

Town of Esopus Library
April Board of Trustees Meeting
Wednesday May 26, 2021

Agenda

Call to order	Susan Leiching
Approval of April Board Meeting Minutes – 4/24/21	
Public Comment	Public
Treasurer’s Report/Finance Committee	Gilbert Ramos
Director’s Report	Brooke Dittmar

Committees

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

Adjournment

Resolutions:

2021-17 – Code Adam Policy Update

2021-19 – Payment of April Claims

2021-20 – Personnel Actions – B. James

2021-21 – Facility Plan Update

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

April 28, 2021

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

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 6:06 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 March monthly Board meeting held on March 24, 2021 and the Emergency Board meeting held on April 15th were submitted and open for review.

- A motion to accept the minutes of the March 24th Board meeting was made by Gilbert Ramos and seconded by Don Carragher.
AYE: 7; NO: 0; ABSTAIN: 0
Board Members Excused: 0
Board Members Absent: 0
- A motion to accept the minutes of the Emergency Board meeting held on April 15th was made by Gilbert Ramos and seconded by Anne O'Neill.
AYE: 7; 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 2021-13 for acceptance. The finance committee questioned the bill from Otis Elevator since the elevator has not been used much. This is a maintenance contract. Gilbert stated that some of the funds for snowplowing were being moved. He also discussed the purchase of the new telephone system. Gilbert suggested the need for a capitalization policy. One was provided as an example from the Highland library.

- **Resolution #13 of 2021 (Payment of March Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from March 1,

2021 to March 31, 2021 for items in the amount of \$32,575.64. A motion to accept the resolution was made by Rhea Paniesin and seconded by Jim Fitzmorris.

AYES: 7 NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: 0

Anne raised a question about the profit and loss vs. actual financial report regarding employee insurance. Disability is paid in a lump sum and based on the previous year employees.

Susan questioned the jump in the amount which was due to Timely Signs.

IV. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the written report. The Library had an energy audit and we are set to have the lights done soon. She asked Gilbert if there were any other car charger installation proposals received, and there were not. Anne suggest that we hold off on the car chargers for now. We did get the ALA community support outreach grant. This will be used for laptops.

We have increased our open hours and have allowed browsing. It is nice to see some people. Anne totally agreed. The garden is going great. Everyone started their gardens early this year. The new phone system is being installed tomorrow. Tim Bruck has started back to work at the Library.

MHLS announced the Spring Trustee Training Series. Trustee Essentials is scheduled for May 13th and May 18th

V. COMMITTEE REPORTS

- **Buildings, Grounds and Signs**–Don Carragher

Written report submitted. Don reviewed the report. Don mentioned the new phone system being installed and that the installers should not put the 'bad' tiles back in. Jim has made preparations for reconstructing the bridge by the fish pond. Everyone should have received a copy of the survey and price list from Central Hudson. This is for the LED lights and fixtures. The vehicle charging stations are being discussed for the end of the year. Fire inspections are due. Brooke said that Safeco will be there Tuesday for the inspection and the sprinkler system will also be inspected. Don contacted the company for the parking lot lights. They have not returned his call yet.

Jim has volunteered to cut some trees down that are in bad shape and leaning over the library lawn. Susan asked what was going to be done with the wood after it is cut. Don and Jim will remove it to use as stove fuel.

Anne noted a recent article in the newspaper regarding the installation of car chargers at the Saugerties Library. Anne talked to the Director from the Saugerties

library. She put Anne in contact with a trustee. The Saugerties Library had a grant for this. There is no charge for the users. The Town of Saugerties did the installation. Anne provided Brooke with contact information. Anne also spoke with the Town of Esopus Supervisor regarding assistance with charging stations. He is very interested. Anne suggested that he call the Town of Saugerties regarding this. Gilbert said that we are getting a NYSERTA grant. The following questions were raised: Who will pay the electric bill? Can the software be set up so that it will take a debit card for folks to pay for their own charge? If we give an easement to the Town of Esopus for the charging stations, then the Town should maintain it and pay for the electricity. Don reminded us that an easement is just permission to do the work, not ownership. Susan recommended that Anne, Brooke and Gilbert go to the Town to discuss this topic.

- **Governance and Personnel** – Susan Leiching

Written report submitted. Susan reviewed the minutes. The Free Access policy was reviewed. There were no changes, so no resolution needed. We did some changes to the Code Adam Policy. More research is needed to finalize the Code Adam Policy. Resolution 17 is on hold until the Code Adam Policy is complete.

- **Resolution #14 of 2021 (Personnel Actions – K. Charles-Scaringi, T. Bruck, A. Kloufas)** The Board of Trustees of the Town of Esopus Library approves the personnel actions listed with corrections made and including retroactive pay to current date. A motion to accept the resolution was made by Anne O’Neill and seconded by Don Carragher. Approve with correction.
AYES: 6; NAYS: 0; ABSTENTIONS: Rhea Paniesin
Board Members Excused: 0
Board Members Absent: 0
- **Resolution #15 of 2021 (Establishment of Entry Level Wages)** The Board of Trustees of the Town of Esopus Library approves the entry level wages as set forth in the Entry Level Wage chart. A motion to accept the resolution was made by Rhea Paniesin and seconded by Don Carragher.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0

Susan mentioned that the entry level wages were missed last year. When we talked about it we should be a bit competitive and so are starting wages are a bit higher than \$12.50.

- **Resolution #16 of 2021 (Approval of 2022 Budget)** The Board of Trustees of the Town of Esopus Library approves the 2022 budget in the amount of \$499,069.00, with a tax appropriation of \$408,790.00, in order to continue the same level of service to the Town of Esopus. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Don Carragher.
AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0
Board Members Absent: 0

Susan reviewed the budget briefly.

- **Research and Development** – Gilbert Ramos

Gilbert reviewed the committee meeting minutes. We have been awarded the ALA grant to purchase laptops. We discussed the lighting changes. \$8000 reimbursement is available through a NYSERTA grant for one charging station. Finding grants for video equip has been challenging. It was suggested that we look for USDA grants - and check for farming grants for the gardens. Brooke is planning to apply for the construction grant to reimburse the library for the lights being installed. There was a discussion regarding doing the grant for the parking lot lights as well.

- **Resolution #18 of 2021 (Replacement of older lighting with LED Lights)**

The Board of Trustees of the Town of Esopus accepts and approves the purchase and installation of new light fixtures and bulbs from Lime Energy, through the Central Hudson Small Business Direct Install Lighting Program. Payment for this will come from the unappropriated fund balance of the checking account. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Gilbert Ramos.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

Board Members Absent: 0

- **Sustainability Committee** – Don Carragher

Written report submitted. Don reviewed the meeting minutes and noted that a lot of his information was previously mentioned during this meeting. The committee is going through the H section. Training for the work needed in this section will come from the ALA outreach grant. Part of the grant will also fund hotspots and laptops. It is important for the library to be active and provide access to knowledge. We will need additional training. Don provided a link to the training in his committee meeting minutes. Rhea suggested contacting the YMCA as a community also.

VI. ADJOURNMENT

There being no further business or discussion, Jim Fitzmorris made a motion to adjourn and it was seconded by Rhea Paniesin. The meeting adjourned at 7:24pm.

AYES: 7; 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
Buildings and Grounds Committee Meeting Minutes
May 10, 2021 4:00 pm

Attending: Brooke Dittmar, Jim Fitzmorris, Don Carragher.

The new phone system is up and running. There was some necessary tweaking done by Superior.

Brooke distributed the new Library Facility Plan. We read through the updated Facility Plan and Brooke pointed out changes, additions and completed items. Several of the major systems require professional inspection and maintenance for which we have contracts. There are some items that should be revisited and checked by us as they may not require professional services. Below is a list of items that need attention:

1. The gravel at the base of the exterior walls is overgrown. It was used to prevent having to use a weed-trimmer against the building.
2. Drainage issues. The collection basin is filled with silt. The rain water coming down the main entrance driveway is not collected by the buried pipe system. Between the Community Garden and the parking lot there is a gravel filled ditch that may have silted up and should be cleared.
3. Windows in the main circulation room are awkward to reach to open. Additional fresh air is a Covid-care recommendation.
4. The original library sign needs to be lifted and moved closer to the Canal St. entrance.
5. The building exterior seems colored by road grit/dust so a power-wash may improve appearance so as to avoid repainting.

The Facility Plan is a weighted document used to evaluate construction grant applications. The particular order of importance is critical for monies awarded.

As Covid-care distancing and library popularity demand more interior rooms and distancing, the need for library expansion becomes more of an eventuality.

The members are arranging to cut brush and branches and test-dig the old sign this week.

Next meeting is scheduled for June 14, 2021 at 4:00 pm.

Submitted by Don Carragher.

Director's Report to the Board
May 26, 2021
Brooke Dittmar

The library has been busy these past few weeks with people coming in to use the computers, browse the shelves, and pick up items they have on hold. We continue to prepare items for lobby pickup, but it is not essential that people continue with this service. They can drop in to pick up their holds at the desk, if they wish. The use of masks, as well as 6 foot distancing are still required.

We have changed our service hours once again, to increase them by 5 hours/week. Our open hours are now 10 AM to 6 PM every weekday except Thursday, during which we are open 1 PM to 6 PM (we hold our staff meeting every Thursday morning, so do not open at that time). This increase in open hours brings us up to the minimum number of hours our size of library is expected to be open (according the NYS Department of Library Development) during normal, non-pandemic times. We also opened up computer use for drop-in users, but are still taking reservations for those that want to plan ahead. Browsing is allowed for 20 minutes at a time and the number of people allowed in is now 'unlimited' (no longer limited to 3), as long as 6 foot distancing is still adhered to. We have not opened up for group meetings or programs inside the building at this time.

There is a lot of discussion among the Library Directors and library system Directors across NYS, legal consultation, webinars, and information sessions, about the steps to take in opening up safely, as well as debates on people's interpretations of federal and state guidelines (since they vary, and change readily), and about mask use and vaccination verification checks. We all agree on slow and cautious opening, as well as staying vigilant about following the status of COVID locally and across the northeast.

Don, Jim and I met early one day last week to cut and haul away the tree branches that were obstructing the digital sign. I've been having back problems, so was of little help in the physical aspects of the task, but gave my all in positive attitude and moral support. It looks so much better now!

Interviews for the Children's Program Coordinator and Office Clerk positions are taking place this week. We received a good number of applications, and are feeling confident about finding good additions to our team.

Central Hudson has called about scheduling the lighting installation. It should be finished in 2 week's time!

Cold weather gave the community garden a slow start, but with the recent warmer weather, and the delivery and use of compost from the Church Communities, we are starting to see increased growth.

The new phone system was put in during the two days after our last board meeting, and we have been happy with the change. It is working very well.

Safeco did their annual fire/smoke alarm system check this month, and all is working fine. We also had our fire sprinkler system looked at and tested, as well as our backflow valves (on incoming water). The sprinkler system has to have a couple pressure gauges upgraded, and one backflow valve needs replacing (there are 3). Tomorrow we will have our final fire prevention-related items inspected. That is the fire extinguishers and the emergency lights and batteries.

Town of Esopus Library
Finance Committee
May 13,2021

The payment of claims for \$18,024.90 was reviewed by the Finance committee and a resolution for approval will be presented to the Board on May 26th.Board meeting.

Susan noticed that payment for the new telephone system was made out of the hardware line of budget instead of retained earnings, Brooke will see that this will be corrected to reflect payment from retained earnings.

The fixed asset capitalization policy was discussed and the committee's understanding of said policy is that it is a categorization of library assets, such as, building and equipment. It is like an inventory with items tagged and catalogued, probably helpful for insurance purposes.

Brooke informed the committee that funds are available through various grants and Build Back Better funds, which the library should take advantage of in order to facilitate projects in the facility plan.

Respectfully submitted,

Gilbert Ramos

Attendance: Brooke Dimar, Susan Leiching, Gilbert Ramos

Next meeting June 10th. 2021

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

**May 11,2021
(2nd Tuesday, @ 5pm)**

Attendance: Susan Leiching, Brooke Dittmar

Excused: Laura Lauria

Absent: Rhea Panasian

The Committee met via Zoom.

We reviewed the Facility Plan which originated in Buildings and Grounds. An updated plan is necessary to move forward with the Construction Grant. G&P agrees with the Facility Plan.

Capitalization Policy will be forwarded to Finance for final review.

Meeting adjourned at 5:45 pm

Respectfully submitted,
Susan Leiching

Next meeting is June 8, 2021

Town of Esopus Library
Research and Development Committee
May 12, 2021

Kristin communicated to the committee Brooke's request that we review the Facility Plan in order to research available grants as funding sources for projects in the plan. A brief discussion was held on charging stations.

Respectfully submitted,

Gilbert Ramos

In attendance, Kristin Charles-Scaring, Anne O'Neill, Gilbert Ramos . Absent Laura Lauria, Rhea Paniesin

Next meeting is June 9th. 2021

Town of Esopus Library
Sustainability Committee Meeting Minutes
May 12, 2021 4:00 pm.

Attending: Kristin Charles-Scaringi, James Fitzmorris and Donald Carragher

We reviewed the Sustainability Document, Section H. Collective Impact is being addressed in the Conversations training and grant received that Kristin is actively working on. She suggested we move onto Section I: Social Cohesion. The mission statement as recently revised is appropriate for this action point section. The second focus is on trustee diversity framed by the question: Does the current board reflect the current community. This led to a discussion regarding who else lives in Esopus but is not particularly represented. The members went through several different ways to look at the town, the various communities and population diversity, which is a wide-ranging topic.

The discussion returned to the many patrons of the library and suggested groups include:

1. The two Bruderhof Communities.
2. College age students: Boces Tech, SUNY UCCC, SUNY New Paltz.
3. High School Faculty: Mount Academy, Kingston High School, private educational services.
4. Businesses in the Area as commercial centers: two Dollar Generals, Iron Mountain.
5. Youth oriented: YMCA, Graves Elementary Staff.

This endeavor will continue to need the full attention of the board to fill in areas not addressed.

Next meeting is scheduled for June 16, 2021 at 4:00 pm.

Submitted by Donald Carragher.