

Town of Esopus Library
January Board of Trustees Meeting
Tuesday, January 24, 2023

Agenda

Call to order	Don Carragher
Approval of December Board Meeting Minutes and January Emergency 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 – *Did Not Meet*

Adjournment

Resolutions:

2023-02 – Payment of December Claims

2023-03 – Lukatis Donation

2023-04 -- 2023 Foundation Annual Contribution

2023-05 – Acceptance of Pilot Payment

TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES December 27, 2022

Board Members Present: Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Susan Leiching, Don Carragher, Larry Decker, Elaine Rylance and Laura Lauria

Board Members Excused:

Board Members Absent:

Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:01 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the November monthly Board meeting held on November 22, 2022 was submitted and open for review. A motion to accept the minutes of the November monthly Board meeting held on November 22, 2022 was made by Nancy Beranek and seconded by Elaine Rylance.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent:

III. Presidents Word – Don Carragher

We have had a wonderful year of training. No training tonight as everyone has done many courses. There is a new law from New York State for 2023 that requires each Trustee to do two (2) hours of training a year. There will be a new schedule coming out in the future.

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 which totaled \$21,182.28. Brooke reported that the bond money we talked about last month was moved to the correct account. The Finance Committee will look at the RFP (request for proposal) at the next committee meeting.

- **Resolution #61 of 2022 (Payment of November Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from November 1, 2022 to November 30, 2022 for items in the amount of \$21,182.28. 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:
 Board Members Absent:

VI. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. We had a great float in the Port Ewen Winter Wonderland Parade. The Right to Repair bill has passed in the NYS Assembly and in the NYS Senate. The bill is on Governor Hochul's desk. The parking lot light project is scheduled and the parts are ordered. Brooke requested a quote for Cyber Security insurance coverage and is waiting for a reply. Covid test kits are at the Circulation desk for all patrons to take.

VII. FRIENDS --Susan Leiching

Friends did not meet in December.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Don Carragher
 The Buildings and Grounds Committee did not meet this month. Don did send a report of what has taken place. There were a couple of repairs done.
- **Governance and Personnel** – Nancy Beranek
 Written report submitted. Nancy reviewed the meeting minutes. Brooke had the opportunity to respond to a letter submitted by a former employee. Whistleblower protection (no retaliation allowed) has been provided to Shannon Powell.
- **Sustainability, Research and Development** - Don Carragher
 Written report submitted. Don reviewed the meeting minutes. Don stressed the long range planning of what is going on. Brooke reminded the Board about a few documents that are appropriate for this, such as the Facility Plan and the Service Plan. The committee also discussed additional offices for staff and that topic has been referred to the Building and Grounds Committee.

IX. Trustee Training – Don Carragher and Nancy Beranek
No Trustee Training this meeting.

Don Carragher made a motion to go into executive session at 6:21 pm and Susan Leiching seconded. The executive session ended at 6:51 pm. Elaine Rylance made a motion to close executive session and Larry Decker seconded.

X. ADJOURNMENT

There being no further business or discussion, Susan Barbarisi made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 6:53 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Town of Esopus Library
January 9, 2023

Buildings and Grounds Committee
4pm

Attending: Brooke Dittmar, Nancy Beranek, Larry Decker, Don Carragher
Excused: Laura Lauria

Buildings and Grounds Committee reviewed items accomplished in 2022. The committee also discussed a to-do list for 2023.

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

Submitted, Don Carragher

Director's Report to the Board
January 24, 2023
Brooke Dittmar

The electrical work for the parking lot light upgrade has been completed. The lights, including the inside "night lights" that come on at the same time as the parking lot lights, have been taken off the timer, and are now on a photo sensor. The photo sensor is a better option because the on and off times on timer, to function correctly, must be changed fairly often, as the times for sunrise and sunset change throughout the year. We also had a switch put in for manually turning off the lights as needed. The lights and lamp heads are scheduled to be switched out this coming Friday.

In 2017 I took an Opioid Overdose Program training from the NYS Department of Health. This initiative instructed how to administer NARCAN to a person who appears to be unconscious from an Opioid overdose. With my certification, I would be provided a NARCAN replacement after it is used. We have never had to use NARCAN in our library, but it is important that several people at the library know how to administer it. The entire on-site staff recently participated in an Opioid Overdose Program provided by the Office of Addiction Services and Support, and we will each be provided a rescue kit and certification, which allows us to request replacements of NARCAN, when needed.

This week we received the yearly payment from the Library Foundation. It is the largest we have received in the past 9 years, at \$53,196. The amount that we receive is calculated on the value of the Foundation's stock portfolio at the end of the year. They are required to provide us with 5% of the value. Next year's amount (2024) has been calculated at \$40,640. The difference in amounts demonstrates that the Foundation's stock values increased significantly in 2021 (our 2023 amount), and that the portfolio decreased significantly in 2022.

We have joined a new-to-us service, called the NYS Talking Book and Braille Library. Our role is to introduce the program to our patrons, and function as an intermediary between patrons and the NYS TBBL. We can certify an individual's application to participate. After that is accomplished, the individual will have direct contact with the service, having full control over the items they order. We have set up a display that will introduce patrons to this service. Participants will receive a talking book player with large print and braille instructions, as well as headphones. They will receive, through the mail, the Talking Books that they order. Through the program they can also join a related service that gives them access to audio reading downloads (like e-audio books).

This month "Overdue", the Library's "house band", had their first concert in 3 years. The musicians, as well as the audience were excited about this, and grateful that we were able to have this concert. They did a great job, and we had over 40 attendees.

We have an IT contract with Mid-Hudson Library System. One of their IT people recently spent a day here analyzing some issues we have been having with some of the computers.

Pam Krinsky will be the next artist to show her work in our Duck Pond Gallery. She is a painter. The show will run the month of February, and the opening reception will be on Saturday, February 3rd, from 6- 7:30.

We are starting to compile the information needed to do the Annual Report to the State (Department of Library Development). The report software hasn't been unlocked yet, so this task is not yet going full-speed ahead.

TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES EMERGENCY MEETING MINUTES January 11, 2023

Board Members Present: Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Susan Leiching, Don Carragher, Larry Decker and Elaine Rylance

Board Members Excused: Laura Lauria

Board Members Absent: 0

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 Don Carragher at 4:01 pm.

Nancy reviewed the events of the previous evening's Governance and Personnel Committee Meeting. The committee asked Brooke and Ben to sign a Prevention of Destruction of Library Property statement. Both of them signed the statement.

Nancy presented the following resolution to the Board of Trustees:

- **Resolution #01 of 2023 (Engagement of Attorney of Record):** The Board of Trustees of the Town of Esopus Library agree to sign an Engagement Letter with Whiteman, Osterman & Hanna. A motion to accept the resolution was made by Susan Barbarisi and seconded by Elaine Rylance.
AYES: 6 NAYS: 0; ABSTENTIONS: 1
Board Members Excused: Laura Lauria
Board Members Absent: 0

ADJOURNMENT

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Reggie Heffernan. The meeting adjourned at 4:10 pm.

AYES: 7; NAYS: 0; ABSTENTIONS:

Board Members Excused: Laura Lauria

Board Members Absent: 0

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

**Town of Esopus Library
Finance Committee Minutes
January 12, 2023**

Attendance: Susan Leiching, Reggie Heffernan, Susan Barbarisi, Elaine Rylance, Don Carragher, Nancy Beranak, Brooke Dittmar

The payment of claims for \$47,088.08 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the January meeting.

Members of the committee reviewed the Kingston library audit. The members agreed that by just making minor changes the Kingston request could be used as a model for our RFP.

The committee then went into executive session.

At the completion of the executive session Brooke was invited back into the finance committee meeting and was provided with an offer of a severance package based on recommendations from the MHLS. She would consider and get back to us.

Respectfully submitted,
Reggie Heffernan, Treasurer

**Next Meeting
Thursday, February 9th
4 pm**

Town of Esopus Library
Governance and Personnel Committee
January 10,2022

Attendance: Nancy Beranek, Don Carragher, Susan Leiching, Reggie Heffernan,
Brooke Dittmar
Excused: Laura Lauria

The committee had a short discussion about the holiday policy. Brooke pointed out that the holidays listed are only examples and the policy should either list all holidays or none. This will be discussed at a later meeting.

The committee asked Brooke to locate and provide the library director job description as well as three Records of Personnel Change.

At 4:05pm Nancy made a motion to go into executive session with a second from Don.
At 4:36pm Susan made a motion to go out of executive session with a second from Reggie.

Brooke returned with the job description and two of the Records of Personnel Change.

A form regarding protection of library property was given to Brooke to review and sign. Ben will be asked to sign it, as well.

When asked if she would be interested in resigning, Brooke asked about possible severance pay. The chair of the governance and personnel committee will join the finance committee this week to discuss severance.

Respectfully submitted,
Nancy Beranek

Town of Esopus Library
January 11, 2023

Sustainability, Research & Development
4:00 pm

The Sustainability, Research and Development Committee did not meet this month.

Submitted by Don Carragher

Next meeting is scheduled for February 8th at 4:00 pm