

Town of Esopus Library  
September Board of Trustees Meeting  
Wednesday September 23, 2020

**Agenda**

Call to order	Susan Leiching
Approval of August Board Meeting Minutes	
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

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Resolutions:

2020-32 – Personnel Actions – A. Ferguson and K. Charles-Scaringi

2020-33– Payment of August Claims

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES August 26, 2020**

**Board Members Present:** Susan Leiching, Jill Abrahamsen, Don Carragher, Gilbert Ramos, Jim Fitzmorris, John Miller, Anne O'Neill, and Rhea Paniesin

**Board Members Excused:**

**Board Members Absent:**

**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 6:04 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 July Board meeting held on July 22, 2020 were submitted and open for review. A motion to accept the minutes of the July Board meeting held on July 22, 2020 was made by Jim Fitzmorris and seconded by Don Carragher.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

## **III. TREASURER'S REPORT/FINANCE – Jill Abrahamsen**

Written report was submitted. Jill Abrahamsen reviewed the written report. They had two meetings. The budget is completed. The Board needs to approve the budget.

- **Resolution #28 of 2020 (Payment of July Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from July 1, 2020 to July 31, 2020 for items in the amount of \$14,490.42. A motion to accept the resolution was made by Rhea Paniesin and seconded by Anne O'Neill.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:
- **Resolution #29 of 2020 (Approval of 2021 Budget)** The Board of Trustees of the Town of Esopus Library accepts and approves the 2021 budget in the amount of \$486,994, with a tax appropriation of \$396,884 in order to continue

the same level of service to the Town of Esopus. A motion to accept the resolution was made by John Miller and seconded by Jim Fitzmorris.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #31 of 2020 (Exceed Tax Cap)** The Board of Trustees of the Town of Esopus Library approves exceeding the tax levy limit for 2021. A motion to accept the resolution was made by Jill Abrahamsen and seconded by Anne O'Neill.

AYES: 7; NAYS: 1; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Written report submitted. Brooke reviewed the Director's report. Brooke hired a new accountant, a new assistant director and a new cleaner. Jennifer has left the Town of Esopus Library to take a director position at the Saugerties library. The new assistant director will start on September 21, 2020. The annual vote of the Town of Esopus Library will be held on September 15<sup>th</sup> at the Library in the Community Room. The Governor of New York did an executive order about voting. The Library has to accept requests for ballots by telephone, internet or electronically. Absentee ballots have to be in by the day of the vote. Jill asked if we could have a drop box for absentee ballots to be deposited. The voters with absentee ballots need to schedule a time to drop off their absentee ballot. Curbside pickup is going well. No additional info for allowing computer use. The new accountant informed Brooke about a COVID19 grant to help with the expenses due to the pandemic.

\* Trustee training zoom meeting at 1:30. Sign up\*??

#### **V. COMMITTEE REPORTS**

- **Buildings and Grounds and Signs**–Jim Fitzmorris  
Written report submitted. Jim recapped the meeting minutes. The application for the Construction Aid Grant was submitted and the sign project will start shortly. No date has been set for the start of the sign installation. Jim has placed some cat litter near the hole by the driveway to discourage any animals from visiting. Gilbert asked about the plans for the existing sign. The existing sign will be moved next to the library in the future. Brooke will discuss the hole near the driveway with Art Cross since he was involved with the initial building.
- **Governance and Personnel** – Susan Leiching

Written report submitted. Susan recapped the meeting minutes. Brooke talked about allowing patrons to use the computers by appointment. The new assistant director was also discussed.

- **Resolution #30 of 2020 (Personnel Actions - Jennifer Russell)** The Board of Trustees of the Town of Esopus Library accepts and approves the resignation of Jennifer Russell. A motion to accept the resolution was made by Anne O'Neill and seconded by Don Carragher.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Research and Development – Anne O'Neill**

Written report submitted. Anne reviewed the meeting minutes. The radio play was on held on July 31st and it was very successful. The planning of the play spanned over 14 months from inception. We used the Arts Grant to pay for some of the performers.

- **Sustainability Committee – Rhea Paniesin**

Written report submitted. Rhea reviewed the meeting minutes. Brooke provided a large document to review for the next phase of the certification. She showed the certificate for the Green Business Partnership. It was suggested that an article regarding the Town of Esopus Library Green Business Partnership progress be submitted to the Mid-Hudson Library Newsletter.

## **VI. TRUSTEE TRAINING**

Gilbert reminded the Board that the Fall Trustee Training will be offered online. Gilbert has offered to send this info to all of the trustees. This information is also listed in the Mid-Hudson Library website.

## **VII. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Jim Fitzmorris. The meeting adjourned at 6:55 pm.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

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 August 26, 2020**

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

Town of Esopus Library  
Buildings Grounds & Sign Committee Meeting Minutes  
September 14, 2020

Present: Brooke Dittmar, Don Carragher and Jim Fitzmorris

Sign Project: Brooke has had a problem getting onto the work schedule for excavation/electrical work with Arace. She will contact them again. She will then contact Timely Signs for installation. Timely Signs needs 4 to 6 weeks lead time for scheduling.

Regarding tree removal near 9W: We have learned that, due to the risk of insurance liability, only licensed professionals should be undertaking such jobs. Don is contacting tree services to get estimates for the tree removal work.

The community garden's season will end November 30th. This will allow harvest of fall flowers/vegetables and late-bearing varieties.

The foot bridge by the pond has many planks needing replacement. Jim has taken measurements and will acquire materials and make the necessary repairs.

Next meeting will be October 5th @ 4pm, This meeting has been shifted earlier by one week due to the Oct 12th holiday.

Respectfully submitted,  
Jim Fitzmorris



Town of Esopus Library  
Finance Committee

September 10, 2020  
(2<sup>nd</sup> Thursday at 4:30pm)

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

The September finance committee meeting was held via Zoom.

The payment of claims for the month of August was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the September 23<sup>rd</sup> Board meeting. The budget vote and vote for Trustees is scheduled for September 15<sup>th</sup>.

The next meeting of the Finance Committee will be on October 8<sup>th</sup> at 4:30pm.

Submitted by Jill Abrahamsen

Town Of Esopus Library  
Governance and Personnel Committee  
September 8, 2020

The Governance and Personnel Committee did not meet in September.

Respectfully submitted,  
Susan Leiching, Chairperson

Next meeting is October 13, 2020

Town of Esopus Library  
Board of Trustees Reorganizational Meeting  
Wednesday, September 23, 2020 – 6:00 pm

- Call to Order- Susan Leiching
- Welcome to new trustees- Board
- Oath of office/ Swearng In - Chelsea Marino, Notary Public
- Presentation of Slate of Officers for September 2020 to June 2021– Jim Fitzmorris
- Election of Officers- Susan Leiching
- Adjournment- New President

Town Of Esopus Library  
Research and Development Committee  
September 9, 2020

The Research and Development Committee did not meet in September.

Respectfully submitted,  
Anne O'Neill, Chairperson

Next meeting is October 14, 2020

Town Of Esopus Library  
Sustainability Committee  
September 9, 2020

The Sustainability Committee did not meet in September.

Respectfully submitted,  
Rhea Paniesin, Chairperson

Next meeting is October 14, 2020

## **COMMITTEE APPOINTMENT AND MEETINGS**

Each Trustee will serve on two to three committees, assigned by the President. Each trustee will not stay on a committee for more than 2 years. The President of the Board shall appoint each committee's chair. The Committee Chair will provide a written committee report to be included in the board meeting packet. A verbal summary will be given at the meeting. Each Committee meets one time monthly, or as necessary, given the committee's project load.

### **RESEARCH AND DEVELOPMENT COMMITTEE**

- Write grants
- Organize fund raising events
- Solicit donations from the community

### **GOVERNANCE AND PERSONNEL COMMITTEE**

- Implement an annual evaluation and review process for the library and board
- Coordinate an annual evaluation for the Library Director
- Review and revise policies, personnel manual and by-laws on a 3-year cycle; specific areas more frequently if needed
- Support Library director with personnel issues
- Present resolutions as appropriate to the board

### **FINANCE COMMITTEE**

- Review all income and expenditures of current operating budget
- Review next year's budget for recommendation to the board
- Assist Library Director in making large financial decisions
- Present resolutions as appropriate to the board
- Review and update financial policies

### **BUILDINGS AND GROUNDS COMMITTEE**

- Document significant aspects of building construction decisions
- Understand all significant/minor maintenance issues
- Develop/forecast future expansion plans
- Assist in lining up contractors
- Present resolutions as appropriate to the board

### **SUSTAINABILITY COMMITTEE**

- Identify specific ways to improve systems and processes for increased sustainability for the library and the community.
- Work with the library director and staff to implement changes
- Work toward obtaining Sustainable Libraries certification through the New York Library Association by focusing on the areas of environment, physical plant, finance and community

### **TRUSTEE TRAINING COMMITTEE**

- Ensure the training of new trustees and provide updated manuals
- Develop a training plan and schedule for the upcoming year
- Provide information on upcoming MHLS trainings
- Arrange for and/or provide trustee training
- Track attendance at training

### **OFFICERS NOMINATING COMMITTEE**

- Participants recruited by the Vice-President
- Presents a report containing a slate of qualified, interested candidates to the Board at the reorganization meeting
- The officers nomination committee is automatically disbanded after its report is formally presented to the Board

**Director's Report to the Board**  
**Sept 23, 2020**  
**Brooke Dittmar**

This week Kristin Charles-Scaringi started in our Assistant Library Director position. She will attend the October board meeting so that you and she can introduce yourselves to each other. For a number of years she was the second in command at the Kingston Library, and brings a lot of library knowledge and experience with her.

The Trustee and budget vote was held September 15<sup>th</sup> at the library. With a lot of planning, and help in setting up, as well as during and after the election/vote from both Don and Mary, it went very smoothly. We offered absentee voting to all Town of Esopus residents, as well as COVID-safe in-person voting. We had more than twice as many people vote by absentee ballot as during a normal year. I was surprised and happy to have had a little over 100 community members vote. We have had that number or less for the past 4 years. 93 people voted yes on the budget, and 6 voted no. Susan and Jill were both elected to Trustee positions, and I have been contacting the rest of the people whose names were written in, to see if any of them would like to serve. So far all of the people contacted have declined the positions. It was obvious that none of them knew that they had been voted for. I have a few more people to hear back from, but it looks like we have 2 unfilled positions. Next year I expect that we will be able to hold the vote on the first Tuesday in June, as usual, so any appointments to those 2 positions would not be for a full year.

The lawn guy took to heart my request to make the back area of the library look great for the vote. All the phragmites were cut down around the pond, the weed whacking was well done, and all the vines were off the fence. The remaining trees, that had had established themselves on the pond dike were cut down, as requested. They also did some weeding, including around the upper parking lot.

The Fall Trustee trainings have begun. I forwarded the schedule of workshops to you at the beginning of the month. You can see the offerings on the Mid-Hudson website calendar, also. Keep in mind that their Trustee Essentials training is required of all Esopus Library Trustees, and if you have not yet attended one, this is the time to sign up. The trainings are very interesting, and you get a chance to hear what other libraries are doing, when the participants ask questions. Trustee Essentials held Sept 10<sup>th</sup>, with another session being held Tues, Oct 13, 10:00 am. Another "Beginning" level training, Core Values and Ethics (AKA Policies 101), was held Sept 17<sup>th</sup>, and will repeat on Oct 21<sup>st</sup>. Intermediate trainings, for those that have been on the board for 2 or more years (but also not restricted for 1<sup>st</sup> year Trustees) are Legal Issues: New Minimum Public Library Standards, which was held on Sept 22<sup>nd</sup> (no other session is scheduled), and Financial and Fiduciary Responsibility is schedule December 2<sup>nd</sup>. The final offering, which they are considering "Advanced" will be held on December 8<sup>th</sup>, 7 Habits of Highly Effective Boards. The new public library minimum standards go into effect January 1<sup>st</sup>, 2021. The way I understand it, we are to work on them starting on that date, and report on our progress in the Annual Report to the State, in February 2022.

**Town of Esopus Library  
Board of Trustees Reorganizational Meeting  
Wednesday, Sept. 23, 2020 – 6:00 pm**

**Attendance Sheet**

- 1. Susan Leiching**
- 2. Jill Abrahamsen**
- 3. Gilbert Ramos**
- 4. Don Carragher**
- 5. Jim Fitzmorris**
- 6. Rhea Paniesin**
- 7. Anne O'Neill**

**GUESTS:**

**STAFF: Brooke Dittmar, Mary Garraty and Chelsea Marino**



**Town of Esopus Library  
September Board of Trustees Meeting via Zoom  
Wednesday, September 23, 2020 – 6:15 pm**

**Attendance Sheet**

- 1. Susan Leiching**
- 2. Rhea Paniesin**
- 3. Jill Abrahamsen**
- 4. Jim Fitzmorris**
- 5. Don Carragher**
- 6. Anne O'Neill**
- 7. Gilbert Ramos**

**GUESTS: None**

**STAFF: Brooke Dittmar and Mary Garraty**