

Town of Esopus Library  
November Board of Trustees Meeting  
Wednesday, November 20, 2024

**Agenda**

Call to order	Larry Decker
Approval of September Board Meeting Minutes	
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee	Elaine Jaffe
Director's Report	Jesse Chance
Friends	Elaine Rylance
Committees	
1. Buildings and Grounds – Stephen Lewis	
2. Governance and Personnel / Trustee Training – Martha Farrell	
3. Sustainability, Research and Development – Don Carragher	
Adjournment	

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Resolutions:

2024-52 – Payment of October Claims

2024-53 – Director Salary Increase

2024-54 – Transfer of Funds to Ulster Savings Bank

2024-55 – Approval of Open Bidding for Proposed Project Narrative of Library's Solar Array Upgrade

2024-56 – Section 2 Personnel Policy Manual Update

# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **October 30, 2024**

**Board Members Present:** Elaine Jaffe, Elaine Rylance, Stephen Lewis, Larry Decker, Laura Petit and Martha Farrell

**Board Members Excused:** Don Carragher

**Board Members Absent:** Allen Olsen

**Staff Present:** Mary Garraty, Jesse Chance

**Public:** Jamila Khan

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

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

Written minutes for the September monthly Board Meeting held on September 25, 2024 was submitted and open for review. A motion to accept the minutes of the September monthly Board meeting held on September 25, 2024 was made by Steve Lewis and seconded by Elaine Rylance.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Don Carragher

Board Members Absent: Allen Olsen

#### **III. Presidents Word – Larry Decker**

Larry said a few words and went into Trustee Vote. The Board of Trustees had an opening left from when Susan Barbarisi resigned. The Board of Trustees voted on the addition of Sharon Briden as a member of the Town of Esopus Library Board of Trustee. Elaine Jaffe made a motion to accept Sharon Briden to the Town of Esopus Library Board of Trustees and Elaine Rylance seconded the motion.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Don

Board Members Absent: Allen Olsen

There was also a discussion on whether a landscaping ad hoc committee could or should be added. There was quite a bit of discussion on this topic. It was decided that more details were needed in order to define this committee. Elaine Jaffe offered to write up a description about the details of this committee and Jesse would assist with this committee description.

#### **IV. Public Comment - No comments**

#### **V. TREASURER'S REPORT/FINANCE –Elaine Jaffe**

Written report was submitted. Elaine Jaffe presented the resolution listed below.

- **Resolution #48 of 2024 (Payment of September Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from September 1, 2024 to September 30, 2024 for items in the amount of \$15,210.13. A motion to accept the resolution was made by Martha Farrell and seconded by Elaine Rylance.  
AYES: 6; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Don Carragher  
Board Members Absent: Allen Olsen
- **Resolution #49 of 2024 (Lukatis Donation):** The Board of Trustees of the Town of Esopus Library accepts the quarterly share of income in the amount of \$765.20 from the Lukatis Trust into the operating funds for the library. A motion to accept the resolution was made by Martha Farrell and seconded by Steve Lewis.  
AYES: 6; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Don Carragher  
Board Members Absent: Allen Olsen

#### **VI. DIRECTOR'S REPORT – Jesse Chance**

Written reports were submitted from the Director and the Adult and Teen Programmer. The elevator repair is still a work in progress. It was discovered that Carl Bell is the only person equipped to fix one part of the elevator and he must do this work personally. Charlotte Svetkey has been hired as the Childrens Program Coordinator. We applied for an Ecological Restoration Grant

#### **VII. FRIENDS – Elaine Rylance**

The book sale which took place at the end of September was a success. Friends raised almost \$1200.

#### **VIII. COMMITTEE REPORTS**

- **Buildings and Grounds – Stephen Lewis**  
Written report was submitted. Steve Lewis reviewed the meeting minutes.

- **Governance and Personnel** – Martha Farrell  
Written report submitted. Martha Farrell reviewed the meeting minutes. The Director's review remains in progress. Governance and Personnel Committee will need to discuss and get agreement with the Finance Committee for the proposed salary changes.
  - **Resolution #50 of 2024 (Update to Section 1.4 and 1.7 of the Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 1.4 and 1.7 of the Personnel Policy Manual. A motion to accept the resolution was made by Elaine Jaffe and seconded by Steve Lewis.  
AYES: 6; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Don Carragher  
Board Members Absent: Allen Olsen
  - **Resolution #51 of 2024 (Personnel Action - C. Svetkey):** 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 Jaffe and seconded by Elaine Rylance.  
AYES: 6; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Don Carragher  
Board Members Absent: Allen Olsen
- **Sustainability, Research and Development** - Don Carragher  
Written report submitted. Don Carragher was excused from the meeting. No additional items discussed regarding this committee.

## **IX. Trustee Training**

Trustee Training has been taking place at online sessions.

Elaine Jaffe made a motion to go into executive session at 6:39 pm and Elaine Rylance seconded. The executive session ended at 6:50 pm. Elaine Jaffe made a motion to close executive session and Steve Lewis seconded the motion.

## **X. ADJOURNMENT**

There being no further business or discussion, Steve Lewis made a motion to adjourn and it was seconded by Elaine Rylance. The meeting was adjourned at 7:00 p.m.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Don Carragher

Board Members Absent: Allen Olsen

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

## Director's Report November, 2024

### ***Ongoing and/or Completed Business:***

**Elevator Issues:** A long, u-shaped key was found in a file drawer full of Manuals in Deb's office so Carl Bell and company were called back for a second attempt to change the sump-pump. Success! They stirred up a powerful stench getting the job done (so bad that we had to prop open all the doors of the Library for a couple of hours), but the pit is pumped out and we have a functioning pump down there once again. Carl suspects that there is an oil leak that we need an Otis Elevator mechanic to come fix and I have put in the call for that visit. The interesting thing we learned in this process is that the pump has been changed once already since the original installation. We know this because the pump they took out was a whole different brand than the paperwork we have on file. The new pump's paperwork will take the place of that out-of-date stuff so our records are accurate going forward.

**Emergency Preparedness:** It turns out that Deputy Frano has been out of state for a few weeks getting training so this initiative got put on the back-burner, again. I'm told he is back this week and I can expect a call. We are ready to have a day of emergency preparedness training including fire drills, bomb-threats, and active-shooter situational education. We just need to coordinate schedules to find a day that works for the Sheriffs, the Firemen, and our programming schedule. The Library will be closed on that day.

**Solar Power Array Upgrade Project:** Attached to this report is the proposal that we think best uses the grant NY State gave us for this project. With the help of the Buildings and Grounds Committee as well as the Sustainability/Research and Development Committee, we have considered several scenarios that could meet our energy needs while satisfying the strictures of the grant's requirements. The attached report seems best because it meets those needs while causing the least amount of disturbance to our roof and parking lot.

**Children's Program Coordinator Search:** After many interviews (and Civil Service related delays), I have chosen a replacement to fill this position. Charlotte Svetkey was the Children's programmer up in Saugerties for 13 months and before that she filled a similar role at the Sherman Library in Connecticut. Her enthusiasm during the interviews (as well as her experience of course) was a major factor in this decision. On Tuesday 11/5 I observed her take charge of a large group of under two year olds and hold their

attention in a happy, constructive way and was reassured that Charlotte is the right choice for this role.

**Children's Programming in the Meantime:** Of course we had to keep things going while we were searching for Shannon's replacement. It has been an experience we learned a lot from. For instance, closing reservation forms when events are full is so important. I forgot to do that for the Science with Pumpkins event we did on October 30<sup>th</sup> and to my horror found that 52 kids had signed up. I scrambled and got ready in case they all showed up and was quite relieved when only 24 showed. A good time was had by all, complete with pumpkin volcanoes, pumpkin painting, candy and spooky music.

**Ecological Restoration Grant:** On October 25<sup>th</sup> I submitted a grant application to the Hudson Valley Climate Action group. The request asks for \$45,569.97 to allow us to transform the area around the big orange buoy into a pollinator heavy reading garden. This cost is based on estimates submitted by a local Native Plant expert as well as a landscaper. The costs include installing flagstone walkways and planting a plethora of pollinators and native flora. The hardscaping estimate follows so that you can visualize the area in question. Award announcements for grants will be made in January 2025.

## Esopus Library

Pollinator Garden Hardscape Draft

### Supply costs:

#### Total Paths:

225' x 4' = 900sqft  
(3x) 8'x10' Path ends = 240sqft  
Hard Scape Total coverage: 1140sqft

#### Supply:

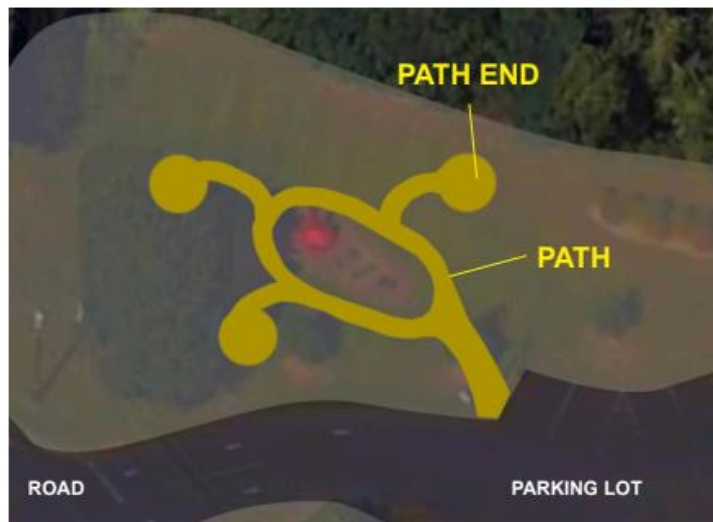
Irregular Flagstone (14x pallets @\$510ea): \$7140  
Loading/Unloading/Delivery: \$1k

Crushed Stone (Sub Layer)  
Sand and Stone mix 3" base 10yds = \$1,500  
Delivery Included

Finish Stone (Surface Layer)  
Rounded Yellow pea gravel 8yds = \$1,500  
Delivery included

Geotextile Underlayment (2x) 4'x250' Rolls: \$180

**Supply Total: \$11,320**



### *Upcoming:*

**Brunch with Staff, Friends, and Foundation Members:** On November 21st at 12:00PM you all are invited to a social hour with staff, Friends and members of the Foundation. We'll chat about stuff that's been going at the library and up-coming initiatives and hopefully the disparate factions of the overall Team Esopus Library will get to know each other a little better. Bagels and fixins as well as coffee and tea will be served. We hope to see you there.

**Holiday Parade:** On December 7<sup>th</sup> at 5:30PM, the Town of Esopus annual holiday parade kicks off and I want the Library to field a group to represent our institution to the community. If the stars align just right, we'll find someone who has a truck with a small trailer that we can decorate for the occasion. If worse comes to worst, I'll be marching with our banner and a book cart and whoever will march with me.

### *Continuing Education and Community Outreach:*

**Trunk-r-Treat at Town Hall:** We had so much fun giving out candy along with books and library calendars and other handouts. We saw what seemed to me to be hundreds of children and parents. I heard several people say that "Esopus Library always goes all out!" and I felt proud for our team.



**Central Library/Collection Development Committee Meeting:** On November 1<sup>st</sup> at 10AM we met in the Greenspan Meeting Room on the third floor of the Adriaance Memorial Library in Poughkeepsie. I learned that the Central Library's e-book funding for 2024 finally arrived from Albany a couple of weeks ago. Rather than attempt to spend it all (\$84,000) before the end of the year, we have directed Tom Lawrence to

purchase content credits for next year and he will divide that sum by 12 and purchase best sellers and high demand holds monthly. This will take some of the pressure off the smaller libraries like us to keep up with that unrelenting hold list. Hopefully I (and other library directors) will be able to do some actual collection development of our e-book and audiobook holdings in OverDrive Marketplace instead of just purchasing the titles in demand at the moment. I say hopefully, because demand for e-books and downloadable audiobooks only continues to increase.

Respectfully submitted,  
Jesse Chance, Director

## Phase II Proposed Course of Action from LaBella Associates

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Date: November 11, 2024

Recipient: Jesse Chance, Director

Esopus Library Director

Address: 128 Canal St, Port Ewen, NY, 12466

Subject: Esopus Library, Grant Funding - Proposed Renewable Energy Construction Plan

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### Background

The Esopus Library partnered with Labella Associates to assess the performance issues of the current 15 year old solar system to determine potential paths forward to utilize a grant for a renewable energy generation. Site and system inspection and troubleshooting confirmed faults on the ground mount solar system that significantly reduces solar production. The current Solar system, consisting of a roof top and ground mount system, considering normal degradation, can deliver approximately 21kW of solar power, if fully functional. This represents about 44% of maximum production allowed which is 110% of the current demand. Therefore, additional solar needs to be installed while considering age and repairs of



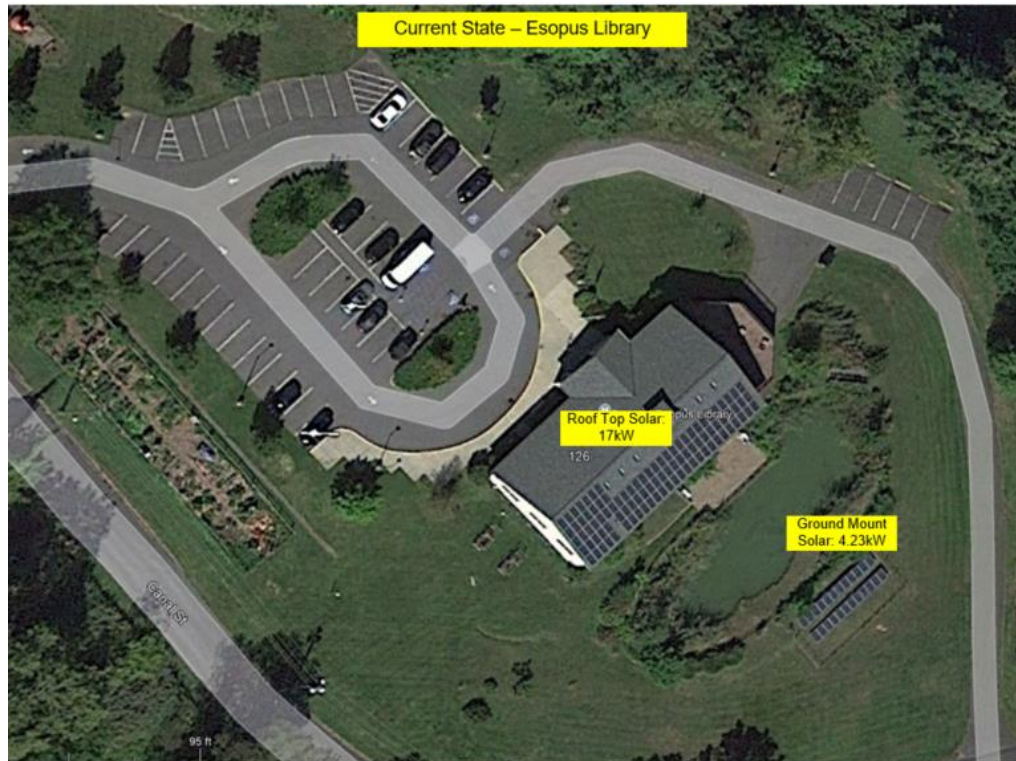
the existing system, site electrical upgrades and the available space to permit additional solar to reach the goal of producing 110% of the current demand with solar.

The Labella Associates Project Management and Design team along with the Esopus team, in consultation with town permitting, NYSun, NYSun solar contractors and the utility, reviewed several scenarios for the site. As a result, the team has decided to pursue the following option as a best path forward to meet the objective and stay within budget. The following budgetary estimates were established from the consultations above, experience, available public records, NYSun data, desktop reviews and AI. These are estimates only. Final estimates and quotes will follow from the open bidding process with qualified construction contractors in the next phase of this project.

## Objectives

The objectives of this projects are as follows:

1. Generate as much energy from solar power as possible within the NYSun program. **The maximum allowed is 110%** of the current annual building demand.
2. Add a **battery energy storage system (BESS)** to provide backup a power source to enable limited, “critical load” building operations during power losses for at least 24 hrs.
3. **Complete a site energy Assessments** under NYSERDA’s program including Lighting, HVAC and assessing the state of the current Geothermal System. Identify opportunities.
4. **Move Signage power source** to the Main Electrical Panel (fed by the Solar system)
5. **Add EV charging stations (EVCS)** to promote and support electric vehicle use. Two stations each with two, level 2 chargers.
6. **Repair and restore** the 15 Year old rooftop solar system.
7. **Decommission the 15 year old ground mount** system to make room a new ground mount system with high power solar modules enabling energy generation to the reach 110% power generation objective.
8. **Test the decommission solar module’s power output, store the “good” modules for roof system spares** and recycle the remaining modules.



## Details of the Project

**Repair, restore roof top system/ Remove current Ground Mount system, Add new Gound Mount Solar system.**

### **Requirements:**

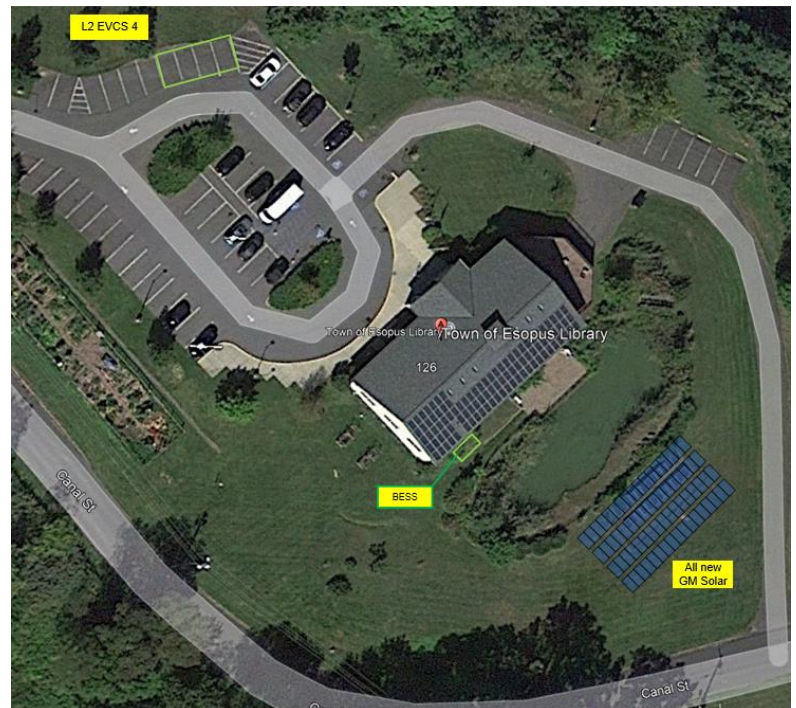
- 1) Perform system repairs on roof top solar system: Seal and repair roof and solar mounting system to prevent leaks (preventative)
- 2) Repair wire routing and mounting on roof top system (wire management)  
NOTE: the remaining roof cover life is approximately 5-10 years. This matches the estimated remaining life expectancy of the existing solar system. Which is advantageous with respect to fully utilizing the solar assets, waste reduction and future roof replacement needs.
- 3) Monitor roof top system after the repairs are complete to ensure stable power generation (1-2 months)
- 4) Decommission the old ground mount system to make space for a new solar system.
- 5) Install a new ground mount system with new high-power modules to meet the solar production goal.

- 6) Replace the 15 year old solar inverter with a new inverter with production monitoring capability

### Risk:

- 1) While the existing modules are 15 years old, most modules last 20-30 years with expected degradation; if modules fail this will reduce the total power and finding replacement will be difficult to replace as the manufacturer are no longer in business. To mitigate this risk, solar modules from the decommissioned ground mount system can be tested and saved for spares.
- 2) Potential Shading on the southwest side of array may need tree trimming.
- 3) Potential added cost to unexpected electrical system upgrades
- 4) A larger inverter may require additional space. Other option includes installing 2 smaller inverters.

*Solar option to reach 110% of demand			Included in all scenarios
Component Table			NEW
ID	SUMMARY	Time Estimate	2b
2	"Repair/Restore" Roof system (17kWac)	1-2 months	\$12,855
4	PVMax - Replace Ground Mount - New System (+34kW_ac)	6-18 months	\$177,913
6	EVCS4 (2 station, 4 chargers, L2)	6-18 months	\$40,740
8	BESS (10-12hrs) + Gas Generator (5days)	6-18 months	\$90,839
9	Site Energy Audit NYSEDA	1-2 months	\$3,419
10	Signage - Move Load to Main Panel	6-18 months	\$3,710
Cost Estimate			<b>\$329,476</b>
Budget			\$342,775
Balance			<b>\$13,300</b>



## Summary

1. Considering sustainability, building impact, timelines, risks, and budgets, the above renewable energy project plan attempts to balance reducing waste, while utilizing most of existing solar system and adding new equipment to meet the objective.
2. These budgetary estimates are derived in part by an assessment of historical cost across the state and the county utilizing publicly available information and Labella's experience. The range of variations of the component cost are estimated to be as high as 30% depending on the conditions, assumptions, and contractors bidding.

## Recommendations

1. Request to approve the use of this design and the budgetary numbers above to enable approval of the grant funding.
2. Request approval of the bidding process with the goal to identify qualified contractors and obtain 3 quotes for the completes construction of the project.
3. Move to “phase 2” to begin the bidding process. Prepare the RFP for bidders to meet these minimum requirements:
  - a. Review the proposal above, offer feedback and recommend other scenarios and changes to consider before proceeding with the formal bid process.
  - b. Reach %110 solar generation.
  - c. Add a backup battery system to maintain critical load for at least 24 hours
  - d. Add level 2 EV charges (EVCS)
  - e. Explore options to identify opportunities to improve energy efficiency
  - f. Ensure net metering and monitoring is in place
  - g. Identify best return on investment for all measures proposed.

Respectfully submitted,

**LaBella Associates**

Dan Menter  
RE Project Manager



## Teen and Adult Programming Report – November

**Greetings and salutations from the dark days of autumn!** This month we happily welcome our new children's programmer, Charlotte, to the team, offering Fox and Jesse a much-needed respite from story time.

- **Final programming numbers for October:**
  - o **269 patrons at adult events**
  - o **113(!) patrons at teen/tween events**
  - 322 patrons total (up from 269 in September)**
- **November numbers to date (11/12/24)**
  - o **99 patrons at adult events**
  - o **15 patrons at teen events**
    - **114 patrons total (down from 157 in October)**
- **Adult Programming**
  - **Ongoing Groups** Our **Afternoon** and **Reader's Choice Book Clubs** continue to thrive, with many members double dipping in both. The **Reader's Choice Book Club** is contemplating re-reading a book club choice from early in their twenty-five year history, as we have only one original member remaining. I may begin scheduling author events for Thursdays before book club, as we often have calendar space available and many of our members have enjoyed readings and talks by local authors – this would help with the logistics for all involved. Meanwhile, the **Ulster Photo Club**, **Esopus Artists**, and **Needlework Circle** continue to draw steady membership numbers of artists seeking enrichment. Puzzles of the library by a member of our **Needlework Circle** are available for sale at the circ desk, with proceeds benefitting the library. **Mah Jongg** draws a solid circle of consistent players as well – I would still love to see us add additional styles of play in response to patron interest.
  - **Duck Pond Gallery** Local artist and retired teacher Diane Godfrey fills our gallery in November. Her show drew a large crowd of 45 community members – many from our ongoing groups came out to support.
  - **Body series** Erin Reilly hosts two sessions of **Acupressure & Self-Massage** this month and will return with a longer **Acupressure & Self-Massage** series in January, when the stars and the Chinese calendar are, I'm told, in proper alignment. I also hope to get Kathy Schneider to return to host **chair yoga**,

and Lisa Ricci should be making an appearance in the basement soon for a lively session of **Zumba**.

- **Classes, readings, and workshops** Again, our calendar is packed with workshops and classes at the end of the month. Fun guy **Luke Sarrantonio** will visit us for another talk on mushrooms, and **Jessica Williams** continues to host sold-out workshops here at the library – this month returning for an encore of her Twig Star Wreath workshop. We will also be hosting our second **All-Ages Open Mic**, this time headlined by local performance artist **Nova Darkstar and their Invisible Band**. Come watch them perform – if you can spot them!

- **Teen Programming**

- **Classes, Readings, and Workshops** Believe it or not, we continue to see packs of wild teenagers roaming our very own library. Our **Dungeons & Dragons & Pizza** groups for teens and tweens, hosted by a local parent, has been wildly successful thus far. The group of 12 adventurers are chasing a wishing star from a fictional library basement – how metatextual. These teens are full of idea for additional programs, and seem excited to bring their friends along; they filled Michele Diamanti's **Junk Journaling** workshop and many are registered for our upcoming teen events: **College Bound: A Guide to Application Success**, a **String Art workshop with Michele D.**, and a reprise of our popular **Live Action Roleplay Workshop with the Wayfinder Experience**.

I suspect, as is the case with our adult groups, allowing this group of teens to feel ownership of this community space will have the benefit of building a core group of teen library goers. Who knows? Maybe, in time, the library will even seem cool - at least among the D&D nerds!

Respectfully submitted,

Fox (also a nerd) North

## Buildings and Grounds Committee Meeting Minutes

November 4, 2024

In Attendance: Laura Petit, Jesse Chance, Larry Decker and Steve Lewis

Excused: Don Carragher

Absent: Allen Olsen

The committee began the meeting by discussing building a master plan for the entire grounds surrounding the building using a google doc that Laura created. The idea being that if we established an aspirational framework for the grounds, we would have a more focused idea of what grants to apply for moving forward.

The committee also discussed the pros and cons of an ad hoc garden committee, and reviewed Jesse's latest summary of our solar array options, and started looking into what would be a yearly operational budget for the committee.

I have contracted the removal of the 7 Bradford trees and the Burning bush, which is scheduled to take place in the next couple of weeks for \$1500 with Bill Meehan.

Onward!

Steve

The next Building and Grounds Committee Meeting is scheduled for December 2, 2024 at 4:00 pm

**FINANCE COMMITTEE MINUTES – November 8, 2024**

**ATTENDING:** Elaine Jaffe, Treasurer; Alan Olsen; Laura Petit; Jesse Chance, Library Director

The October expenses in the amount of \$17,565.48 was approved.

We reviewed the October Profit & Loss report.

We are recommending adding the Ulster Savings Bank as the 3<sup>rd</sup> bank so that no bank has deposits, etc. of more than the \$250,000 insured by FDIC.

We agreed (with G&P committee) that a 4% increase for Jesse Chance is appropriate and will be retroactive to September 13, 2024, the beginning of his 2<sup>nd</sup> year as Director of the Library.

We plan to start working on the 2026 budget next month.

Submitted by Elaine Jaffe

Next meeting is Friday, December 6, 2024 at 10 am.



## Governance and Personnel Committee Meeting Minutes

November 12, 2024

Present: Martha Farrell, Elaine Jaffe, Larry Decker and Jesse Chase

Absent: Elaine Rylance

The committee reviewed Section 2 of the Personnel Policy Manual.

Submitted by Martha Farrell

Our next meeting will be Dec. 3, 2024 at 4 pm

## Sustainability, Research and Development Committee

The Committee meeting was cancelled.

The next meeting is scheduled for 12/4/24

**Resolution of the Board of the Town of Esopus Library**

**Resolution 53 of the Year 2024**

**Director Salary Increase**

WHEREAS, the Town of Esopus Library Board of Trustees entered into a contractual agreement for the hiring of Jesse Chance, for the position of Library Director on September 12th 2023; and

WHEREAS, the Town of Esopus Library Governance and Personnel Committee conducted an annual performance review which included input from all Board members; and

WHEREAS, the Library Director has successfully completed the 9-month probationary period and received a favorable performance review; now therefore be it

RESOLVED that the Town of Esopus Library Board of Trustees does hereby authorize a salary increase of 4%; and

FURTHER RESOLVED, that the increase is retroactive to the first anniversary ~~of~~ date of original hire being September 13th 2024 and this resolution shall take effect immediately

Moved: Ailen Olsen Seconded: Elaine Rylance

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, November 20, 2024

Approving Signature: Larry Decker  
Larry Decker, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 52 OF 2024

Payment of Claims  
October 1, 2024 to October 31, 2024

WHEREAS, the total of all claims for payment, excluding wages and taxes, from October 1, 2024 to October 31, 2024 is \$17,565.48.

WHEREAS, the Board has agreed to purchase all goods and services

WHEREAS, funds from the operating budget will be used to pay these claims

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the payment of these October 1, 2024 to October 31, 2024 items in the amount of \$17,565.48.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Lanre Petit Seconded: Don Carragher

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, November 20, 2024

Approving Signature: Larry Decker  
Larry Decker, Board President

10:57 AM

11/07/24

Accrual Basis

# Town of Esopus Library Check Listing As of October 31, 2024

Type	Date	Num	Name	Memo	Clr	Split	Credit
<b>Checking/Savings</b>							
<b>A0200 Cash Operating Fund</b>							
<b>2020 Bank of GC Checking 6086</b>							
Check	10/01/2024	4958	WZ Accountants	V24-0477	X	A7410.437 Accountant	600.00
Check	10/01/2024	4959	Liberty Security System	V24-0478	X	A7410.452 Security System	76.00
Check	10/01/2024	4960	Midwest Tape - Hoopla	V24-0479	X	A7410.412 E-Content	560.83
Check	10/01/2024	4961	Binnewater Ice Co.	V24-0480	X	A7410.452 Water & Sewer	34.60
Check	10/01/2024	4962	Deborah McMenemy - Reimb.	V24-0481	X	A7410.800 Health & Maj. Med.	388.89
Check	10/15/2024	4963	T-Mobile	V24-0482	X	A7410.419 Internet	126.06
Check	10/15/2024	4964	Nutty Scientists Hudson Valley	V24-0483	X	Childrens Programs	225.00
Check	10/15/2024	4965	Ingram Library Services	V24-0484	X	A7410.410 Young Adult Non-Ficti	43.80
Check	10/15/2024	4966	Ingram Library Services	V24-0485	X	A7410.410 Juvenile Fiction	148.03
Check	10/15/2024	4967	Ingram Library Services	V24-0486	X	A7410.410 Juvenile Non-Fiction	63.87
Check	10/15/2024	4968	Friends of the Town of Esopus Library	V24-0487 EXCH	X	A9855 Friends Exp. Exchange	463.48
Check	10/15/2024	4969	Mid-Hudson Library System	V24-0488	X	General Assessment Fee	2,546.00
Check	10/15/2024	4970	Royal Carding Service Co	V24-0489	X	A7410.452 Trash	144.66
Check	10/15/2024	4971	Spectrum Enterprise	V24-0490	X	-SPLIT-	289.96
Check	10/15/2024	4972	Central Hudson	V24-0491	X	A7410.452 Electric	616.57
Check	10/15/2024	4973	National Business Technologies	V24-0492	X	A7410.2439 Printer/Copier	234.04
Check	10/15/2024	4974	Ingram Library Services	V24-0493	X	A7410.410 Adult Fiction	149.50
Check	10/15/2024	4975	Ingram Library Services	V24-0494	X	A7410.410 Young Adult Fiction	11.99
Check	10/15/2024	4976	Ingram Library Services	V24-0495	X	A7410.410 Young Adult Fiction	11.99
Check	10/15/2024	4977	Ingram Library Services	V24-0496	X	A7410.412 Adult Books - CD	96.75
Check	10/15/2024	4978	Ingram Library Services	V24-0497	X	A7410.410 Adult Fiction	144.47
Check	10/15/2024	4979	Jessica Williams	V24-0498	X	Adult Programs	250.00
Check	10/15/2024	EFTOCT2024	CDPHP	V24-0499	X	A7410.800 Health & Maj. Med.	2,511.75
Check	10/15/2024	4980	Amazon	V24-0500	X	-SPLIT-	700.36
Check	10/15/2024	4981	Amazon	V24-0501	X	Teen Programs	99.19
Check	10/15/2024	4982	Amazon	V24-0502	X	A7410.412 Family DVD	82.90
Check	10/15/2024	4983	Tara Fedele Patania	V24-0503	X	Teen Programs	250.00
Check	10/30/2024	4984	WT Cox	V24-0504		A7410.413 Magazines	1,172.98
Check	10/30/2024	4985	Friends of the Town of Esopus Library	V24-0505 EXCH		A9855 Friends Exp. Exchange	104.75
Check	10/30/2024	4986	Demco	V24-0506		A7410.430 Library Supplies	143.13
Check	10/30/2024	4987	Eastern VSP, Inc.	V24-0507		A7410.800 Health & Maj. Med.	89.04
Check	10/30/2024	4989	James Porter	V24-0509		Teen Programs	200.00
Check	10/30/2024	4990	Liberty Security System	V24-0510		A7410.452 Security System	290.00
Check	10/30/2024	4991	Visa	V24-0511		-SPLIT-	346.04
Check	10/30/2024	4992	Ingram Library Services	V24-0512		A7410.410 Young Adult Non-Ficti	39.10
Check	10/30/2024	4993	Ingram Library Services	V24-0513		A7410.410 Young Adult Fiction	72.62
Check	10/30/2024	4994	Ingram Library Services	V24-0514		A7410.410 Adult Fiction	66.08
Check	10/30/2024	4995	Amazon	V24-0515		-SPLIT-	222.72
Check	10/30/2024	4996	Amazon	V24-0516		A7410.430 Office Supplies	61.99
Check	10/30/2024	4997	Tara Fedele Patania	V24-0517		Teen Programs	250.00
Check	10/30/2024	4998	Jessica Williams	V24-0518		Teen Programs	250.00
Check	10/30/2024	4999	Ingram Library Services	V24-0520		A7410.412 Adult Books - CD	134.00
Check	10/30/2024	5000	The Wall Street Journal	V24-0521		A7410.413 Newspapers	310.00
Check	10/30/2024	5001	Binnewater Ice Co.	V24-0522		A7410.452 Water & Sewer	39.50
Check	10/30/2024	5002	Amazon	V24-0523		A7410.412 Adult DVD	209.02
Check	10/30/2024	5003	Amazon	V24-0524		Teen Programs	99.98

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11/07/24

Accrual Basis

Town of Esopus Library  
Check Listing  
As of October 31, 2024

Type	Date	Num	Name	Memo	Clr	Split	Credit
Check	10/30/2024	5004	Amazon	V24-0525		Teen Programs	107.54
Check	10/30/2024	5005	Amazon	V24-0526		Teen Programs	76.79
Check	10/31/2024	EFTOCT2024	Wage Works - Care Card	V24-0527	X	A7410.800 Health & Maj. Med.	1,536.74
Check	10/31/2024	EFTOCT2024	Wage Works - Admin	V24-0528	X	A7410.800 Health & Maj. Med.	161.00
Check	10/31/2024		Shamrock Cleaners	V24-0529		A7410.452 Cleaning Services	1,280.00
Check	10/30/2024	4988	Jennifer Poroye	VOID: V24-0508	X	Teen Programs	
Total 2020 Bank of GC Checking 6086							18,133.71
Total A0200 Cash Operating Fund							18,133.71
Total Checking/Savings							18,133.71
TOTAL							18,133.71

Friends - 508.23

\$17,565.48

Year Oct., 2024

Town of Esopus Library  
Voucher Log

page 1 of 3

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V24-0477	WZ Accountants	1569	10/2/24	[Signature]	600.00
V24-0478	Liberty Security Systems	41887	10/2/24	[Signature]	76.00
V24-0479	Midwest Tape (Hoople)	6531	10/2/24	[Signature]	560.83
V24-0480	Bihue Water	4362	10/2/24	[Signature]	34.60
V24-0481	Deborah McMenamy	Receipts	10/5/24	[Signature]	388.89
V24-0482	T-Mobile - Hot Spot	Bill	10/5/24	[Signature]	126.06
V24-0483	Nutty Scientists/Program	LOA	10/5/24	[Signature]	225.00
V24-0484	Ingram	Multi	10/5/24	[Signature]	43.80
V24-0485	Ingram	Multi	10/5/24	[Signature]	148.03
V24-0486	Ingram	Multi	10/5/24	[Signature]	63.87
V24-0487	Friends of Esopus Library	Square	10/5/24	[Signature]	463.48
V24-0488	Mid-Hudson Library	5029	10/5/24	[Signature]	2546.00
V24-0489	Royal Casting	Bill	10/5/24	[Signature]	144.66
V24-0490	Spectrum Enterprise	Bill	10/5/24	[Signature]	289.96
V24-0491	Central Hudson	Bill	10/5/24	[Signature]	616.57
V24-0492	National Bus. Tech	4094	10/5/24	[Signature]	234.04
V24-0493	Ingram	Multi	10/5/24	[Signature]	149.50
V24-0494	Ingram	7470	10/5/24	[Signature]	11.99
V24-0495	Ingram	7531	10/5/24	[Signature]	11.99
V24-0496	Ingram	Multi	10/5/24	[Signature]	96.75
V24-0497	Ingram	Multi	10/5/24	[Signature]	144.47
V24-0498	Jessica Williams/Program	LOA	10/5/24	[Signature]	250.00
V24-0499	PHP - EFT	Bill	10/5/24	[Signature]	2511.75
V24-0500	Amazon	CY6T	10/5/24	[Signature]	700.36
V24-0501	Amazon	34Q5	10/5/24	[Signature]	99.19

Year Oct. 2024

Town of Esopus Library  
Voucher Log

page 2 of 3

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V24-0502	Amazon	Multi	10/15/24	[Signature]	82.90
V24-0503	Tara Jodele Patania	LOA	10/16/24	[Signature]	250.00
V24-0504	WLCX-magazines	1824	10/30/24	[Signature]	1172.98
V24-0505	Friends of Library	Splitsh	10/30/24	[Signature]	104.75
V24-0506	Demo	2171	10/30/24	[Signature]	143.13
V24-0507	VSP	Bill	10/30/24	[Signature]	89.04
V24-0508	Jennifer Poroye	LOA	10/30/24	[Signature]	200.00
V24-0509	James Porter	LOA	10/30/24	[Signature]	200.00
V24-0510	Liberty Security	41940	10/30/24	[Signature]	290.00
V24-0511	Visa	Bill	10/30/24	[Signature]	346.04
V24-0512	Ingram	2347	10/31/24	[Signature]	39.10
V24-0513	Ingram	2348	10/30/24	[Signature]	72.62
V24-0514	Ingram	Multi	10/30/24	[Signature]	106.08
V24-0515	Amazon	6409	10/12/24	[Signature]	222.72
V24-0516	Amazon	DRFG	10/30/24	[Signature]	61.99
V24-0517	Tara Patania	LOA	10/30/24	[Signature]	250.00
V24-0518	Jessica Williams	LOA	10/30/24	[Signature]	250.00
V24-0519	Ingram	Multi	10/30/24	[Signature]	90.14
V24-0520	Ingram	Multi	10/31/24	[Signature]	134.00
V24-0521	The Wall St Journal	Renewal	10/30/24	[Signature]	310.00
V24-0522	Birneywater		10/30/24	[Signature]	39.50
V24-0523	Amazon	LKDK	10/30/24	[Signature]	209.02
V24-0524	Amazon	ITPW	10/30/24	[Signature]	99.98
V24-0525	Amazon	3XYD	10/30/24	[Signature]	107.57
V24-0526	Amazon	IXW	10/30/24	[Signature]	76.79



# Town of Esopus Library

## Voucher Log

page 3 of 3

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**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 56 OF 2024**

**SECTION 2 PERSONNEL POLICY UPDATE**

WHEREAS, Section 2 of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached changes to Section 2 of the Personnel Policy Manual.

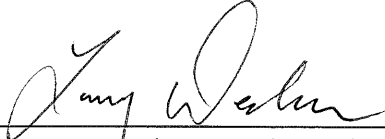
RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Section 2 of the Personnel Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Jaffe Seconded: Elaine Rylance

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday November 20, 2024

Approving Signature:   
Larry Decker, Board President

## **2. COMPLIANCE WITH VARIOUS LAWS**

### **2.1 IMMIGRATION LAW COMPLIANCE**

Only citizens of the United States and ~~those~~ ~~aliens~~ non-citizens legally authorized to work within the United States are eligible for employment. The Town of Esopus Library does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not done so within the past three years, or if their previous I-9 is no longer retained or valid.

### **2.2 DRUG FREE WORKPLACE STATEMENT**

The Library complies with all Federal and State regulations regarding drug use while on the job. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol and marijuana ~~any tobacco products or tobacco related products~~, while on the job, is not permitted. Over the counter medications when taken as directed are permissible.

Revised by the Board of Trustees: September 25, 2019

Being under the influence of any unlawful or controlled substance without a doctor's prescription is strictly prohibited. Employees in violation of this policy will be asked to leave Library grounds immediately. A meeting with the Director is required upon returning to work for ~~his/her~~ their next scheduled shift. Employees convicted of a criminal drug statute must notify The Town of Esopus Library within five days of such conviction, and may be required (at for ~~his/her~~ their own expense) to complete an approved drug abuse or rehabilitation program. For help, or additional information, contact the Director.

### **2.3 AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT**

The Library will make every economically feasible effort to comply with the Americans with Disabilities Act; both in the area of employee and patron concerns. As concerns are discovered, the Library Board will address each issue; attempting to find a way to accommodate qualified individuals with a disability without overtaxing the Library's resources.

### **2.4 EQUAL OPPORTUNITY EMPLOYER (EOE) DISCRIMINATION STATEMENT**

~~The Library is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, sex, color, age, creed, or religious affiliation. Any employee who feels that he/she has been the object of discrimination should contact his/her supervisor and should begin the staff grievance procedure as described in this manual.~~

The Town of Esopus Library is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, veteran status, or any other characteristic protected by law. Our policy of equal employment opportunity applies to all aspects of employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration benefits and training. We are committed to fostering a diverse and inclusive workplace where every employee feels valued and respected.

## 2.5 THE RIGHT TO PRIVACY

Employees should be aware that desks, mailboxes, email addresses and other personal spaces provided by the Library are still library property, and are subject to search if necessary. If a staff member desires to lock one of these areas, a copy of the key must be given to the Director (or designee). The Director is the IT Administrator of the Town of Esopus Library and therefore, they can access your email, if needed.

## 2.6 SEXUAL OR OTHER HARASSMENT POLICY

It is the policy of the Town of Esopus Library that our work place is for work. It is our goal to provide a work place free of tensions involving matters that do not relate to Library business. An atmosphere of tension created by ethnic, sexual or religious remarks, conduct, or animosity shall not be permitted in our workplace. Ethnicity, age, race, disability, religious, gender identity or sexual orientation shall not be used as the basis for employment decisions affecting any employees. If any verbal or physical conduct takes place, the offended individual is asked to notify the Director or a Board member so that The Town of Esopus Library can deal with the problem in a confidential manner, and so that appropriate action, including disciplinary actions, can be taken.

Library policy prohibits harassment of any employee or patron by anyone. We do not seek to regulate anyone's personal morality, but we must assure ensure that no one is harassed in the workplace.

Any employee or patron who feels that ~~he/she is~~ they are a victim of harassment, or who observes any type of harassment, should report the matter immediately to a supervisor. In the event the offended person is, for any reason, uncomfortable in approaching a supervisor about harassment, the employee should contact the Director or a Library Board member.

The Library strongly disapproves of conduct detrimental to the workplace and will take appropriate corrective action against those who violate this policy.

## 2.7 CIVIL SERVICE RULES AND REGULATIONS

See the Librarian's Guide to Civil Service in New York State in the appendix section of this manual.

### 2.7.1 COVERAGE ISSUES

## 2.8 OTHER STATE, FEDERAL, MUNICIPAL, EDUCATION AND LABOR LAWS as required.

Adopted by the Board of Trustees: January, 2014

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY**

**Resolution 55 of Year 2024**

**APPROVAL OF OPEN BIDDING FOR PROPOSED PROJECT NARRATIVE OF LIBRARY'S  
SOLAR ARRAY UPGRADE**

WHEREAS, the Town of Esopus Library hired LaBella Associates to act as Project Manager for the Library's Solar Power Array Upgrade project which is funded by a generous grant from NY State's Department of Library Development;

Whereas LaBella Associates, working with the Buildings and Grounds Committee as well as the Sustainability and Research and Development Committee, has proposed a project narrative that fulfills the budgetary requirements of the grant from NY State's Department of Library Development;

WHEREAS, the Town of Esopus Library has approved the attached project narrative;

RESOLVED, the Board of Trustees of the Esopus Library authorizes the Open Bidding portion of this process, otherwise known as Phase II, to begin.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Ryland Seconded: Don Carragher

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, November 20, 2024

Approving Signature: Larry Decker

Larry Decker, Board President

## Objectives

The objectives of this projects are as follows:

1. Generate as much energy from solar power as possible within the NYsun program. **The maximum allowed is 110%** of the current annual building demand.
2. Add a **battery energy storage system (BESS)** to provide backup a power source to enable limited, “critical load” building operations during power losses for at least 24 hrs.
3. **Complete a site energy Assessments** under NYSERDA’s program including Lighting, HVAC and assessing the state of the current Geothermal System. Identify opportunities.
4. **Move Signage power source** to the Main Electrical Panel (fed by the Solar system)
5. **Add EV charging stations (EVCS)** to promote and support electric vehicle use. Two stations each with two, level 2 chargers.
6. **Repair and restore** the 15 Year old rooftop solar system.
7. **Decommission the 15 year old ground mount** system to make room a new ground mount system with high power solar modules enabling energy generation to the reach 110% power generation objective.
8. **Test the decommission solar module’s power output, store the “good” modules for roof system spares** and recycle the remaining modules.



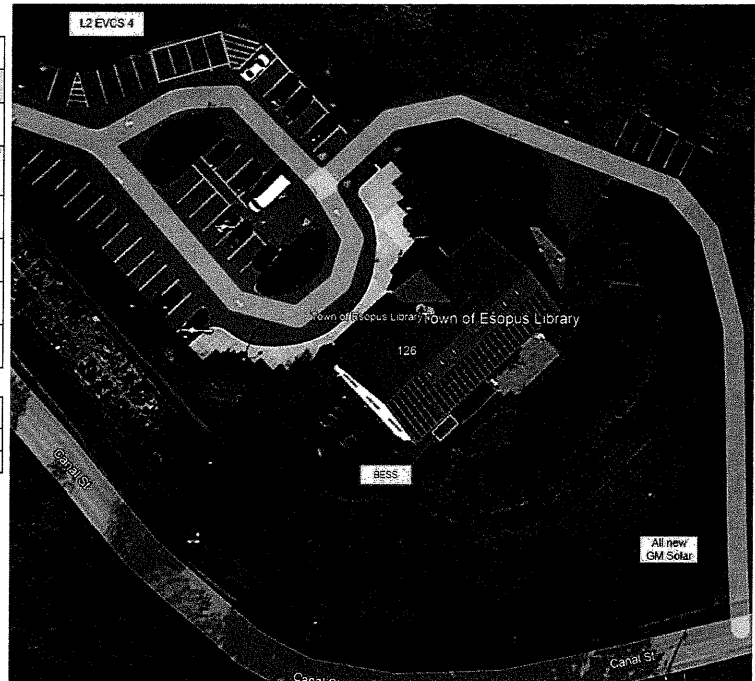
- 4) A larger inverter may require additional space. Other option includes installing 2 smaller inverters.

\*Solar option to reach 110% of demand

Included in all scenarios

Component Table			NEW
ID	SUMMARY	Time Estimate	2b
2	"Repair/Restore" Roof system (17kWac)	1-2 months	\$12,855
4	PVMax - Replace Ground Mount - New System (+34kW_ac)	6-18 months	\$177,913
6	EVCS4 (2 station, 4 chargers, L2)	6-18 months	\$40,740
8	BESS (10-12hrs) + Gas Generator (5days)	6-18 months	\$90,839
9	Site Energy Audit NYSERDA	1-2 months	\$3,419
10	Signage - Move Load to Main Panel	6-18 months	\$3,710

Cost Estimate	<b>\$329,476</b>
Budget	\$342,775
Balance	<b>\$13,300</b>



## Summary

1. Considering sustainability, building impact, timelines, risks, and budgets, the above renewable energy project plan attempts to balance reducing waste, while utilizing most of existing solar system and adding new equipment to meet the objective.
2. These budgetary estimates are derived in part by an assessment of historical cost across the state and the county utilizing publicly available information and Labella's experience. The range of variations of the component cost are estimated to be as high as 30% depending on the conditions, assumptions, and contractors bidding.

## Recommendations

1. Request to approve the use of this design and the budgetary numbers above to enable approval of the grant funding.
2. Request approval of the bidding process with the goal to identify qualified contractors and obtain 3 quotes for the completes construction of the project.
3. Move to "phase 2" to begin the bidding process. Prepare the RFP for bidders to meet these minimum requirements: