

Town of Esopus Library

Buildings and Grounds Committee

October 2, 2023

4:00 pm

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

Absent: 1 Excused: 0

**Deborah** is in the process of scheduling Teckon/heater and Water Meter replacement.

**Shannon** is working on getting a deck locker for garden hose storage.

Deck furniture assembly is completed.

Wi-Fi router located. Issac will access and fix/replace.

Downstairs water fountain smell has been fixed. Next, we need to replace upstairs fountain with a slimmer model that will also fill bottles.

**Shannon** will connect with exterminator to address ant issue.

**Don & Steve** will caulk gap caused by subsidence issue.

**Elaine J. and Allen Olsen** spent a full day clearing weeds and overgrowth.

**Elaine J.** will meet with Tree-Pro to get an estimate on some grounds work. (Shrub removal etc.)

**Don & Steve** will mount 4 door sweeps.

Jesse talked to Ben about an amendment that needs to be filed (Construction Aid Grant) to update estimated expenses. Prevailing Wage? Open call for bids from three companies.

Discussed where we will have the generators installed.

**Elaine J.** requested to be liaison to the garden committee. Also: need to check garden agreement to see if it states a date by when garden bed needs to be cleared.

The next Building and Grounds meeting is scheduled for Monday, Nov. 13, 2023 at 4:00 pm

Submitted, Larry Decker

Town of Esopus Library  
Finance Committee Minutes  
October 12, 2023

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

The payment of claims for \$ 14,972.88 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the October meeting.

Regarding the Library Construction Grant, the check for \$243,720 was deposited in the regular checking account but needs to go into the Reserve fund. A resolution to move the funds will be presented at this meeting. There is a question of whether the estimate used to obtain the grant was based on prevailing labor rates. Requests for bids will go out in early 2024.

Reggie reported on the October 4th Foundation meeting. Jesse was introduced to the board and the following officers were elected for the upcoming year: Chet Allen/president, Reggie Heffernan/vice president and Marion Zimmer/treasurer/secretary. In December the Foundation will transfer money to the cash account in order to give the library its 5% annual donation.

Elaine J. and Jesse will do more research in order to determine if we are allowed to use interest bearing money market accounts with library money.

After the September 25th review by the auditors, Deborah is collecting the remaining items they need. Emily at the accounting office is very helpful. It was noted that shredding should not be done until after the audit is complete and the old files are examined one more time.

Shannon reported on a couple of outstanding items. Interest shown on the Profit and Loss statement is from the Lukatis Fund. The discrepancy between Friends deposits and outgoing checks are due to checks not being written on the last day of the month. The high expense on the Other Maintenance expense line is due to the costs associated with the security system.

Next month we will review the Gifts for Library and Staff Members Policy

Respectfully submitted,  
Reggie Heffernan, Treasurer

Next Meeting  
Thursday, November 9  
4 pm

Town of Esopus Library  
Governance and Personnel Committee  
October 10th, 2023

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

We reviewed and revised the policies for paid holidays and for vacation. These will be presented at the next Board meeting for approval.

Committee members were given sample Director evaluation forms to review prior to our next meeting.

Respectfully submitted,  
Nancy Beranek

## Director's Report October, 2023

It has been a busy but productive month here at Esopus Library. The following covers most but not all of my activities for the past three weeks.

### **Furniture:**

- 1. Deck Furniture:** The task of assembling all of the resin deck furniture is complete and the chairs and tables look great out there. Do we need more?
- 2. Circulation area chairs:** Over the course of the past few weeks I have had occasion to spend some time behind the circulation desk and sit in those chairs. One of the three is pretty comfortable but the other two are torture devices cleverly disguised as staff seating. If the budget allows, I would like to purchase two "24 hour Office Chairs" to replace them. The 24 hour chair is designed with multiple shifts per day in mind and is much more durable than a regular office chair. Of course they are more expensive as well.

**New Study Space:** The Board recently resolved to update the Patron Code of Conduct to have stronger language concerning use of rooms designated for specific age groups. This was done in response to certain patrons' habits of using the children's room or teen room as study/office space. These patrons do have a legitimate need for quiet study spaces though so with that in mind I set up a desk and some room dividers downstairs in the corner where the broken water fountain is. I laid down a carpet and hung some art in there but it could still use a fake plant or something to make it a little more inviting.

**Visit from MHLS Tech Support:** On Thursday, October 5<sup>th</sup>, our friend Isaac from Mid-Hudson was here to upgrade our data hub in the server room among other things. Installing a new "switch" took about three hours longer than expected, but it is now done. This should speed up our connectivity around here a bit. Isaac also worked on the following:

- 1. Wi-Fi:** Both Aerohive routers, upstairs and downstairs, have had their firmware updated. Isaac suggests that the upstairs router be moved from just outside my office to the center of the main floor for best coverage. This and the improved connectivity in the server room should make our Wi-Fi function better.
- 2. Port Forwarding for Security Cameras and NEC Phone System:** As I mentioned last month, there is something wrong with our port forwarding that is interfering with our ability to access our phone system remotely. Isaac

looked into it and discovered that our security cameras are using the port that the phones are set up to use. More about this in the next item...

### **Phone Lines:**

- 1. Verizon Technician:** I also mentioned last month that I am attempting to address the poor quality of our phone connections. There is often noise on the lines and it gets worse in bad weather. A technician from Verizon came out on the afternoon of October 6<sup>th</sup>, ran some tests on one of the lines, made some adjustments that seem to have improved that line, and then informed me he was off to his next job because I only had one ticket in and apparently we needed a ticket for each phone line we want worked on. Frustrating, but such is life. Verizon is sending another tech on the 18<sup>th</sup> and I have two tickets in so that they can now do what common sense suggests they should have done on the 6<sup>th</sup>. All of this got me thinking about how much money Esopus Library is spending annually to have three copper lines (~\$1,560.00) when digital phones and faxing is much cheaper these days. I then called Liberty Security to see if the new alarm system requires copper lines as many of the older systems do. It does not use the phone lines so this is not a barrier.
- 2. Liberty Security:** While speaking to Jared from Liberty Security about the above matter, he mentioned that his company also does digital phone service and asked if we would like a quote. He and his partner came to the library on 10/13 and looked over our new NEC phone system that was purchased in 2021 to see what it would take to go digital. In the process, the topic of port forwarding came up and they realized that they had set up their camera port on the same port our phone system uses. They will correct this and then remote access to the phone system will work again. I await a quote regarding the switch to digital phone and fax. Google tells me that the average monthly cost per line should be somewhere between \$20 and \$30.

**Public Scanner:** We are still attempting to get National Business Equipment to send a technician to sort out our scan to email issue.

**Children's Room Lights:** Gavin Fairweather of New Paltz Electric came out on 10/6 to determine the problem the sensor is having in the children's room. He temporarily fixed it to just work with the wall switch while he ordered the needed part. He returned on 10/13 and replaced the sensor and it is once again functioning.

**Water Pump:** The new water pump that the Town of Esopus informed us we need has been purchased and awaits installation. The Town also said they would do this for us and we are working on scheduling the install.

**TechCon:** The order for the replacement hanging heater has been placed but we have not heard back yet about an estimated delivery time.

**Exterminator:** Benny from ABC Pest Control came out to assess our ant problem around the exterior of the building but there was minimal activity to show them. I need to reschedule them when someone from the staff or Board who witnessed the problem can show them where to look.

**Electrical/Server Rooms:** The many, many defunct computers and printers and other PC equipment that has accumulated in the server room over the years has been organized and placed on carts, ready to be disposed of. Don Carragher is attempting to arrange to donate all of this stuff to a worthy cause. Hopefully this works out, but the Ulster County Resource Recovery Agency is an alternative. Electronics can be recycled responsibly there every Saturday until Thanksgiving. Once this task is accomplished, all of the paintings and art that is being stored in the electrical room will be moved into the server room.

**Generator/Photovoltaics Grant:** Esopus Library applied for and was approved for a large Library Construction Grant from the Department of Library Development (DLD) while Ben Gocker was still your Assistant Director. Part of this project has already been completed, but installing the generators, propane for the generators, and new photovoltaic solar panels still needs to be done. Recently, we received a check for approximately \$243,000 which needs to be transferred into the library's Capital Account as soon as the resolution to do so passes. The next steps in this project for me are:

1. Contact the contractors who provided the original estimates and determine if "Prevailing Wage" prices were used. Ben is not sure they were. If not, our estimates must be adjusted accordingly.
2. We must then get bids from three companies for each phase of this project.
3. Once the bids have been analyzed and a company chosen, I (we) will develop a schedule and get them to work as quickly as possible. The availability (or lack thereof) of certain materials will effect this schedule. Extensions will almost certainly have to be filed.

## SUSTAINABILITY, RESEARCH & DEVELOPMENT

October 11, 2023

Present: Elaine Rylance, Chair; Don Carragher, Larry Decker, and Jesse Chance.

The Committee will be looking at library surveys starting with an MHL program, Turning Outward. It is a guided series of community conversations that can lead to a survey we can use as a starting point.

Participants will be chosen for door prizes. We have not yet decided how they will be selected. The Friends group will be asked for their help for money for door prizes possibly 3 to 5 Chrome Books, but their meeting is on the 18<sup>th</sup>. They have already agreed to give a free book to all who complete the survey.

We also discussed an upgrade to the suggestion box to make it more noticeable, moving it to the lobby and making it more colorful.

Future projects this committee should investigate would be a paperless library and financial investing in eco-friendly companies.

Respectfully submitted

Elaine Rylance

Next meeting is November 8 at 4 p.m.

Town of Esopus Library  
October Board of Trustees Meeting  
Wednesday, October 25, 2023

**Agenda**

Call to order	Nancy Beranek
Approval of September Board Meeting Minutes	
President's Word	Nancy Beranek
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Director's Report	Jesse Chance
Friends	Elaine Rylance
Committees	
1. Buildings and Grounds – Larry Decker	
2. Governance and Personnel / Trustee Training – Nancy Beranek	
3. Sustainability, Research and Development – Elaine Rylance	
Adjournment	

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Resolutions:

2023-59 – Payment of September Claims

2023-60 – Transfer of Funds Received

2023-61 – Vacation Time and Paid Holiday Policy Update



# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **September 27, 2023**

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

**Board Members Excused:** Elaine Jaffe

**Board Members Absent:**

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

**Public:**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:07 p.m.

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

Written minutes for August monthly Board meeting held on August 30, 2023 was submitted and open for review. A motion to accept the updated minutes of the August monthly Board meeting held on August 30, 2023 was made by Nancy Beranek and seconded by Martha Farrell.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused: Elaine Jaffe

Board Members Absent:

#### **III. Presidents Word – Don Carragher**

Don reminded the chairs of the committees that it would be a good idea to have an agenda for the committee meetings. Don also touched on the subject that we will follow CDC Guidelines regarding Covid and the flu.

Susan and Don met with Brittany at Sarahana Shrestha's office about the lack of civil service exams. It was suggested that this topic should be brought up when the legislative session begins again. They are seeking help to get civil service exams moving. It was suggested that the Board write to the Ulster County Legislatures, the Ulster County Library Association and the Ulster County Executive.

#### **IV. Public Comment - None**

#### **V. TREASURER'S REPORT/FINANCE – Reggie Heffernan**

Written report was submitted. Reggie reviewed the Finance Committee meeting minutes. The committee discussed the grant that was received. The library needs to come up with 25% of

the monies needed to complete all the projects identified for the grant. The audit is progressing. Reggie proposed the following resolutions:

- **Resolution #55 of 2023 (Payment of August Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from August 1, 2023 to August 31, 2023 for items in the amount of \$26,549.89. A motion to accept the resolution was made by Elaine Rylance and seconded by Larry Decker.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:
- **Resolution #57 of 2023 (Health Benefits Plan for 2023-2024):** The Board of Trustees of the Town of Esopus Library accepts and approves the CDPHP Bronze Health Benefits Plan for 2023-2024 and authorizes Shannon Powell to sign the contracts for this plan. A motion to accept the resolution was made by Nancy Beranek and seconded by Stephen Lewis.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Jaffe  
Board Members Absent:

#### **VI. MANAGER'S REPORT – Shannon Powell**

Written report was submitted. Shannon reviewed the meeting minutes. Shannon reviewed the repairs and items needed for the building along with upcoming programs. There has been a lot more participation in our programs.

Jesse spoke for a few minutes. He had Superior Phone System come out and help replace the directories on the phones as well as update the messaging on the phones. Jesse is working on getting the Google Suite to be non-paid email accounts. Jesse discovered paintings in the heating room. They will be moved to the server room.

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

The library book sale was an enormous success. It was the most successful sale ever. They raised about \$3500.

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

- **Buildings and Grounds – Larry Decker**  
Written report was submitted. Larry reviewed the meeting minutes. We will be putting in a new heating unit. They will purchase a deck locker to store the hoses instead of purchasing a garden shed. Shannon and Elaine Jaffe are investigating about grants. Door sweeps will be installed.

- Resolution #58 of 2023 (Authorization for Hanging Heater Replacement):** The Board of Trustees of the Town of Esopus Library accepts and approves the replacement of the hanging heater to be done by Tekcon for an amount of \$3,048.40 and authorizes the Director, Jesse Chance, to represent the Town of Esopus Library. A motion to accept the resolution was made by Reggie Heffernan and seconded by Elaine Rylance.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Elaine Jaffe  
 Board Members Absent:
- Governance and Personnel** – Nancy Beranek  
 Written report submitted. Nancy Beranek reviewed the meeting minutes. The committee has started working on a tuition reimbursement policy. Nancy presented the following resolutions:

  - Resolution #56 of 2023 (Patron Code of Conduct Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Patron Code of Conduct Policy. A motion to accept the resolution with correction was made by Susan Barbarisi and seconded by Reggie Heffernan.  
 AYES: 8; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Elaine Jaffe  
 Board Members Absent:
- Sustainability, Research and Development** - Elaine Rylance  
 Written report was submitted. Elaine reviewed the meeting minutes. The committee is planning to do a survey to the community next year.

**IX. Trustee Training** – Don Carragher and Nancy Beranek

Relationship between the trustees and the director. One of the roles of the trustees is to hire a director.

**X. ADJOURNMENT**

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Larry Decker. The meeting was adjourned at 7:09 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Jaffe

Board Members Absent:

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