

# TOWN OF ESOPUS LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

May 24, 2022 held via Zoom

**Board Members Present:** Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Don Carragher, Laura Lauria, Susan Leiching

**Board Members Excused:** Shannon Harris

**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 Jim Fitzmorris at 6:14 pm

### II. APPROVAL OF MEETING MINUTES

Written minutes for April monthly Board meeting held on April 26, 2022 as well as the Additional Board Meeting held on April 29, 2022 were submitted and open for review.

- A motion to accept the minutes of the two April Board Meetings; one held on April 26th and one held on April 29th, was made by Nancy Beranek and seconded by Don Carragher.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Shannon Harris

Board Members Absent:

### III. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the meeting minutes. She discussed transferring some funds monies from the Reserve for Cap Project fund into the Capital Board Restricted account. There was discussion about getting an audit done since it hasn't been done since Brooke joined the Town of Esopus Library. Brooke will pursue. The committee is still working on the updates to the Budget and Budget Reconciliation Policy which will be presented next month.

- **Resolution #21 of 2022 (Payment of April Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from April 1, 2022 to April 30, 2022 for items in the amount of \$14,073.29. A motion to accept the resolution was made by Don Carragher and seconded by Jim Fitzmorris.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris

Board Members Absent:

- **Resolution #25 of 2022 (Transfer of Funds):** The Board of Trustees of the Town of Esopus Library authorize the Director, Brooke Dittmar, to transfer the funds (\$5020.33) from the Reserve for Cap Project fund to the Capital Board Restricted account. A motion to accept the resolution was made by Susan Leiching and seconded by Nancy Beranek.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris

Board Members Absent:

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

Written report submitted. Brooke reviewed the Director's report. Shannon and Emily are happy to see patrons coming in and asking for digital assistance through the Digital Navigator Program. Brooke also discussed the upcoming election and budget vote. Brooke met with Safeco about updating the security cameras. They provided a quote which included 3 additional cameras. She also met with a company called Verkada to see if they could send the library a security camera to try out. The library cancelled their delivery of the NY Times and the Daily Freeman due to lack of delivery folks delivering the papers. The library staff is purchasing the papers at the Stewarts shop in Port Ewen in the morning for the library. The community garden is progressing nicely. The children's garden is up and running also. Brooke will order additional chairs for the deck. Brooke also contacted Lime Energy who did the LED lighting inside the library to see about replacing the parking lot lighting. Brooke is waiting for a reply. Brooke has hired an Assistant Director. His name is Ben Gocker. He will start on June 2nd.

#### **V. FRIENDS -- Susan Leiching**

Susan reported that Friends met last week. Most of the meeting was about the 100th anniversary celebration of the Town of Esopus Library which will be on July 23rd. There are lots of activities planned. Friends is going to gift the library an outside picnic table which the Bruderhof Community is building. Susan wanted to remind the Board to help host the coffee at the 100th Anniversary library event.

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

- **Buildings and Grounds – Don Carragher**

Written report submitted. Don reviewed the committee meeting minutes. The bridge replacement job needs a written estimate proposal. The committee is waiting for a response from Agape. Don discussed updating the security system which Brooke had already mentioned during her report. There is lack of good drainage at the library. The committee will discuss this issue with the Town of Esopus. The gutters cannot handle a heavy rain. Grant applications are due to be processed soon. Don is hoping that folks are signing up for the grant writing workshop scheduled for June 21st. The cutouts for Handicap parking in the parking lot can be re-outlined. Don will take care of the repainting in those areas.

- **Governance and Personnel – Susan Leiching**

Written report submitted. Susan reviewed the committee meeting minutes. The committee is updating many policies. Resolutions for these updates are being presented.

- **Resolution #19 of 2022 (Removal of the Organizational Values Policy):** The Board of Trustees of the Town of Esopus Library agrees to the removal of the Organizational Values Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Don Carragher.  
AYES: 6; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Shannon Harris  
Board Members Absent:
- **Resolution #22 of 2022 (Tutoring Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Tutoring Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Reggie Heffernan.  
AYES: 6; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Shannon Harris  
Board Members Absent:

- **Resolution #23 of 2022 (Addition of Core Values Statement):** The Board of Trustees of the Town of Esopus Library accepts the addition of the Core Values Statement as a replacement for the Organizational Values Policy. A motion to accept the resolution was made by Nancy Beranek and seconded by Reggie Heffernan.  
 AYES: 6; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Shannon Harris  
 Board Members Absent:
  
- **Resolution #24 of 2022 (Removal of Using Laptop with Data Projector Policy):** The Board of Trustees of the Town of Esopus Library agrees to the removal of the Using Laptop with Data Projector Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Nancy Beranek.  
 AYES: 6; NAYS: 0; ABSTENTIONS: 0  
 Board Members Excused: Shannon Harris  
 Board Members Absent:

- **Sustainability, Research and Development** - Don Carragher  
 Written report submitted. Don reviewed the meeting minutes. The committee is investigating into the expansion of disaster services at the library. There are groups that can assist such as ARC/RCAL, Red Cross and others. The Facility Plan needs to be updated with the parking lot updates, security camera update, generator purchase and install as well as the bridge work. A representative from ARC (Anthony Minion) will come to the library and do an inspection. Michael Madison from Ulster County Emergency Services is planning to be at the Esopus Town Hall. Don will let everyone know the time that this will take place. He also spoke with Arace Electric for an estimate. Nancy was disappointed that she is not getting any responses from the paving companies at this time.

## VII. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Reggie Heffernan. The meeting was adjourned at 7:00 p.m.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris

Board Members Absent:

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

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES May 27, 2022 held via Zoom**

**Board Members Present:** Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Don Carragher, Susan Leiching

**Board Members Excused:**

**Board Members Absent:** Laura Lauria, and Shannon Harris

**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 Jim Fitzmorris at 3:18 pm

- **Resolution #26 of 2022 (Facility Plan Update)** The Board of Trustees of the Town of Esopus Library approves the attached updated Facility Plan for the Town of Esopus Library. A motion to accept the resolution was made by Reggie Heffernan and seconded by Susan Leiching.  
AYES: 5; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: Laura Lauria and Shannon Harris

## **II. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 3:26p.m.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: Laura Lauria and Shannon Harris

Town of Esopus Library  
June Board of Trustees Meeting  
Tuesday, June 28, 2022

**Agenda**

Call to order	Don Carragher
Approval of both May (5/24 and 5/27) 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 – Susan Leiching	
3. Sustainability, Research and Development – Don Carragher	
Next Scheduled Meeting	
Adjournment	

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Resolutions:

2022-27 – Payment of May Claims

2022-28 – Personnel Actions – B. Gocker-E.Peterson-M.Genter

2022-29 – Update to Section 3 of Personnel Policy Manual

2022-30 – Update to Section 4 of Personnel Policy Manual

Town of Esopus Library

Building and Grounds Committee      6.13.22      4pm

Attending: Jim Fitzmorris, Brooke Dittmar, Shannon Harris, Don Carragher

The MHLS preapplication for construction grants has been sent in but current guidelines may be too restrictive for some of the work we had planned. In question for funding are:

- Parking lot repair/resealing.
- Pond bridge replacement.

Other projects that fit the guidelines better are:

- Outdoor retractable awnings.
- Generator installation.
- Parking lot lighting additions and retrofits to LEDs.

Submitted: Don Carragher.

Next Meeting is scheduled for July 11<sup>th</sup> at 4:00 pm

**Director's Report to the Board**  
**June 28, 2022**  
**Brooke Dittmar**

Welcome to our new Trustees! I look forward to working with, and getting to know, all of you! I want to thank Mary, the Secretary to the Board, for all the hours and energy she expended getting ready for the vote. It is a meticulous and time-consuming activity, with a strict schedule that has to be followed. Thank you!

The Tax Appropriation passed easily, inspiring continued good feelings about community support, as well as their appreciation of our offerings and community involvement.

Reggie and I met with our Accountant, with questions about how things are reported to us, and how they are kept track of in accounting-land. We left with a greater understanding and satisfaction.

We have had some movement in the various projects we have been working on. I have had contact with Solar Alchemy, and they will follow through next week with the evaluation of the existing solar array. Liberty Security Services did a walk-through with Don and me, and will provide a quote for a replacement camera system for security. They are offering digital, instead of analog, and we were happy with what we learned from them about security systems and their product during our walk-through. A local company hooked up the trial camera from Vekada. The picture looks good, and we are still trying out the features. Don and I met with a person from the Joseph Stephano Company. This is for the repair, sealing and striping of the driveway and parking lots, and he has gotten back to us with a quote. Don did a beautiful job of painting the ramps up to the sidewalk from the parking lot. Thank you, Don! Also, the seal coating he did on the Adirondack chair prepared it nicely for Ben, our new Assistant Director, to put together, and it's looking good!

For longer-term needs, I have found a handy-man through one of our community gardeners! It can be difficult to find a handyman that will commit to the small projects that come up periodically (such as, for example, fixing the hand rail coming loose in the stair well, or replacing broken door stops). From talking with other Library Directors, it seems the best scenario is to find someone with experience and skills that is retired, or semi-retired. They can fit our needs into their schedule, and hopefully enjoy themselves while they're at it. The person I have spoken with, Dan Roth, is semi-retired, with experience, and is happy to do some odd jobs for us. The first project will be the fixing of the community garden gate.

Also meeting a long-term need, I have had two people volunteer to do weeding in the library's gardens! They have both started, and the results have been instantly noticeable! One person was an Election Inspector that helped during our recent vote, Deirdre Dullihan, and the second is one of the Community Gardeners, and long-time active patron, Mara DeDonna.

Our new Assistant Director, Ben Gocker, started work on June 2<sup>nd</sup>, and has been training in some of the varied areas and tasks that he will need to do, or supervise. Leading the staff while I'm gone, he has me feeling good about the attention he is paying to the responsibilities of the position.

The Friends are actively moving forward with the 100th year celebration. They will leave the brewing of the coffee to the Trustees, in preparation for also doing the coffee serving. Please consider being one of the Trustees that volunteers for this activity, and letting me and the Friends know. We have a number of carafes that can be filled ahead of time to facilitate the serving. This will be a good opportunity for the Trustees to interact with the public, as many interesting conversations are bound to occur. If any of you have pictures of the old library, or the building of the new library, I am planning to put up an historical display for the celebration.

Charlie Seymour's final musical appearance was a great time. The group had just finished recording in the studio, so were as well-honed as could be. For those of you who don't know Charlie, or about the guitar classes and programs that he planned and carried out for a number of years before COVID hit, he was the driving force in our partnership to provide free learning and jamming experiences to a large number of patrons. I call it the Golden Age of the Library. A lot of happiness and good feelings were generated, and we have missed them terribly during our scaling back.

Shannon and I have been opening the various Adult programs scheduled by our former Adult and Teen Programmer before she left. They are mostly online, but a few are live. We are currently advertising for a replacement for this position.

MHLS's IT Department has been with us a number of times this month, either virtually, or in person, to help get the bugs out of our system. We have a number of replacement computers coming to us this month, which should help our network work more smoothly.

We had our annual inspection of our fire extinguishers and emergency lights. We have also scheduled our annual fire sprinkler inspection.

After the board's approval of the updated Facility Plan, I submitted the initial form to Mid-Hudson Library System for the 2022 Construction Grant application. This submission contains the projects for which we plan to pursue funding, as well as attestations that our projects meet the MHLS criteria, as well as the NYS Department of Library Development's criteria for this grant.

I am finishing up our final report on the Construction Grant that we applied for in 2020. This grant was to meet our needs for funding of the digital sign.

Although we had a number of requests to be open on Saturdays, our adding Saturdays to our open schedule two and a half months ago, has not resulted in much Saturday use. I'm hoping use picks up once patrons get used to the fact that we are again open on Saturdays. We will keep an eye on the numbers to evaluate the usefulness of this change.

Formal outside meetings and trainings Brooke attended:

- MHLS (Mid-Hudson Library System) Director's Association meeting
- UCLA (Ulster County Library Association) Director's meeting
- SENYLRC (Southeastern New York Library Resources Council) Annual meeting
- New York State Library Personal History Initiative Webinar
- Overdrive Marketplace Report Webinar



**Town of Esopus Library  
Finance Committee Minutes  
June 9, 2022**

**Attendance:** Susan Leiching, Reggie Heffernan, Brooke Dittmar

The payment of claims for \$12,735.15 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the June meeting.

A meeting was set up to meet with our accountant on June 14. Questions we wanted to review included:

- Why is there retained earnings of \$183,482.76 under equity on the balance sheet?
- Why doesn't the balance sheet change to reflect current activity?
- How can we find what we actually have to spend at the end/beginning of the year?

It should be noted that on the balance sheet the \$90,000 operational reserve now has a separate checking account (In the future the unassigned fund balance will have sub-accounts to reflect the \$90,000 operation reserve.). Also, under equity, the reserve for cap project and restricted reserve have been combined for simplicity.

It was noted that confusion occurs on voucher log because payroll is every other week. The opposite weeks are when other expenses are reviewed by a trustee. However, wage work expenses must be done at the end of the month. This may cause confusion especially in a month with five weeks. It was suggested we remove the report month on the first column of the voucher log to reduce that confusion.

A part time employee who is on Medicare has asked if she can also be partially reimbursed for her expenses like the director is since she is not able to use our insurance either. We recommend that Governance & Personnel provide a policy for these instances.

Respectfully submitted,

Reggie Heffernan, Acting Co-Treasurer

**Next Meeting  
Thursday, July 12, 2022  
4 pm**

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

**June 14, 2022  
(2<sup>nd</sup> Tuesday, @ 4pm)**

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

The meeting was called to order at 4:10 PM

1. Reviewed and revised the personal policy – Personal Business Time – clarified the definition and circumstances to use the personal business time.
2. Reviewed and revised the Health Insurance policy. Brooke will change both of the policies and forward to Mary for resolutions.
3. Discussed the Open Meeting Law which was presented through the MHLS. The procedure of using virtual meeting and on premise meeting was discussed. This procedure needs more discussion and investigation.

Meeting adjourned at 5:00 pm

Respectfully submitted,  
Susan Leiching, Chairperson

**Next meeting is July 12, 2022  
4:00 PM**

Town of Esopus Library  
Board of Trustees Reorganizational Meeting  
Tuesday, June 28, 2022 – 6:00 pm

- Call to Order- James Fitzmorris
- Introduction and Welcome to new trustees- Board
- Presentation of Slate of Officers for June 2022 to June 2023– Don Carragher
- Election of Officers- James Fitzmorris
- Adjournment- New President

Town of Esopus Library  
Sustainability, Research & Development Committee     June 8, 2022     4pm

Attending: Reggie Heffernan, Nancy Beranek, Brooke Dittmar, Don Carragher  
Absent: Laura Lauria     Excused: Shannon Harris

Current efforts to get estimates for this year's Construction Grant Application were reviewed:

- Arace Electronics- Generator installation
- Agape Construction- Bridge replacement
- Larkin Paving- parking lots seal/repair/stripe
- Solar Alchemy- solar array assessment

The solar plant does have a total electrical production readout that we want to learn to understand.

Submitted: Don Carragher.

Next meeting scheduled for July 13<sup>th</sup> at 4:00 pm