Town of Esopus Library  
Governance and Personnel / Trustee Training Committee  
July 11, 2023  

Attendance: Nancy Beranek, Susan Barbarisi, Martha Farrell, Stephen Lewis, Don Carragher, Shannon Powell  

During trustee training, we discussed:  
- the library as a special district library  
- the location of our library's charter and bylaws  
- the roles of the Foundation and the Friends  
- the current staff structure  

The committee then discussed policies. The Volunteer Policy was reviewed and revised. It will be presented at the next Board meeting for approval. The Reconsideration Request Policy was also reviewed and revised. It will be presented at the next Board meeting for approval.  

Respectfully submitted,  
Nancy Beranek
MANAGER’S REPORT - July

★ BUILDING

- After the excess storming, the library’s air conditioning was not functioning on Monday, July 10th. Duchess TekCon came and replaced a blown fuse and fixed the various tripped breaker issues in the main circulation, offices, and server room zones.
- The building was closed 7/4 for the Fourth of July.

★ PROGRAMMING

- Our Summer Reading Program has begun! We have 71 youth participants and 30 adult participants who are utilizing the ReadSquared app, in addition to a number of patrons who prefer to use paper copies. This is our highest enrollment participation in many years!
- I would like to share the following statistics:

<table>
<thead>
<tr>
<th>Check outs from January 1, 2023-July 17, 2023</th>
<th>New Cards from January 1, 2023-July 17, 2023</th>
<th>Total Number of Adult Programs in January 1-July 17, 2023</th>
<th>Total Attendance for Adult Programs</th>
<th>Total Number of Children’s Programs Jan-July 23</th>
<th>Total Attendance for Children’s Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>11,525</td>
<td>171</td>
<td>107</td>
<td>1023</td>
<td>85</td>
<td>1250</td>
</tr>
</tbody>
</table>

★ PERSONNEL

- Our new Adult and Teen Program Coordinator, Meaghan has had a great first month and scheduled many programs for teens and is steadily filling the calendar in the upcoming fall months. She also has been accepting applications to have teen volunteers assisting in the library.

★ RESOURCES & COMMUNITY

- I’m pleased to announce that the American Library Association has awarded our library with the PLA Digital Literacy Workshop Training Incentive supported by AT&T. This grant will award $6,000 and the tools to provide workshops to individuals in both English and Spanish on Internet Basics, Video Conferencing Basics, Cyber Security Basics, Email Basics, Computer Basics (both in Windows and Mac), and Mobile Device Basics (both in Android and iOS). I’ve attached the Press Release with my report.
- We collaborated with the UCSPCA on 7/11 to host a humane education workshop for children ages 5+. Children got to meet Rosie, the good citizen
dog, and learn why it is important to bond with animals. Afterwards, the children got to “adopt” a practice pet.

- We collaborated with Mid-Hudson Valley Federal Credit Union on 7/20 to teach children about the importance of saving early.
- As of July 1, there is a new language learning resource available to MHLS patrons: Transparent Language. This is replacing Mango Language. This new resource is much more expansive, offering a wider variety of languages and exercises. Our staff completed webinars on the transition to the new service. (If you previously subscribed to Mango, you can continue to utilize it through July before our subscription expires!)

Respectfully submitted,

[Signature]

7/17/2023
PRESS RELEASE

FOR IMMEDIATE RELEASE

PLA awards $1.27 million to more than 200 Public Libraries for digital literacy and ACP workshops

National initiative part of expanded support from AT&T to help families build online skills and learn about the Affordable Connectivity Program (ACP)

CHICAGO —Powered by a contribution from AT&T, the Public Library Association (PLA) has selected more than 200 public libraries across 45 states to host digital literacy and ACP workshops. The PLA Digital Literacy Workshop Incentives, supported by AT&T, support public libraries in their work improving digital skills and promoting broadband adoption among families and communities. The workshops leverage the online digital literacy courses, created by PLA in collaboration with AT&T, that are freely available to anyone through DigitalLearn.org and AT&T ScreenReady. DigitalLearn.org online courses and training materials were developed with and for library staff and their patrons.

This second cohort is part of an expanded national initiative and collaboration between PLA and AT&T. In 2022, 160 libraries were selected to be part of the PLA Digital Literacy Workshop Incentive, supported by AT&T. The initial group of libraries held more than 1,500 workshops which helped over 8,000 learners build skills and confidence using technology. This new cohort will increase the number of learners libraries can continue to reach.

PLA President Maria McCauley remarked, “Public libraries continuously play a vital role in providing digital literacy tools and information to their communities. The expansion of this powerful collaboration with AT&T for the second year will ensure that even more families and communities can benefit from programs and resources that increase digital access and equity.”

Workshops, available in English and Spanish, will be offered on 8 digital literacy topics, as well as how to apply and use the ACP benefit. Courses cover basic technology skills which include topics such as internet use, video conferencing, cybersecurity, and mobile device basics and ACP basics.

“DigitalLearn aligns perfectly with our library’s mission of providing equitable access to digital literacy, technology, and information. DigitalLearn has played a critical role in our library by providing digital support and literacy. Our library will continue to use this resource in a variety of ways.” Miranda Robbins, New Braunfels Public Library, New Braunfels, TX, 2022 cohort participant.

Selected Libraries (* indicates participation in both incentive programs)

Adamstown Area Library
Alamance County Public Libraries
Alameda County Library
Alexandria Public Library
Algona Public Library
Altoona Public Library
Amador County Library
Anacortes Public Library
Aram Public Library
Asotin County Library
Augusta County Library
Augusta Public Library*
Avon Grove Library
Azalea Regional Library System
Baldwin Borough Public Library
Baltimore County Public Library
Bandon Public Library
Bangor Public Library
Bay County Public Library
Bellmore Memorial Library
Bemis Public Library
Bethlehem Area Public Library
Blair Public Library and Technology Center
Blue Island Public Library
New Rochelle Public Library
New Ulm Public Library
Niles-Maine District Library
North Riverside Public Library
North Valley Public Library
Nova Southeastern University’s Alvin Sherman Library
Onslow County Public Library
Osceola Library System: Hart Memorial Central Library:
Oxford Public Library
Parkston Public Library
Parsippany Library
Philipsburg Area Community Library*
Pike County Public Library
Plainsboro Free Public Library
Portsmouth Public Library
Pottstown Regional Public Library
Pottsville Free Public Library*
Prince William Public Libraries
Providence Public Library
Pueblo City-County Library District
Putnam County Library
Ray Township Public Library*
Richmond Park Public Library District
Rio Community Library
Rochester Public Library District
Rockingham Free Public Library
Rosenberg Library
Rusk County Community Library
Santa Barbara Public Library
Santa Cruz Public Libraries
Schaumburg Township District Library
Scottsboro Public Library
Sharpsburg Community Library
Shelby County Public Library
Sherwood Public Library
Skidompha Public Library
Slippery Rock Community Library
Somerset County Library
South Georgia Regional Library
South Mississippi Regional Library
Southworth Public Library
St. Charles City-County Library District
Staunton Public Library
Stillwater Public Library
Sturgis Public Library
Sunflower County Library System
Terrebonne Parish Library
The Malvern-Hot Spring County Library
Thomas St. Angelo Public Library of Cumberland, WI
Thomaston Public Library*
Tifton-Tift Co. Public Library
Town of Esopus Library
Traverse Area District Library
Trenton Veterans Memorial Library
Trussville Public Library
Tuska City-County Library
Twinsburg Public Library
University City Public Library*
Upper Skagit Library
Volga City Public Library
W. Walworth Harrison Public Library
Wantagh Public Library
Waterloo Public Library
Wayne County Public Library
Webster Parish Library
Westville Public Library
Whale Pass Public Library
William B Harlan Memorial Library
William F. Laman Public Library*
Williamson Public Library
Wolcott Public Library
Woodbury Public Library*
Wythe-Grayson Regional Library
Yankton Community Library
Yavapai County Free Library District
Zula B. Wylie Public Library

"Collaboration is a crucial part of helping to close the digital divide," said Charlene Lake, chief sustainability officer, senior vice president, AT&T corporate responsibility. “Our work with libraries is making a difference as we meet people in their local neighborhoods and bring them digital literacy tools and resources so they can gain the skills needed to participate in our connected world.”

Workshops funded by the PLA Digital Literacy Workshop Incentive will be conducted online and/or in person at participating libraries across the United States in 2023. Workshops will begin in August and will be offered through December 2023. Patrons should check with your local libraries to learn about upcoming workshops in the community.

About the Public Library Association
The Public Library Association (PLA) is the largest association dedicated to supporting the unique and evolving needs of public library professionals. Founded in 1944, PLA serves nearly 9,000 members in public libraries large and small in communities across the United States and
Canada, with a growing presence around the world. PLA strives to help its members shape the essential institution of public libraries by serving as an indispensable ally for public library leaders. For more information about PLA, contact the PLA office at 1 (800) 545-2433, ext. 5PLA, or pla@ala.org.

About Philanthropy & Social Innovation at AT&T
We’re committed to advancing education, creating opportunities, strengthening communities, and improving lives. As part of our company wide $2 billion commitment from 2021–2023 to address the digital divide, we launched AT&T Connected Learning to invest in connectivity and technology, digital literacy, and education solutions. We aim to help today’s learners succeed inside and outside of the classroom. Since 2008, we’ve committed more than $600 million to programs that help millions of students across all 50 states and around the world, particularly those in underserved communities.

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BOARD OF TRUSTEES REORGANIZATIONAL MEETING MINUTES
June 28, 2023

Board Members Present: Don Carragher, Reggie Heffernan, Susan Leiching, Susan Barbarisi, Elaine Rylance, Nancy Beranek, Larry Decker, Martha Farrell, Laura Lauria, Elaine Jaffe
Board Members Excused: Stephen Lewis
Board Members Absent:
Staff Present: Shannon Powell, Mary Garraty, Jennifer Russell

I. CALL TO ORDER –
The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:03 pm. At this time the Board went around and introduced themselves.

II. ELECTION OF OFFICERS
Don Carragher introduced the newly elected Trustees. Since there are no other nominations Nancy Beranek accepted the candidates and everyone was in favor of the elections of officers which are listed below.
   - President - Don Carragher
   - Vice-President – Susan Barbarisi
   - Treasurer - Reggie Heffernan

- A motion to accept the election of officers, was made by Elaine Rylance and seconded by Elaine Jaffe.
  AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused: Stephen Lewis
Board Members Absent:

All three new officers were approved.
The Code of Ethics, Conflict of Interest Policies and the Sexual Harassment training sheets were distributed to each Board Members’ mailbox. Each Board member is to review, sign and return the policies thus acknowledging that they had reviewed them.

Trustee training will begin again. In addition each trustee can do training via the trustee handbook and the MHLS website.

The committee assignments were discussed but not finalized. It was mentioned that Reggie will join the Foundation, Elaine Rylance will join Friends and Susan Barbarisi will attend a staff meeting once a month.

IV. ADJOURNMENT
There being no further business or discussion, Susan Barbarisi made a motion to adjourn and it was seconded by Larry Decker. The meeting adjourned at 6:16 pm.
AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused: Stephen Lewis
Board Members Absent:

Prepared by Mary Garraty, Secretary to the Town of Esopus Library Board of Trustees
Present: Elaine Rylance, Chair Don Carragher, Larry Decker, Martha Farrell and Shannon Powell

Don explained the Mission Statement as in the binder and how it came to be. It may or may not be the way that inspires us to go forward. We discussed possible other topics as revisiting the landscaping grant, composting and new programs, like “crystals” which would be opening geodes.

The committee did decide to conduct a survey to help determine the direction to proceed. It might include an incentive as a certificate for a book from the book cellar or a book bag, etc. Committee members will contact local libraries to share the surveys they have done in the past.

We also might gain some insight from the Sustainability webinar.

Respectfully submitted

Elaine Rylance

Next meeting is August 9 at 4 p.m.
Town of Esopus Library
July Board of Trustees Meeting
Wednesday July 26, 2023

Agenda

Call to order
Don Carragher

Approval of Reorganizational Board Meeting Minutes
and June Board Meeting Minutes

President’s Word
Don Carragher

Public Comment (2 minutes each)
Public

Treasurer’s Report/Finance Committee
Reggie Heffernan

Interim Manager’s Report
Shannon Powell

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:
2023-41 – Payment of June Claims
2023-42 – Volunteer Policy Update
2023-43 – Request for Reconsideration Policy and Form Update
The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:17 p.m.

II. APPROVAL OF MEETING MINUTES
Written minutes for the May monthly Board meeting held on May 24, 2023 was submitted and open for review. A motion to accept the minutes of the May monthly Board meeting held on May 24, 2023 as corrected was made by Nancy Beranek and seconded by Larry Decker.
AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused: Stephen Lewis
Board Members Absent:

III. Presidents Word – Don Carragher
Don discussed the condensed Roberts Rules of Order that were handed out. Please be aware that the voucher schedule is important. Don also discussed the packet that Mary handed out. Trustee code of ethics, Conflict of interest, sexual harassment training. Fill out any necessary forms, sign, date and return. There is no training scheduled during the summer.

IV. Public Comment - None

V. TREASURER’S REPORT/FINANCE – Reggie Heffernan
Written report was submitted. The Hickey Fund was discussed. The Hickey Fund will be left as is for the time being. It was suggested that there be instructions on how to bequeath to the library so that the library can use the money. We are in the queue for an audit with RBT CPAs. Reggie reviewed the Finance Committee Meeting Minutes and proposed the following resolution:

- **Resolution #36 of 2023 (Payment of May Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from May 1, 2023 to May 31, 2023 for items in the amount of $32,279.04. A motion to accept the resolution was made by Susan Barbarisi and seconded by Elaine Rylance.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis
Board Members Absent:

- **Resolution #37 of 2023 (Friends Donation):** The Board of Trustees of the Town of Esopus Library accepts this monetary donation of $8,000.00 with its restrictions from the Friends for the 2023 Operating Budget. A motion to accept the resolution was made by Elaine Jaffe and seconded by Martha Farrell.
  
  AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:   Stephen Lewis
Board Members Absent:

- **Resolution #40 of 2023 (Donation in Memory of Peter Nelson):** The Board of Trustees of the Town of Esopus Library accepts these monetary donations totaling $3,050.00 in the memory of Peter Nelson for the 2023 Operating Budget. A motion to accept the resolution was made by Larry Decker and seconded by Nancy Beranek.
  
  AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:   Stephen Lewis
Board Members Absent:

**VI. DIRECTOR’S REPORT** – Shannon Powell

Shannon reviewed the Director/Manager's Report. Tree Pros came and trimmed the Magnolia tree as well as other necessary trimming. The summer reading program is starting on July 1st. Meaghan Darling, the new Adult/Teen Programmer has jumped right in. Shannon also listed the latest programming statistics. The Budget/Trustee Election took place June 6th with the highest attendance ever. Shannon mentioned that the Town of Esopus Library received the full $30,000.00 grant from Sarahana Srestha’s office.

**VII. FRIENDS –**

There was no Friends representation at this time.

**VIII. COMMITTEE REPORTS**

- **Buildings and Grounds** – Larry Decker
  
  Written report was submitted. Larry reviewed the meeting minutes. Code Adam lock down was discussed. The raised beds were also discussed. Deck furniture will be purchased for the deck with the monies from the memorial donation the library received.

- **Governance and Personnel** – Nancy Beranek
  
  Written report submitted. Nancy reviewed the meeting minutes and presented the following resolutions:
  
  - **Resolution #38 of 2023 (Personnel Actions - L. Gough - M.Darling):** 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 Elaine Rylance and seconded by Elaine Jaffe.
    
    AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:   Stephen Lewis
Board Members Absent:
Resolution #39 of 2023 (Addition of Smoking Policy and Opioid Prevention Measures Policy): The Board of Trustees of the Town of Esopus Library accepts the addition of the Smoking Policy and the Opioid Prevention Measures Policy to the External Section of the Library Policy Manual. A motion to accept the resolution was made by Reggie Heffernan and seconded by Susan Barbarisi.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis
Board Members Absent:

- **Strategic Planning Committee** reviewed the list of candidates. They will also reach out to the colleges that offer library degrees for candidates.

- **Sustainability, Research and Development** - Don Carragher
  The Committee met and it was agreed that the meeting would be continued with the Governance and Personnel Committee in order complete hiring discussions. They then continued with an emergency Board Meeting which went into executive session.

IX. **Trustee Training** – Don Carragher and Nancy Beranek
Don discussed the recent training sessions that were held. If you have not received the certificate for attending the training class, let Don know. It seems that those that attended in a group session did not receive their certificates. Don will pursue.

Don will have the committee assignments completed in a few days.

X. **ADJOURNMENT**
There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Larry Decker. The meeting was adjourned at 7:07 p.m.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Stephen Lewis
Board Members Absent:

Prepared by Mary Garraty, Secretary to the Town of Esopus Library Board of Trustees
Town of Esopus Library  Buildings and Grounds Committee

July 10, 2023  4:00 pm

Attending: Larry Decker, Don Carragher, Shannon Powell, and Elaine Jaffe

Absent: Steve Lewis

Tech is still coming to access exhaust unit behind bathrooms. Pending

Discussed possibility of having doors in basement and the employee entrance door fitted for electronic locking. This would enhance our “Code Adam” lockdown as well as repair the doors that are not closing properly. Shannon will discuss this with Jarred our security person.

Elaine J. will be working with Brad Barns to determine best installation of garden shed with water drainage consideration. Cement base vs gravel base. Don will connect with Cliff for another opinion.

Deck furniture to be purchased from Lowes. Don has 10% off coupon.

Don will take down large bush in front of building (garden side) as it has become unruly and blocks security camera. Don is in the process of getting Larry to help.

Larry will contact John Clark about pond and it’s algae problem and sediment situation.

Elaine will call Tree Pros need to set up a date to come out. Still need front area cleared and Burning Bushes removed as well as parking lot ewes which Don calls “The D’s”.

Larry will contact the A-Team to see about replacing our water fountain with a “working” streamlined up-to-date model as well as replacing sink trap in upstairs bathroom.

Don is looking into replacing light switch sensor in children’s room.

Ants in children’s room will be addressed.

Our Water Meter in not in compliance and needs to be replaced. Don will call Mike to find out more about this.

We need to find the WiFi router that is up in the ceiling. Shannon is working with Issac (IT Person) to upgrade our antiquated system. Don hopes to go wireless (have our own Hot Spot).

Sidewalk cement is pulling away from front of building.

The next Building and Grounds meeting is scheduled for Aug 14, 2023 at 4:00 pm

Submitted, Larry Decker
Town of Esopus Library
Finance Committee Minutes
July 13, 2023

Attendance: Reggie Heffernan, Don Carragher, Nancy Beranek, Elaine Jaffe, Shannon Powell

The payment of claims for $25,550.84 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the July meeting.

We reviewed the finance committee’s responsibilities for the new members.

We reviewed the six-month actual expenses vs budget and all looked in order.

Teckcon HVAC has advised us that we have not had a change in rates for nine years and so there will be an annual increase from $1,830 to $2,900 effective August 15. Because this is a sudden jump and our budget is already set, the committee agreed to offer them half of the increase for the rest of the year and see what they say.

Shannon reported that the Department of Labor wage audit was submitted twice. Once by our old accountant and once by our new accountant. Shannon handled it, but it is one more reason for us to look into finding a new firm once the audit is performed and a new director is in place.

Don requested money to do shredding of old material in the basement. The $400 line item for copy paper can be used. Don will be in touch with Iron Mountain to determine the actual cost.

Because of vacation schedule the August finance committee will be moved to Wednesday August 9th after sustainability meeting at 5 pm

We will examine Investment Policy next month

Respectfully submitted,
Reggie Heffernan, Treasurer

Next Meeting
Wednesday, August 9
5 pm