

Town of Esopus Library
September Board of Trustees Meeting
Wednesday September 27, 2023

Agenda

Call to order	Don Carragher
Approval of August 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:

2023-55 – Payment of August Claims

2023-56 – Patron Code of Conduct Policy Update

2023-57 – Health Benefits Plan for 2023-2024

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

August 30, 2023

Board Members Present: Susan Barbarisi, Don Carragher, Larry Decker, Elaine Rylance, Elaine Jaffe, Reggie Heffernan, Stephen Lewis, Nancy Beranek, Martha Farrell

Board Members Excused:

Board Members Absent:

Staff Present: Mary Garraty, Jennifer Russell, Shannon Powell, Meaghan Darling

Public: Jesse Chance

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:04 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for July monthly Board meeting held on July 26, 2023 and the Emergency Board Meeting held on August 7, 2023 were submitted and open for review.

- A motion to accept the minutes of the updated July monthly Board meeting held on July 26, 2023 was made by Susan Barbarisi and seconded by Elaine Rylance.
AYE: 9; NO: 0; ABSTAIN: 0
Board Members Excused:
Board Members Absent:
- A motion to accept the minutes of the Emergency Board meeting held on August 7, 2023 was made by Nancy Beranek and seconded by Elaine Jaffe.
AYE: 9; NO: 0; ABSTAIN: 0
Board Members Excused:
Board Members Absent:

III. Presidents Word – Don Carragher

Don mentioned that we have come a long way since November 2022. There have been quite a number of challenges. The Town of Esopus Library has been awarded a \$270,000.00 grant! Don introduced Jesse Chance as the new Director for the Town of Esopus Library. Jesse said a few words about himself.

Susan Barbarisi attended a staff meeting recently and reviewed her notes regarding that encounter.

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the Finance Committee meeting minutes. She noted that we have more money deposited than can be insured. Reggie proposed the following resolutions:

- Resolution #44 of 2023 (Payment of July Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from July 1, 2023 to July 31, 2023 for items in the amount of \$12,182.74. A motion to accept the resolution was made by Elaine Jaffe and seconded by Elaine Rylance.
 AYES: 9; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused:
 Board Members Absent:
- Resolution #45 of 2023 (Investment Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Investment Policy. A motion to accept the resolution was made by Nancy Beranek and seconded by Susan Barbarisi.
 AYES: 9; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused:
 Board Members Absent:

Reggie discussed her attendance at the Foundation Meeting. She noted it was important to find out their purpose. They are providing continued financial support for the Library. If we do an addition to the building, they will be providing assistance.

VI. MANAGER’S REPORT – Shannon Powell

Written report was submitted. Tekcon did not come until today and it is completed. Tekcon agreed to one-half step increase of \$500 for one year. They also fixed a fan in the basement. The Library was awarded a construction grant of \$270,000. There are a number of projects slated for this money. Shannon is seeking an estimate for landscaping cleanup and weeding to be done. The new furniture for the deck has arrived. Shannon and Meaghan are both attending separate conferences in November.

VII. FRIENDS – Elaine Rylance

Friends met last week. The book sale is scheduled for September 22, 23 and 24. Two board members agreed to help with the setup for the book sale. Meaghan will see if teen volunteers can assist.

VIII. COMMITTEE REPORTS

- Buildings and Grounds – Larry Decker**
 Written report was submitted. Larry reviewed the meeting minutes. The electronic door-locking system project is on hold. The committee is looking at a new shed from Brad's Barns. Don will contact Tree Pros for some work to be done.
 The committee is looking for an exterminator.

 - Resolution #46 of 2023 (Authorization for Water Pump Replacement):** The Board of Trustees of the Town of Esopus Library accepts and approves the repair work for the water pump replacement be done by Schmidt’s Wholesale Inc. for an amount to not exceed \$2000.00. A motion to accept the resolution was made by Martha Farrell and seconded by Steve Lewis.
 AYES: 9; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused:
 Board Members Absent:

- **Governance and Personnel** – Nancy Beranek

Written report submitted. Nancy Beranek reviewed all the meeting minutes. They had three committee meetings. Nancy presented the following resolutions:

- **Resolution #47 of 2023 (Library Patron Satisfaction Survey Policy and Form Update):**
The Board of Trustees of the Town of Esopus Library accepts the changes to the Library Patron Satisfaction Survey Policy and Form. A motion to accept the resolution with correction was made by Reggie Heffernan and seconded by Larry Decker.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:
- **Resolution #48 of 2023 (Procedure for Training and Evaluating the Director Update):**
The Board of Trustees of the Town of Esopus Library accepts the changes to the Procedure for Training and Evaluating a New Director. A motion to accept the resolution was made by Susan Barbarisi and seconded by Martha Farrell.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:
- **Resolution #49 of 2023 (Reviewing and Evaluating the State of the Library and Director Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Reviewing and Evaluating the State of the Library and Director Policy. A motion to accept the resolution with corrections was made by Elaine Jaffe and seconded by Elaine Rylance.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:
- **Resolution #50 of 2023 (Full Time Hours and Floating Holiday Update to the Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes regarding full time hours and floating holiday in the Personnel Policy Manual. A motion to accept the resolution was made by Larry Decker and seconded by Stephen Lewis.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:
- **Resolution #51 of 2023 (2024 Holiday Closings):** The Board of Trustees of the Town of Esopus Library accepts the schedule of holiday closings for the year of 2024. A motion to accept the resolution was made by Reggie Heffernan and seconded by Martha Farrell.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:
- **Resolution #52 of 2023 (Additional Duties Extended for Shannon Powell):** The Board of Trustees of the Town of Esopus Library accepts and approves the continuation of compensation awarded to Shannon Powell for the additional administrative duties of the Town of Esopus Library until the end of the year or until such time as her additional duties are no longer needed. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #53 of 2023 (Vacation Update to Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts providing full time employees with two weeks of vacation in their first year of employment. 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:

Board Members Absent:

Don requested that the Board go into executive session at 7:24 pm. Elaine Jaffe made a motion to go into executive session and Stephen Lewis seconded it. The executive session ended at 7:48 pm. Elaine Jaffe made a motion to go out of executive session and Stephen Lewis seconded it

One document was discussed along with one resolution.

- **Resolution #54 of 2023 (Director MOU):** The Board of Trustees of the Town of Esopus Library accepts and approves the updated Memorandum of Understanding between the Town of Esopus Library and the Director of the Town of Esopus Library
- **Sustainability, Research and Development** - Elaine Rylance
Written report was submitted. Elaine reviewed the meeting minutes. The Committee will gather information for a survey.

The Board of Trustees thanked Jennifer Russell for all of her assistance. It was greatly appreciated.

IX. Trustee Training – Don Carragher and Nancy Beranek

None were discussed at this meeting.

X. ADJOURNMENT

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 8:00 p.m.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

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

September 11, 2023

4:00 pm

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

Absent: 0 Excused: 0

Teckon discovered new problem. Vibrations in children's room. The heating unit probably needs replacing. **Shannon** will get an estimate.

The garden storage building is scrapped. Decision to get a deck locker to hold hoses. **Shannon** will get estimates. (~ 48" w x 36" h x 24" d).

Deck furniture assembly almost completed. **Steve** will try to finish it up.

Steve & Jesse will try to locate Wi-Fi router in ceiling. Issac coming Oct. 5th so we need to find and purchase new one for him to install.

Shannon got copy of Safety Inspection of Electronic Sign from ARACE. Now on file with town.

Grant possibilities were discussed. **Shannon and Elaine J.** will investigate possibilities.

A-Team coming 9/12 to address water fountain, sink trap and odd smell.

Larry will connect with exterminator to address ant issue.

Discussed and viewed subsidence issue. Will move forward on this.

Shannon still dealing with Tom and grounds-keeping. Tom needs to supply bill as well as an estimate for full weed clean-up.

Water meter replacement approved.

Elaine J. requested use of raised garden beds for garlic. Turned down because it would require use until July and beds are needed before that for children's garden.

Don will mount 4 door sweeps.

Lightly discussed **Don** installing 400-gallon cistern to water garden.

Shannon will talk to Ben about an amendment that needs to be filed (Construction Aid Grant) to update estimated expenses.

The next Building and Grounds meeting is scheduled for Monday, Oct. 2, 2023 at 4:00 pm

Submitted, Larry Decker

Town of Esopus Library
Finance Committee Minutes
September 14, 2023

Attendance: Reggie Heffernan, Nancy Beranek, Elaine Jaffe, Susan Barbarisi, Shannon Powell

The payment of claims for \$26,549.89 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the September meeting.

We are happy to report that the State Aid for Public Library Construction Grant Program has awarded our library \$270,800 for adding emergency generators, solar upgrades and energy efficient exterior lighting. Shannon reported that the work needs to get started within the next few months and that our reserve funds will need to be used for our share of the expenses.

It was noted that the \$8,000 given to the library from the Friends group is being used for programming. Approximately half of the amount was used during our summer reading program. The rest will be used for several programs over the next few months.

Elaine Jaffe did some research getting interest on money in our current accounts. She suggested that a money market account could be used for some of the money as it does provide interest and liquidity. We will talk more about this possibility with Jesse at next month's meeting.

Shannon updated us on the progress of the audit. Deb has been collecting a lot of the requested information and Emily at our accounting office also was able to provide many pieces of information. However, it is noted that some information is either not available / has not been produced. This includes completion of capitalization reports for items valued over a certain amount of money. The auditor will be coming to the library on September 25th.

Shannon also reported that the accountants did not provide the state with retirement reports on time this month.

Respectfully submitted,
Reggie Heffernan, Treasurer

Next Meeting
Thursday, October 12
4 pm

Town of Esopus Library
Governance and Personnel/Trustee Training Committee
September 13, 2023

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

The Committee reviewed and revised the Patron Code of Conduct Policy. It will be presented at the next Board meeting for approval.

The Committee does recognize that finding quiet work space can be an issue for patrons, especially for those using Wi-Fi. We hope to be able to address this in the future. In the meantime, tables outside and in the main room of the library are available. Tables on the lower level can be used as long as that does not interfere with programs.

The committee also started to work on a tuition reimbursement policy.

For trustee training, we had a brief discussion about the relationship between the Director and the Board of Trustees.

Respectfully submitted,
Nancy Beranek



MANAGER'S REPORT - September

★ BUILDING

- A-Team came to inspect the smell coming from our water fountain on 9/12 and 9/13. They advised us to purchase mineral oil and dump it down the drain, as the smell was worsening/spreading to the other floor of the library. I did so.
- A-Team also has given us two quotes to replace the upstairs water fountain that is leaking. Buildings and Grounds will discuss during the next committee meeting.
- Tekcon did supply us with a quote to replace the fan unit with a broken thermostat entirely, as it concerns were expressed at the last B&G committee that a bearing could be bad since the fan had been running nonstop. B&G will discuss during the next committee meeting.
- We were able to get a copy of the safety inspection done prior to the installation of the electrical sign from ARACE, and submitted it to the town.
- The light sensor in the children's room remains faulty. I have been unable to locate who installed them at the buildings origination. I do know that Martino has serviced other electrical needs at the library, however we will need to have this addressed sooner rather than later as it will be getting dark earlier, and the smaller light does not effectively light the room.
- Liberty Security came out to fix the camera monitor intake, as it had been having difficulty connecting and we were unable to receive input from the desk.

★ PROGRAMMING

- I have completed and submitted the Summer Reading Statistic Report to MHLS.
- We are now offering Fiero Code, a resource for kids 8-18 to learn how to code. This program is unique that it can be done hybrid (module can be done at home) or in person for a coding club/contest. Kids who participate in their quarterly contests have the opportunity to win STEM prizes, such as a drone or 3d printer. I will be holding our first intro to coding program next month.

- Our calendar for October might just be the busiest month yet, with a wide variety programs for all age groups: crafting, mat yoga, a comic workshop with a popular graphic novelist, adult crime author reading, movie viewing, and money management are all on the calendar, accompanied by some fun Halloween festivities.
- I would like to share the following statistics:

Adult Programs 2023 from January – September	Adult Participation 2023 January - September	Teen Programs 2023 from January - September	Teen Participation 2023 January - September	Children Programs 2023 from January – September	Children Participation 2023 January – September
148 (+15%)	1,398 (+79%)	13 (+333%)	46 (+4000%)	111 (+39%)	1627 (+36%)

★ PERSONNEL

- Our new director, Jesse has started!
- All previous staff have completed their Sexual Harassment Training for the year. This needs to be done annually, so any trustees who have watched it previously will need to watch and document again.

★ RESOURCES & COMMUNITY

- Our Community Gardener’s held a potluck on September 9th, and met in the community room after the library closed.
- Meaghan and I attended the Town of Esopus’ Tug Fest on September 3, 2023 at the Hudson House Distillery. Our photo club was invited to display pictures for the event, and sold a number of pieces during the gala.
- Meaghan and I will be participating in the Town of Esopus’ Trunk of Treat on October 29th.

Respectfully submitted,

SUSTAINABILITY / RESEARCH & DEVELOPMENT

SEPTEMBER 13, 2023

Present: Elaine Rylance, Chair; Don Carragher, Larry Decker, Martha Farrell, Steve Lewis and Shannon Powell.

The Committee's discussion concerned the survey; questions to ask, how to publicize and how to circulate.

The survey will be fairly short emphasizing expansion, meeting spaces, programs, collection, and a spot for other interests. Publicity would be the usual ways and combining bookmarks with a QR code with a link to the library webpage distributed at public functions throughout the year making "2024 – The Year of the Survey". Shannon assured us that this could be done in house.

Possibly also, every entry would be eligible for a grand drawing (laptop or whatever) and each entry would receive a certificate for a free book from the book cellar.

Hopefully this would be ready by the beginning of 2024.

Respectfully submitted,

Elaine Rylance

Next meeting is October 14th at 4 p.m.