

Town of Esopus Library

Buildings and Grounds Committee

August 14, 2023

4:00 pm

Attending: Larry Decker, Don Carragher, Shannon Powell, Steve Lewis and Elaine Jaffe

Absent: 0 Excused: 0

Shannon will follow-up with Teckon about exhaust unit behind bathrooms.

Decided to put electronic door locking on hold.

John Clark checked out pond and said it is just fine.

Elaine J. provided information on Brad's Barns. We are considering an 8'x10' Mini 5' dimension (\$3945.00). Don will open up the area where barn will be placed. Steve will contact Town Hall about structure permit.

Deck furniture has arrived and being assembled.

Shannon will get copy of Safety Inspection of Electronic Sign from ARACE

Don is going to continue to try to connect with Tree Pros. In meantime, Elaine will contact Cornell Extension to find out what grants relating to beautification might be available.

Larry will continue to get the A-Team in to see about replacing our water fountain with a "working" streamlined up-to-date model as well as replacing sink trap in upstairs bathroom.

It was decided that we need to have an exterminator come to address the ant issue. Also, Don says we need to deal with "subsidence" (sidewalk sinking & pulling away from building). Also, building's outer surface needs sealing. Steve suggested "Bill of All Trades" in Hurley might be able to do this along with tree work.

Also: Marks Tree Service was mentioned.

Shannon spoke with Tom who does our mowing and requested an estimate on a full weed clean-up.

Our Water Meter replacement is being addressed.

Our WiFi router situation has been put on hold.

We are expecting to get the Construction Aid Grant for rooftop solar panels/2 generators/LED Lighting but as of these minutes...we don't know for sure.

The next Building and Grounds meeting is scheduled for Aug 11, 2023 at 4:00 pm

Submitted, Larry Decker

TOWN OF ESOPUS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 7, 2023

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

Board Members Excused:

Board Members Absent:

Staff Present: Mary Garraty, Barbara Wurtz, Shannon Powell, Jennifer Russell

Public:

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 4:30 p.m.

Nancy Beranek made a motion to go into executive session at 4:40 pm and Elaine Rylance seconded.

Stephen Lewis made a motion to close executive session and Larry Decker seconded. The executive session ended at 5:48 pm.

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 6:00 p.m.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

**Town of Esopus Library
Finance Committee Minutes
August 9, 2023**

Attendance: Reggie Heffernan, Don Carragher, Nancy Beranek, Elaine Jaffe, Shannon Powell

The payment of claims for \$12,182.74 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.

Shannon contacted Tekcon HVAC about the increase from \$1,830 to \$2,900 effective August 15 to offer them half of the increase for the rest of the year but they have not responded.

Reggie reported on the Foundation Meeting that she attended on August 2nd and sees there could be large benefits to both organizations in the future.

Elaine did some research on companies that do shredding and she found one that will do the job for significantly less than the \$400 that was available on the copying line item

The investment policy was reviewed and a resolution to update will be presented at the August meeting.

It was noted that we currently have more money deposited in the Green County Bank than is insured. Elaine did some research on the rate of return available on short term CDs at Bank of America. Don and Elaine will both do additional research on what rates of returns we can get at the local credit unions/banks. Shannon is going to check with Rebecca about the possibility of moving money into a short term CD in another bank while we await the approval of the construction grant.

Shannon presented a comparison of employee health insurance options which she received from Ariana at the Smith Benefit Group. It seems that CDPHP plans may be better for employees. Shannon has asked the employees involved to find out if their doctors participate before deciding which plan to provide.

Respectfully submitted,
Reggie Heffernan, Treasurer

**Next Meeting
Thursday, September 14
4 pm**

Town of Esopus Library
Governance and Personnel/Trustee Training Committee
August 8, 2023

Attendance: Nancy Beranek, Susan Barbarisi, Martha Farrell, Stephen Lewis, Don Carragher, Shannon Powell

The committee recommends that the name of the Library Patron Policy and Procedure and form be changed to the Library Patron Satisfaction Survey Policy and form. The policy and form were also reviewed and revised. These will be presented at the next Board meeting for approval.

With regard to trustee training, we identified several upcoming courses offered by MHLS. We also talked about the ways in which our authority as a board is solely a collective authority.

We will distribute sample policies on tuition reimbursement to committee members, and review these at our next meeting.

The next meeting is scheduled for September 12th at 4pm.

Respectfully submitted,

Nancy Beranek

Town of Esopus Library
Governance and Personnel Committee
August 21, 2023

Attendance: Nancy Beranek, Susan Barbarisi, Don Carragher, Stephen Lewis, Shannon Powell
Absent: Martha Farrell

The committee recommends that 35 hours of work now be considered full-time. If approved by the Board, the change will be reflected in the following sections of the Personnel Policy Manual: 3.1, 3.2, 3.3, 4.1, 7.12, 10.51, 10.52 and 11.14.

The committee then discussed the Paid Holiday section of the Personnel Policy Manual and suggested that after the list of holiday examples the following sentence be added: "A floating holiday for cultural or religious reasons will be available to staff subject to the Director's approval." This will be presented at the next Board meeting for approval.

Finally, policies for reviewing the Director and a new Director were reviewed and revised. The changes will be presented at the next Board meeting for approval.

Respectfully submitted,
Nancy Beranek

Town of Esopus Library
Governance and Personnel Committee
August 28, 2023

Attendance: Nancy Beranek, Susan Barbarisi, Martha Farrell, Don Carragher, Reggie Heffernan, Shannon Powell, Jennifer Russell

The committee drafted a Memorandum of Understanding between the Town of Esopus Library and Jesse Chance. This will be presented at the next Board meeting for approval.

The committee also discussed vacation time and agreed that full time employees will receive two weeks paid vacation in their first year of employment. The policy will be adjusted to reflect the change at the next committee meeting. The change will be presented at the next Board meeting for approval.

Respectfully submitted,
Nancy Beranek

SUSTAINABILITY/ RESEARCH & DEVELOPMENT

AUGUST 8, 2023

Present: Elaine Rylance, Chair; Don Carrigher, Larry Decker, Martha Farrell and Shannon Powell.

It was decided by the Governance Committee that this committee should do a community wide survey in the near future. We will gather surveys from other libraries and, hopefully, from Shannon Harris, the Town of Esopus one done several years ago.

We also talked about the things that we are already doing to sustain the library, i.e. community garden, the pond, heating system, solar power, etc.

The second Sustainability webinar is on the 22nd and all are encouraged to attend.

Respectfully submitted

Elaine Rylance

Next meeting is August 9 at 4 p.m.

Town of Esopus Library
August Board of Trustees Meeting
Wednesday August 30, 2023

Agenda

Call to order	Don Carragher
Approval of July Board Meeting Minutes and Emergency Board Meeting Minutes	
President's Word	Don Carragher
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Foundation	Reggie Heffernan
Interim Manager's Report	Shannon Powell
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	

Resolutions:

2023-44 – Payment of July Claims

2023-45 – Investment Policy Update

2023-46 – Authorization of Water Pump Replacement

2023-47 -- Library Patron Satisfaction Survey Policy and Form Update

2023-48 – Procedure for Training and Evaluating the Director Update

2023-49 – Reviewing and Evaluating the State of the Library and Director Policy Update

2023-50 -- Full Time Hours and Floating Holiday Update to Personnel Policy Manual

2023-51 – 2024 Holiday Closings

2023-52 – Additional Duties Extended for Shannon Powell

2023-53 – Vacation Update to Personnel Policy Manual



MANAGER’S REPORT - August

★ **BUILDING**

- Dutchess Tekcon will be coming to replace the exhaust belt in the ceiling on August 22. Additionally, they have agreed to halve their proposed service increase for this year.
- Most notably, our library was awarded the NYSL Construction Aid Grant that Ben applied for last August! This will give our library an addition \$270,801 towards installing two generators and replacing our poorly functioning solar panels.
- Our landscaper, Tom Cuff, will be giving an estimate to do a clean-up for all the weed overgrowth.

★ **PROGRAMMING**

- Patrons have been extremely pleased with both the frequency of our programs and the diverse content! We have had a ton of positive feedback. This month alone we have hosted concerts, Harry Potter’s birthday (with live owls), movies, D&D, meditation, Zumba, tie-dye, rocket launching, and canvas painting, all in addition to our regularly meeting programs. Meaghan and I have many more plans for the fall.
- I would like to share the following statistics:

Summer Reading Participants 2022	Summer Reading Participants 2023	# of Books Logged in 2022	# of Books Logged in 2023	# of Minutes Logged in 2022	# of Minutes Logged in 2023
39	114 ↑	208	1006 ↑	1,693	3,734 ↑

★ **PERSONNEL**

- Janet has received her official notary stamp; we do now have the ability to offer notary services to patrons.
- I received MHLS match scholarship for the NYLA conference in November in Saratoga; I have signed up and will be attending.

- Our Teen and Adult Programmer, Meaghan will be attending the YALSA conference in St. Louis in November. She is also a member of YALSA and the ALA's boards.
- Don and I attended the Climate Action Planning webinar from the Sustainable Library's Initiative.

★ **RESOURCES & COMMUNITY**

- We had Sarahana Shrestha, our local assembly member come to the library on the morning of Thursday 8/3/2023 for a private tour with her assistant Teddy. She was delighted to see our books about Sojourner Truth, as well as the Burrough's selection.
- Sarahana's Shrestha's team held mobile office hours in the library's community room on 8/10 and 8/16. They had many members of the community come to speak with them on a variety of topics.
- I had a booth at the Town of Esopus' Fun Fest on 8/12, with lots of Summer Reading goodies and our event calendars.

Respectfully submitted,

DM Powell 8/17/23

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

July 26, 2023

Board Members Present: Susan Barbarisi, Don Carragher, Larry Decker, Elaine Rylance, Elaine Jaffe, Reggie Heffernan, Stephen Lewis

Board Members Excused: Nancy Beranek, Martha Farrell

Board Members Absent:

Staff Present: Barbara Wurtz, Mary Garraty

Public:

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:00 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for June monthly Board meeting and the Reorganizational Board Meeting both held on June 28, 2023 were submitted and open for review.

- A motion to accept the minutes of the Reorganizational Board meeting held on June 28, 2023 was made by Reggie Heffernan and seconded by Susan Barbarisi.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Nancy Beranek, Martha Farrell

Board Members Absent:

- A motion to accept the minutes of the June monthly Board meeting held on June 28, 2023 with corrections, was made by Don Carragher and seconded by Susan Barbarisi.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Nancy Beranek, Martha Farrell

Board Members Absent:

III. Presidents Word – Don Carragher

Don reminded everyone to complete their documents that were handed out at the reorganizational board meeting. Don reminded everyone there is a training session on the subject of Strategic Planning on August 15th. Don also mentioned some additional upcoming training sessions.

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the Finance Committee meeting minutes and proposed the following resolution:

- **Resolution #41 of 2023 (Payment of June Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from June 1, 2023 to June 30, 2023 for items in the amount of \$25,550.84. A motion to accept the resolution was made by Elaine Jaffe and seconded by Elaine Rylance.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Nancy Beranek, Martha Farrell
Board Members Absent:

Elaine was in touch with a company that will do the document shredding for less money than Iron Mountain. The Finance Committee will be reviewing the Investment Policy at the next meeting.

VI. DIRECTOR'S REPORT – Barbara Wurtz for Shannon Powell

Written report was submitted. Barbara reviewed the Manager's Report. Lots of great programs are being offered. There has been an uptake of interest in these programs.

VII. FRIENDS – Elaine Rylance

Friends did not meet this month. The book fair will be held on the weekend of September 23rd.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds – Larry Decker**
Written report was submitted. Larry reviewed the meeting minutes.
Don purchased deck furniture this morning. Larry contacted John Clarke. John Clarke will stop by to take a look at the pond regarding the algae problem.
- **Governance and Personnel – Susan Barbarisi for Nancy Beranek**
Written report submitted. Susan Barbarisi reviewed the meeting minutes and presented the following resolutions:
 - **Resolution #42 of 2023 (Volunteer Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Volunteer Policy with corrections. A motion to accept the resolution was made by Susan Barbarisi and seconded by Larry Decker.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Nancy Beranek, Martha Farrell
Board Members Absent:

- **Resolution #43 of 2023 (Request for Reconsideration Policy and Form Update):**
The Board of Trustees of the Town of Esopus Library accepts the changes to the Request for Reconsideration Policy and Form. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Nancy Beranek, Martha Farrell
Board Members Absent:

Volunteers are covered by the Library's Insurance. Meaghan will be interviewing volunteers and will be giving them guidelines to follow.

- **Sustainability, Research and Development** - Elaine Rylance
Written report was submitted. Elaine reviewed the meeting minutes. Elaine will forward the PDF file that was available in the Sustainability 101 training session to all Board members.

IX. Trustee Training – Don Carragher and Nancy Beranek
This topic was discussed during the Presidents word.

Confirmed that the next board meeting is on Aug. 30th

X. ADJOURNMENT

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Larry Decker. The meeting was adjourned at 7:02 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Nancy Beranek, Martha Farrell

Board Members Absent:

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