

Town of Esopus Library
April Board of Trustees Meeting
Wednesday April 28, 2021

Agenda

Call to order	Susan Leiching
Approval of March Board Meeting Minutes – 3/24/21	
Approval of Emergency Board Meeting Minutes – 4/15/21	
Public Comment	Public
Treasurer’s Report/Finance Committee	Gilbert Ramos
Director’s Report	Brooke Dittmar

Committees

1. Buildings and Grounds - Don Carragher
2. Governance and Personnel – Susan Leiching
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

Resolutions:

2021-13 – Payment of March Claims

2021-14 – Personnel Actions – K. Charles-Scaringi, T. Bruck, A. Kloufas

2021-15 – Establishment of Entry Level Wages

2021-16 – Approval of 2022 Budget

2021-17 – Code Adam Policy Update

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- 2021-15 – Establishment of Entry Level Wages
- 2021-16 – Approval of 2022 Budget
- 2021-17 – Code Adam Policy Update
- 2021-18 – Replacement of older lighting with LED lighting

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES EMERGENCY MEETING MINUTES

April 15, 2021

Board Members Present: Susan Leiching, Don Carragher, Gilbert Ramos, Anne O'Neill, Jim Fitzmorris and Laura Lauria

Board Members Excused: 0

Board Members Absent: Rhea Paniesin

Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –

The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Susan Leiching at 6:11 pm. This meeting was held via the online application Zoom due to the COVID-19 Pandemic. The purpose of this emergency board meeting is to approve the purchase a new phone system, because the current phone system stopped working.

- **Resolution #12 of 2021 (Purchase of New Phone System):** The Board of Trustees of the Town of Esopus Library accepts and approves the purchase of a new telephone system from Superior Telephone Systems. A motion to accept the resolution was made by Don Carragher and seconded by Anne O'Neill.
AYES: 6 NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 1

ADJOURNMENT

There being no further business or discussion, Jim Fitzmorris made a motion to adjourn and it was seconded by Don Carragher. The meeting adjourned at 6:17pm.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

Board Members Absent: 1

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

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

March 24, 2021

Board Members Present: Susan Leiching, Don Carragher, Gilbert Ramos, Anne O'Neill, Rhea Paniesin, Jill Abrahamsen, Jim Fitzmorris and Laura Lauria (*arrived after Research & Development Committee Report and approval of Resolutions 08, 09, 10 and 11 of 2021*)

Board Members Excused:

Board Members Absent:

Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –

The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Susan Leiching at 6:07 pm. This meeting was held via the online application Zoom due to the COVID-19 Pandemic.

II. APPROVAL OF MEETING MINUTES

Written minutes for the February monthly Board meeting held on February 24, 2021 was submitted and open for review.

- A motion to accept the minutes of the February 24th Board meeting was made by Don Carragher and seconded by Jim Fitzmorris.
AYE: 7; NO: 0; ABSTAIN: 0
Board Members Excused: Laura Lauria
Board Members Absent: 0

III. TREASURER'S REPORT/FINANCE – Gilbert Ramos

Written report was submitted. Gilbert reviewed the written report and presented Resolution #08 for acceptance. The financial reports were reviewed and discussed. The budget should be examined and approved in April so that it is ready for the public vote in June.

It was also noted that we need to look for some new board members as we will have 2 openings. Boardstrong.org was recommended as a place to locate board members.

- **Resolution #08 of 2021 (Payment of February Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from February 1, 2021 to February 28, 2021 for items in the amount of \$10,107.36. A motion to accept the resolution was made by Rhea Paniesin and seconded by Don Carragher.

AYES: 7 NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Lauria
Board Members Absent: 0

IV. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the written report. Brooke asked if everyone has seen the digital sign. Susan asked if the time between the slides could be slowed down so that there is more time between panels. The staff is still refining the digital sign process. Great job getting the sign in.

The pandemic has brought to the forefront the need for more digital connectivity across the community. An interesting use for one of the hotspots we offer to patrons was a virtual wake. There are a number of possibilities for receiving additional funds from both the state and federal governments.

The garden plots are going well. A number of people have already signed up.

The annual report to New York State was discussed. Gilbert asked about section 7 of the annual report. Brooke sends out a report to the community in a newsletter.

V. COMMITTEE REPORTS

- **Buildings, Grounds and Signs**–Don Carragher

Written report submitted. Don reviewed the report. This committee will go back to being Buildings and Grounds, since the digital sign is completed and doing well. Our lights are not leased. The original company that installed the lights in the parking lot has been identified. Don has been calling them for three weeks and so far no response. Rhea suggested contacting them via email, if possible. The exterior lighting is done by Cellulux. He suggested using independently switched lights so that the lights go on only when it's really dark. Each light should have its own switch. Brooke spoke with Hudson Archival about a tree branch being cut that partially obscures the sign. There are vines and shrubbery that need to be cut back. The back entrance of the library was not in the original footprint of the library. It looks like it was given to the library at a later date. Brooke said a number of trees are leaning precariously toward the library and will need to come down. The landscaper will contact his friend that does this for an estimate. We are continuing to replace the tiles in the network room ceiling and are waiting for good weather to fix the bridge over the pond.

- **Governance and Personnel** – Rhea Paniesin

Written report submitted. Rhea reviewed the report. Rhea said they reviewed 2 policies and there are resolutions for approving the updates to both of them.

- **Resolution #09 of 2021 (Annual Report to NY State Library)** The Board of Trustees of the Town of Esopus Library accepts the 2020

Annual Report to the NY State Library. A motion to accept the resolution was made by Gilbert Ramos and seconded by Jim Fitzmorris. AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria

Board Members Absent: 0

- **Resolution #10 of 2021 (Unattended Children Policy Update)** The Board of Trustees of the Town of Esopus Library accepts the changes to the Unattended Children Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Anne O'Neill.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria

Board Members Absent: 0

- **Resolution #11 of 2021 (Challenging Petitions Policy Update)** The Board of Trustees of the Town of Esopus Library accepts the changes to the Challenging Petitions Policy. A motion to accept the resolution was made by Anne O'Neill and seconded by Rhea Paniesin.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Lauria

Board Members Absent: 0

- **Research and Development** – Gilbert Ramos

Gilbert reviewed the committee meeting minutes. The committee discussed access to the Foundation Directory. Brooke said she has a link to access it from home. The hotspots are about \$30 per month. The committee has narrowed down the number of grants to assist with the cost. The committee is also looking for an environmental grant to help with the garden. Brooke said that the hotspots will hopefully be funded by an ALA (American Library Assn.) Community Outreach Fund Grant and the Greene County Bank grant.

- **Sustainability Committee** – Don Carragher

Written report submitted. Don reviewed the Committee meeting minutes. We continue to move through the ALA (American Library Assn.) Sustainability document, and we are on part H. Turning Outward training has been reviewed. Don encourages everyone to login to review these programs online. We are not doing the program Turning Outward but it is a good idea to review the program. We moved onto point 5 for profit and not-for-profit groups. We are still discussing adding a tool shed since the community garden is a popular activity.

Gilbert asked when we will be able to review the budget. Brooke said the budget will be available a week before the April Finance committee meeting. It

needs to be reviewed thoroughly. Once the Finance committee approves it, it can go to the entire board for review and approval at the next Board meeting.

Rhea asked about the email Gilbert sent out regarding a car charging station proposal. NYSERDA is reimbursing \$8000. Gilbert sent out everything he received from EV Connect. We may have to revisit the quote from the electrician. Gilbert thinks that this is a good idea to do since this is the way the country is going.

Susan is looking for someone to join the Finance committee.

VI. ADJOURNMENT

There being no further business or discussion, Jim Fitzmorris made a motion to adjourn and it was seconded by Anne O'Neill. The meeting adjourned at 7:07pm.

AYES: 8; 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 BOARD OF TRUSTEES MEETING MINUTES March 24, 2021

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

Buildings and Grounds Committee
Town of Esopus Library
April 12, 2021
Present: Brooke, Anne, James and Donald.

We have been without a working phone system for two weeks. The present system is no longer serviced by Cisco, the manufacturer, and a new system is proposed. Brooke has researched several local libraries and spoken in great detail with a local supplier and the Board will address it at a special meeting scheduled on April 15th.

With the warmer weather, Jim is ready to tackle the reconstruction of the fish pond bridge. Please offer to help.

Brooke organized the plot- lines in the community garden and it will soon be ready for planting. Central Hudson has a discounted price for refitting interior lighting that Brooke applied for and should hear from them soon.

A proposal was received from Jaffer Electric for the Electric Vehicle Charging Station. We must view other set-ups to decide on the best placement and policies for parking, usage and availability to the public.

The fire inspection is due and should happen in the next 2-3 weeks. Refitting of the parking lot lights is on hold as the company has not yet returned calls for availability of LED retrofits.

Don did some vine and shrub cutting. The northern property line is very dense and overgrown. Several trees have been killed and/or broken by the dense vine growth. Anyone with some free time is encouraged to whack away at will.

Jim offered to do tree cutting. Brooke has pointed out several trees that are now bent over or leaning over the lawn at steep angles.

Next meeting is scheduled for May 10th at 4:00 pm via Zoom.

Submitted: Donald Carragher.

Director's Report to the Board
April 28, 2021
Brooke Dittmar

We've had a very active month. We had an energy audit for our inside lights, and have received a cost estimate that is much lower than for any of the 3 or 4 audits we have had in the past. It is my understanding that this modest cost is because Central Hudson will be absorbing 70% of the total cost.

We have also started getting proposals for the car charger project.

I am happy to report that we have been awarded a grant of \$3,000 from the American Library Association. It is for the outreach grant that I described previously. We are required to do their training for engaging the public through public conversations, in order to find out what is important to them, and to help us work on ways to help achieve those goals. Our funds will be spent on hotspots and computers to loan out.

In other financial news, we have been awarded a \$1,000 grant from The Bank of Greene County Foundation! This grant is to pay for laptops for patron use.

By now you have in hand the 2022 proposed budget. That's always particularly time-consuming at a time I'd rather be out in the Spring-time air! This is the budget that the public will vote on in June.

By now you know that we have increased our open hours, during which a person can browse for books, etc., for 15 minutes, 3 people at a time. We have created many appointment slots designated for computer use, and "curbside pickup" has become "lobby pick up".

The community garden is up and running! It's looking good, with the plots all re-measured, and plants starting to grow. We had our first Zoom meeting, with full attendance. Our COVID safety protocols have changed a bit this year, but are still very much in place.

The new phone system has been ordered, and should be installed next week (no date set yet). We are all excited about coming out of the dark ages of telephones. I think you'll enjoy the new system, too.

On Monday Tim Bruck will join our staff as a Library Clerk. He has a lot of experience working circulation, and we are glad to have his help! I'll have him attend a board meeting soon, so that you can meet him.

Mid-Hudson Library System has announced their Spring online Trustee training schedule. These are very helpful, and new information is imparted every year, even within the same workshop title. Trustee Essentials is a workshop that is required of our Trustees, so please sign up and attend if you have not attended this workshop within your current term. You can also take it every year, if you like. I often attend myself. They are interesting, and sometimes eye-opening. The numbers of trainings that our Trustees attend during the year are also items that we must report on the NYS Annual Report.

Trustee Essentials Workshop

1. Thursday, May 13th, 10:00-11:30 am
or
2. Tuesday, May 18th, 5:30-7:00 pm

Core Values & Ethics

1. Tuesday, May 25th, 5:30-7:00 pm
or
2. Thursday, May 27th, 10:00-11:30 am

Intermediate Level Workshops:

1. Financial & Fiduciary Responsibility- Tuesday, June 8th 10:00-11:30 am
2. Legal Issues: Open Meetings Law & Freedom of Information Law (FOIL)-
Tuesday, June 15th, 5:30-7:00 pm

Advanced Level Workshop:

1. Seven Habits of Highly Effective Boards- Wednesday, June 23rd, 10:00-11:30 am

Town of Esopus Library
Finance Committee
April 8,2021

The payment of claims was reviewed by the Finance committee and a resolution for approval will be presented to the Board on April 28th.Board meeting.Review of the claims resulted in a query regarding Otis elevator bill as to why we are paying them in advance for a full quarters' work(3 months). Additionally a question was raised why we are utilizing them when the elevator is not being used due to covid closure of the library. Brooke stated she would look at the contract and contact Otis elevator.

Some money will need to be moved around, our cleaning expense is less expensive so it was decided to move \$1,000. into snow plowing due to lots of snow. \$2,300. will be moved from the vacant account clerk position to fund the professional accountant line.

Superior Telephone Systems has submitted a proposal for a new telephone system the cost is approximately \$9,469.69, it is agreed that it should be paid from retained earnings(surplus balance).

A copyof the preliminary budget has been provided to committee members for input and adjustments. Board members should be receiving copies shortly for their input.

Accountant informed Brooke that the library needs a Capitalization policy, but had difficulty explaining it in plain language. He did provide a sample copy of one from Highland Library, further research needs to be done in order to understand how to properly write said policy.

Attendance: Brooke, Susan, Gilbert

Respectfully submitted,

Gilbert Ramos

Town of Esopus Library
Finance Committee
April 8,2021

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Attendance: Brooke, Susan, Gilbert

Respectfully submitted,

Gilbert Ramos

**Town of Esopus Library
Governance and Personnel Committee**

**April 13, 2021
(2nd Tuesday, @ 5pm)**

Attendance: Susan Leiching, Brooke Dittmar, Laura Lauria

Excused: Rhea Paniesin

The Committee met via Zoom.

We reviewed the Free Access to Libraries for Minors. There is no change to the statement which is from the ALA. The adopted date needs to be completed – June 30, 2004. Review date by board for April 28, 2021.

We reviewed the code Adam policy. Remove the **Need for the Policy**. Replace with “If a child is reported missing in the library, the procedure is:”

Remove step 8 and replace with:

8. Staff must fill out an incident report if the Code Adam alert is triggered.

Remove the alternate number on step 4.

In step 3, employees will check the following areas:

One Employee will check upstairs	One Employee will check downstairs	One Employee will check all library grounds outside
Children’s Room	Staircase	Pond area
Teen Room	Kitchen	Garden area
Upstairs Bathrooms	Downstairs Bathrooms	Solar array area
Book Drop Room	Book Store	
Utility Room	All downstairs Utility Rooms	
Elevator		

It was noted in the Board of Trustees Library Manual – there is a tabbed area for Mission and Vision. **Please remove from your manual.** The Mission Statement and the Vision Statement are found in Library Policy Manual Section.

Meeting adjourned at 6:05pm

Respectfully submitted,
Susan Leiching

Next meeting is May 11, 2021

Town of Esopus Library
Research and Development Committee
April 14, 2021

We have been awarded the ALA outreach grant, called "Transforming Communities". The Bank of Greene County has awarded the library \$1,000. The money will go towards purchasing laptops to lend out. We discussed the next step in acquiring interior lighting for the library would be how to pay for it. Central Hudson offers a monthly payment plan with the cost of the lighting being added to your electric bill. The other option would be to pay it out of unappropriated fund balance. The charging stations are pretty much the same process only that once they are installed we would apply for grant money and would take 30 to 40 days to receive a rebate. Rebate is a flat \$8,000. per charging station.

Finding grants for video equipment has been challenging, and Gilbert would like suggestions on where to look or subjects to look for. The community garden has also been equally challenging, suggestions were made to search under beautification, sustainability, and healthy eating.

Present: Kristin, Anne, Laura, Gilbert. Absent: Rhea

Respectfully submitted,

Gilbert Ramos
Chairperson

Sustainability Committee
Town of Esopus Library
Meeting: 4/14/21

Present: Kristin, James and Donald.

The big news is the awarding of a \$3000 grant that Kristin successfully applied for. She had described the process and her goals for it over the last meetings. The committee has been working on the ALA 'sustainability document' for months and in the H section much of the work described will be addressed by the new grant. There will be a series of efforts outlined by Kristin that will included: local government, area membership groups- seniors, youth, congregations, non-profit and for-profits and schools. Part of the grant will fund the purchase of additional cellular Hotspots and laptops. As many of us have become very aware of the 'digital divide' it is important for the library to be active here, as libraries always have, in the spreading of knowledge.

Part of the implementation of this effort will include additional training. I encourage all trustees to look at this if not actually take part:

[Libraries Transforming Communities: Facilitation Skills for Small and Rural Libraries | Tools, Publications & Resources \(ala.org\)](#)

Several more contacts were discussed for Kristin to consider reaching out to. Please speak to Kristin if you are a part of or familiar with a group or organization in our community.

Next meeting: May 12th at 4:00 pm via Zoom.

Submitted: Donald Carragher

Income

Tax Appropriation	Tax Incr 3%	\$408,790
PILOT		\$3,849
Library charges		\$6,000
Gift & Donations		\$8,000
Foundation		\$48,380
Grants/ Fund Raising		\$4,000
State Aid		\$9,000
Dividends/Earnings		\$4,000
Fund Balance		<u>\$7,050</u>
Total Income		\$499,069

Expenses (Summary)

Employee Expenses		
Wages		\$266,641
Payroll Expenses		\$52,248
Medical		<u>\$60,000</u>
		\$378,889
Collection Development		
Books		\$7,700
Recordings		\$9,500
Serials		<u>\$3,200</u>
		\$20,400
Professional Expenses		
Professional Services Fees		\$14,490
MHLS		\$12,475
Professional Development		<u>\$1,630</u>
		\$28,595
Facilities Expenses		
Utilities		\$13,850
Building Maintenance		<u>\$35,900</u>
		\$49,750
Office Expenses		\$4,470
Information Technology		\$9,800
Programming and Outreach		<u>\$7,165</u>
Total Expenses		\$499,069

Detailed Expenses (make changes to expenses here; the above section references this)

Employee Expenses

Wages

Director - full-time BD	Salary	Dir- 3.5%	\$84,310
Assistant Director KCS	40 hrs/wk	All others- 5.60%	\$27.32 \$56,823
Lib. Ass't CM	28 hrs/wk		\$18.01 \$26,229
Clerk, Office New	20 hrs/wk		\$14.26 \$14,830
Adult and Teen Programmer BJ	25 hrs/wk		\$17.64 \$22,927
Children's Programmer New	25 hrs/wk		\$15.84 \$20,592
Library Clerk AK	26 hrs/wk		\$15.42 \$20,845
Board Secretary MG	5 hrs/mo		\$16.37 \$4,256
Library Clerk New	20 hrs/wk		\$14.26 \$14,830
Wage Contingency			\$1,000

Total Wages \$266,641

Payroll Expenses

Social Security	\$16,532
Medicare	\$3,866
State Unemploy	\$1,900
State Retirement	\$27,200
Workman's Comp	\$2,000
NYS Disability	\$750
	<hr/>

Total Payroll Expenses \$52,248

Health & Major Med \$60,000

Total Employee Expenses \$378,889

Collection Development**Print Books**

Adult Fiction	\$2,900
Adult Non-fiction	\$2,050
Juvenile Fiction	\$900
Juvenile Non-Fiction	\$250
Young Adult Fiction	\$550
Young Adult Non-Fiction	\$250
Large print	\$800

Total Print Books \$7,700

Recordings

Adult Books	\$1,400
Adult Movies	\$1,600
Adult Music	\$300
Juvenile Books	\$350
Family/Juv Movies	\$700
Electronic books	\$1,300
E-Content	\$3,850

Total Recordings \$9,500

Serials

Newspapers	\$2,300
Magazines	\$900

Total Serials \$3,200

Total Collection Development \$20,400

Programming and Outreach

Programming	\$6,765
Outreach	\$400

Total Programming and Outreach \$7,165

Information Technology

Software	\$1,600
Hardware	\$2,300
New Computers	\$2,000
Copier	\$3,500
Equipment Repair	\$400

Total Information Technology \$9,800

Professional Expenses**Professional Fees**

Legal	\$1,000
Accountant	\$5,400
Election Inspectors	\$340

Professional Travel	\$250
Audit	\$7,500
Total Professional Fees	<u>\$14,490</u>
Mid-Hudson Library System	
Circulation charges	\$3,800
MHLS License	\$2,900
System Fee/ILL	\$4,200
IT Consulting	\$1,575
Total Mid-Hudson Library Syst	<u>\$12,475</u>
Professional Development	
Class/Wrkshp/Confs	\$400
Training Travel	\$600
Professional Memberships	\$630
Total Professional Development	<u>\$1,630</u>
Total Professional Expenses	\$28,595
Facilities Expenses	
Utilities	
Cable/Internet	\$3,200
Electricity	\$7,000
Water/Sewer	\$600
Telephone	\$1,800
Trash	<u>\$1,250</u>
Total Utilities	\$13,850
Building Maintenance/Expenses	
Custodial Supplies	\$750
Security System	\$1,500
Grounds: Snow	\$2,600
Grounds: Mow/Weeding	\$3,450
Grounds: Other	\$400
Cleaning	\$3,000
Maintenance	\$5,000
Carpet/Floors	\$900
Walls/Painting	\$1,000
Elevator	\$2,700
HVAC	\$3,000
Ann Op Permit	\$100
Windows	\$500
Property Insurance	<u>\$11,000</u>
Totl Building Maint/Expenses	<u>\$35,900</u>
Total Facilities Expenses	\$49,750

Office Expenses**Office Supplies**

Library Supplies \$1,700

Office Supplies \$1,300

Postage \$270

Copier Paper \$400

Total Office Supplies \$3,670**Publicity** 500**Office Travel** \$300**Total Office Expenses** \$4,470**Total Expenses** \$499,069



CODE ADAM POLICY

If a child is reported missing in the library, the procedure is:

1. Obtain a detailed description of the child including name, age, hair and eye color, and the approximate height and weight. Details of the clothing, such as color and style, should also be collected. Be sure to also get a description of the shoes the child is wearing, as these are not likely to be changed by an abductor. Take note of the time.
2. Go to the nearest facility phone and page "Code Adam." Announce the description of the missing child. Staff working at the main desk should go to the front door. Ask all patrons to please stay seated. Look out in the parking lot to see if you notice any children leaving in a car. The parent/guardian of the missing child should be escorted to the front of building to assist in the identification of the child.
3. After hearing "Code Adam" all regular work will stop. Employees will check the following areas:

One Employee will check upstairs	One Employee will check downstairs	One Employee will check all library grounds outside
Children's Room	Staircase	Pond area
Teen Room	Kitchen	Garden area
Upstairs Bathrooms	Downstairs Bathrooms	Solar array area
Book Drop Room	Book Store	
Utility Room	All downstairs Utility Rooms	
Elevator		

4. If the child is not found in ten minutes, call the Ulster County Sheriff via 911.
5. If the child is found and appears to have been lost and unharmed, reunite the child with the parent/guardian.
6. If the child is found accompanied by someone other than the parent/guardian use reasonable efforts to delay the departure of the adult accompanying the child, but do not put yourself, or the people around you, at risk. Call the sheriff and identify the adult seen with the child.
7. Conclude the incident by announcing over the PA, "Code Adam Cancelled."
8. Staff must fill out an incident report if the Code Adam alert is triggered.

The Reis Group
 Dave Palmer 845-943-6631 **OR**
 Debbie Worthley 845-338-4656



Town of Esopus Library

9. This program, like a fire drill, should be practiced at least twice per year. Drills will be logged as per the Personnel Policy Manual.

Responsibilities: The Director is responsible to ensure the Library follows this practice and to ensure that the drills are scheduled as appropriate and that staff members participate.

Adopted by the Board of Trustees: February 28, 2007

Revised by the Board of Trustees January 26, 2011

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees: April 28, 2021

Entry Level Wages as set by the Board of Trustees

POSITION TITLES	NUMBER OF POSITIONS	NUMBER FILLED	ENTRY LEVEL WAGE Start 4/29/21
Library Director I	1	1	60,984-64,000/yr
Assistant Library Director I	1	1	25.89/hr
Library Assistant	4	1	14.75./hr
Adult and Teen Programmer	1	1	15.84/hr
Library Assistant II (Children's Program)	1	0	15.84/hr
Story Teller	1	0	13.50/hr
Library Clerk	2	2	13.50 /hr
Senior Account Clerk/Typist	1	0	15.50/hr
Senior Account Clerk	1	0	15.31/hr
Account Clerk/Typist	1	0	15.00/hr
Clerk	6	0	13.50/hr
Page	3	0	Min Wage '21- 12.50
Secretary to the Board of Trustees	1	1	14.00/hr
Librarian I	1	0	20.00/hr
Library Manager	1	0	—
Community Relations Coordinator	1	0	—
Custodial Worker	1	0	—

Adopted by the Board of Trustees: January 22, 2014

Revised by the Board of Trustees: June 25, 2014

Revised by Board of Trustees: February 22, 2017

Revised by the Board of Trustees: August 22, 2018

Revised by the Board of Trustees: March 24, 2019

Revised by the Board of Trustees: April 28,2021

Free Access to Libraries for Minors

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v. Des Moines School Dist., *supra*. Cf. West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)."

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004

Reviewed by the Board of Trustees: April 28, 2021