

Town of Esopus Library  
June Board of Trustees Meeting  
Tuesday, June 22, 2021

**Agenda**

Call to order	Jim Fitzmorris
Approval of May Board Meeting Minutes – 5/26/21	
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

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Resolutions:

2021-22 – Payment of May Claims

2021-23 – Personnel Actions – A. Kloufas

# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **May 26, 2021**

**Board Members Present:** Susan Leiching, Don Carragher, Gilbert Ramos, Rhea Paniesin, Jim Fitzmorris

**Board Members Excused:** Anne O'Neill, Laura Lauria

**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 6:01 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 April monthly Board meeting held on April 28, 2021 was submitted and open for review.

- A motion to accept the minutes of the April 28th Board meeting was made by Don Carragher and seconded by Jim Fitzmorris.  
AYE: 5; NO: 0; ABSTAIN: 0  
Board Members Excused: Anne O'Neill, Laura Lauria  
Board Members Absent: 0

Rhea informed the board that she is unable to continue to serve on the board, and Susan asked her to send in her resignation via email.

#### **III. TREASURER'S REPORT/FINANCE – Gilbert Ramos**

Written report was submitted. Gilbert reviewed the written report and presented Resolution 2021-19 for acceptance. The hardware line still needs to be corrected in the budget. A capitalization policy was discussed. Brooke explained two ways to record the phone system payment.

- **Resolution #19 of 2021 (Payment of April Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from April 1, 2021 to April 30, 2021 for items in the amount of \$18,024.90. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Rhea Paniesin.  
AYES: 5 NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Anne O'Neill, Laura Lauria  
Board Members Absent: 0

#### **IV. DIRECTOR'S REPORT – Brooke Dittmar, Director**

Written report submitted. Brooke reviewed the written report. Brooke said that we have an increase of people coming into the library and longer hours. We are reviewing and updating our COVID safety plan, which includes our safety protocols. Don, Jim and Brooke met to cut tree limbs from the neighbor's trees, to increase the visibility of the digital sign from down the road. We are still interviewing for office clerk and children's programmer. The new lighting will be installed on the 4<sup>th</sup> of June. The phone system is working great. We had a number of fire related inspections.

#### **V. COMMITTEE REPORTS**

- **Buildings and Grounds**–Don Carragher

Written report submitted. Don reviewed the report. A big review was done of the facility plan. We pointed out a few changes to be made and some additional suggestions in the order of things. This facility plan is actually looked at when we are evaluated for grants. It is important to have the work that we want to have done listed in the correct order. Brooke has already submitted the facility plan to MHLS. There were a couple of jobs listed in the minutes. Feel free to sign up for any.

Don brought up the topic of a post-covid library and what does it look like. Some of our rooms are on the small side. Should we look at more square feet in the future in order to have appropriate social distancing post-covid? This is something to start thinking about.

- **Resolution #21 of 2021 (Facility Plan Update)** The Board of Trustees of the Town of Esopus Library has reviewed and updated the facility plan to reflect current and future expected needs, and approves the updated Facility Plan for the Town of Esopus Library. A motion to accept the resolution was made by Don Carragher and seconded by Rhea Paniesin.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Anne O'Neill, Laura Lauria

Board Members Absent: 0

- **Governance and Personnel** – Susan Leiching

Written report submitted. Susan reviewed the minutes. Governance and Personnel also reviewed the facility plan and agree with it. A Capitalization policy was reviewed and sent to the Finance committee. We took the line notifying the insurance company out of the Code Adam policy. The rest is the same as last month.

- **Resolution #17 of 2021 (Code Adam Policy Update)** The Board of Trustees of the Town of Esopus Library accepts the changes to the Code Adam Policy. A

motion to accept the resolution was made by Suan Leiching and seconded by Don Carragher.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Anne O'Neill, Laura Lauria

Board Members Absent: 0

- **Resolution #20 of 2021 (Personnel Actions - B. James)** The Board of Trustees of the Town of Esopus Library approves the personnel actions listed, including a pay increase. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Rhea Paniesin.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Anne O'Neill, Laura Lauria

Board Members Absent: 0

- **Research and Development** – Gilbert Ramos  
Written report submitted. Gilbert reviewed the committee meeting minutes. Kristin suggested that we review the facility plan. We also discussed charging stations.
- **Sustainability Committee** – Don Carragher  
Written report submitted. We talked about the grant and some projects that will come out of that. Sustainability document, Section H, has been put to bed and we have moved to Section I. We are talking about the different populations around town for social cohesion and there are five points that was recorded. It was noted that some Christian communities do not participate in politics. We continue to complete Section I. Kirstin is contacting the community leaders

## **VI. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Jim Fitzmorris. The meeting was adjourned at 6:51pm.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Anne O'Neill, Laura Lauria

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  
Buildings and Grounds Committee Meeting  
June 14, 2021 at 4:00 pm via Zoom

Attending: Brooke Dittmar, James Fitzmorris and Donald Carragher

In the previous week, Brooke had mentioned to Don that we had an invitation to see the Hudson Archives building next door as it will soon be for sale. We went next door. Don and Jim cut and removed branches and discussed this purchase on June 4<sup>th</sup>.

Don wrote a draft of a letter to the trustees outlining the reasons for considering the purchase of the Hudson Archives building. Brooke and Jim reviewed the wording and dynamics of what such a project would entail. Various stakeholders and the possibility of partners were considered. Jim suggested that professional assistance would help discover funding, planning and the organizational structure necessary for the feasibility. Brooke has had informal calls to Mid-Hudson Library System to request preliminary advice. The trustees should have the letter soon, before the next full board meeting to start researching questions and preparing for discussion. Tours of the site have been made available at our convenience.

Submitted: Donald Carragher

Next meeting is scheduled for July 12, 2021

**Director's Report to the Board**  
**June 22, 2021**  
**Brooke Dittmar**

We have opened the library for extended use by patrons, with no time limit. They can stay and use the wifi inside, read a newspaper, magazine, etc. The wearing of masks by staff and patrons, as well as 6 foot social distancing protocols, remain in effect.

Lobby pickup of items will be phased out as of July 1<sup>st</sup>, with the option for individuals to apply for its continuation for themselves, if they prefer. We will continue online programming, which has a solid following after these 15 months of use, with no plans to start up on-site programming within the next few months. Outside programming has been discussed, but the lack of predictability in the weather, as well as the increased amount of work involved in outdoor setup do not make it a practical option.

The annual vote on the tax appropriation and trustee elections occurred on our regularly required date, the 1<sup>st</sup> Tuesday of June. It went smoothly, as we are now well-versed in safety protocols. We had a good turnout, and the proposed tax appropriation passed. Congratulations and welcome to our 3 new, and one re-elected, Trustees! New: Nancy Beranek, Reggie Heffernan, and Shannon Harris. Re-elected: Jim Fitzmorris

Adrienne, one of our Clerks will be leaving us this coming week for a full-time County job. She has been a great worker, and will be missed!

The inside lighting project, for the replacement of fixtures and/or bulbs with LED lights, went smoothly, and all lights on the list were installed. It was discovered, however, that a number of rooms were missed during the initial inventory (such as the janitor's closet, server room, and electrical room), and the only 'can' lights initially listed were in the stairwell. We have a large number of can lights throughout the library, so the remediation will be a significant job. The lights will be ordered, and an appointment for installation made for a few weeks hence. This 2<sup>nd</sup> visit will add a cost to that project.

Summer reading has started. Go to the website to sign up. We have a number of different reading levels available.

The community garden is going strong. Head over there to see some beautiful greens. A number of the gardeners have been re-staining the wooden parts of the fencing. Many of the newer participants, especially, have been committed to doing tasks that need doing. It is good to see, as that is an important aspect to being a member of such a community.

The Esopus Business Alliance (EBA) is starting up their mixers on June 28<sup>th</sup> (5:30-7:30), at Hudson House, home of the Star Vodka Distillery. The library is a member of the EBA, and any of us may represent the library at a mixer. I do not plan to attend any mixers yet, but if any of you are interested, I can forward the email with location info and the registration link. You must register ahead of time to attend, and if more than one person plans to go from our location, the EBA prefers that we register at the same time (the same link). These mixers are free, with some food provided, and are meant to help local businesses get to know, and to be supportive of, one another. COVID safety protocols will be in effect.

Town of Esopus Library  
Finance Committee  
June 10,2021

The payment of claims for \$12,053.44 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the June 23rd.Board meeting.

A point was raised that the balance for retained earnings did not properly reflect the payment of \$9,523.68 for the telephone system, though there is a note at the end of profit and loss stating as such. The question was also raised as to why the hardware line cannot be corrected to reflect the correct balance of this budget line, as it stands presently it still shows as \$9,523.68 spent in a budget line that is budgeted for \$600.00.

It was noted that the budget line for accountants appears to soon be depleted but that there is a budget line for paychex which we no longer employ , so these funds in the amount of \$4,000.00 should be transferred to the accountant line.

Attending, Kristin Charles-Scaring, Susan Leiching, Gilbert Ramos

Respectfully submitted,

Gilbert Ramos



Town of Esopus Library  
Governance and Personnel Committee  
June 8, 2021

The Governance and Personnel Committee did not meet this month.

Respectfully submitted,  
Susan Leiching

Town of Esopus Library  
Board of Trustees Reorganizational Meeting  
Tuesday, June 22, 2021 – 6:00 pm

- Call to Order- Susan Leiching
- Introduction and Welcome to new trustees- Board
- Oath of office/ Swearing In - Chelsea Marino, Notary Public
- Presentation of Slate of Officers for June 2021 to June 2022– Jim Fitzmorris
- Election of Officers- Susan Leiching
- Adjournment- New President

Town of Esopus Library  
Research and Development Committee  
June 9, 2021

The Research and Development committee did not meet as we did not have a quorum.

Respectfully,

Gilbert Ramos

Town of Esopus Library Board of Trustees  
Sustainability Committee Meeting  
June 9, 2021 at 4:00 pm via Zoom

Attending: Kristin Charles-Scaringi, James Fitzmorris and Donald Carragher

In the previous week, Brooke had told Don that we had an invitation to see the Hudson Archives building next door that will soon be for sale and we went. Don and Jim cut and removed branches and discussed this purchase on June 4<sup>th</sup>.

We shared this info with Kristin and ran through possible community benefits. The Sustainability Matrix we have been reviewing would provide the tools to communicate and develop the various stake-holders in so large an endeavor. The American Library Association training that Kristin has just completed directs libraries to develop such relationships with government/private/public/business/educational entities. We will present a letter to the Board and discuss support at the next full meeting.

Submitted: Donald Carragher

Next meeting is scheduled for July 14, 2021



**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Preliminary Note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- a. your spouse, domestic partner, child, parent, or sibling;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly, or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. Name: \_\_\_\_\_

2. Capacity:     \_\_\_ Board of Trustees                     \_\_\_ Executive Committee  
                  \_\_\_ Committee Member                 \_\_\_ Staff  
                  \_\_\_ Other

3. Are you related to, or do you have a relationship, either personal or business, with any person on the Board of Trustees or the Library staff?

      \_\_\_ Yes           \_\_\_ No.

If yes, please name the person(s), and describe the relationship \_\_\_\_\_

\_\_\_\_\_

4. Have you or any of your affiliated persons provided services or property to the Library in past twelve months?

      \_\_\_ YES           \_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Have you or any of your affiliated persons purchased services or property from the Library in the past twelve months?

      \_\_\_ YES           \_\_\_ NO



Town of Esopus Library

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person \_\_\_\_\_

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6. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Library was or is a party?

\_\_\_ YES      \_\_\_ NO

If yes, please describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person \_\_\_\_\_

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7. Were you or any of your affiliated persons indebted to pay money to the Library at any time in the twelve months?

\_\_\_ YES      \_\_\_ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person \_\_\_\_\_

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8. In the past year, did you or any of your affiliate persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Library or as a result of your relationship with the Library, that in the aggregate could be valued in excess of \$1,000 that were not or will not be compensation directly related to your duties to the Library?

\_\_\_ YES      \_\_\_ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person \_\_\_\_\_

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9. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Library?

\_\_\_ YES                      \_\_\_ NO



# Town of Esopus Library

If yes, please describe the proceedings and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person \_\_\_\_\_

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10. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Library's board in accordance with the terms and intent of the Town of Esopus Library's Conflict of Interest Policy?

YES

NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person \_\_\_\_\_

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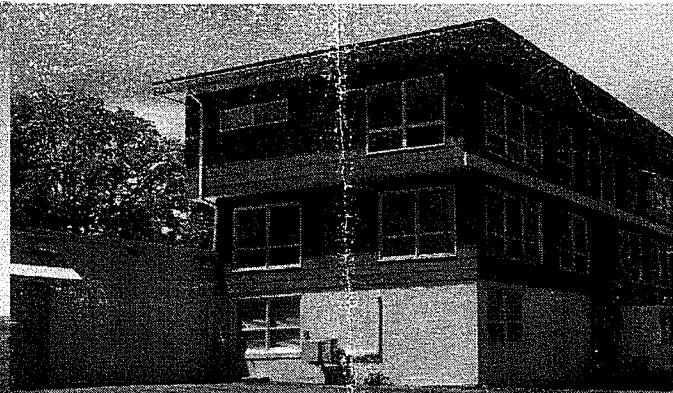
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**I HEREBY CONFIRM that I have read and understand the Town of Esopus Library's Conflict of Interest Policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Director immediately.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This could be  
the view from  
your offices!



**115 BROADWAY**

## Port Ewen, NY

An ideal situation for film production, architectural firm, web-based business, family foundation offices, non-profit offices, private equity offices.

5 Minutes from Broadway in Kingston, with ease of access to Restaurants NYS Thruway, and Rhinebeck Bridge. 25 minutes to Rhinebeck town center, 30 minutes to Rhinecliff Train Station. Midway between Manhattan and Albany, 90 mins to George Washington Bridge.

24,630 sq foot facility including offices, warehouse space with loading docks, garage and more than 3.53 acres with 300 feet of road frontage on Route 9W.



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- Building and landscaping are well-kept and in excellent condition. Offices are fully wired for a computer network, and in move-in condition.
- 3,400 Sq feet of office space available on 2nd and 3rd floors with panoramic views, conference room, bathrooms.
- Parking available for 50 cars +
- Driveway is a U allowing large vehicles to make a single pass.
- Main production floor and warehouse are rolling ready so trucks can unload and transfer materials to warehouse or production area on carts.
- Main production floor has thick, cinderblock walls, insulation etc. to create an environment that is very quiet, close to sound proofed.
- Main production floor windows bricked in but can be restored easily as windows remain in place to allow for 'reversing'.
- Kitchenette/Craft room on 1st & 3rd floors next to conference rooms.
- New roof and AC unit in 2010: New HVAC and air handling in 2016.
- Fully updated Electrical System
- Security System in Place
- Internet - Cat 5 cabling and basic server room w/separate A/C wifi on all floors

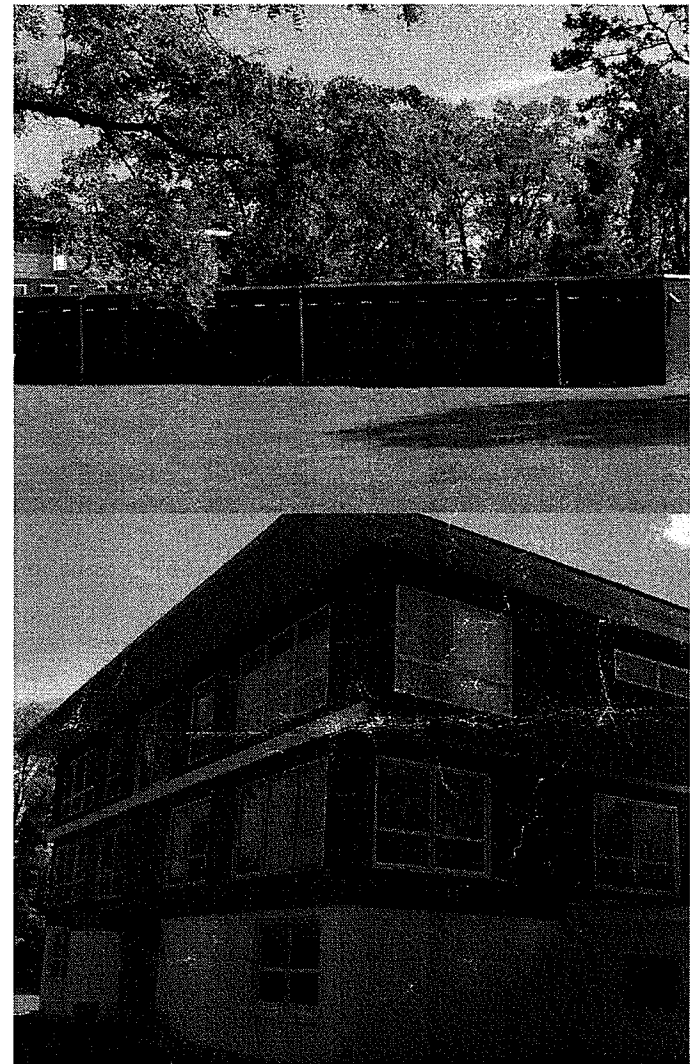
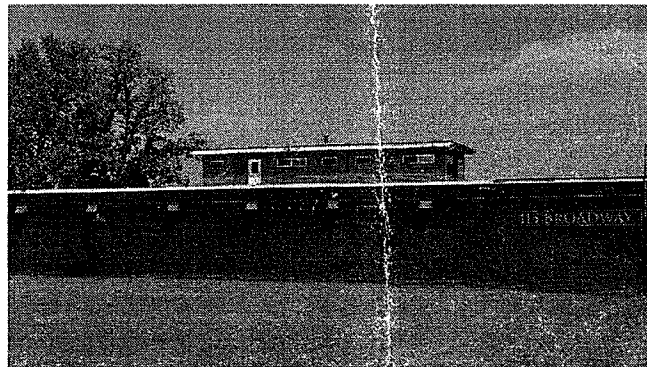
- Traffic Light at corner of lot, Bus Stop in front.
- 300' frontage on Route 9W
- Separate 2 story storage room in warehouse with climate control
- Bathrooms on every floor
- 3rd floor has bathroom with shower that can be hooked up, updated.
- 2 Loading Docks - 1 drive in.
- Clear Ceiling Height - 13 to 15 feet
- Warehouse shelving can come with building.
- Separate Garage building - 1600 sq ft.
- 3.5 acres of lawn flat enough for outdoor tents
- Built in 1970
- **Sewer, Water, Gas**



**Call Dennis Cooper**

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**845-339-9999**



June 15, 2021

Dear Fellow Trustees,

As chair for the Buildings & Grounds and the Sustainability Committees, I was made aware of an opportunity presented to our Library. The Hudson Archival (a.k.a. Medrex) building next door will soon be up for sale. They hope to complete their move/sale by this fall. There are interested buyers, but we have been given first refusal, if we can approach the sale price. It will not go cheaply but it is a generational chance to expand all that we do, and to add so much more for the community. In a very few words, the building is huge and full of possibility. The land is large, with an open flat lawn in a treed grove. The offices have magnificent views of the Hudson River. There is room for programming, maker spaces of all kinds (for example 3-D printing, video creation and editing, sewing, etc), a computer lab, a history room, a quiet reading room, a café, large indoor events (one area is big and long enough for a large contra dance), large outdoor summer events and recreation, large storage and processing spaces, and a modern shipping area with docks, ramps and truck access. There is room for offices, trainings, conventions, meetings, musical concerts and theatre productions. I can hardly begin to imagine all that it could accommodate.

This would most likely be a cooperative project with other groups in Port Ewen and the Town of Esopus, or perhaps with the library system. The location is on a major intersection, which is the gateway into our community. This building could become a larger center of our community, adding significantly to the community's image, and in turn, its sustainability. With this large area sharing our property line, we are the logical buyer. This is big, and we may never see a chance to grow like this again. Before we go too much further, I would like to know the interest and support of all the committees and trustees. Please call me or Brooke to ask questions and prepare to discuss this at our next meeting. We can tour the building ASAP.

Thank you for your time.

Don Carragher 914-213-4175.



## TRUSTEE CODE OF ETHICS STATEMENT

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- To promote public confidence and integrity, Trustees should not discuss personnel problems or negative perceptions of the library while in public areas of library property, where staff, patrons and volunteers can hear.
- Trustees should keep the public informed about library business but not disclose any matters that are of a confidential nature. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustee Signature of Agreement: \_\_\_\_\_

Date \_\_\_\_\_

Adopted by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees: October 28, 2015

Revised by the Board of Trustees: July 26, 2017

STATE OF NEW YORK }  
 COUNTY OF ULSTER } ss.  
 Town of ESOPUS }

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of Trustee of the Town of Esopus Library Board

according to the best of my ability.

(Signed) \_\_\_\_\_ Officer

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Term Expires \_\_\_\_\_

(Signed) \_\_\_\_\_

Title

STATE OF NEW YORK }  
 COUNTY OF ULSTER } ss.  
 Town of ESOPUS }

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of Trustee of the Town of Esopus Library Board

according to the best of my ability.

(Signed) \_\_\_\_\_ Officer

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Term Expires \_\_\_\_\_

(Signed) \_\_\_\_\_

Title