

Town of Esopus Library
November Board of Trustees Meeting
Wednesday December 2, 2020

Agenda

Call to order	Susan Leiching
Approval of October Board Meeting Minutes – 10/28/20	
Public Comment	Public
Vote on Esopus Library Foundation Slate of Officers	Susan Leiching
Treasurer’s Report/Finance Committee	Jill Abrahamsen
Director’s Report	Brooke Dittmar

Committees

1. Buildings, Grounds and Sign - Don Carragher
2. Governance and Personnel - Rhea Paniesin
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

Resolutions:

2020-36– Payment of October Claims

2020-37 – Acceptance of Church Communities International Donation

TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES October 28, 2020

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

Board Members Excused:

Board Members Absent:

Staff Present: Brooke Dittmar, Mary Garraty, and Kristin Charles-Scaringi

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 6:07 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 Reorganizational Board meeting and the monthly Board meeting both held on September 23, 2020 were submitted and open for review.

- A motion to accept the minutes of the Board Reorganizational meeting held on September 23rd was made by Jim Fitzmorris and seconded by Anne O'Neill.
AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused: 0
Board Members Absent: 0
- A motion to accept the minutes of the September 23rd Board meeting was made by Anne O'Neill and seconded by Jim Fitzmorris.
AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused: 0
Board Members Absent: 0

III. TREASURER'S REPORT/FINANCE – Jill Abrahamsen

Written report was submitted. Jill Abrahamsen reviewed the written report and presented Resolution #35 for acceptance.

- **Resolution #35 of 2020 (Payment of September Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from September 1, 2020 to September 30, 2020 for items in the amount

of \$26,956.02. A motion to accept the resolution was made by Susan Leiching and seconded by Gilbert Ramos.

AYES: 8 NAYS: 0; 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 received a check for \$5000 for the sign from the Community group. We need to have a grand opening when the sign is ready. The sign has been ordered and half of it has been paid for. If you have not picked up your documents in your mailbox, please make an appointment to do so. Research and Development Committee will need to reschedule their meeting due to Veterans' Day holiday. Nov 4th was decided upon for the Sustainability Committee meeting, and November 18th for the R&D Committee meeting. All agreed. The Esopus Library has purchased quite a number of books to add to the library. Kristin is also putting in a sizeable Overdrive order for e-Books.

V. COMMITTEE REPORTS

- **Buildings, Grounds and Signs**–Don Carragher
Written report submitted. Don recapped the meeting minutes. Arace still needs to finish up their work on the sign project in preparation of the digital sign coming in. The Community Garden is closing at the end of November. Ionizers have been added to the HVAC units. Jim is in the process of making repairs on the footbridge that goes over the pond. The chains and locks have been installed at the pond gates. Don met the crew that was washing the windows. Several double pane windows have separated. The existing handicap parking spots are being looked at since they overlap the entrance to the lower lot. The Committee suggests making the drive one way down to the lower lot and out.
- **Governance and Personnel** – Rhea Paniesin
Written report submitted at the start of the Board meeting. Rhea reported that the committee reviewed the American Library Association Library Bill of Rights, and updated the copy in our Policy binders. The updated Library Bill of Rights was in the October meeting packet.
 - **Resolution #34 of 2020 (Holiday Closings for 2021)** The Board of Trustees of the Town of Esopus Library accepts and approves the schedule of Holiday Closings for 2021. 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: 0
Board Members Absent: 0

- **Research and Development** – Anne O’Neill
Anne reviewed the committee meeting minutes. The Committee discussed a grant from the American Library Association for \$3000 and small business grant for PPE for \$2500. The Committee also discussed inviting some of our political leaders to meet with the community when we are able to physically open or do it via zoom.

- **Sustainability Committee** – Don Carragher
Written report submitted. Don reviewed the Committee meeting minutes. Previously, the Committee worked on accreditation for GBP (Green Business Partnership). This was geared toward environmental issues. Brooke recently sent 5 additional sections that need to be done, that cover financial topics, community engagement/ diversity and collections. Turning Outward is a program that the Kingston City Library has used as a resource to reach out to the community. This program parallels the activities that we did on our own, when we updated the Plan of Service. The committee will be doing more community outreach i.e. such as doing a survey to see what the community needs and wants. Gilbert suggested having a mental health representative do a presentation online as the holidays are fast approaching. Rhea mentioned that the Kingston Hospital has a mental health training that is free. Rhea will acquire the contact information from the hospital and share with our Adult programmer Brian, for him to investigate.

The Board discussed changes to meeting times of some of the Committees. The following Committees were changed as follows:

- Sustainability Committee will now meet at 4:00 pm on the 2nd Wednesday of the month.
- Research and Development Committee will now meet at 5:30 pm on the 2nd Wednesday of the month.

The Board discussed the upcoming Board meeting dates and the need for timely submission of committee meeting minutes. It was agreed that December 2nd will be the November Board meeting date; December 30th will be the December Board meeting date and January 27th will remain as the January 2021 Board meeting date.

President Susan had to leave the meeting at 7pm and Vice President Jim took over the running of the meeting in her place.

VII. ADJOURNMENT

There being no further business or discussion, Rhea Paniesin made a motion to adjourn and it was seconded by Laura Lauria. The meeting adjourned at 7:20 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
Buildings and Grounds Committee
November 9, 2020

Members Present: Don Carragher, Brooke Dittmar, Anne O'Neill, Jim Fitzmorris.

Digging for the power line to the new sign continued today. The new sign has been ordered and expected to arrive in 3-5 weeks.

A map of the main/upper parking lot was distributed and a copy of the NYS Americans With Disabilities Act (ADA) requirements for handicap parking. We currently have 4 spaces, 2 regular size and two van access size (11ft). The space painting of the van spaces overlaps the entrance to the lower level library entrance. A field/lot visit will be necessary to view and measure the space available if this parking is to be rearranged.

The small bridge at the pond has been measured for deck and rail replacement. The wood will be treated with a preservative. This may be completed before this winter.

Next Meeting: December 14, 2020 4pm on Zoom.

Submitted: Don Carragher.

Town of Esopus Library
Finance Committee

November 12, 2020
(2nd Thursday at 4:30pm)

Attendance: Jill Abrahamsen, Brooke Dittmar, Susan Leiching, Gilbert Ramos.

The November finance committee meeting was held via Zoom.

The payment of claims for the month of October was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the November Board meeting on December 2nd.

Next month the Finance Committee members will be reviewing and discussing the finance section of the Action Item Form for the Sustainable Libraries initiative.

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

Submitted by Jill Abrahamsen

Town Of Esopus Library
Governance and Personnel Committee

November 10, 2020

The Governance and Personnel Committee did not meet.

Respectfully submitted,
Rhea Paniesin, Chairperson

Town of Esopus Library
Research and Development Committee
November 18, 2020

Brooke opened the meeting by informing all in attendance that she emailed a link to the Foundation directory. She explained that she would like to apply for grants that would support current library programs. She felt it easier to support current programs rather than to create new from scratch. A point was made that sometimes in searching for grants you can come across a grant that though it does not support current library programming it would allow you to offer something new. The art mid hudson grant is a good example, as a result of this grant a radio play was produced. A recommendation was made that a list be provided of current library programs so that grants might be explored for said programs.

The construction grant was brought up and what library project we might want to apply for. Brooke informed us that MHLS conducts a survey which asks what would we apply for, it would need to be something that is in the long range plan. One of the items considered was the lighting in the library since it is in the library's long range plan. Questions as to cost to convert to more efficient lighting were discussed, Gilbert has an estimate from the last energy audit performed and will contact L&S Energy Services to see how accurate the estimate is and whether they perform the work. It was also suggested that we consult with an electrician for an estimate of work.

Before covid there had been funding from NYSERDA for charging stations , Gilbert will investigate to see if there is still funding available for a project like this for the library. The feeling was as a sustainable library this would be a good project to pursue.

The committee also discussed the purchase of hotspots and laptops to loan out to patrons in need of said technology, the hotspot provides internet access. These purchases would help to contribute to digital literacy and help bridge the digital divide for underserved populations. Questions arose, of course as to cost of implementation, loan periods, and return policy, all to be discussed in a future meeting.

Respectfully submitted by
Gilbert Ramos
Chairperson

Town of Esopus Library
Sustainability Committee
November 4, 2020

Members: Don Carragher, Jill Abrahamsen, Jim Fitzmorris, Brooke Dittmar.

We continued to address the Sustainability Action Points. Section H.1 reviews the policy statement of the library's Mission Statement. In our current trustee handbook we have a mission and a vision statement. On review of the examples cited by the section, it was suggested that the current language was sufficient, members agreed. These statements were last revised November 20, 2013. The committee agreed to propose a resolution to be voted/accepted with a current date.

The current page is: MISSION STATEMENT - 2013-11: 1 of 1.

We reviewed H.2: Create a program that supports Master Plans. Don offered to review the new Town of Esopus Comprehensive Plan for cooperative references to the library. We were a public access for review of the plan while it was being crafted.

H.3: Hold or participate in voter registration program. Brooke described this was an ongoing effort with the League of Women Voters. The pandemic prevented hosting the event this year but we did have the league here October 11, 2019 and September 21, 2018 most recently.

H.4: Conduct Community Conversations. We have had several entities here for presentations. The ALA lists 4 resources to review and we return to this next.

Next meeting: December 9, 2020 5pm on Zoom.

Submitted: Don Carragher.

Director's Report to the Board
November 2020 (meeting Dec 2)
Brooke Dittmar

The Church Communities (formerly referred to as the Bruderhof) have donated- \$5,000 to our digital sign project! That takes care of nearly all the remaining costs of which we are currently aware. Thank you, again, to Gilbert for his hard work in getting donations from local companies. His work has made all the difference.

Speaking of the sign project, the digging and laying of electrical wires to the digital sign site is complete. I've checked in with Timely Signs, and the reader board has been shipped from the company that manufactures it, and the rest of the sign (which Timely manufactures) will be finished within a few days. With the holiday we may see some slow-down in its completion, but the sign should be in place very soon!

We did receive the PPE Grant for \$2,500 that I told you about last month. These funds are to be used to for PPE-related costs due to the need for COVID safety. Our new Accountant is involved with the two groups that have been working together to provide these grants: Ulster County Capital Resource Corporation, and Ulster County Industrial Development Agency.

You may be happy to hear that we now subscribe to Hoopla! This is a popular platform for accessing e-books, e-audiobooks, e-comics, streaming videos, TV shows, and music. There is no waiting to check out items; they can be accessed immediately. Each patron is allowed 5 downloads per month, and the service is accessible on mobile devices and desktops. Patrons have been seeing items that can be check out listed in the MHLS catalog. This listing includes a list of the libraries that offer the service for getting that content. You will see our library listed in the next week or so, but in the meantime, you can create an account, and access all the content at www.hoopladigital.com. For your mobile devices you will first download the app. Search for "hoopla digital" on your device.

To participate in the 2020 Time Capsule, go to "Programs" on our website to read about the time capsule that we are creating. We will be adding items from the patrons during the month of December. To participate, leave an object or two for Brian, that represents this time in history, or represents you, your life, how you feel, etc. You will find more detailed info on the website.

We have purchased the wifi "hotspots" for patrons' use that I described last month. I am really excited to have the library working to help mitigate the digital divide in our community. These hotspots are a good step in that direction. They will be ready to loan next week, and I am not

opposed to having any Trustee that wants to, sign one out for a week to test the wifi that you get through the hotspot in different areas of the community. It would be a good way to spread the word, once you know how they work.

We are hoping to help pay for additional hotspots and laptops for this project with the American Library Association grant that I mentioned last month. This grant is to help small and rural libraries develop an engagement project for the community. The grant award is for up to \$3,000.

Speaking of working toward reducing the digital divide, I have been attending a number of the webinars in the “Digital Equity Webinar Series”, described here:

“The NYS Library and the NYS Education Department, in partnership with the METRO Library Council and the Northern New York Library Network, are sponsoring a series of webinars on Digital Equity, which began September 10th, and continues through December 10th.

“Digital equity” means that every New Yorker has access to affordable broadband, adequate devices, necessary software, digital literacy skills, and a community of support. Unfortunately, persistent digital divides exist in communities across the State, affecting more than 25% of New York’s students and making it difficult, if not impossible, for them to participate in the online learning programs that have become essential during the COVID-19 pandemic.

Intended for educators, librarians, and other stakeholders with an interest in digital equity, this webinar series attempts to establish a shared understanding of the challenges to digital equity, so we can begin to develop a shared vision of how we can work together to achieve digital equity in New York.

Please see the State Library’s [Digital Equity Webinar Series](#) page for more information and to see the slides and listen to the recordings of the webinars that have already taken place. You can also register for the remaining webinar in this series”.

This is an extremely important issue that has been brought to the forefront because of the need for remote learning during this pandemic. The webinars are interesting, and provide ideas from the experience of groups that have been working on this issue across New York State. You may find it interesting and enlightening to view some of these recorded webinars. It may start you thinking of groups you are involved in and ways that we might coordinate this effort within our local community.

To: Board of Trustees
Town of Esopus Library

From: Foundation Board of Trustees
Town of Esopus Library

Date: November 16, 2020

The Foundation Board of Trustees have voted through email to accept the following Slate of Officers for the 2021 year. The officers are to serve a one-year term.

President	Chet Allen
Vice President	Donna McAuley
Secretary	Marion Zimmer

We are presenting this action for your approval at your December 2nd meeting.

Please be advised that the position of Treasurer remains open.

Sincerely,

Marion Zimmer, Secretary