negotiations;	.30	75.00
2/14/23	EMC	Telephone conferences with Board President and B.D. attorney re separation from employment; Revise draft separation agreement and send summary email to B.D. attorney and Board President re same; Review email responses; Review revisions to agreement from B.D. attorney;	2.00	500.00
2/15/23	EMC	Telephone conference with B. Dittmar attorney re separation agreement; Update agreement and send summary emails to Board President;	.80	200.00

## Whiteman Osterman & Hanna LLP

Client-Matter: 110767 - 002  
Personnel Matter

Invoice Date: 03/31/2023  
Invoice No. 623271

Date	Atty	Description	Hours	Amount
2/22/23	EMC	Telephone conference with B. Dittmar attorney re equipment and separation agreement; Receive executed separation agreement and draft and send Library summary email re payment timing;	.30	75.00

**TOTAL PROFESSIONAL SERVICES** **\$ 3,150.00**

### SUMMARY OF PROFESSIONAL SERVICES

Name	Hours	Rate	Total
Erin M Callahan	3.40	250.00	850.00
Ellen Bach	9.20	250.00	2,300.00
<b>Total</b>	<b>12.60</b>		<b>\$ 3,150.00</b>

**TOTAL THIS INVOICE** **\$ 3,150.00**

WHITEMAN  
OSTERMAN  
& HANNA LLP

Attorneys at Law  
www.woh.com

One Commerce Plaza  
Albany, New York 12260  
518.487.7600  
fax - 518.487.7777

Town of Esopus Library  
James Fitzmorris  
128 Canal Street  
P.O. Box 1167  
Port Ewen, NY 12466

Invoice Date: 03/31/2023  
Invoice No. 623271  
Client No. 110767

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### REMITTANCE ADVICE

Client-Matter: 110767 - 002

RE: Personnel Matter

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**BALANCE DUE THIS INVOICE**

**\$ 3,150.00**

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**To Wire Transfer Funds in USD:**

**KEYBANK NA**

Routing: # 021300077

Depository Account: # 325900033615

S.W.I.F.T. BIC KEYBUS 33

Tax ID: 14-1564599

*Please reference: Invoice No.623271, Client-Matter No. 110767 - 002*

**To Pay by Check, Please Mail Your Payment to:**  
(Please return this advice with payment.)

**Whiteman Osterman & Hanna LLP**  
One Commerce Plaza  
Albany, NY 12260

To pay your bill online via credit card please visit  
<https://whitemanosterman.securepayments.cardpointe.com/pay>

**INVOICES ARE DUE UPON RECEIPT**

***Thank you! Your business is greatly appreciated.***

# Estimate #11045

**Billing Address**

Esopus Library  
128 Canal Street  
Port Ewen NY 12466 United States

**Contact:** Shannon Powell

**Service Address**

Esopus Library  
128 Canal Street  
Port Ewen NY 12466 United States

**Contact:** Shannon Powell

**Send Payment To**

Liberty Security Services  
41 Clarendon Ave  
Kingston NY 12401 US  
8454183577  
Sales@LSSASAP.com

<b>Sent On</b>	04/12/23
<b>Total</b>	\$4,605.00
<b>Payments</b>	\$0.00
<b>Balance</b>	\$4,605.00

## Scope of Work

Combine Access control and Security System into a remotely access able control panel

- Remote both access control & security system
- Install new control panel and connect all existing security devices
- Connect all existing access control doors
- Install Radio on Silent knight control panel and get it off telephone lines.
- Perform audit with customer on telephone lines

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
DMP XR150	DMP XR150 Alarm Control Panel with 24-Hour Battery Backup	\$1,100.00	✓	1.0	\$1,100.00
Cellular Communicator	Cellular Communicator for Alarm Signals	\$290.00	✓	1.0	\$290.00
8 Expander	8 Point Zone Expander	\$175.00	✓	1.0	\$175.00
Keypad	Full English Display with Panic Buttons - Replacing existing keypad by both entry doors	\$285.00	✓	2.0	\$570.00
Door Module	DMP Access Control Module - One Per Door - Note if Director's door is no longer required we can remove one of these modules	\$250.00	✓	3.0	\$750.00
Cellular Communicator	Network/Radio Communicator for Alarm Signals - To connect to the Silent Knight control panel. The telephones will no longer be needed for this panel. JK will work with Shannon to audit phones and advise to cancel extra lines if not being used.	\$400.00	✓	1.0	\$400.00
Labor Prevailing Wage	Labor 1 Technicians 1 Hour - Onsite Work	\$165.00	✓	8.0	\$1,320.00
Subtotal					\$4,605.00
Tax					\$0.00
<b>Total</b>					<b>\$4,605.00</b>

## Notes

This estimate is to combine the access control and security system into one control panel. We will be leaving the existing fire alarm system and taking it off of telephone lines, and installing a dual communicator (Network/Cellular). With the new control panel you will be able to remotely arm/disarm, open/close doors, view history, edit user codes, and create and edit schedules. The system has both a desktop and mobile application (Virtual Keypad).

Monthly monitoring is \$76.00 with a 1-year contract, and all work comes with a 1-year warranty (The \$76.00 breakdown is: \$38.00 for the new DMP control panel, and \$38.00 for the existing Silent Knight Fire Alarm system).

## Terms

2/3 deposit required to start project, remainder due upon completion.





# Estimate #10191



**Billing Address**  
 Esopus Library  
 128 Canal Street  
 Port Ewen NY 12466 United States  
**Contact:** Brook

**Service Address**  
 Esopus Library  
 128 Canal Street  
 Port Ewen NY 12466 United States  
**Contact:** Brook

**Send Payment To**  
 Liberty Security Services  
 41 Clarendon Ave  
 Kingston NY 12401 US  
 8454183577  
 Sales@LSSASAP.com

<b>Sent On</b>	07/07/22
<b>Total</b>	\$16,740.00
<b>Payments</b>	\$0.00
<b>Balance</b>	\$16,740.00

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
32 NVR	32 Channel NVR with 8TB of Video Storage	\$1,800.00	✓	1.0	\$1,800.00
Ubiquiti Unifi 24-Port Poe Managed Network Switch	Ubiquiti Unifi 24-Port Poe Managed Network Switch	\$900.00	✓	1.0	\$900.00
IP Dome	High Definition IP Dome Camera with Night Vision - Replacement of the Existing cameras on the inside of the building	\$600.00	✓	13.0	\$7,800.00
IP Turret	High Definition IP Turret Camera with Night Vision - Replacement of the Existing cameras on the outside of the building	\$600.00	✓	3.0	\$1,800.00
IP Dome	High Definition IP Dome Camera with Night Vision - Installation of new camera in the following locations: Basement Art Hallway	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Exterior corner of building aiming at the parking lot & garden	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Back of building viewing pond	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Under deck covering blind spot and dumpster	\$600.00	✓	1.0	\$600.00
CAT5	CAT5 Wire Run and Termination - Trunk runs to each new locations	\$150.00	✓	4.0	\$600.00
Labor Prevailing Wage	Labor 1 Technicians 1 Hour - Onsite Work - 2.5 work days	\$165.00	✓	20.0	\$3,300.00
PmntDiscount_Discounts given	Customer Discount - Local Organization Discount - 10%	-	✓	1.0	-\$1,860.00
		\$1,860.00			
				Subtotal	\$16,740.00
				Tax	\$0.00
				<b>Total</b>	<b>\$16,740.00</b>

## Notes

This estimate is to install a new camera system in the Library in Port Ewen. We will be replacing all of the wiring, and cameras with LTS 8mp/6mp cameras. We will be also adding 4 additional cameras to the system were there currently is anything. The camera system's NVR will be mounted in the server rack along with the network switch that will power the cameras. All lines will be labelled and neatly organized. The camera system will have that ability to be view remotely onsite or offsite via NVMS7000. The camera system will be configure to have 30 days of recording stored on the hard drives locally.

# Terms

2/3 deposit required to start project, remainder due upon completion.

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# Request for Reconsideration



Please complete this form and return it to a staff member.

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Do you represent:             yourself             an organization?            (check one)

What type of material  
or service are you  
commenting on?

- |                                   |                                          |                                                    |                                         |
|-----------------------------------|------------------------------------------|----------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Book     | <input type="checkbox"/> Magazine        | <input type="checkbox"/> Library Program           | <input type="checkbox"/> Movie          |
| <input type="checkbox"/> Music CD | <input type="checkbox"/> Display/Exhibit | <input type="checkbox"/> Newspaper                 | <input type="checkbox"/> Audiorecording |
| <input type="checkbox"/> Slide    | <input type="checkbox"/> yourself        | <input type="checkbox"/> Other (brief description) |                                         |

What item/program/  
display/exhibit are you  
commenting on?

If commenting on an item, what is the title and author/performer/producer?

If commenting on a program/display/exhibit, what is the title and the date?

How did this title/event/  
display/program/exhibit  
come to your attention?

(Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc)

Did you read or listen  
to the entire work, stay  
for the entire program,  
view the entire display?  
If not, which selection  
or part did not read or  
view?

What is it that you find  
objectionable? Please  
be specific; cite pages,  
excerpts, or scenes  
whenever possible.

Thank you for your comments. A member of our Staff will contact you regarding your concerns. Please use the back of this page for further comments if necessary

Signature \_\_\_\_\_