

Town of Esopus Library  
December Board of Trustees Meeting  
Wednesday December 30, 2020

**Agenda**

Call to order	Susan Leiching
Approval of November Board Meeting Minutes – 12/2/20	
Public Comment	Public
Treasurer’s Report/Finance Committee	Jill Abrahamsen
Director’s Report	Brooke Dittmar

Committees

1. Buildings, Grounds and Sign - Don Carragher
2. Governance and Personnel - Rhea Paniesin
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

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Resolutions:

- 2020-38– Payment of November Claims  
2020-39 – Update Mission Statement  
2020-40 – Update Vision Statement

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES December 2, 2020**

**Board Members Present:** Susan Leiching, Jill Abrahamsen, Don Carragher, Gilbert Ramos, Jim Fitzmorris, Anne O'Neill, Laura Lauria and Rhea Paniesin

**Board Members Excused:**

**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 6:12 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 monthly Board meeting held on October 28, 2020 was submitted and open for review.

- A motion to accept the minutes of the October 28th Board meeting was made by Rhea Paniesin and seconded by Jim Fitzmorris.  
AYE: 8; NO: 0; ABSTAIN: 0  
Board Members Excused: 0  
Board Members Absent: 0

**III Foundation:** Susan Leiching presented the slate of officers from the Foundation. The Foundation is requesting approval of the slate of officers.

- A motion to accept the slate of Foundation officers as presented to the Board was made by Jim Fitzmorris and seconded by Anne O'Neill.

The Foundation meetings take place on the first Wednesday of each quarter of the year. Brooke reviewed the October 7th Foundation meeting minutes from the last Foundation meeting. Brooke offered to report back to the Board what takes place at the Foundation meetings.

## **IV. TREASURER'S REPORT/FINANCE – Jill Abrahamsen**

Written report was submitted. Jill Abrahamsen reviewed the written report and presented Resolution #36 for acceptance.

- **Resolution #36 of 2020 (Payment of October Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of

claims from October 1, 2020 to October 31, 2020 for items in the amount of \$26,697.85. A motion to accept the resolution was made by Gilbert Ramos and seconded by Don Carragher.

AYES: 8 NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Written report submitted. Brooke reviewed the Director's report. No one had any questions regarding the Director's report. The electricity for the digital sign is installed and is waiting for the sign to arrive. Church Communities has made a donation of \$5000. Brooke sent a thank you letter for this donation. There was a discussion regarding the placement of the current Town of Esopus Library sign to a new location when the new digital sign is installed.

#### **VI. COMMITTEE REPORTS**

- **Buildings, Grounds and Signs**–Don Carragher  
Written report submitted. Don recapped the meeting minutes. The work on the digital sign is continuing. It was brought to the Library's attention that it is difficult to locate the lower level parking lot. In addition, the handicap parking does not line up correctly on the upper level parking. Don did some investigating and found out that the Library needs to have four handicap parking spots. The committee is investigating how to reconfigure both the upper and the lower level parking lots. The current spaces may be undersized in the lower lot. The Committee is proposing that the roadway to the lower level be one way and that this roadway continue as one-way to the exit. Entrance only sign, exit only sign and one way signs would need to be installed.
- **Governance and Personnel** – Rhea Paniesin  
The Governance and Personnel Committee did not meet in November.
- **Research and Development** – Gilbert Ramos  
Gilbert reviewed the committee meeting minutes. The committee needs a list of all the current library programs so that applicable grants could be researched for these programs. Gilbert contacted L&S regarding the last electric audit. The committee is also researching grants for charging stations. They will need to contact an electrician for this work. Brooke would also like to suggest additional lighting in the parking lots of the Library. This would need to be added to the facility plan, if we apply for another Construction grant. Purchase of additional hotspots for providing internet access for those

that don't have it was also suggested. Gilbert was proposing a grant for the hotspots and/or laptops as well. This grant needs to be submitted by January.

- **Sustainability Committee** – Don Carragher  
Written report submitted. Don reviewed the Committee meeting minutes. The committee is continuing to address the Sustainability Action Points. They are working on Section H. The beginning of section H addresses the Mission Statement. We have both a Mission and Vision Statement. Both of those policies are well written and just need minor updates. The Mission and Vision Statement/policy will go back to the G&P Committee for review and necessary updates. Don also briefly reviewed sections H2, H3 and H4.

**Resolution #37 of 2020 (Church Communities International Donation)** The Board of Trustees of the Town of Esopus Library accepts the donation of \$5000 from the Church Communities International into the operating funds for the library. A motion to accept the resolution was made by Gilbert Ramos and seconded by Anne O'Neill.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

Board Members Absent: 0

## **VII. ADJOURNMENT**

There being no further business or discussion, Jim Fitzmorris made a motion to adjourn and it was seconded by Anne O'Neill. The meeting adjourned at 7:06 pm.

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  
Buildings and Grounds Committee 12.14.20 4pm

Attending: Brooke Dittmar, Jim Fitzmorris, Jill Abrahamsen, and Don Carragher.

The Zoom format did not always work clearly and delayed discussions somewhat.

The electric for the new sign is complete and the sign frame and support has been installed. Brooke measured it and it is smaller than what our last art-plan shows. Brooke will question this. We discussed the two trees and how much of the sign they block. With the sign being smaller they do cover much of it when viewed from Rte. 9W south at the intersection. There is a quote for removing them and Brooke will follow-up with the tree company.

The weather was difficult to schedule a walk-thru review of the parking lot spaces and handicap access. Different possibilities were suggested and additional spaces may be needed with additional lighting for the lower parking lot. The Google Maps view online is very good. Don offered to print/copy it so we can measure and test out different configurations.

Building lighting needs attention. Some bulbs are out and need replacement. A site review will list what types of bulbs we need. Jim has done much of this in the past and Don will try to get there in the coming weeks. Brooke mentioned that some interior lights are wired to the parking lot lights for night security, this makes evening programs difficult when showing movies when outdoor lighting timer is active. There is a map to show this circuit and elements. Separating it into two circuits would be more practical.

Jim has measured the materials needed for the repair of the wooden bridge at the pond. Weather will delay this work till spring. Instead of treated wood we may want to use composite resin that is more weatherproof and possibly less toxic.

Next meeting is scheduled for January 11, 2020 at 4pm.

Submitted by Donald Carragher.

Town of Esopus Library  
Finance Committee

December 10, 2020  
(2<sup>nd</sup> Thursday at 4:30pm)

Attendance: Jill Abrahamsen, Brooke Dittmar, Susan Leiching, Gilbert Ramos.

The December finance committee meeting was held via Zoom.

The payment of claims for the month of November was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the December Board meeting on December 30<sup>th</sup>.

Next month the Finance Committee members will be reviewing and discussing the finance section of the Action Item Form for the Sustainable Libraries initiative.

The next meeting of the Finance Committee will meet on January 14, 2021 at 4:30pm.

Submitted by Jill Abrahamsen

Town of Esopus Library  
Governance and Personnel Committee Meeting Minutes  
December 8, 2020

Attending: Laura Lauria, Brooke Dittmar and Rhea Paniesin

We compared two versions of the mission and vision statement, one from the preface to both the Trustee Manual and the Bylaws, and one from the body (alphabetized section) of the Policy Manual.

Decided to

- Remove mission and vision statements from the body (alphabetized section) of the Policy Manual
- Put mission and vision statements at the beginning of the Policy Manual
- Eliminate wording about need for policy
- Eliminate wording about responsibilities (both statements)
- Revise Vision Statement in Policy Manual and Trustee Manual so they conform to the one at the beginning of the Bylaws, eliminating the words “and the surrounding areas. As a focal point,”

Vision statement in all places will read as follows:

The Town of Esopus Library strives to reflect and enrich community life in the Town of Esopus. The Library works in partnership with its patrons, community groups, and the Mid-Hudson Library System to stay in the forefront of local needs and trends. Library programs and facilities are designed to complement the unique characteristics of the Town of Esopus.

Next meeting is scheduled for Tuesday, January 12<sup>th</sup> (2<sup>nd</sup> Tuesday of the month) at 5:00 p.m.

Submitted by Rhea Paniesin

Town of Esopus Library  
Research and Development Committee  
December 9, 2020

Gilbert spoke with Paul Remington from L&S Energy Services, he supplied a copy of the energy audit and advised Gilbert to contact the community energy advisor, contact information provided in the audit report. It was agreed that we should apply for a Bank of Greene County grant for purchase of laptops, this would better serve the library and its patrons as laptops could be loaned out by the library or be checked out. Brooke stated she's always wanted to have laptops available for patrons and additional laptops could be utilized to offer beginner computer classes. The Bank of Greene County grant offers amounts as high as \$2,500. Laura volunteered that she would look into grants through the Bill and Melinda Gates Foundation and also the Rockefeller foundation.

Brooke requested input from staff on what equipment they would like for the library to acquire for new programming. Suggestions were made for pollinator garden, video recording equipment, and a soundproof recording booth.

Brooke would like to look into the Department of Environmental Conservation for the possibility of funding for charging stations. Gilbert has been in contact with Steve Carr of evconnect, he just needs to get in touch with an electrician for a quote.

Present: Brooke, Laura, Anne, Rhea, Gilbert

Respectfully submitted,  
Gilbert Ramos  
Chairperson



Town of Esopus Library  
Sustainability Committee  
12.09.20 4pm

Attending: Brooke Dittmar, Jim Fitzmorris, Ann O'Neill and Don Carragher

The Zoom format was difficult for some of us. We are still reviewing the ALA Sustainability Action Points document. Several of the links for resources in the original document are no longer active but we discovered they are still on the main ALA website if searched. We also discovered that some of the resources have recorded tutorials that we can play so as to be much more familiar with them. Committee members are encouraged to watch these before the next meeting. In particular, the Turning Outward program for community communication.

Next meeting is scheduled for January 13, 2020 at 4pm.

Submitted by Donald Carragher.



## **MISSION STATEMENT**

The Town of Esopus Library, through a team of friendly, knowledgeable, and well-trained Staff, Volunteers, Friends, and Trustees, is dedicated to providing people of all ages with innovative lifelong learning and leisure opportunities through information, education, technology, and entertainment.

Adopted by the Board of Trustees: October 25, 2006

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of trustees: December 30, 2020



## VISION STATEMENT

The Town of Esopus Library strives to reflect and enrich community life in the Town of Esopus. The Library works in partnership with its patrons, community groups, and the Mid-Hudson Library System to stay in the forefront of local needs and trends. Library programs and facilities are designed to complement the unique characteristics of the Town of Esopus.

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