

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

July 26, 2022

Board Members Present: Reggie Heffernan, Nancy Beranek, Don Carragher, Susan Barbarisi, Elaine Rylance

Board Members Excused: Susan Leiching and Laura Lauria

Board Members Absent:

Staff Present: Brooke Dittmar, Mary Garraty, Ben Gocker

Guest: Larry Decker

I. CALL TO ORDER –

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:13 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for June monthly Board meeting and the Reorganizational Board meeting both held on June 28, 2022 were submitted and open for review.

- A motion to accept the minutes of the June monthly Board meeting and the Reorganizational Board meeting both held on June 28, 2022 was made by Elaine Rylance and seconded by Susan Barbarisi.

AYE: 5; NO: 0; ABSTAIN: 0

Board Members Excused: Susan Leiching and Laura Lauria

Board Members Absent:

III Presidents Word

Don touched on the training that each Trustee is expected to do each term as well as Core Values training which is available for all trustees. Don discussed a training session that he personally signed up for as well. He encourages everyone to get onto the Mid-Hudson Library website to get acquainted with the website and sign up for courses. If a number of trustees were interested in the same course, Don offered to host the session at the library and he would spring for the pizza.

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. The Finance Committee reviewed the claims for the past month. They also reviewed the Budget and Budget Reconciliation policy along with the updates that were made to it. Brooke noticed that the new clerks were making the same amount as current clerks. So it was recommended that current clerks receive a pay raise now. The committee also agreed to give Shannon Powell a raise. They looked into a 401k option for the employees. This did not look feasible to do at this time and is tabled for now.

- Resolution #31 of 2022 (Payment of June Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from June 1, 2022 to June 30, 2022 for items in the amount of \$15,767.94. A motion to accept the resolution was made by Nancy Beranek and seconded by Susan Barbarisi.
 AYES: 5; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Susan Leiching and Laura Lauria
 Board Members Absent:
- Resolution #34 of 2022 (Budget and Budget Reconciliation Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to Budget and Budget Reconciliation Policy. A motion to accept the resolution was made by Susan Barbarisi and seconded by Elaine Rylance.
 AYES: 5; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Susan Leiching and Laura Lauria
 Board Members Absent:

VI. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke stated that they filled the adult and teen programmer position. We are in the process of doing the Construction Grant application. We finally received one estimate for each project item for the grant. The bridge repair was completed in time for the 100th Anniversary celebration of the library. Brooke had a good conversation with Art Cross as he was knowledgeable about the building of the current library. Brooke reviewed some usage statistics. The number of e-books keeps increasing. Susan Barbarisi inquired about the percentage of the growth. Brooke described the picture of the deck how it looked before and after deck cleaning (power washing).

Brooke and Don put a bacteria block in the pond yesterday. The purpose of this is to eat algae. They do not harm the animals.

VII. FRIENDS -- Don Carragher

Don mentioned that the 100th Anniversary celebration of the Library was a great success. Attendance went well. Susan Barbarisi offered to thank Stewarts for their donation to the event.

VIII. COMMITTEE REPORTS

- Buildings and Grounds** – Don Carragher
 Written report submitted. Don reviewed the committee meeting minutes. Don welcomed Ben Gocker and said that Ben has been a big help calling contractors and walking around with Don regarding items that need to be done. He has been able to get the estimates needed. Nancy is unable to get a call back from the remaining two paving contractors. The bridge over the pond is completed. Brooke received information from Art Cross about a number of items around the property. There is quite a bit of settling grit which will need to be removed. Don is working on some minor repairs around the library.

- **Governance and Personnel** – Nancy Beranek

Written report submitted. Nancy reviewed the committee meeting minutes. The committee is still looking at the Model Procedures for Member Videoconferencing. This procedure is still being investigated and discussed by the committee. The committee is also submitting some resolutions for removal of two policies that are no longer necessary.

- **Resolution #32 of 2022 (Removal of Security Cameras Policy):** The Board of Trustees of the Town of Esopus Library agrees to the removal of the Security Cameras Policy from the Internal Section of the Library Policy Manual. A motion to accept the resolution was made by Reggie Heffernan and seconded by Elaine Rylance.
AYES: 5; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Susan Leiching and Laura Lauria
Board Members Absent:
- **Resolution #33 of 2022 (Removal of the Remote Viewing Policy):** The Board of Trustees of the Town of Esopus Library agrees to the removal of the Remote Viewing Policy from the Internal Section of the Library Policy Manual. A motion to accept the resolution was made by Elaine Rylance and seconded by Reggie Heffernan.
AYES: 5; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Susan Leiching and Laura Lauria
Board Members Absent:
- **Resolution #35 of 2022 (Personnel Actions - B. Wurtz - D. McMenemy - S. Powell):** 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 Nancy Beranek and seconded by Reggie Heffernan.
AYES: 5; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Susan Leiching and Laura Lauria
Board Members Absent:
- **Resolution #36 of 2022 (Health Benefits Plan for 2022-2023)** The Board of Trustees of the Town of Esopus Library accepts the recommendation of the Finance Committee to approve the MVP Healthcare Bronze 7 Health Benefits Plan for 2022-2023 and authorizes Brooke Dittmar to sign the contracts for this plan. A motion to accept the resolution was made by Reggie Heffernan and seconded by Elaine Rylance.
AYES: 5; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Susan Leiching and Laura Lauria
Board Members Absent:

Ben Gocker brought to the attention of Don and the Board that the State Aid for Library Construction Program Assurances needed to be reviewed by the Board. This needed to be read and reviewed at this meeting. Don read the Assurances to the Board. Don has to sign as President of the Board and verify that this was reviewed at a legal meeting. Ben pointed out that the awarding of the Construction Grant could take up to a year and then the library has 180 days to start the projects after being awarded. Ben also noted that there are supply chain issues and getting supplies is difficult and getting contractors to line up is also difficult.

- **Sustainability, Research and Development** - Don Carragher
Written report submitted. Don reviewed the meeting minutes. Reggie constructed a suggestion/comment board for the 100th Anniversary Celebration. Brooke discussed the current project list. The vision for a generator is two-fold. One idea is for post-disaster so that the library can be open for patrons and preserve the books, etc. The second idea is to serve as a warming/cooling site and/or government aid contact site

IX. Trustee Training:

Don mentioned training during his presidential note. Don will email a schedule from Mid-Hudson Library to all the Trustees. Don stated if a trustee cannot see the Mid-Hudson calendar please let him know. It is very easy to maneuver through the site.

X. ADJOURNMENT

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Reggie Heffernan. The meeting was adjourned at 7:11 p.m.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Susan Leiching and Laura Lauria

Board Members Absent:

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

Town of Esopus Library
July Board of Trustees Meeting
Tuesday, August 23, 2022

Agenda

Call to order	Don Carragher
Approval of July Board Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Director's Report	Brooke Dittmar
Friends	Susan Leiching

Committees

1. Buildings and Grounds – Don Carragher
2. Governance and Personnel / Trustee Training – Nancy Beranek
3. Sustainability, Research and Development – Don Carragher

Adjournment

Resolutions:

2022-37 – Payment of July Claims

2022-38 – Acceptance of LLSA money from MHLS

2022-39 – Workplace Violence Prevention Policy Update

2022-40 – Acceptance of monies from Digital Navigators of the Hudson Valley

2022-41 – Personnel Actions – L. Gough

2022-42 – Donation - Friends

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Town of Esopus Library Committee

8 Aug 2022 4pm

Present: Don Carragher, Nancy Beranek, Ben Gocker

Excused: Brooke Dittmar

Absent: Laura Lauria

The fire sprinkler system was noted with several deficiencies. Don is looking for a pressurized air extension to clean them of dust.

Ben outlined the Construction Grant application which is almost complete. There are 3 projects:

Power Generator \$155,000

Solar Array \$167,000

Exterior Lighting \$10,000

Ben took many questions and explained the grant process, funding possibilities and updates from MHLS.

Don will schedule the removal of the moldy ceiling tile in the Server Room.

Submitted; Don Carragher, Chair

Director's Report to the Board
August 23, 2022
Brooke Dittmar

The Friends of the Library recently presented us with a donation of \$8,000, with which we can purchase new technology, furniture, add to our varied collections and for programming. Thank you, Friends! We appreciate you!

The Friends' 2-day book sale is coming up, and will be held on Sept 24th and 25th. If you would like to help during those days, they could use a few people at the cash register, as well as a few roaming the aisles, straightening the tables of books, as purchases create holes or chaos. If you would like to donate a few hours, you can talk with Susan L., or just sign up on one of the 2 sign-up sheets. One is at the circulation desk, and the other is downstairs, on the outside of the door to the storage room. By the way, another volunteer opportunity that the friends can offer is that of sorting books for the sale. If you are interested in helping, I can connect you with the people that do it. They could use a few more hands for this task.

We received the first portion (90%) of the yearly Local Library Service Aid (LLSA) funds that we receive from the State, which is distributed by the Mid-Hudson Library System. This portion is \$2545.99. The remaining 10% will come a few months from now.

I am happy to tell you that we have found the right person to fill the Adult and Teen Programmer position! Lee Gough lives locally, and has lots of ideas for programs going forward. You will see an increase in this programming over the next few months. She's also working on scheduling in some of our favorites: Chair Yoga, and the Repair Café. Chair Yoga will be starting up again in September. The facilitator wants to do it virtually, but we might also see if anybody wants to participate by watching her on our big screen in the Programming Room. We are excited about starting up the Repair Café! The Repair Coaches that we have contacted so far are really excited, too. It is a setting in which people really connect, and it seems that many of us feel a need to fill the void that was created by COVID. We will still utilize our safety protocols. If any of you have a fix-it type of skill, and would like to help others with their repairs, let me know. You would mostly bring your own tools, but we do have some here, and try to have the most-used expendables for projects (such as lamp parts or glue). Alternatively, you can sit on the other side of the table. Bring a broken, or not-working item, and see if a Repair Coach can help you fix it.

We have been interviewing for the open Library Assistant position, and have a number of promising candidates. I believe we may also find a number of Clerks within this group. Our patience has paid off!

The Library Construction Grant has been submitted to the Mid-Hudson Library System, and they have done their initial review. So far no questions or the need for changes have arisen. We requested funding for these projects: Upgrade of both solar arrays (on the roof and on the ground); change out parking lot lighting with LED fixtures (or maybe just the heads) and bulbs; emergency generator and wiring needed to utilize the power.

The new picnic table, donated by the Friends as a 100th anniversary gift, and built by the Church Communities (aka Bruderhof) is beautiful! It needs to be moved to the upper part of the property, if anyone would like to help carry it up. We will be purchasing an umbrella to increase its usefulness, and to attract more users.

We've gotten a good start on ideas for the Ecological Restoration Grant. We're looking at making some changes to the use of our land, such as adding a pollinator garden, taking out invasive species and creating another community garden.

The bridge repair has been completed! It looks good, and we love having it open and useable again.

I was out for a couple weeks this month, one for vacation, and another for an injury, which made it impossible to walk. Thank you to the staff and Trustees that helped me and the library during my recovery. I'm glad to be walking again!

**Town of Esopus Library
Finance Committee Minutes
August 11, 2022**

Attendance: Susan Leiching, Reggie Heffernan, Susan Barbarisi, Elaine Rylance, Don Carragher,

Excused: Brooke Dittmar

The payment of claims for \$15,347.35 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the August meeting.

It was observed in a recent newsletter that the Mid-Hudson Library System had an audit completed by the firm Sickler, Torchia, Allen and Churchill (STAC) CPAs. They are a local firm based in Kingston. We would like to have them approached to conduct an audit for us in the near future.

A discussion ensued on how to address inequities in hiring new employees at the beginning of the year vs the end of the year in regards to annual pay raises. It was thought there may be a way to offer a partial raise after a six-month probationary period at the discretion of the director. Further discussion is needed on this subject.

It was also noted that our current policy on overtime in the employee manual is not currently in compliance. This, however, is a topic for G&P and will be brought up with them at their next meeting

Respectfully submitted,

Reggie Heffernan, Treasurer

**Next Meeting
Thursday, September 15, 2022
4 pm**

Governance and Personnel Committee
August 9, 2022 4pm

Attendance: Nancy Beranek, Don Carragher
Excused: Brooke Dittmar, Laura Lauria

The committee reviewed and revised the Workplace Violence Prevention Policy.

Next month we will review the overtime and endemic/pandemic policies.

The committee has decided to table the Procedures for Member Videoconferencing for now.

The next meeting is scheduled for September 13 at 4pm.

Respectfully submitted,
Nancy Beranek

Town of Esopus Library

Sustainability R&D Committee

10 Aug 2022 4pm

Present: Don Carragher, Reggie Heffernan, Susan Leiching, Susan Barbarisi, Elaine Rylance

Excused: Brooke Dittmar, Ben Gocker

We are in two grant cycles currently. Don reviewed the Construction Grant Application for the generator, solar panels and exterior lighting.

The second grant is Ecological Restoration. The possible projects are a second community garden, removal of invasive plants, drainage improvements, pollinator gardens, xeriscapes. Some of these are complementary and can be combined. Susan Barbarisi has recent pollinator data sheets. She and Don will plan to meet with Lee Gough to discuss.

Reggie is reviewing the library's overall disaster plan.

Submitted; Don Carragher, Chair