

Town of Esopus Library  
January Board of Trustees Meeting  
Held on Wednesday, January 28, 2020

**Agenda**

Call to order Susan Leiching

Approval of December 2019 Board Meeting Minutes held on January 8, 2020

Public Comment Public

Treasurer's Report/Finance Committee Jill Abrahamsen

Director's Report Brooke Dittmar

Friends' Report Susan Leiching

Committees

1. Buildings, Grounds and Sign, Jim Fitzmorris and Bob Santiago
2. Governance and Personnel, Susan Leiching
3. Research and Development, Anne O'Neill
4. Trustee Training Committee, Gilbert Ramos
5. Sustainability Committee, Rhea Paniesin

Training Session

Adjournment

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Resolutions:

2020-01 – Personnel Action – David LaTourette Resignation

2020-02 – Payment of December Claims

2020-03 – Financial – General Accounting Practice Policy Update

2020-04 – Bomb Threat Policy Update

**Sign / Buildings & Grounds  
Committee Meeting Minutes**

January 13, 2020

Board Members Present: Jim Fitzmorris, Anne O'Neill, Bob Santiago, Don Carragher,  
John Miller and Jill Abrahamsen

Staff: Brooke Dittmar

The following items were discussed pertaining to Buildings and Grounds:

- An energy audit will be held on 2/10/20. A preliminary energy audit indicated low electric output. The heat pumps and furnace appear to be okay.
- Hugo Jules of Jules Energy Conservation is scheduled to do an energy audit of the entire buildings and grounds including the solar panels.
- The Committee discussed construction grants and matching grants. Future grant applications are being explored.
- The Committee is continuing discussions regarding the replacement or modifying of existing ceiling lights to LED lights. We are also reviewing specific areas of the library for LED lights as well as the entire building.

Next meeting is scheduled for 2/10/2020.

Submitted by Bob Santiago

**TOWN OF ESOPUS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
December 2019 meeting held on January 8, 2020**

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

**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 6:08 pm.

**II. APPROVAL OF MEETING MINUTES**

Written minutes for the November Board meeting held on December 4, 2019 were submitted and open for review.

- A motion to accept the minutes of the November Board meeting held on December 4th was made by Don Carragher and seconded by Anne O'Neill.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

**III. PUBLIC COMMENT - None**

**IV. TREASURER'S REPORT/FINANCE – Jill Abrahamsen**

Written report was submitted. Jill Abrahamsen reviewed the written report. Interviews have taken place for a new account clerk. A new account clerk has been hired.

- **Resolution #40 of 2019 (Payment of November Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from November 1, 2019 to November 30, 2019 for items in the amount of \$18,407.06. A motion to accept the resolution was made by Don Carragher and seconded by Bob Santiago.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

**V. DIRECTOR'S REPORT** – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the Director's report. The Volunteer Appreciation Breakfast was a great success. Susan thanked Jim for his reading at the volunteer breakfast. The Library received the "PILOT" (Payment In Lieu Of Taxes) payment today. Thanks went to Gilbert for receiving another \$500.00 donation that will go toward the digital sign project. This donation was from the Gilpatric-VanVliet Funeral Home.

**VI. FRIENDS' REPORT** - Susan Leiching.

Susan reported that Friends will present the library with a check for \$10,000 on Friday.

**VII. COMMITTEE REPORTS**

- **Buildings and Grounds and Signs**–Jim Fitzmorris  
Written report submitted. Jim reviewed the meeting minutes. The committee is proposing to convert the indoor fluorescent lights to LED lights in order to take advantage of lower power use and longer life bulbs.
- **Governance and Personnel** – Susan Leiching  
Written report submitted. Susan reviewed the meeting minutes. Four Sustainability Policies and a Sustainability Mission Statement were presented to the Board. Some of the Board members felt that the policies needed to go back to the Sustainability Committee for further scrutiny.
  - **Resolution #42 of 2019 (Personnel Action - Margaret Gentile - Hire):**  
The Board of Trustees of the Town of Esopus Library approves the hiring of Margaret Gentile. A motion to accept the resolution was made by Anne O'Neill and seconded by Jim Fitzmorris.  
AYES: 9; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused:  
Board Members Absent:
- **Research and Development** – Anne O'Neill  
Written report submitted. Anne reviewed the meeting minutes. We now have \$750 instead of the \$650 originally reported from the Arts Mid-Hudson grant for the Radio Play. The AARP grant that we are pursuing, will be used for better accessibility for seniors.
- **Sustainability Committee** – Rhea Paniesin  
Written report submitted. Rhea reviewed the report. Cheryl Alloway, a Certified Master Gardener, contacted Don about meeting to discuss a xeriscape. Xeriscape is a style of landscape design requiring little or no irrigation or other

maintenance. Don has connected with Sun Common and ECS who have agreed to come to the Esopus Library and teach us how the Library's solar electric system works as well as how the billing for solar electric works.

- **Trustee Training Committee** – Gilbert Ramos

The Trustee Training committee did not meet in person in December.

Committee members Anne O'Neill and Gilbert Ramos had a phone conversation and agreed that the topic for discussion at the next Board meeting would be Library Board Meetings.

### **VIII. Training Session – Anne O'Neill**

Library Board meetings are part of the Open Meeting Law. Meeting packages are to be provided a week before the meeting and all board members are to be ready to discuss the topics from the meeting packet. Regular attendance is necessary at Board and Committee meetings. Any trustee that has three unexcused absences is considered resigned. The Board needs to have a quorum when a vote is taking place. Our Board must have at least 5 of the 9 members present for a quorum.

### **IX. ADJOURNMENT**

There being no further business or discussion, Susan Leiching made a motion to adjourn and it was seconded by Don Carragher. The meeting adjourned at 6:40 pm.

AYES: 9; 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  
Finance Committee

January 9, 2020  
(2<sup>nd</sup> Thursday at 4:30pm)

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

The payment of claims for the month of December was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the January Board meeting on January 29th.

Next meeting of the Finance Committee is February 13th at 4:30pm.

Submitted by Jill Abrahamsen

Town of Esopus Library  
Finance Committee

January 9, 2020  
(2<sup>nd</sup> Thursday at 4:30pm)

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

The payment of claims for the month of December was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the January Board meeting on January 29th.

Next meeting of the Finance Committee is February 13th at 4:30pm.

Submitted by Jill Abrahamsen

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

**January 14, 2020  
(2<sup>nd</sup> Tuesday, @ 5pm)**

**Attendance:** Susan Leiching, Brooke Dittmar, Rhea Paniesin, John Miller

**Excused:** Don Carragher

1. We reviewed the General Accounting Practices Policy and made a few changes. This policy will be presented to the Board for approval.
2. We reviewed the Bomb Threat Policy and made some changes utilizing input from brochures from Homeland Security and NSA. This policy will be presented to the Board for approval.

Meeting adjourned at 5:51 pm

Respectfully submitted,  
Susan Leiching

**Next meeting is February 11, 2020**



Town of Esopus Library  
Research & Development Committee  
January 22, 2020 at 4:00 PM

Present: Jill Abrahamsen, Gilbert Ramos, Anne O'Neill.

Staff: Jennifer Russell

Excused: Jim Fitzmorris, Bob Santiago

**Grants:** We were awarded an Arts Mid-Hudson. A celebration is being held in Poughkeepsie on February 13<sup>th</sup> for organizations that were awarded the grant. Jennifer will attend with several Board members.

The Stewart's Holiday Match Grant submission will be sent on January 31, 2020.

Brian and Jen are applying for the Teen Library Internship Grant. A teen gets an overview of what it is like to work at the library. The teen would travel to Chicago and give a presentation. The grant is for small and rural libraries.

Gilbert is working on the Dollar General Literacy Grant for books on Dyslexia and software for literacy programs.

The Construction Aid Grant application is due in August. This is planned to be used for our digital sign or lighting needs. .

**Radio Play:** Barbara Metzger, Jem, Jennifer, Brian and Brooke will meet January 28<sup>th</sup> to start planning the Radio Play.

**Fundraiser:**

Anne is working on a program in May with the Strawberry Hill Fiddlers.

Next meeting is Wednesday, February 12, 2020 at 4:00 PM.

Respectfully submitted,  
Anne O'Neill

**Sustainability Committee Meeting Minutes**  
**January 22, 2020**

Present: Don Carragher, Gilbert Ramirez, Jennifer Russell, and Rhea Paniesin  
Excused: Jim Fitzmorris

Don reported that Cal Truman of Sun Common and Hugo Juiles of ECS looked at our ground-based solar array and the equipment in the basement. They said we should try to keep the weeds away from the array. They took pictures of the equipment so that they could research it and report back with details about the equipment. They will be able to supply more information if they have our Central Hudson bills. Jen will discuss this with Brooke in order to set up an appointment to meet with them after pulling the bills from a file drawer.

Jen had rough drafts of PowerPoints on purchasing and recycling. We discussed the type of material we wanted to put on the PowerPoint presentation for the Green Business Alliance.

The Committee reviewed the Sustainability Section of the Policy Manual that had been returned to this committee at its own request. They are now ready for the Board's vote.

Next meeting, 5:30 p.m., Wed., Feb. 12, 2020.

Respectfully submitted by Rhea Paniesin

Town of Esopus Library  
Trustee Training Committee  
January 27, 2020

The Trustee Training Committee did not meet in person. Committee members, Anne O'Neill and Gilbert Ramos agreed that the topic for discussion at the next Board meeting would be Public Relations and Advocacy.

Respectfully submitted,  
Gilbert Ramos  
Chairperson, Trustee Training Committee