

Town of Esopus Library
July Board of Trustees Meeting
Tuesday, July 27, 2021

Agenda

Call to order	Jim Fitzmorris
Approval of June Reorganizational Board Meeting Minutes and approval of June Board Meeting Minutes	6/22/21
Public Comment	Public
Treasurer's Report/Finance Committee	Gilbert Ramos
Director's Report	Brooke Dittmar

Committees

1. Buildings and Grounds – Jim Fitzmorris
2. Governance and Personnel – Susan Leiching
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

Resolutions:

2021-24 – Payment of June Claims

2021-25 – Personnel Actions

2021-26 – Transfer of Funds in the Operating Budget

2021-27 – Health Benefits Plan for 2021-2022

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TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES June 22, 2021

Board Members Present: Susan Leiching, Don Carragher, Gilbert Ramos, Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Laura Lauria and Shannon Harris

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 Jim Fitzmorris at 6:21 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 May monthly Board meeting held on May 26, 2021 was submitted and open for review.

- A motion to accept the minutes of the May 26th Board meeting was made by Susan Leiching and seconded by Don Carragher.
AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused: 0
Board Members Absent: 0

III. TREASURER'S REPORT/FINANCE – Gilbert Ramos

Written report was submitted. Gilbert reviewed the written report and presented Resolution 2021-22 for acceptance.

- **Resolution #22 of 2021 (Payment of May Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from May 1, 2021 to May 31, 2021 for items in the amount of \$12,053.44. A motion to accept the resolution was made by Don Carragher and seconded by Shannon Harris.
AYES: 8 NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0

IV. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the written report. The library is opened longer now and patrons do not need an appointment to come in. They are phasing out lobby pick up. Those patrons that want to continue lobby pickup must fill out a form. All are still wearing masks. Annual vote on tax appropriation passed and the election process went well. Adrienne is leaving for a fulltime job at Ulster County. The inside lighting project happened and they did not have everything. The second phase estimate has been received for the remaining items. Brooke will contact Central Hudson and explain that the second phase should have been part of the first phase. The summer reading program has started. The community garden has really popped. Esopus Business Alliance is starting their mixer at Hudson House which is the home of Star Vodka. Don is planning to go. Please let Don know if you are interested in attending, and he will sign you up. The mixer is scheduled for June 28th from 5:30 pm to 7:30 pm.

V. COMMITTEE REPORTS

- **Buildings and Grounds–Don Carragher**
Written report submitted. Don reviewed the report. Prior to the committee meeting Brooke was notified that Hudson Archive will be put on the market. The owner is interested in the library being the next occupant. Jim and Don did cut down more branches which were obstructing the new digital sign. Everyone should have received the letter that Don sent to the Board. There have been a number of conversations. Don is looking to secure as many people for a tour. Brooke sent out info on the building just before the meeting. Shannon would like to participate in researching this project. Hudson Archival is asking 2.5 million. Susan asked when the Library needs to provide an answer to Hudson Archival by. An answer is needed by the end of the summer. Gilbert said this is a long term project and the library would need to be exploding with activity. Susan agreed with Gilbert. Don would like to have a meeting a week from tonight to create a steering committee for this project. We need to determine if we are able to take on this project. We would need some major partners. This is a once in a lifetime opportunity for this library to take advantage of. Jim said a subcommittee needs to be formed as soon as possible.
- **Governance and Personnel – Susan Leiching**
Susan stated that the committee did not meet this month.
 - **Resolution #23 of 2021 (Personnel Actions - A. Klonfas)** The Board of Trustees of the Town of Esopus Library accepts the resignation of Adrienne Klonfas. A motion to accept the resolution was made by Nancy Beranek and seconded by Don Carragher.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0

Board Members Absent: 0

- **Research and Development** – Gilbert Ramos
Gilbert stated that the committee did not meet this month.
- **Sustainability Committee** – Don Carragher
Written report submitted. Don reviewed the committee meeting minutes. Don said that there is a sustainability matrix of 5 areas for long term sustainability of the library. There are five sections, namely H, I, J, K and L. There are so many points that include contacting the community, etc. The purchase of the property next door would fall into this so well. Kristin share some ideas.

The committee description sheet should be given to each Trustee. Brooke stated that each Trustee should let Jim know which committee they want to be on. By the first week of next month the committees should be all set. The committee meetings take place the 2nd week of the month. You can change the day and time of the committee to suit what works for everyone on the committee.

Jim said that it would be good to restart the trustee training committee. Susan will set up a time meet with the new Trustees and Laura, since she didn't have an orientation when she was elected. Jim said it would be great if we could meet in person. Gilbert said he would like to meet in person next month. Brooke said she would let everyone know if meeting in person is possible.

VI. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Shannon Harris. The meeting was adjourned at 7:04 pm.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

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 REORGANIZATIONAL MEETING MINUTES June 22, 2021

Board Members Present: Jim Fitzmorris, Susan Leiching, Laura Lauria, Reggie Heffernan, Gilbert Ramos, Don Carragher, Nancy Beranek and Shannon Harris

Board Members Excused:

Board Members Absent:

Staff Present: Brooke Dittmar, Mary Garraty, Chelsea Marino

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 6:08 pm. This meeting was held via the online application Zoom due to the COVID-19 Pandemic. Susan introduced all the new Board members

Susan will send an email regarding orientation for new board members.

II. SWEARING IN - Chelsea Marino, Notary Public

Chelsea swore in the following Board members to a new term: Jim Fitzmorris, Shannon Harris, Nancy Beranek and Reggie Heffernan. Jim Fitzmorris, Nancy Beranek, Reggie Heffernan and Shannon Harris all signed their Trustee Oath of Office in front of Chelsea via Zoom.

III. ELECTION OF OFFICERS

Susan introduced the slate of officers. There was unanimous approval of the elections of officers which are listed below.

- President → Jim Fitzmorris
- Vice-President → Don Carragher
- Finance Officer → Gilbert Ramos

The Code of Ethics and Conflict of Interest Policies were distributed to each Board Members' mailbox and via email. Each Board member is to review, sign and return the policies thus acknowledging that they had reviewed them.

We are still down by one Board Member. We are hoping to start Trustee training at the library. Each trustee can also do training via the trustee handbook and the MHLs website.

IV. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Susan Leiching. The meeting adjourned at 6:20 pm.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent:

Buildings & Grounds
Committee Meeting Minutes
July 12, 2021

Attendees: Don Carragher, Brooke Dittmar, Jim Fitzmorris
Excused: Shannon Harris

Committee discussed interior replacement lighting. Brooke is waiting for Central Hudson to present a contract proposal offering sufficient economic incentives before agreeing to move forward with the project.

After previous discussions about rebuilding the defunct pond bridge, the committee has decided to remove the bridge, beautify the surrounding area, shore up protective fencing, and decide whether a new bridge is necessary or desirable.

Don has offered to inventory unused equipment located in the downstairs Networking Room. He will call Resource Recovery to get the okay to deliver them, and will then transport them for recycling.

A large section of locust tree came down on the lower driveway on 7/11-12, bringing with it a tangled mass of vines and smaller trees. Cones were placed to alert drivers to stay in the upper parking lot. Don brought equipment on 7/14 and cleared the driveway.

The deck needs to be power washed. Sections of protruding nails in various places on deck need to be examined for compromises in joinery, which then needs to be shored up for integrity. Deck furniture needs to be replaced.

The community garden is in high gear. A strategically located faucet would make water more easily accessible to gardeners. Currently, strategically located daily downpours have provided sufficient hydration for both gardeners and rain forest aficionados.

Next meeting will be August 9 @ 4:00pm.

Submitted by
Jim Fitzmorris, Chair

Town of Esopus Library
Finance Committee
July 8,2021

The payment of claims for \$9,522.15 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the July 27th. board meeting.

Part of the meeting consisted of a review and questions regarding Profit and Loss statement and balance sheet. Brooke provided answers to questions from new trustee Reggie Hefferman.

A recommendation was made for a resolution to transfer \$8,923.68 from the bookkeeper line to hardware so as to make that line read more accurately. Brooke intends to request that the accountant correct the retained earnings line in the balance sheet to reflect correct and accurate balance.

Sad news, Kristin announced that her last day at the Town of Esopus library will be July 21.

Respecetfully submitted,

Gilbert Ramos
Chairperson

Present: Gilbert Ramos, Reggie Hefferman, Brooke Ditmar, Kristin Charles-Scaringi

**Town of Esopus Library
Governance and Personnel Committee**

**July 13, 2021
(2nd Tuesday, @ 4pm)**

Attendance: Susan Leiching, Brooke Dittmar, Jim Fitzmorris, Nancy Beranek

The meeting was called to order at 4:09 PM

There were letters received from former employees and patrons questioning the character and management abilities of the library director. These concerns are a priority to the committee. At 4:14 PM, the committee went into an executive session and Brooke was excused from the meeting.

The committee reviewed the concerns in the letters. Jim has been communicating with Rebecca at the MHLS and these letters are valid documentation from the senders.

At the conclusion of the executive meeting, the following steps will take place:

1. The committee discussed the letters during the meeting and concluded that there are common themes and issues.
2. The committee will reach out to the other board members to compile their concerns and questions for Brooke and forward them to the committee.
3. The committee will meet with Brooke in a separate meeting to hear her response to the concerns.
4. Information will be shared at the next board meeting.

Meeting adjourned at 5:25 pm

Respectfully submitted,
Susan Leiching, Chairperson

**Next meeting is August 11, 2021
4:00 PM**

Town of Esopus Library
Research and Development Committee
July 14, 2021

The Research and Development committee met with new Trustee Nancy Beranek present. Information was shared in regards to funding sources available to the library such as Friends of the Library, and the Library Foundation. Some sources for grants were discussed and reasons why the pursuit of grants is important for the library. An example of a resource for grants was the Foundation directory.

It was explained that grants could for specific plans such items in the facility plan or they could take the form of program grants such as the reading program. It was explained that grants are important to the library because they help offset the cost of projects, or items purchased.

Respectfully submitted,

Gilbert Ramos, Chairperson

Present: Nancy Beranek, Brooke Ditmar, Gilbert Ramos

Absent: Shannon Harris

Town of Esopus Library
Sustainability Committee
July 14, 2021

Attending: Don Carragher, Reggie Heffernan. Not available: Laura Lauria.

This was Reggie's first meeting on this committee. We reviewed previous tasks and the Green Business Partnership. She received the American Libraries Association document for sustainability action points and we reviewed those and current discussions.

Submitted: Don Carragher.