

Town of Esopus Library
August Board of Trustees Meeting
Wednesday August 26, 2020

Agenda

Call to order	Susan Leiching
Approval of July Board Meeting Minutes	
Election of Vice-President	
Public Comment	Public
Treasurer's Report/Finance Committee	Jill Abrahamsen
Director's Report	Brooke Dittmar

Committees

1. Buildings, Grounds and Sign- Jim Fitzmorris
2. Governance and Personnel, Susan Leiching
3. Research and Development, Anne O'Neill
4. Sustainability, Rhea Paniesin

Adjournment

Resolutions:

2020-28– Payment of July Claims

2020-29 – Approval of 2021 Budget

2020-30 – Personnel Actions – Jennifer Russell

2020-31 – Exceed Tax Cap

TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES July 22, 2020

Board Members Present: Susan Leiching, Jill Abrahamsen, Don Carragher, Gilbert Ramos, Jim Fitzmorris and John Miller

Board Members Excused: Anne O'Neill

Board Members Absent: Rhea Paniesin

Staff Present: Brooke Dittmar and 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 June Board meeting held on June 24, 2020 were submitted and open for review. A motion to accept the minutes of the June Board meeting held on June 24, 2020 was made by Gilbert Ramos and seconded by Don Carragher.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Anne O'Neill

Board Members Absent: Rhea Paniesin

III. VICE PRESIDENT ELECTION - Bob Santiago has resigned from the Board of Trustees, and Jim Fitzmorris has graciously agreed to replace Bob in the position of Vice President. Don Carragher made a motion to accept Jim Fitzmorris for Vice President and Gilbert Ramos seconded.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Anne O'Neill

Board Members Absent: Rhea Paniesin

IV. TREASURER'S REPORT/FINANCE – Jill Abrahamsen

Written report was submitted. Jill Abrahamsen reviewed the written report.

- **Resolution #25 of 2020 (Payment of June Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from June 1, 2020 to June 30, 2020 for items in the amount of \$7,592.70. 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: Anne O'Neill
Board Members Absent: Rhea Paniesin

- **Resolution #26 of 2020 (Health Benefit Plan for 2020-2021)** The Board of Trustees of the Town of Esopus Library accepts and approves the Health Benefit Plan for 2020-2021. A motion to accept the resolution was made by John Miller and seconded by Gilbert Ramos.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Anne O'Neill
Board Members Absent: Rhea Paniesin

V. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the Director's report. The staff has been very busy with the tasks associated with the curbside opening and circulation/programming duties of the Library. Many precautions are in place due to the pandemic. We are also preparing for the annual vote which is scheduled for September 15, 2020. We have four Board member openings this year.

VI. COMMITTEE REPORTS

- **Buildings and Grounds and Signs**–Anne O'Neill
Written report submitted by Anne. Jim reviewed the meeting minutes. The electronic sign project is progressing nicely. The community garden is doing very well.
- **Governance and Personnel** – Susan Leiching
The Governance and Personnel Committee did not meet in July.
- **Research and Development** – Anne O'Neill
Written report submitted. Susan reviewed the meeting minutes in Anne's absence. The committee is considering applying for a national grant from the Institute of Museum and Library Sciences is for continuing education for librarians. The Radio Play is scheduled for July 31st at 6:00 pm. The Library calendar is updated with information on how a person can listen to it via Zoom. Jim mentioned that Jimmy Buff from Radio Kingston arranged a meeting with Jennifer, Brian and himself. They spent time recording the commercials about the radio play.
 - **Resolution #27 of 2020 (Approval of Expenditures for Digital Sign):**
The Board of Trustees of the Town of Esopus Library approves the expenditures for the digital sign. A motion to accept the resolution was made by Gilbert Ramos and seconded by Don Carragher.

AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Anne O'Neill
Board Members Absent: Rhea Paniesin

The Board of Trustees are all in approval of submitting the application for a Construction Grant for the purchase and installation of the digital sign. Susan will need to sign the assurance forms in blue ink. Jill will need to sign a bank statement or sign a letter stating that the Town of Esopus Library has the funds. The sign will take 4 -6 weeks to be built and installed. The sign will be ordered after the contract is signed with Timely Signs.

- **Sustainability Committee** – Rhea Paniesin
Written report submitted. Don reviewed the meeting minutes in Rhea's absence. The Sustainability Committee is in-between major projects. Rhea will write the press release about the library achieving the Green Business Partnership certification, which is one third of the Sustainable Libraries Initiative Certification we are working toward. The remaining two parts are still to be done.

VIII. ADJOURNMENT

There being no further business or discussion, Jim Fitzmorris made a motion to adjourn and it was seconded by Don Carragher. The meeting adjourned at 6:54 pm.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Anne O'Neill
Board Members Absent: Rhea Paniesin

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

**Town of Esopus Library
Building, Grounds & Sign Committee Minutes
August 10, 2020**

Present: Brooke Dittmar, Anne O'Neill, Jim Fitzmorris, Jill Abrahamsen and John Miller

The Construction grant application was completed and submitted by the August 7 deadline. We chose the Digital Sign project as our target for supplemental funds.

The sign project will begin soon, with Arace Electric and Timely Signs contacted to do the work. A hole, approximately 8-inches in diameter, exists near the library's driveway. Despite several attempts to fill the hole, its contents seem to disappear further underground. Jim plans to investigate using a floodlight while probing the interior with a grade stake.

Jim will strategically/surreptitiously place used cat litter near areas frequented by destructive woodchucks in order to encourage them to vacate the area, as felines are predatory toward them.

A tree along Rte. 9W on the library property obstructs southbound-traffic view of the future digital sign. Jim and Don will remove this tree.

Respectfully submitted,
Jim Fitzmorris

Director's Report to the Board
August 26, 2020
Brooke Dittmar

There continues to be changes at the library. Last semester Alex started going to school to get his Masters in Teaching. This semester he will start going full time, and will be leaving us. We will miss him, as will the patrons.

Jenn has taken a Director's position at the Saugerties Library, and started this week. I will miss having her help in completing the many things that need to be dealt with continually, as well as her perspective when I need to make changes. She will be missed by all of us.

Curbside is going smoothly. We are starting to look at safety changes that might need to be made in order to allow some use of the computers. The use of a computer is an area of need that is vital in some of our patrons' lives, so it is important to explore the implementation their use.

Staff continues to meet weekly for 1½ to 2 hours, to discuss issues and ideas. It really helps us keep things moving forward, and allows us to throw around ideas for programs, services, and resolving problems.

The Trustee and budget vote will be held September 15th at the library. We're still working out the logistics. We will offer absentee voting, as always. It feels strange to be doing it in September, as well as doing it later than the first Tuesday of the month. It kind of interferes with the usual rhythm of preparations. Mary is doing a great job keeping us on track, with all the tasks that need to be done leading up to the vote. Polls will be open from 10:00 AM to 8:00 PM. We need people to volunteer to serve on the board, and run as write-ins. We will only have one candidate by petition on the ballot. Please consider your acquaintances, and if they would bring some positive work to the board.

The county legislature has chosen to continue supporting the libraries in Ulster County, but with a 10% reduction in the amount provided last year. This money is used mostly for the e-resources that we have access to. There will be a 22.6% reduction in the Local Library Services Aid (LLSA) that we receive every year from the State. Last year it was \$2,872.

The Trustee COVID briefing with MHLS will be held this Thursday, Aug 27th. You can sign up through the MHLS calendar.

The Summer Reading Program is wrapping up this week. The number of books read by participating adults was 201 books, and for the teens, they read 107. That's a total of 308. The number of books read by the teens was particularly impressive, especially since last year they did not log any books read.

Town of Esopus Library
Finance Committee
(Two separate meetings were held this month)

August 13, 2020 Meeting

Attendance: Jill Abrahamsen, Brooke Dittmar, Susan Leiching, John Miller and Rhea Paniesin.

The Finance Committee meeting was held via Zoom on August 13th. The payment of claims for the month of July was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the August Board meeting on the 26th. Brooke has finished the Budget for 2021 and will forward copies to Finance Committee members later today and another meeting is planned for Tuesday August 18th at 4:30 via Zoom.

August 18, 2020 Meeting

Attendance: Jill Abrahamsen, Susan Leiching and Brooke Dittmar

The Finance Committee additionally met via Zoom on Tuesday August 18th. The budget for 2021 was discussed and approved. The final budget for 2021 will be sent to all Board members by Wednesday August 19th so that the budget can be reviewed by all Board members and a resolution can be presented to the Board on August 26th.

The next meeting of the Finance Committee will meet on September 10th at 4:30pm.

Submitted by Jill Abrahamsen

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

**August 11, 2020
(2nd Tuesday, @ 5pm)**

Attendance: Susan Leiching, Brooke Dittmar, Rhea Paniesin, John Miller and Don Carragher

The Governance and Personnel Committee met via Zoom. We discussed the position of the assistant librarian director. Jennifer is resigning to take a new position at another library.

The next move for the library is to make the computers available to patrons through appointments.

Virtual programming has been successful.

Meeting adjourned at 5:35 pm

Respectfully submitted,
Susan Leiching

Next meeting is September 8, 2020

**Town of Esopus Library
Research & Development Committee
August 12, 2020 at 4:00 PM**

Present: Jill Abrahamsen, Jim Fitzmorris, Anne O'Neill
Absent: Gilbert Ramos
Staff: Brooke Dittmar

Radio Show: The show entitled "Zero Hour" by Ray Bradbury came to a successful completion. It aired on Kingston Radio (WKNY - 107.9 FM) on Friday, July 31, 2020. Thanks to Jim Fitzmorris, Jimmy Buff at the radio station, the Director, Barbara Melzer and all 12 people who participated for their hard work and dedication.

We used the Arts Mid-Hudson Grant which we received to pay for the two professional performers. Library attendees participated in roles and supplied sound effects. The library has made good connections with the radio station, Arts Mid-Hudson and all who were involved. A link to the performance is available on our website.

Grants: The Construction Aid Grant was submitted and is being reviewed. Brooke emailed the committee info on additional grant possibilities.

Library Opening: On-line and phone requests for curbside book pickup by appointment continues. No date has been set for opening the entire library as yet. An important service needed for opening is computer availability for those who don't have computers and need it for job applications, etc. Cars have been seen in the parking lot, as patrons access the library Wi-Fi.

Next meeting is Wednesday, September 9, 2020 at 4 PM.

Respectfully submitted,
Anne O'Neill

**Town of Esopus Library
Sustainability Committee Minutes
August 12, 2020**

Present: Don Carragher, Brooke Dittmar, Jim Fitzmorris, Rhea Paniesin, Gilbert Ramos

Discussed inability to get into NYLA Sustainable Libraries website. Rhea suggested trying to use the password for accessing the Green Business Partnership Website. Brooke had tried that previously.

Brooke was able to access the website without the password, but was not allowed to directly print from it. She copy/pasted the "Action Item Form", so that the committee could look over the next steps in attaining the Sustainable Libraries Initiative Certification. NYLA's Becky C. will provide the password when Brooke does the website orientation with her.

Brooke emailed us a pdf of the next steps on our adventure to become a NYLA Certified Sustainable Library. Looks like a lot of work. Looks interesting. We will familiarize ourselves with the document and discuss it next month.

We received the Certificate from the Green Business Partnership. Brooke read it to us and will see that it is put on the library web page.