

Town of Esopus Library
April Board of Trustees Meeting
Wednesday April 26, 2023

Agenda

Call to order	Don Carragher
Approval of March Board Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Interim Manager's Report	Shannon Powell
Friends	Susan Leiching
Committees	
1. Buildings and Grounds – Larry Decker	
2. Governance and Personnel / Trustee Training – Nancy Beranek	
3. Sustainability, Research and Development – Don Carragher	
Adjournment	

Resolutions:

2023-21 – Approval of 2024 Budget
2023-22 – Payment of March Claims
2023-23 – Payment of Attorney of Record
2023-24 – Personnel Actions – All current employees
2023-25 -- Collection Development Reconsideration Request Policy Update and Rename
2023-26 – Personnel Actions – L.Gough – M.Genter
2023-27 – Authorization of Audit
2023-28 – Authorization to Update Camera Security and Alarm System

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

March 29, 2023

Board Members Present: Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Don Carragher, Larry Decker, Elaine Rylance, Laura Lauria, Elaine Jaffe, Susan Leiching

Board Members Excused:

Board Members Absent:

Staff Present: Shannon Powell, Mary Garraty, Jennifer Russell

Guest: Chet Allen (Library Foundation)

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:03 p.m.

Don introduced Chet. Chet spoke about the Library Foundation. The foundation uses a broker who manages all the investments. The foundation donates to the Library each year (5% based on yearend balance)
The foundation does not do fundraising.

II. APPROVAL OF MEETING MINUTES

Written minutes for the February monthly Board meeting held on February 27, 2023 and written minutes for the Emergency Board meeting held on March 20, 2023 were submitted and open for review.

A motion to accept the minutes of the February monthly Board meeting held on February 27, 2023 was made by Nancy Beranek and seconded by Elaine Rylance.

AYE: 9; NO: 0; ABSTAIN: 0

Board Members Excused: 0

Board Members Absent: 0

A motion to accept the minutes of the Emergency Board meeting held on March 20, 2023 was made by Susan Barbarisi and seconded by Larry Decker.

AYE: 9; NO: 0; ABSTAIN: 0

Board Members Excused: 0

Board Members Absent: 0

III. Presidents Word – Don Carragher

Don sent the Presidents Word via email as it also contained dates for Trustee Training.

Don did an overview of the upcoming training sessions. Don also sent a chapter from the Trustee Handbook via email to the Trustees.

IV. Public Comment none

V. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the Committee Meeting Minutes. She discussed the budget. She also discussed how to propose employee wages for the future.

- **Resolution #14 of 2023 (Payment of February Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from February 1, 2023 to February 28, 2023 for items in the amount of \$22,093.62. A motion to accept the resolution was made by Susan Leiching and seconded by Nancy Beranek. AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0
- **Resolution #16 of 2023 (Exceed the Tax Cap in 2024):** The Board of Trustees of the Town of Esopus Library approves exceeding the tax levy limit for 2024. A motion to accept the resolution was made by Elaine Rylance and seconded by Susan Barbarisi. AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0

Don asked about not printing all the financial papers since the finance committee gets all these papers. The rest of the board might not need/want all of it but only a subset.

VI. DIRECTOR'S REPORT – Shannon Powell

Shannon reviewed the Director's Report. The Backflow is leaking. KW Cross did inspect it and said it needed to be repaired. They have submitted a quote for a fix. The quote is for \$1659.57.

The library held the first EBA Mixer. The EBA (Esopus Business Alliance) would like someone from the Library to attend each month. Shannon will forward the notifications to each Trustee. She reviewed the upcoming events that are planned. One of the staff members is planning to take the test to become a notary.

Jennifer Russel discussed the qualities needed for the new Director as well as advertising for a new Director. The Strategic Planning Committee is working on the requirements and qualities of a new director for the Town of Esopus Library. The Committee meets on Mondays at 10:00 am.

- **Resolution #15 of 2023 (Annual Report to NYS):** The Board of Trustees of the Town of Esopus Library has reviewed and accepted the 2022 Annual Report to the State Library. A motion to accept the resolution was made by Susan Barbarisi and seconded by Reggie Heffernan.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0
- **Resolution #20 of 2023 (Authorization of Backflow Repairs)** The Board of Trustees of the Town of Esopus Library accepts and approves the repair work to the Backflow area be done by K/W Cross Connection Control, LLC for an amount to not exceed \$2000.00. A motion to accept the resolution was made by Nancy Beranek and seconded by Elaine Jaffe.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0

VII. FRIENDS --Susan Leiching

Friends is having their membership drive right now. All the monies that they raise goes back to the library.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds – Larry Decker**
Written report was submitted. Larry reviewed the meeting minutes Larry mentioned the fire inspection deficiencies (not violations). They discussed a list of cleaning jobs for the cleaner. The cleaning blocks for the pond were added today.
- **Governance and Personnel – Nancy Beranek**
Written report submitted. Nancy reviewed the meeting minutes. She touched on the Memorandum of Understanding with Jennifer Russel. Nancy received a few Board self-evaluations from some Board members.
 - **Resolution #17 of 2023 (Public Relations Policy Update):** The Board of Trustees of the Town of Esopus Library accepts and approves the updates made to the Public Relations Policy. A motion to accept the resolution was made by Susan Leiching and seconded by Reggie Heffernan.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0

- **Resolution #18 of 2023 (Removal of Release of Public Statements by the Board Policy):** The Board of Trustees of the Town of Esopus Library approves the removal of the Release of Public Statements by the Board Policy. A motion to accept the resolution was made by Elaine Jaffe and seconded by Larry Decker.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0
- **Resolution #19 of 2023 (Exhibits and Posting Policy Update):** The Board of Trustees of the Town of Esopus Library accepts and approves the updates made to the Exhibits and Posting Policy. A motion to accept the resolution was made by Elaine Rylance and seconded by Susan Leiching.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0

- **Sustainability, Research and Development** - Don Carragher
The committee did not meet.

IX. Trustee Training – Don Carragher and Nancy Beranek
Don discussed the upcoming training sessions during the presidents word.

X. ADJOURNMENT

There being no further business or discussion, Nancy Beranek made a motion to adjourn and it was seconded by Elaine Jaffe. The meeting was adjourned at 7:05 p.m.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: 0

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

Town of Esopus Library

Buildings and Grounds Committee

April 10, 2023

4:00 pm

Attending: Larry Decker, Nancy Beranek, Don Carragher, Shannon Powell, Laura Lauria and Elaine Jaffe

No Absentees

Back flow problem is going to be fixed on Thursday (4/13). We will still need a full inspection to be done.

Safeco came last week for smoke sensors.

Don has tool to clean dust from fire sprinklers.

Terry McKevitt was sick but will meet with Shannon Thur./Fri. to create a cleaning list. He is also willing to increase his hours.

Discussed security cameras...system needs upgrading. Don would like a full demonstration of systems we are considering. Possible companies are:

- . Johnson Controls
- . Greylock (Saugerties Library uses them...might be able to get demo through Jen)
- . Liberty (Got estimate but no demo...did come in but no response)
- . Safeco (Got estimate but no demo. Also, we think town hall has this company)
- . Verkada (No local support...California company)

Discussed tree work by TreePros (Received their insurance certification). They will prune and shape yellow magnolia (in June/July) and remove damaged/leaning cottonwood for \$1000. Discussed future projects such as thinning & pruning river birch and various shrubbery...possible for free.

2 small side garden plots are going to be enlarged by Cliff Woglon starting tomorrow (4/11). Garden space will be awarded to person on waiting list.

Moving forward with garden shed. Don is looking into possible choices. Might even be able to use BOCES program/Eagle Scouts/Bruderhauf or just Brads Barns.

Cliff might be able to do the cement pad needed for shed.

Also decided to include a tool locker for rakes & shovels to be in the center of garden.

Brought up the possibility of a display case most likely when the library is redesigned.

Don is going to redo the blue striping in parking lot and will add the word "SLOW" in yellow

The next Building and Grounds meeting is scheduled for May 8, 2023 at 4:00 pm

Submitted, Larry Decker

**Town of Esopus Library
Finance Committee Minutes
April 12 & 13, 2023**

Attendance: Reggie Heffernan, Susan Barbarisi, Shannon Powell, Elaine Rylance, Susan Leiching

The payment of claims for \$ 16,006.62 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the April meeting.

On Wednesday, April 10, the sustainability committee reviewed the changes to the 2024 budget and the updates to the 2024 payroll giving a \$0.25/hr longevity increase for completed years of service. On Thursday the finance committee reviewed the final changes and agreed to put forward a resolution for approval by the entire board at the April meeting.

The committee has also agreed to put forward a resolution at the April Board meeting to increase the wages of all employees effective May 1st in an effort to bring our wages in closer alignment with the current wage calculator.

The committee all agrees that we need to have an audit completed this year. Shannon M. Mannese of RBT CPAs submitted a proposal of \$12,000 to complete such an audit and the committee has agreed to put forth a resolution at the April Board meeting to hire RBT CPAs to perform the audit.

Shannon and Don were going to Citizens Bank on Tuesday to arrange for updates to the Hickey Fund Account so that when it matures in May, we can arrange to get a better interest rate.

Discussion then occurred about the recent problems in withholding errors for some employees and also changes to companies handling payroll without notification to us. We agreed that once the audit is complete and a new director is on board, we will need to look at the idea of changing bookkeeping services. In the meantime, Shannon made sure to remind all employees to carefully review their payroll receipts to check for accuracy.

Respectfully submitted,
Reggie Heffernan, Treasurer

**Next Meeting
Thursday, May 11
4 pm**



Manager Report April 2023

- **Building**

- KW Cross Connect is coming 4/18/2023 to repair our leaking backflow. After repair, we will schedule to have a full inspection.
- A patron had an item stolen in the library a few weeks ago. Safeco was unable to retrieve any usable footage to give to the Sheriffs, as our 15+ year-old system has many blind spots and a very limited recall of data and playback. As a result, I scheduled tutorials with both Safeco and Liberty to test their software; both companies had given quotes updating our security systems approximately a year earlier.
- Cliff Woglon painted our bridge from last year and is redesigning the side garden plots.
- Our AED machine has a dead battery. I have ordered a new one, however it is backordered.

- **Programming**

- Hudson Valley Reptile and Rescue brought turtles, snakes and lizards to a packed house; nearly 70 patrons attended!
- Tai Chi with Ann Sherry returns for six weekly sessions beginning May 1st.
- We have a local history author, AJ Schenkman scheduled to present from his book, **Unexpected Bravery: Women and Children of the Civil War.**
- A local children's author, Kiley Hogancamp, will be coming to do a reading and a dinosaur drawing tutorial, May 19th.
- CCE will be doing a Master Gardener Presentation 5/1, and UCRRA will be doing a composting program 5/15.

- **Personnel**

- We have hired two library substitutes: Marilyn Genter and Lee Gough, both previously employed by the library to help out in case of library being short staffed due to illness or vacation time.
- Staff continue to meet weekly on Thursdays for staff meetings.

- **Resources & Community**

- Our new printer was delivered and updated by National. We had National staff and Isaac (IT) from MHLS to make transition very easy and pain-free for staff and patrons.
- The Bruderhof donated compost for the gardeners.
- The Burroughs Association donated many nonfiction books to enhance both our children & adult nonfiction selections on animals and the environment.
- The Friends of the Library gave me the okay to donate coupons for free books to the Town of Esopus Easter Egg Hunt. We also donated three prize baskets and some candy and goodies.
- The Roundout Harbor held its annual Townhall on April 19th in the community room.

- **Trainings**

- I attended the MHLS Online Programmers Forum 4/21/23
- I have shared with staff an upcoming webinar on Library Safety and Security: A Holistic Approach for May 18th.
- When we have our new AED, I will have my husband (an ICU Nurse Practitioner) come and give us a basic how to on using an AED.

Respectfully submitted,

DM Bowe 4/14/23

Governance and Personnel Committee
April 11, 2023

Attendance: Nancy Beranek, Don Carragher, Susan Leiching, Laura Lauria, Shannon Powell,
Jennifer Russell

The committee reviewed and revised the Collection Development Reconsideration Request Policy and form. The name was changed to the Reconsideration Request Policy. It will be presented at the next board meeting for approval.

Respectfully submitted,
Nancy Beranek

Town of Esopus Library
April 12, 2023

Sustainability, Research & Development
4:00 pm

The Sustainability, Research and Development Committee did not meet this month due to additional budget / finance meetings.

Submitted by Don Carragher

Next meeting is scheduled for May 10th at 4:00 pm

Detailed Expenses	2022 Actual	2023 Budget	2024 Budget
Information Technology & Equipment			
Equipment Repair	\$435	\$400	\$500
Hardware		\$1,000	\$500
New Computers	\$12,434	\$2,000	\$2,000
Software	\$1,060	\$1,600	\$1,600
Furniture & Fixtures	\$1,011	\$200	\$200
Copier	\$3,115	\$3,100	\$3,100
Total Equipment	\$18,055	\$8,300	\$7,900
Collection Development			
Adult Fiction	\$2,990	\$2,800	\$3,000
Adult Large Print	\$780	\$900	\$1,000
Adult Non-fiction	\$1,821	\$2,000	\$2,000
Juvenile Fiction	\$836	\$600	\$1,000
Juvenile Non-fiction	\$355	\$250	\$500
Young Adult Fiction	\$585	\$500	\$600
Young Adult Non-Fiction	\$239	\$250	\$250
Total Print Books	\$7,605	\$7,300	\$8,350
Newspapers	\$1,568	\$2,000	\$2,000
Magazines	\$995	\$900	\$1,000
Total Serials	\$2,564	\$2,900	\$3,000
Adult Books -CD	\$1,381	\$1,400	\$1,000
Adult Books - E-Books	\$1,286	\$2,100	\$4,000
Adult DVD	\$1,190	\$1,400	\$1,400
Adult Music CD	\$301	\$300	\$200
e-content	\$4,401	\$5,000	\$5,000
Family/Juv Movies	\$581	\$700	\$500
Juvenile Books	\$81	\$400	\$100
Total Recordings	\$9,220	\$11,300	\$12,200
Total Collection	\$19,389	\$21,500	\$23,550

	2022 Actual	2023 Budget	2024 Budget
Facilities Expenses			
AnnOperPermit		\$150	\$150
Clean Windows		\$400	\$400
Clean Carpet/Floor		\$900	\$900
Cleaning Service	\$4,750	\$3,200	\$5,000
Custodial Supplies	\$294	\$1,000	\$500
Grounds: Mow/Weeding	\$3,500	\$3,000	\$3,500
Grounds: Snow	\$2,750	\$2,600	\$3,000
Grounds: Other	\$7,628	\$500	\$2,500
Walls/Painting		\$700	\$700
Other	\$1,632		
Total Grounds	\$20,554	\$12,450	\$16,650
Elevator	\$3,587	\$2,700	\$4,000
HVAC	\$1,559	\$2,000	\$2,000
Other	\$4,231	\$4,000	\$4,500
Property Insurance	\$17,357	\$10,000	\$20,000
Security System	\$2,222	\$1,500	\$2,500
Total Systems	\$28,956	\$20,200	\$33,000
Total Grounds & Systems	\$49,510	\$41,550	\$49,650
Utilites			
Trash	\$1,222	\$1,300	\$1,300
Electricity	\$8,993	\$7,000	\$12,000
Water/Sewer	\$706	\$600	\$750
Other			
Total Utilities	\$10,921	\$8,900	\$14,050
Office Expenses			
Copier Paper	\$196	\$400	\$400
Library Supplies	\$919	\$1,200	\$1,200
Office Supplies	\$2,368	\$1,300	\$2,000
Office Travel	\$475	\$200	\$200
Total Office & library Support	\$3,959	\$3,100	\$3,800

	2022 Actual	2023 Budget	2024 Budget
Telecommunications			
Internet	\$3,523	\$3,300	\$3,600
Telephone	\$3,269	\$1,800	\$3,500
Total Telecommunication	\$6,793	\$5,100	\$7,100
Programming and Outreach			
Adult	\$919	\$5,129	\$3,000
Teen			\$3,000
Children	\$2,724		\$3,000
Outreach	\$416	\$400	\$400
Publicity & Printing	\$765	\$500	\$1,000
Postage	\$467	\$300	\$500
Total Programming	\$5,291	\$6,329	\$10,900
General Assessment fees			
MHLS License	\$10,235	\$12,485	\$12,500
Other	\$2,445		
IT Consulting			
MHLS	\$12,679	\$12,485	\$12,500
Professional Expenses			
Classes/Workshops		\$300	\$500
Membership fees	\$586	\$750	\$750
Accountant	\$5,850	\$6,000	\$6,600
Audit	\$3,800	\$7,500	\$12,000
Election Inspectors	\$413	\$350	\$500
Liability Insurance	\$1,100	\$1,200	\$1,200
Legal	\$1,000	\$1,000	\$1,000
Professional Travel		\$250	\$250
Training Education & Travel	\$89	\$300	\$300
Tuition Reimbursement			\$4,000
Total Profesional Expenses	\$12,839	\$17,650	\$27,100
Total Expenses	\$452,244	\$530,865	\$561,761

Town of Esopus Library 2024 Budget

Income	2024 Budget
Town Tax Appropriation	\$425,305
Foundation	\$40,640
PILOT	\$5,000
Library Charges	\$3,000
Interest & Earnings-other	\$6,000
Gifts & Donations	\$12,500
Grants	\$1,000
State Aid	\$11,000
Fund Balance	\$57,226
Total Income	\$561,671

Expenses (Summary)

Wages	291,107
Payroll Expenses	\$57,014
Medical	\$57,000
Technology & Equipment	\$7,900
Books	\$8,350
Recordings	\$3,000
Serials	\$12,200
Building Maintenance	\$49,650
Utilities	\$14,050
Office Expenses	\$3,800
Telecommunication	\$7,100
Programming & Outreach	\$10,900
Professional Services Fees	\$27,100
MHLS	\$12,500
Total Expenses	\$561,671

Town of Esopus Library**2024 Budget**

Income	2022 Actual	2023 Budget	2024 Budget
Town Tax Appropriation	\$408,790	\$416,966	\$425,305
Foundation	\$48,380	\$53,193	\$40,640
PILOT		\$3,480	\$5,000
Library Charges	\$3,970	\$5,000	\$3,000
Interest & Earnings-other	\$5,918	\$4,500	\$6,000
Gifts & Donations	\$12,909	\$12,000	\$12,500
Grants	\$900	\$4,000	\$1,000
State Aid	\$10,804	\$9,500	\$11,000
Fund Balance		\$22,226	\$57,226
Total Income	\$491,671	\$530,865	\$561,761
Expenses (Summary)			
Wages	\$222,721	\$300,837	\$291,197
Payroll Expenses	\$43,914	\$57,014	\$57,014
Medical	\$46,175	\$57,000	\$57,000
Technology & Equipment	\$18,055	\$8,300	\$7,900
Books	\$7,605	\$7,300	\$8,350
Recordings	\$2,564	\$2,900	\$3,000
Serials	\$9,220	\$11,300	\$12,200
Building Maintenance	\$49,510	\$41,550	\$49,650
Utilities	\$10,921	\$8,900	\$14,050
Office Expenses	\$3,959	\$3,100	\$3,800
Telecommunication	\$6,793	\$5,100	\$7,100
Programming & Outreach	\$5,291	\$6,329	\$10,900
Professional Services Fees	\$12,839	\$17,650	\$27,100
MHLS	\$12,679	\$12,485	\$12,500
Total Expenses	\$452,245	\$539,765	\$561,761

2024 Payroll Expenses - Using Living wage calculator

Title	Employment Date	Proposed hr/wk	Base hourly wage	Wage including longevity \$0.25/years of service	Annual
Director					70,000
Asst Dir or Librarian 3					
Library Assistant	9/2022	30	20	20.5	31,980
Adult & Teen Programmer		30	27.5		42,900
Children Programmer	7/2021	30	27.5	28.25	44,070
Office Clerk	7/2021	25	17.6	18.35	23,855
Circulation clerk	9/2021	25	17.6	18.35	23,855
Circulation clerk	9/2022	19.5	17.6	18.1	18,353
Circulation clerk	2/2022	19.5	17.6	18.1	18,353
Board Secretary	12/2018	3	20	23	3,588
Substitute Circulation clerk		10	17.6		9,152
Wage Contingency					5,000
					291,107
Payroll Expenses					
Social Security					
Medicare					
State Unemploment					
State Retirement					
Workman's Compensation					
NYS Disability					
Total Payroll Expenses					57,014
Health & Major Medical					57,000
Total Employee Expenses					405,121

Town of Esopus Library
James Fitzmorris
128 Canal Street
P.O. Box 1167
Port Ewen, NY 12466

Invoice Date: 03/31/2023
Invoice No. 623271
Client No. 110767

INVOICE SUMMARY

For professional services rendered through February 28, 2023

Client-Matter: 110767 - 002

RE: Personnel Matter

Total Professional Services	\$ 3,150.00
Total Costs Advanced	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 3,150.00

PAYMENTS APPLIED SINCE LAST INVOICE

Date	Type	Invoice No.	Check No.	Paid By	Amount
3/10/22	Adjustment	99992201			\$ -3.00
3/10/22	Adjustment	99992202			\$ -3.00
3/10/22	Adjustment	99992203			\$ -3.00
4/22/22	Payment	529760	3582	Town of Esopus Library	\$ 400.00
4/22/22	Payment	545431	3582	Town of Esopus Library	\$ 4,400.42
4/22/22	Adjustment	99992204			\$ -3.00

Whiteman Osterman & Hanna LLP

Client-Matter: 110767 - 002
Personnel Matter

Invoice Date: 03/31/2023
Invoice No. 623271

Whiteman Osterman & Hanna LLP

Client-Matter: 110767 - 002
Personnel Matter

Invoice Date: 03/31/2023
Invoice No. 623271

PROFESSIONAL SERVICES

Date	Atty	Description	Hours	Amount
1/10/23	EMB	Telephone conference with D. Carragher;	.40	100.00
1/12/23	EMB	Telephone conference with D. Carragher;	.30	75.00
1/13/23	EMB	Work regarding employee separation; Emails to D. Carragher regarding same; Additional call and email to D. Carragher;	.80	200.00
1/18/23	EMB	Telephone conference with D. Carragher;	.50	125.00
1/20/23	EMB	Telephone conference with D. Carragher regarding proposed agreement for library director; Work regarding same;	.90	225.00
1/22/23	EMB	Draft proposed separation agreement and letter for library director; Email to client regarding same;	.80	200.00
1/26/23	EMB	Telephone conference with B. Gomper and D. Carragher;	.30	75.00
2/06/23	EMB	Telephone conference with D. Carragher and B. Gocker; Review documents from B. Gocker; Prepare for call with M. Diederich and call to same;	1.10	275.00
2/07/23	EMB	Telephone conference with M. Diederich; Call to D. Carragher regarding same; Detailed email to D. Carragher;	1.00	250.00
2/08/23	EMB	Telephone conference with D. Carragher regarding prior negotiations with B. Dittmar and options for resolving matter; Review prior emails; Work regarding follow up on calculations and negotiation position; Detailed email to M. Diederich regarding revised offer of settlement;	2.40	600.00
2/09/23	EMB	Telephone conference with D. Carragher regarding next steps; Work with E. Callahan regarding same; Email from D. Carragher; Reply to same;	.70	175.00
2/09/23	EMC	Review emails related to severance negotiations;	.30	75.00
2/14/23	EMC	Telephone conferences with Board President and B.D. attorney re separation from employment; Revise draft separation agreement and send summary email to B.D. attorney and Board President re same; Review email responses; Review revisions to agreement from B.D. attorney;	2.00	500.00
2/15/23	EMC	Telephone conference with B. Dittmar attorney re separation agreement; Update agreement and send summary emails to Board President;	.80	200.00

Whiteman Osterman & Hanna LLP

Client-Matter: 110767 - 002
Personnel Matter

Invoice Date: 03/31/2023
Invoice No. 623271

Date	Atty	Description	Hours	Amount
2/22/23	EMC	Telephone conference with B. Dittmar attorney re equipment and separation agreement; Receive executed separation agreement and draft and send Library summary email re payment timing;	.30	75.00

TOTAL PROFESSIONAL SERVICES

\$ 3,150.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Hours	Rate	Total
Erin M Callahan	3.40	250.00	850.00
Ellen Bach	9.20	250.00	2,300.00
Total	12.60		\$ 3,150.00

TOTAL THIS INVOICE

\$ 3,150.00

Town of Esopus Library
James Fitzmorris
128 Canal Street
P.O. Box 1167
Port Ewen, NY 12466

Invoice Date: 03/31/2023
Invoice No. 623271
Client No. 110767

REMITTANCE ADVICE

Client-Matter: 110767 - 002

RE: Personnel Matter

BALANCE DUE THIS INVOICE

\$ 3,150.00

To Wire Transfer Funds in USD:

KEYBANK NA

Routing: # 021300077

Depository Account: # 325900033615

S.W.I.F.T. BIC KEYBUS 33

Tax ID: 14-1564599

Please reference: Invoice No.623271, Client-Matter No. 110767 - 002

To Pay by Check, Please Mail Your Payment to:
(Please return this advice with payment.)

Whiteman Osterman & Hanna LLP
One Commerce Plaza
Albany, NY 12260

To pay your bill online via credit card please visit
<https://whitemanosterman.securepayments.cardpointe.com/pay>

INVOICES ARE DUE UPON RECEIPT

Thank you! Your business is greatly appreciated.

Estimate #11045

**Billing Address**

Esopus Library
128 Canal Street
Port Ewen NY 12466 United States

Contact: Shannon Powell

Service Address

Esopus Library
128 Canal Street
Port Ewen NY 12466 United States

Contact: Shannon Powell

Send Payment To

Liberty Security Services
41 Clarendon Ave
Kingston NY 12401 US
8454183577
Sales@LSSASAP.com

Sent On	04/12/23
Total	\$4,605.00
Payments	\$0.00
Balance	\$4,605.00

Scope of Work

Combine Access control and Security System into a remotely access able control panel

- Remote both access control & security system
- Install new control panel and connect all existing security devices
- Connect all existing access control doors
- Install Radio on Silent knight control panel and get it off telephone lines.
- Perform audit with customer on telephone lines

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
DMP XR150	DMP XR150 Alarm Control Panel with 24-Hour Battery Backup	\$1,100.00	✓	1.0	\$1,100.00
Cellular Communicator	Cellular Communicator for Alarm Signals	\$290.00	✓	1.0	\$290.00
8 Expander	8 Point Zone Expander	\$175.00	✓	1.0	\$175.00
Keypad	Full English Display with Panic Buttons - Replacing existing keypad by both entry doors	\$285.00	✓	2.0	\$570.00
Door Module	DMP Access Control Module - One Per Door - Note if Director's door is no longer required we can remove one of these modules	\$250.00	✓	3.0	\$750.00
Cellular Communicator	Network/Radio Communicator for Alarm Signals - To connect to the Silent Knight control panel. The telephones will no longer be needed for this panel. JK will work with Shannon to audit phones and advise to cancel extra lines if not being used.	\$400.00	✓	1.0	\$400.00
Labor Prevailing Wage	Labor 1 Technicians 1 Hour - Onsite Work	\$165.00	✓	8.0	\$1,320.00
					Subtotal \$4,605.00
					Tax \$0.00
					Total \$4,605.00

Notes

This estimate is to combine the access control and security system into one control panel. We will be leaving the existing fire alarm system and taking it off of telephone lines, and installing a dual communicator (Network/Cellular). With the new control panel you will be able to remotely arm/disarm, open/close doors, view history, edit user codes, and create and edit schedules. The system has both a desktop and mobile application (Virtual Keypad).

Monthly monitoring is \$76.00 with a 1-year contract, and all work comes with a 1-year warranty (The \$76.00 breakdown is: \$38.00 for the new DMP control panel, and \$38.00 for the existing Silent Knight Fire Alarm system).

Terms

2/3 deposit required to start project, remainder due upon completion.

Estimate #10191

**Billing Address**

Esopus Library
128 Canal Street
Port Ewen NY 12466 United States

Contact: Brook

Service Address

Esopus Library
128 Canal Street
Port Ewen NY 12466 United States

Contact: Brook

Send Payment To

Liberty Security Services
41 Clarendon Ave
Kingston NY 12401 US
8454183577
Sales@LSSASAP.com

Sent On	07/07/22
Total	\$16,740.00
Payments	\$0.00
Balance	\$16,740.00

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
32 NVR	32 Channel NVR with 8TB of Video Storage	\$1,800.00	✓	1.0	\$1,800.00
Ubiquiti Unifi 24-Port Poe Managed Network Switch	Ubiquiti Unifi 24-Port Poe Managed Network Switch	\$900.00	✓	1.0	\$900.00
IP Dome	High Definition IP Dome Camera with Night Vision - Replacement of the Existing cameras on the inside of the building	\$600.00	✓	13.0	\$7,800.00
IP Turret	High Definition IP Turret Camera with Night Vision - Replacement of the Existing cameras on the outside of the building	\$600.00	✓	3.0	\$1,800.00
IP Dome	High Definition IP Dome Camera with Night Vision - Installation of new camera in the following locations: Basement Art Hallway	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Exterior corner of building aiming at the parking lot & garden	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Back of building viewing pond	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Under deck covering blind spot and dumpster	\$600.00	✓	1.0	\$600.00
CAT5	CAT5 Wire Run and Termination - Trunk runs to each new locations	\$150.00	✓	4.0	\$600.00
Labor Prevailing Wage	Labor 1 Technicians 1 Hour - Onsite Work - 2.5 work days	\$165.00	✓	20.0	\$3,300.00
PmntDiscount_Discounts given	Customer Discount - Local Organization Discount - 10%	- \$1,860.00	✓	1.0	-\$1,860.00
				Subtotal	\$16,740.00
				Tax	\$0.00
				Total	\$16,740.00

Notes

This estimate is to install a new camera system in the Library in Port Ewen. We will be replacing all of the wiring, and cameras with LTS 8mp/6mp cameras. We will be also adding 4 additional cameras to the system were there currently is anything. The camera system's NVR will be mounted in the server rack along with the network switch that will power the cameras. All lines will be labelled and neatly organized. The camera system will have that ability to be view remotely onsite or offsite via NVMS7000. The camera system will be configure to have 30 days of recording stored on the hard drives locally.

Terms

2/3 deposit required to start project, remainder due upon completion.

Request for Reconsideration



Please complete this form and return it to a staff member.

Date _____

Name _____ Phone# _____

Address _____

City _____ State _____ Zip _____

Email _____

Do you represent: ☐ yourself ☐ an organization? (check one)

What type of material
or service are you
commenting on?

- | | | | |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Magazine | <input type="checkbox"/> Library Program | <input type="checkbox"/> Movie |
| <input type="checkbox"/> Music CD | <input type="checkbox"/> Display/Exhibit | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Audiorecording |
| <input type="checkbox"/> Slide | <input type="checkbox"/> yourself | <input type="checkbox"/> Other (brief description) | |

What item/program/
display/exhibit are you
commenting on?

If commenting on an item, what is the title and author/performer/producer?

If commenting on a program/display/exhibit, what is the title and the date?

How did this title/event/
display/program/exhibit
come to your attention?

(Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc)

Did you read or listen
to the entire work, stay
for the entire program,
view the entire display?
If not, which selection
or part did not read or
view?

What is it that you find
objectionable? Please
be specific; cite pages,
excerpts, or scenes
whenever possible.

Thank you for your comments. A member of our Staff will contact you regarding your concerns.
Please use the back of this page for further comments if necessary

Signature _____

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 22 OF 2023

Payment of Claims
March 1, 2023 to March 31, 2023

WHEREAS, the total of all claims for payment, excluding wages and taxes, from March 1, 2023 to March 31, 2023 is \$16,006.62.

WHEREAS, the Board has agreed to purchase all goods and services

WHEREAS, funds from the operating budget will be used pay these claims

RESOLVED, the Board of the Town of Esopus Library accepts and approves the payment of these March 1, 2023 to March 31, 2023 items in the amount of \$16,006.62.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Barbarisi Seconded: Elaine Jaffe

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, April 26, 2023

Approving Signature: _____

Donald Carragher
Donald Carragher, Board President

Year March 2023

Town of Esopus Library
Voucher Log

page 1 of

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V23-0051	FRIENDS OF ESOPUS LIBRARY	CIRC REG	3/7/23	J. Leary	81.00
V23-0052	WALL STREET JOURNAL	RENEWAL FORM	3/7/23	J. Leary	233.94
V23-0053	ROYAL CARTING	1030	3/7/23	J. Leary	141.53
V23-0054	T-MOBILE	BILL	3/7/23	J. Leary	179.16
V23-0055	ALLIED ADMINISTRATORS	BILL	3/7/23	J. Leary	254.85
V23-0056	SPECTRUM BUSINESS	2723	3/7/23	J. Leary	249.99
V23-0057	NATIONAL BUSINESS LEASING	7655	3/7/23	J. Leary	269.69
V23-0058	Tanley Company USA, Inc	2217	3/7/23	J. Leary	987.00
V23-0059	Hoopla	1546	3/7/23	J. Leary	323.36
V23-0060	Michael Diederich, Jr. Esq.	Resolution	3/7/23	J. Leary	500.00
V23-0061	Shannon Powell	28449	3/7/23	J. Leary	379.43
V23-0062	Woodworth & Zardnick	221	3/7/23	J. Leary	550.00
V23-0063	Swank Movie Licensing	9253	3/7/23	J. Leary	300.00
V23-0064	Solomon R. Guggenheim NY	1028446	3/7/23	J. Leary	500.00
V23-0065	Hudson River Maritime Museum	1028448	3/7/23	J. Leary	100.00
V23-0066	Deborah McMenemy	Receipt	3.21.23	J. Leary	346.57
V23-0067	Verizon-LD	Bill	3.21.23	J. Leary	4.02
V23-0068	Spectrum Business	Bill	3.21.23	J. Leary	249.99
V23-0069	Friends of Esopus Library	SplitSheet	3.21.23	J. Leary	183.50
V23-0070	Amazon Business	Multi	3.21.23	J. Leary	533.04
V23-0071	Friends of Esopus Library	SplitSheet	3.21.23	J. Leary	37.00
V23-0072	Mid Hudson Library System	1128	3.21.23	J. Leary	624.00
V23-0073	Verizon	Bill	3.21.23	J. Leary	125.40
V23-0074	Otis Signature Service	5424	3.21.23	J. Leary	711.69
V23-0075	Central Hudson	Bill	3.21.23	J. Leary	1010.67

Year March 2023

Town of opus Library
Voucher Log

Page 2 of 3

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V23-0076	Visa	Bill	3-21-23	<i>[Signature]</i>	242.57
V23-0077	Amazon	Multi	3-21-23	<i>[Signature]</i>	361.43
V23-0078	VSP Vision	Bill	3-21-23	<i>[Signature]</i>	71.66
V23-0079	Binnewater	7394	3-21-23	<i>[Signature]</i>	26.60
V23-0080	Amazon	XR57	3-21-23	<i>[Signature]</i>	180.82
V23-0081	Amazon	HJL5	3-21-23	<i>[Signature]</i>	44.99
V23-0082	Amazon	DF9P	3-21-23	<i>[Signature]</i>	87.44
V23-0083	Amazon	IRDI	3-21-23	<i>[Signature]</i>	91.55
V23-0084	Center Point Large Print	9453	3-21-23	<i>[Signature]</i>	23.25
V23-0085	Amazon	HTVP	4-4-23	<i>[Signature]</i>	51.52
V23-0086	Amazon	3P6Y	4-4-23	<i>[Signature]</i>	70.33
V23-0087	Brian Parkhurst	Agreement	4-4-23	<i>[Signature]</i>	300.00
V23-0088	Kaylee Augustine	Agreement	4-4-23	<i>[Signature]</i>	50.00
V23-0089	Rafay Foley	Agreement	4-4-23	<i>[Signature]</i>	150.00
V23-0090	Ingram	Multi	4-4-23	<i>[Signature]</i>	133.48
V23-0091	Friends of Esopus Library	Cit. Reg.	4-4-23	<i>[Signature]</i>	83.50
V23-0092	Daily Freeman	Revised	4-4-23	<i>[Signature]</i>	124.55
V23-0093	Ingram	Multi	4-4-23	<i>[Signature]</i>	65.84
V23-0094	Ingram	Multi	4-4-23	<i>[Signature]</i>	78.10
V23-0095	Ingram	Multi	4-4-23	<i>[Signature]</i>	104.00
V23-0096	Ingram	Multi	4-4-23	<i>[Signature]</i>	170.87
V23-0097	Ingram	Multi	4-4-23	<i>[Signature]</i>	59.89
V23-0098	TekCoh	5851	4-4-23	<i>[Signature]</i>	457.50
V23-0099	KW CROSS CONNECTION ^{Control} LLC	2716	4-4-23	<i>[Signature]</i>	425.00
V23-0100	Demco	9313	4-4-23	<i>[Signature]</i>	136.53

Year March 2023

[illegible]

11:04 AM

04/06/23

Accrual Basis

Town of Esopus Library

Check Listing

As of March 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Credit
Checking/Savings							
A0200 Cash Operating Fund							
2020 Bank of GC Checking 6086							
Check	03/22/2023	4000	Deborah McMenemy - Reimb.	V22-0066	X	A7410.800 Health & Maj. Med.	346.57
Check	03/08/2023	3982	Shamrock Cleaners	V23-0047	X	A7410.452 Cleaning Services	336.00
Check	03/08/2023	3983	Woodworth & Zarolnick Accountants Inc	V23-0050	X	A7410.437 Accountant	500.00
Check	03/08/2023	3984	Friends of the Town of Esopus Library	V23-0051 EXCH	X	A9855 Friends Exp. Exchange	81.00
Check	03/08/2023	3985	The Wall Street Journal	V23-0052	X	A7410.413 Newspapers	233.94
Check	03/08/2023	3986	Royal Carling Service Co	V23-0053	X	A7410.452 Trash	141.55
Check	03/08/2023	3987	T-Mobile	V23-0054	X	A7410.419 Internet	179.16
Check	03/08/2023	3988	Delta Dental	V23-0055	X	A7410.800 Health & Maj. Med.	254.85
Check	03/08/2023	3989	Spectrum Business	V23-0056	X	A7410.419 Internet	249.99
Check	03/08/2023	3990	National Business Leasing	V23-0057	X	A7410.439 Printer/Copier	269.64
Check	03/08/2023	3991	Jan Way Company USA Inc	V23-0058	X	Outreach	987.00
Check	03/08/2023	3992	Midwest Tape - Hoopla	V23-0059	X	A7410.412 E-Content	323.36
Check	03/08/2023	3993	Michael Diederich, Jr. Esq.	V23-0060	X	A7410.437 Legal Fees	5,000.00
Check	03/08/2023	3994	Shannon Powell	V23-0061	X	A7410.430 Library Supplies	379.43
Check	03/08/2023	3995	Woodworth & Zarolnick Accountants Inc	V23-0062	X	A7410.437 Accountant	550.00
Check	03/08/2023	3996	Swank Movie Licensing USA	V23-0063	X	Adult Programs	500.00
Check	03/08/2023	3997	Solomon R. Guggenheim Museum	V23-0064	X	A7410.437 Membership Fees	300.00
Check	03/08/2023	3998	Hudson River Maritime Museum	V23-0065	X	A7410.437 Membership Fees	100.00
Check	03/22/2023	4001	Verizon Business	V23-0067	X	A7410.4311 Long Distance	4.02
Check	03/22/2023	4002	Spectrum Business	V23-0068	X	A7410.419 Internet	249.99
Check	03/22/2023	4003	Friends of the Town of Esopus Library	V23-0069 EXCH	X	A9855 Friends Exp. Exchange	183.50
Check	03/22/2023	4004	Amazon	V23-0070	X	A7410.430 Office Supplies	533.04
Check	03/22/2023	4005	Friends of the Town of Esopus Library	V23-0071 EXCH	X	A9855 Friends Exp. Exchange	37.00
Check	03/22/2023	4006	Mid-Hudson Library System	V23-0072	X	SAM License	624.00
Check	03/22/2023	4007	Verizon	V23-0073	X	A7410.419 Telephone	125.40
Check	03/22/2023	4008	Otis Elevator Company	V23-0074	X	A7410.452 Elevator	711.69
Check	03/22/2023	4009	Central Hudson	V23-0075	X	A7410.452 Electric	1,010.67
Check	03/22/2023	4010	Visa	V23-0076	X	-SPLIT-	242.57
Check	03/22/2023	4011	Amazon	V23-0077	X	A7410.412 Adult DVD	361.43
Check	03/22/2023	4012	Eastern VSP, Inc.	V23-0078	X	A7410.800 Health & Maj. Med.	71.66
Check	03/22/2023	4013	Binnewater Ice Co.	V23-0079	X	A7410.452 Water & Sewer	26.60
Check	03/22/2023	4014	Amazon	V23-0080	X	A7410.412 Juvenile DVD	180.82
Check	03/22/2023	4015	Amazon	V23-0081	X	A7410.430 Office Supplies	44.99
Check	03/22/2023	4016	Amazon	V23-0082	X	Childrens Programs	87.44
Check	03/22/2023	4017	Amazon	V23-0083	X	A7410.430 Office Supplies	91.55
Check	03/22/2023	4018	Center Point Large Print	V23-0084	X	A7410.410 Adult Large Print	23.25
Check	03/31/2023	EFT Mar2023	Wage Works - Admin	V23-0103	X	A7410.800 Health & Maj. Med.	54.00
Check	03/31/2023	EFT Mar2023	Wage Works - Care Card	V23-0104	X	A7410.800 Health & Maj. Med.	912.01
Check	03/22/2023	3999	VOID:		X	A7410.430 Office Supplies	

Total 2020 Bank of GC Checking 6086

Total A0200 Cash Operating Fund

Total Checking/Savings

TOTAL

Friends - 30150

\$116,006.62

16,308.12

16,308.12

16,308.12

16,308.12

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 23 of Year 2023

Payment to Attorney of Record

WHEREAS, the Board of Trustees hired Attorney of Record, associates at Whiteman, Osterman & Hanna, LLP, for consultations of a legal nature regarding civil service personnel process.

WHEREAS, the legal work regarding the specific civil service personnel issue is completed and the Town of Esopus Board of Trustees seeks to pay counsel associates at Whiteman, Osterman & Hanna, LLP for their services.

RESOLVED, the Board of Trustees of the Town of Esopus Library agree to pay the invoice from Whiteman, Osterman & Hanna, LLP, in the amount of \$3,150.00.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Larry Decker Seconded: Elaine Rylance

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, April 26, 2023

Approving Signature: Donald Carragher
Don Carragher, Board President

WHITEMAN
OSTERMAN
& HANNA LLP

Attorneys at Law
www.woh.com

One Commerce Plaza
Albany, New York 12260
518.487.7600
fax - 518.487.7777

Town of Esopus Library
James Fitzmorris
128 Canal Street
P.O. Box 1167
Port Ewen, NY 12466

Invoice Date: 03/31/2023
Invoice No. 623271
Client No. 110767

INVOICE SUMMARY

For professional services rendered through February 28, 2023

Client-Matter: 110767 - 002

RE: Personnel Matter

Total Professional Services	\$ 3,150.00
Total Costs Advanced	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 3,150.00

PAYMENTS APPLIED SINCE LAST INVOICE

Date	Type	Invoice No.	Check No.	Paid By	Amount
3/10/22	Adjustment	99992201			\$ -3.00
3/10/22	Adjustment	99992202			\$ -3.00
3/10/22	Adjustment	99992203			\$ -3.00
4/22/22	Payment	529760	3582	Town of Esopus Library	\$ 400.00
4/22/22	Payment	545431	3582	Town of Esopus Library	\$ 4,400.42
4/22/22	Adjustment	99992204			\$ -3.00

Whiteman Osterman & Hanna LLP

Client-Matter: 110767 - 002
Personnel Matter

Invoice Date: 03/31/2023
Invoice No. 623271

PROFESSIONAL SERVICES

Date	Atty	Description	Hours	Amount
1/10/23	EMB	Telephone conference with D. Carragher;	.40	100.00
1/12/23	EMB	Telephone conference with D. Carragher;	.30	75.00
1/13/23	EMB	Work regarding employee separation; Emails to D. Carragher regarding same; Additional call and email to D. Carragher;	.80	200.00
1/18/23	EMB	Telephone conference with D. Carragher;	.50	125.00
1/20/23	EMB	Telephone conference with D. Carragher regarding proposed agreement for library director; Work regarding same;	.90	225.00
1/22/23	EMB	Draft proposed separation agreement and letter for library director; Email to client regarding same;	.80	200.00
1/26/23	EMB	Telephone conference with B. Gomper and D. Carragher;	.30	75.00
2/06/23	EMB	Telephone conference with D. Carragher and B. Gocker; Review documents from B. Gocker; Prepare for call with M. Diederich and call to same;	1.10	275.00
2/07/23	EMB	Telephone conference with M. Diederich; Call to D. Carragher regarding same; Detailed email to D. Carragher;	1.00	250.00
2/08/23	EMB	Telephone conference with D. Carragher regarding prior negotiations with B. Dittmar and options for resolving matter; Review prior emails; Work regarding follow up on calculations and negotiation position; Detailed email to M. Diederich regarding revised offer of settlement;	2.40	600.00
2/09/23	EMB	Telephone conference with D. Carragher regarding next steps; Work with E. Callahan regarding same; Email from D. Carragher; Reply to same;	.70	175.00
2/09/23	EMC	Review emails related to severance negotiations;	.30	75.00
2/14/23	EMC	Telephone conferences with Board President and B.D. attorney re separation from employment; Revise draft separation agreement and send summary email to B.D. attorney and Board President re same; Review email responses; Review revisions to agreement from B.D. attorney;	2.00	500.00
2/15/23	EMC	Telephone conference with B. Dittmar attorney re separation agreement; Update agreement and send summary emails to Board President;	.80	200.00

WHITEMAN
OSTERMAN
& HANNA LLP

Attorneys at Law
www.uoh.com

One Commerce Plaza
Albany, New York 12260
518.487.7600
fax - 518.487.7777

Town of Esopus Library
James Fitzmorris
128 Canal Street
P.O. Box 1167
Port Ewen, NY 12466

Invoice Date: 03/31/2023
Invoice No. 623271
Client No. 110767

REMITTANCE ADVICE

Client-Matter: 110767 - 002

RE: Personnel Matter

BALANCE DUE THIS INVOICE

\$ 3,150.00

To Wire Transfer Funds in USD:

KEYBANK NA

Routing: # 021300077

Depository Account: # 325900033615

S.W.I.F.T. BIC KEYBUS 33

Tax ID: 14-1564599

Please reference: Invoice No.623271, Client-Matter No. 110767 - 002

To Pay by Check, Please Mail Your Payment to:
(Please return this advice with payment.)

Whiteman Osterman & Hanna LLP
One Commerce Plaza
Albany, NY 12260

To pay your bill online via credit card please visit
<https://whitemanosterman.securepayments.cardpointe.com/pay>

INVOICES ARE DUE UPON RECEIPT

Thank you! Your business is greatly appreciated.

Resolution of the Board of the Town of Esopus Library

Resolution 24 of the Year 2023

Personnel Actions

Recommended By Interim Manager / Director
Pending Personnel Action Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Deborah McMenemy	Office Clerk	Pay Raise	5/1/23	\$16.55
Barbara Wurtz	Library Clerk	Pay Raise	5/1/23	\$16.55
Janet Wiggin	Circulation Clerk	Pay Raise	5/1/23	\$16.30
Josie LaPorte	Circulation Clerk	Pay Raise	5/1/23	\$16.30
Laura Salgarolo	Library Assistant	Pay Raise	5/1/23	\$18.20
Mary Garraty	Board Secretary	Pay Raise	5/1/23	\$18.65

Action Requested **MOVED** that the Board of Trustees of the Town of Esopus Library approves the personnel actions listed above.

Motion Moved Elaine Taffe
Seconded Elaine Rylance

Result of Action
In Favor 6
Against 0
Abstaining 0
Excused 3
Absent 0

Approved by the Board this Wednesday, April 26, 2023

Approving Signature: Don Carragher

Don Carragher, Board President

Resolution of the Board of the Town of Esopus Library

Resolution 26 of the Year 2023

Personnel Actions

Recommended By Interim Manager / Director

Pending Personnel Action Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Marilyn Genter	Substitute Clerk	Hire	3/28/23	\$15.06 / hr.
Lee Gough	Substitute Clerk	Hire	3/28/23	\$15.06 / hr.

Action Requested **MOVED** that the Board of Trustees of the Town of Esopus Library District approve the personnel actions listed above including retroactive pay to date of hire.

Motion Moved Elaine Rylance
Seconded Elaine Taffe

Result of Action

In Favor	<u>4</u>
Against	<u>0</u>
Abstaining	<u>0</u>
Excused	<u>3</u>
Absent	<u>0</u>

Approved by the Board this Wednesday, April 26, 2023

Approving Signature:

Donald Carragher
Don Carragher, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 28 OF 2023

Authorization to Update Camera Security and Alarm System

WHEREAS, the Buildings and Grounds committee has acknowledged the need to update our camera security and alarm system.

WHEREAS, the Liberty company has presented an estimate of \$16,740 (7/7/22) to install 4k cameras and brand-new wiring. Liberty has also submitted an estimate of \$4,605 (4/12/23) to combine the access control and security system into one control panel. The total of both estimates from Liberty is \$21,345.

WHEREAS, the need for an updated camera security and alarm system has been discussed at multiple committee meetings for the last couple years.

WHEREAS, the Buildings and Grounds Committee has approved both quotes from Liberty to make the necessary updates to the Camera Security/Alarm System by Liberty and is presenting these quotes to the Board of Trustees of the Town of Esopus Library for approval of work to be completed.

WHEREAS, the payment for the repairs will come out of the unappropriated fund balance of the operating checking account

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the updating of the Camera Security/Alarm System by Liberty

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Elaine Rylance

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, April 26, 2023

Approving Signature: Donald Carragher
Donald Carragher, Board President

Estimate #11045



Billing Address
Esopus Library
128 Canal Street
Port Ewen NY 12466 United States

Contact: Shannon Powell

Service Address
Esopus Library
128 Canal Street
Port Ewen NY 12466 United States

Contact: Shannon Powell

Send Payment To
Liberty Security Services
41 Clarendon Ave
Kingston NY 12401 US
8454183577
Sales@LSSASAP.com

Sent On 04/12/23
Total \$4,605.00
Payments \$0.00
Balance \$4,605.00

Scope of Work

Combine Access control and Security System into a remotely access able control panel

- Remote both access control & security system
- Install new control panel and connect all existing security devices
- Connect all existing access control doors
- Install Radio on Silent knight control panel and get it off telephone lines.
- Perform audit with customer on telephone lines

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
DMP XR150	DMP XR150 Alarm Control Panel with 24-Hour Battery Backup	\$1,100.00	✓	1.0	\$1,100.00
Cellular Communicator	Cellular Communicator for Alarm Signals	\$290.00	✓	1.0	\$290.00
8 Expander	8 Point Zone Expander	\$175.00	✓	1.0	\$175.00
Keypad	Full English Display with Panic Buttons - Replacing existing keypad by both entry doors	\$285.00	✓	2.0	\$570.00
Door Module	DMP Access Control Module - One Per Door - Note if Director's door is no longer required we can remove one of these modules	\$250.00	✓	3.0	\$750.00
Cellular Communicator	Network/Radio Communicator for Alarm Signals - To connect to the Silent Knight control panel. The telephones will no longer be needed for this panel. JK will work with Shannon to audit phones and advise to cancel extra lines if not being used.	\$400.00	✓	1.0	\$400.00
Labor Prevailing Wage	Labor 1 Technicians 1 Hour - Onsite Work	\$165.00	✓	8.0	\$1,320.00
					Subtotal \$4,605.00
					Tax \$0.00
					Total \$4,605.00

Notes

This estimate is to combine the access control and security system into one control panel. We will be leaving the existing fire alarm system and taking it off of telephone lines, and installing a dual communicator (Network/Cellular). With the new control panel you will be able to remotely arm/disarm, open/close doors, view history, edit user codes, and create and edit schedules. The system has both a desktop and mobile application (Virtual Keypad).

Monthly monitoring is \$76.00 with a 1-year contract, and all work comes with a 1-year warranty (The \$76.00 breakdown is: \$38.00 for the new DMP control panel, and \$38.00 for the existing Silent Knight Fire Alarm system).

Terms

2/3 deposit required to start project, remainder due upon completion.

Estimate #10191



Billing Address
Esopus Library
128 Canal Street
Port Ewen NY 12466 United States

Contact: Brook

Service Address
Esopus Library
128 Canal Street
Port Ewen NY 12466 United States

Contact: Brook

Send Payment To
Liberty Security Services
41 Clarendon Ave
Kingston NY 12401 US
8454183577
Sales@LSSASAP.com

Sent On 07/07/22
Total \$16,740.00
Payments \$0.00
Balance \$16,740.00

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
32 NVR	32 Channel NVR with 8TB of Video Storage	\$1,800.00	✓	1.0	\$1,800.00
Ubiquiti Unifi 24-Port Poe Managed Network Switch	Ubiquiti Unifi 24-Port Poe Managed Network Switch	\$900.00	✓	1.0	\$900.00
IP Dome	High Definition IP Dome Camera with Night Vision - Replacement of the Existing cameras on the inside of the building	\$600.00	✓	13.0	\$7,800.00
IP Turret	High Definition IP Turret Camera with Night Vision - Replacement of the Existing cameras on the outside of the building	\$600.00	✓	3.0	\$1,800.00
IP Dome	High Definition IP Dome Camera with Night Vision - Installation of new camera in the following locations: Basement Art Hallway	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Exterior corner of building aiming at the parking lot & garden	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Back of building viewing pond	\$600.00	✓	1.0	\$600.00
IP Turret	High Definition IP Turret Camera with Night Vision - Installation of new camera in the following locations: Under deck covering blind spot and dumpster	\$600.00	✓	1.0	\$600.00
CAT5	CAT5 Wire Run and Termination - Trunk runs to each new locations	\$150.00	✓	4.0	\$600.00
Labor Prevailing Wage	Labor 1 Technicians 1 Hour - Onsite Work - 2.5 work days	\$165.00	✓	20.0	\$3,300.00
PmntDiscount_Discounts given	Customer Discount - Local Organization Discount - 10%	- \$1,860.00	✓	1.0	-\$1,860.00
					Subtotal \$16,740.00
					Tax \$0.00
					Total \$16,740.00

Notes

This estimate is to install a new camera system in the Library in Port Ewen. We will be replacing all of the wiring, and cameras with LTS 8mp/6mp cameras. We will be also adding 4 additional cameras to the system were there currently is anything. The camera system's NVR will be mounted in the server rack along with the network switch that will power the cameras. All lines will be labelled and neatly organized. The camera system will have that ability to be view remotely onsite or offsite via NVMS7000. The camera system will be configure to have 30 days of recording stored on the hard drives locally.

Terms

2/3 deposit required to start project, remainder due upon completion.

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 27 OF 2023**

Authorization of Audit

WHEREAS, the Finance Committee has agreed that an audit should be completed this year.

WHEREAS, the Finance Committee has agreed to the proposal from Shannon M. Mannese of RBT CPAs to complete such an audit for the price of \$12,000.00

WHEREAS, the payment for the audit will come out of the unappropriated fund balance of the operating checking account

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the hiring of Shannon M. Mannese of RBT CPAs to complete an audit for the Town of Esopus Library for the amount of \$12,000.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Barbawsi Seconded: Nancy Beranek

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, April 26, 2023

Approving Signature: Donald Carragher
Donald Carragher, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 17 of 2023**

Public Relations Policy Update

WHEREAS, The Public Relations Policy needs to be updated;

WHEREAS, The Governance and Personnel Committee offers the attached updated Public Relations Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Public Relations Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Leiding Seconded: Reggie Heffernan

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, March 29, 2023

Approving Signature: Don Carragher
Don Carragher, Board President

PUBLIC RELATIONS POLICY

The public relations goals of the Town of Esopus Library are:

- to promote community awareness and active participation in library services and programs
- to develop public understanding and support of the library and its role in the community

The Board of Trustees recognizes that public relations involve every person who has a connection with the library. The Board urges its own members and every staff member to realize that they represent the library in every public contact. Good service supports good public relations.

A monthly calendar of library events will be posted on social media, the library website and the electric sign. Paper copies will be available in the library.

The Board will establish and maintain a budget to cover costs related to printing, publication, postage and supplies necessary to ensure effective public relations.

Public relations materials must be reviewed and approved by the Library Director/designee. Special releases that either communicated actions of the Board or are official responses to a published statement relating the Library Board will be referred to the Board of Trustees president for review.

Emergency Situations:

- In the event of an emergency, official statements to the public will be made by the Library Director/designee.
- If it is necessary for the library staff to provide the public with information, the director will inform the staff what is to be said.
- In the event that the library has to close due to an emergency situation or inclement weather, the Library Director/designee will inform the public via social media, the library website and the electric sign.

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 16 of Year 2023

APPROVAL TO EXCEED TAX CAP LIMIT FOR 2024

WHEREAS, the adoption of the 2024 budget of the Town of Esopus Library may require a tax appropriation increase that would exceed the tax cap to be imposed by the State

RESOLVED, the Board of Trustees of the Esopus Library approves exceeding the tax levy limit for 2024

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Susan Barbarisi

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, March 29, 2023

Approving Signature: Don Carragher

Don Carragher, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 14 OF 2023

Payment of Claims
February 1, 2023 to February 28, 2023

WHEREAS, the total of all claims for payment, excluding wages and taxes, from February 1, 2023 to February 28, 2023 is \$22,093.62.

WHEREAS, the Board has agreed to purchase all goods and services

WHEREAS, funds from the operating budget will be used pay these claims

RESOLVED, the Board of the Town of Esopus Library accepts and approves the payment of these February 1, 2023 to February 28, 2023 items in the amount of \$22,093.62.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Leiching Seconded: Nancy Beranek

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, March 29, 2023

Approving Signature: Donald Carragher
Donald Carragher, Board President

1:45 PM

03/02/23

Accrual Basis

Town of Esopus Library
Check Listing
As of February 28, 2023

Type	Date	Num	Name	Memo	Clr	Split	Credit
Checking/Savings							
A0200 Cash Operating Fund							
2020 Bank of GC Checking 6086							
Check	02/28/2023	EFT Feb2023	Wage Works - Admin	Back taxes from ADP. Will be refunded from ADP	X	A7410.800 Health & Maj. Med.	54.00
Check	02/28/2023	EFT Feb2023	Wage Works - Care Card	V23-0014 EXCH	X	A7410.800 Health & Maj. Med.	805.66
Check	02/17/2023	3951	Gusto	V23-0015	X	Payroll Liabilities	3,138.01
Check	02/07/2023	3952	Friends of the Town of Esopus Library	V23-0016	X	A9855 Friends Exp. Exchange	57.00
Check	02/07/2023	3953	Demco	V23-0017	X	A7410.430 Library Supplies	157.53
Check	02/07/2023	3954	Showcases	V23-0018	X	A7410.430 Library Supplies	308.45
Check	02/07/2023	3955	Shamrock Cleaners	V23-0021	X	A7410.452 Cleaning Services	420.00
Check	02/07/2023	3956	Binnewater Ice Co.	V23-0022	X	A7410.452 Water & Sewer	37.60
Check	02/07/2023	3957	The Reis Group	V23-0023	X	A7410.452 Property Insurance	123.00
Check	02/07/2023	3958	Deborah McMenemy - Reimb.	V23-0024	X	A7410.800 Health & Maj. Med.	346.60
Check	02/07/2023	3959	T-Mobile	V23-0025	X	A7410.419 Internet	179.16
Check	02/07/2023	3960	Spectrum Business	V23-0026	X	A7410.452 Security System	249.99
Check	02/07/2023	3961	Safeco Alarm Systems, Inc.	V23-0027	X	A9855 Friends Exp. Exchange	367.00
Check	02/07/2023	3962	Friends of the Town of Esopus Library	V23-0028	X	A7410.412 E-Content	392.80
Check	02/07/2023	3963	Midwest Tape	V23-0029	X	General Assessment Fee	2,431.00
Check	02/07/2023	3964	Mid-Hudson Library System	V23-0030	X	A7410.452 Custodial Supplies	47.02
Check	02/07/2023	3965	Office Depot	V23-0031	X	A7410.2439 Printer/Copier	256.55
Check	02/07/2023	3966	National Business Leasing	V23-0032	X	A7410.800 Health & Maj. Med.	254.85
Check	02/07/2023	3967	Delta Dental	V23-0033	X	A7410.452 Trash	141.55
Check	02/07/2023	3968	Royal Carting Service Co	V23-0034	X	Childrens Programs	75.00
Check	02/07/2023	3969	Jason Vance	V23-0035	X	A7410.452 Other Maintenance	6,394.91
Check	02/07/2023	3970	Willdan Energy Solutions	V23-0036	X	A7410.410 Adult Non-Fiction	281.21
Check	02/22/2023	3971	Ingram Library Services	V23-0037	X	A7410.410 Adult Fiction	461.57
Check	02/22/2023	3972	Ingram Library Services	V23-0038	X	A7410.410 Adult Non-Fiction	197.77
Check	02/22/2023	3973	Ingram Library Services	V23-0039	X	A9855 Friends Exp. Exchange	35.25
Check	02/22/2023	3974	Friends of the Town of Esopus Library	V23-0040	X	A7410.452 Electric	116.25
Check	02/22/2023	3975	Central Hudson	V23-0041	X	A7410.4311 Long Distance	1,081.56
Check	02/22/2023	3976	Verizon Business	V23-0042	X	A7410.419 Telephone	2.89
Check	02/22/2023	3977	Verizon	V23-0043	X	A7410.800 Health & Maj. Med.	125.91
Check	02/22/2023	3978	MVP Healthcare, Inc.	V23-0044	X	A7410.800 Health & Maj. Med.	3,674.51
Check	02/22/2023	3979	Eastern VSP, Inc.	V23-0045	X	A9855 Friends Exp. Exchange	97.10
Check	02/22/2023	3980	Friends of the Town of Esopus Library	V23-0046	X	-SPLIT-	58.00
Check	02/22/2023	3981	Visa				154.17

Total 2020 Bank of GC Checking 6086

Total A0200 Cash Operating Fund

Total Checking/Savings

TOTAL

- Friends - 598.25
\$22,093.62

Feb

Town of Esopus Library
Voucher Log

Year 2023

page 1 of 2

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V23-0021	THE REIS GROUP	2221	2/7/23	Larry Decker	123.00
V23-0022	DEBORAH MC MENEMY	BILL	2/7/23	Larry Decker	346.60
V23-0023	T-MOBILE	BILL	2/7/23	Larry Decker	179.16
V23-0024	SPECTRUM BUSINESS	2723	2/7/23	Larry Decker	249.99
V23-0025	SAFECO ALARM SYSTEMS, INC	2957	2/7/23	Larry Decker	168.00
V23-0026	FRIENDS OF ESOPUS LIBRARY	ARC REG	2/7/23	Larry Decker	367.00
V23-0027	MIDWEST TAPE	2214	2/7/23	Larry Decker	392.80
V23-0028	MID-HUDSON LIBRARY SYSTEM	1052	2/7/23	Larry Decker	2431.00
V23-0029	OFFICE DEPOT	4001	2/7/23	Larry Decker	47.02
V23-0030	NATIONAL BUSINESS LEASING	1370	2/7/23	Larry Decker	256.55
V23-0031	ALLIED ADMINISTRATORS	1121	2/7/23	Larry Decker	254.85
V23-0032	ROYAL CARTING-	1030	2/7/23	Larry Decker	141.55
V23-0033	Jason Vance	Agree.	2/7/23	Larry Decker	75.00
V23-0034	Wildan Energy Solutions	8451	2/7/23	Larry Decker	6394.91
V23-0035	Ingram	multi	2/21/23	Larry Decker	281.21
V23-0036	Ingram	multi	2/21/23	Larry Decker	461.57
V23-0037	Ingram	multi	2/21/23	Larry Decker	197.77
V23-0038	Ingram	multi	2/21/23	Larry Decker	35.25
V23-0039	Friends of the library	Split Sheet	2/21/23	Larry Decker	116.25
V23-0040	Central Hudson	Bill	2/21/23	Larry Decker	1081.56
V23-0041	Verizon Business-LD	Bill	2/21/23	Larry Decker	2.89
V23-0042	Verizon	Bill	2/21/23	Larry Decker	125.91
V23-0043	MVP	Bill	2/21/23	Larry Decker	3614.51
V23-0044	VSP	Bill	2/21/23	Larry Decker	97.10
V23-0045	Friends of Esopus library	split sheet	2/21/23	Larry Decker	58.00

Town of Opus Library Voucher Log

22 pag

[illegible]

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 19 of 2023**

Exhibits and Posting Policy Update

WHEREAS, The Exhibits and Posting Policy needs to be updated;

WHEREAS, The Governance and Personnel Committee offers the attached updated Exhibits and Posting Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Exhibits and Posting Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Susan Leiching

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, March 29, 2023

Approving Signature: Don Carragher

Don Carragher, Board President

EXHIBITS AND POSTING POLICY

Exhibits and Displays:

As an educational and cultural institution, the Town of Esopus Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Director/Designee shall accept or reject material offered for display based on its suitability and availability. Requests for display space will be considered in the order in which they are received. The following factors will also be examined:

- Relevance to community needs and interest.
- Suitability of physical presentation.
- Quality of presentation.
- Space requirements.
- Timeliness.

All exhibits must meet the following conditions:

1. Requests to use library display areas will not be accepted without completion of the Library Exhibit & Display Request Form.
2. The contact person must notify the Library four weeks in advance of the display date. Reservations for exhibits and displays will be made up to twelve (12) months in advance.
3. Upon request and availability, library materials, books, etc. may be provided for the display.
4. The Town of Esopus Library assumes no insurance liability for items on exhibit or display.
5. The Library may request a sample of the work prior to granting a request.
6. The Library reserves the right to limit the size, number of items, scheduling, and frequency with which an individual or group may have an exhibit or display.
7. Exhibits cannot in any way disrupt the normal routine of the Library.
8. Exhibits and displays may include information about the exhibitor at his/her discretion, with a sign no larger than 8 ½ x 11 inches.
9. The Library will not sell items on exhibit or display. Anyone interested in buying an item should contact the artist directly.
10. The following may be posted as part of all non-library exhibits or displays, "Exhibits and displays are offered as a community service and do not carry the endorsement of the Town of Esopus Library."
11. Questions regarding exhibits or displays must be directed to the Director/Designee at 845-331-5580. The Director/Designee will ensure displays and exhibits are appropriate and will set procedure for their timely removal

Bulletin Board and Information Distribution Areas:

The Town of Esopus Library maintains bulletin boards for the posting of materials, and designated areas such as literature racks and countertops for the passive distribution of information. Some bulletin boards, literature racks, and countertops are reserved for the exclusive use by the Library to post and distribute materials about:

- Library services, programs, and events.
- The Friends of the Town of Esopus Library or the Town of Esopus Library Foundation.
- Other government entities such as the town, state, or federal government.

A limited number of bulletin boards and distribution areas are available within the Library for the posting and passive distribution of materials from other entities. Permission must be obtained from library personnel (not a volunteer) prior to posting or distribution. The Director/Designee has the authority to refuse/remove any materials that do not meet library standards. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the group expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted in those materials.

Because the amount of space is limited, and in order to provide Library visitors with the opportunity to review materials from organizations that they might not otherwise have the opportunity to review, the following rules apply:

- Non-profit organizations that exist for civic, educational, or cultural purposes will be given priority.
- Events scheduled for a specific date will be given priority over other display materials.
- Materials for passive distribution must be left with a staff member for Library visitors, if they so choose, to review and/or take with them. This does not include verbally or visually encouraging Library visitors to review or take any materials with them.
- Materials supporting/opposing any current political action is prohibited unless it applies to library related issues.
- Petitions and letters asking for signatures are prohibited except when it applies to library related issues.
- The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

Adopted by the Board of Trustees: February 28, 2007

Adopted by the Board of Trustees: January 26, 2011 (Amended)

Revised by the Board of Trustees: November 20, 2013

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 15 of Year 2023

Annual Report to NY State Library

WHEREAS, the New York State Library, within the New York State Education Department, requires every public library to submit a report for the previous year, ending December 31st

WHEREAS, the report for 2022 has been completed

RESOLVED, the Board of Trustees of the Town of Esopus Library has reviewed and accepted the 2022 Annual Report to the State Library

Moved: Susan Barbarisi Seconded: Reggie Heffernan

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, March 29, 2023

Approving Signature: _____

Don Carragher

Don Carragher, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 20 OF 2023**

Authorization of Backflow Repairs

WHEREAS, The Port Ewen Water District has identified an issue with the Backflow Prevention Devices during routine inspections.

WHEREAS, K/W Cross Connection Control, LLC has identified the parts that need to be replaced and provided a quote of \$1659.57

WHEREAS, the Finance Committee has approved the quote from K/W Cross Connection Control, LLC to make the necessary repairs and that payment to K/W Cross Connection LLC, is not to exceed \$2000.00

WHEREAS, the payment for the repairs will come out of the unappropriated fund balance of the operating checking account

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the repair work to the Backflow area be done by K/W Cross Connection Control, LLC for an amount to not exceed \$2000.00.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Nancy Beranek Seconded: Elaine Taffe

VOTE: Ayes: 9 Nays: 0 Abstentions: 0 Excused: 0 Absent: 0

Approved by the Board this Wednesday, March 29, 2023

Approving Signature: Donald Carragher

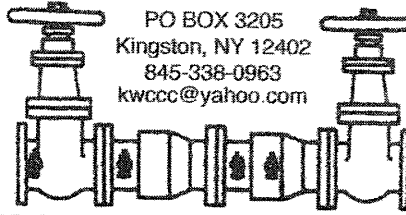
Donald Carragher, Board President

INVOICE # 12747 Q

FULLY INSURED
IN BUSINESS SINCE
1989
COMPLETE PARTS
INVENTORY

K/W CROSS CONNECTION CONTROL, LLC

PO BOX 3205
Kingston, NY 12402
845-338-0963
kwccc@yahoo.com



NEW YORK STATE
CERTIFIED

BACKFLOW DEVICE
TESTERS

T.I.N. # 14-1739133

TESTING OF BACKFLOW PREVENTION DEVICES
QUOTE, AGREEMENT & INVOICE

Name Town of Esopus Library

Date 3/27/2023

Address 128 Canal Street Port Ewen, NY 12466

H.D. Ulster County

Location Mechanical Room : Domestic & Fire Line

Water Co. Port Ewen

Water District

QUOTE: Testing and Written Reports to Owner, Water purveyor and Health Department for:

1	2 1/2" RPZ Repair	at \$250.00	ea.	= 250.00
1	4" DCV Repair	400.00		400.00

Repair service is offered, if the tester determines that the problem may be minor and can be corrected, by the tester, without removing the device from the system. Repair service at \$100 per hour, per man, (Prevailing Wage Rate \$125), or part thereof. (*Removal requires a licensed plumber.)

2 TECHNICIANS
4 to 6 Hours at \$100.00 (Prevailing Wage Rate \$125) = \$ 400.00 to 600.00
LEA Parts Kit # CHECK RUBBERS KIT = \$ 56.69
CONBRACO 2 1/2" RV RUBBERS KIT = \$ 73.19
WATTS 4" CHECK RUBBERS KIT = \$ 279.69
Travel Charge or Emergency Callout \$100 = \$ _____
(Outside of Dutchess, and Ulster Counties)

Sub-Total \$ 1459.57

Total Fee, due on date of test \$ 1659.57

STATEMENT OF LIABILITIES

Testing of the Backflow Prevention Device is dependent on the water service line components functioning properly. The Certified Tester is a trained and competent mechanic, but may not be able to determine the condition of valves, fittings or pipe before beginning the testing procedure. Therefore, the tester and K/W Cross Connection Control cannot be held responsible or liable for the failure of any part or component or the consequence of any part or component failure. All repairs or replacements of any part or component shall be the responsibility of the property owner.

K/W Cross Connection Control does not offer or imply any warranty or guarantee that a device passing the prescribed test will pass any subsequent test or that the device will not fail after testing. We do stipulate that the test performed will satisfy the requirements of the Health Department regulation in force at the time of testing.

Final reports delivered to you by K/W C.C.C. and filed with the water supplier and the Health Department fulfill your obligation, under Part 5-1.31 of the Health Code, to provide certification of testing of your Backflow Prevention Device(s) annually.

Please note that K/W Cross Connection Control policy is to delay submittal of testing reports to the authorities until full payment has been received.

Respectfully submitted.

K/W Cross Connection Control

CALL TO SCHEDULE WHEN APPROVED!

AGREEMENT ACKNOWLEDGMENT

I, the owner or owner's agent, understand the foregoing fees and conditions for testing service by K/W Cross Connection Control and hereby agree to them.

Signature REPAIR Date _____

Print Name & Title QUOTE

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
Resolution 21 of Year 2023

2024 BUDGET

WHEREAS, a planned budget for the next year needs to be in place prior to the annual vote on the first Tuesday in June

RESOLVED, the Board of Trustees of the Town of Esopus Library approves the 2024 budget in the amount of \$561,671.00, with a tax appropriation of \$425,305.00, in order to continue the same level of service to the Town of Esopus

FURTHER RESOLVED, that this resolution shall take effect immediately.

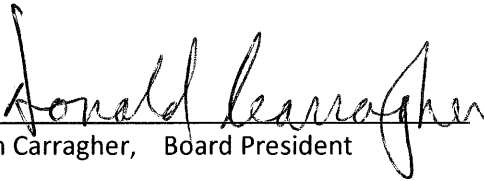
Moved: Nancy BeraneK Seconded: Elaine Rylance

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Wednesday, April 26, 2023

Approving Signature: _____

Don Carragher, Board President



Town of Esopus Library 2024 Budget

Income	2024 Budget
Town Tax Appropriation	\$425,305
Foundation	\$40,640
PILOT	\$5,000
Library Charges	\$3,000
Interest & Earnings-other	\$6,000
Gifts & Donations	\$12,500
Grants	\$1,000
State Aid	\$11,000
Fund Balance	\$57,226
Total Income	\$561,671

Expenses (Summary)

Wages	291,107
Payroll Expenses	\$57,014
Medical	\$57,000
Technology & Equipment	\$7,900
Books	\$8,350
Recordings	\$3,000
Serials	\$12,200
Building Maintenance	\$49,650
Utilities	\$14,050
Office Expenses	\$3,800
Telecommunication	\$7,100
Programming & Outreach	\$10,900
Professional Services Fees	\$27,100
MHLS	\$12,500
Total Expenses	\$561,671

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 25 of 2023**

Collection Development Reconsideration Request Policy Update and Rename

WHEREAS, The Collection Development Reconsideration Request Policy and the Collection Development Reconsideration Request ~~Form~~^{Form} need to be updated and renamed;

WHEREAS, The Collection Development Reconsideration Request Policy is renamed to Reconsideration Request Policy;

WHEREAS, The Collection Development Reconsideration Request Form is renamed to Request for Reconsideration Form;

WHEREAS, The Governance and Personnel Committee offers the attached updated and renamed Reconsideration Request Policy and the Request for Reconsideration Form for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the updated and renamed Collection Development Reconsideration Request Policy to Reconsideration Request Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Nancy Beranek Seconded: Reggie Heffernan

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Excused: 3 Absent: 0

Approved by the Board this Wednesday, April 26, 2023

Approving Signature: Don Carragher
Don Carragher, Board President

RECONSIDERATION REQUEST POLICY

The Town of Esopus Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library and scheduled programs present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library resources that satisfy the diverse interests of our community. The library upholds the right to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied resources are available to all; however, it is not expected that all will appeal to everyone.

Patrons who wish to request the reconsideration of resources currently offered by the library are encouraged to discuss their concerns with a library supervisor or its director. If the patron is not satisfied with the response to their request, the library supervisor or director will provide the patron with information and a form to request formal reconsideration of the library resource.

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, any material in question will remain in circulation in the library collection. Any scheduled programs will remain on the calendar.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, collection and programming policies, reconsideration form and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate professional staff and the Governance and Personnel Committee will review the reconsideration form and will complete the following: read, view or listen to the resource in its entirety; check general acceptance of the material by reading reviews and consulting recommended lists; determine the extent to which the material supports the library's policies; judge the material as a whole and not in part.
4. Within 30 business days, the director and Governance and Personnel Committee will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. The decision of the Board is final.

Request for Reconsideration



Please complete this form and return it to a staff member.

Date _____

Name _____ Phone# _____

Address _____

City _____ State _____ Zip _____

Email _____

Do you represent: ☐ yourself ☐ an organization? (check one)

What type of material
or service are you
commenting on?

- | | | | |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Magazine | <input type="checkbox"/> Library Program | <input type="checkbox"/> Movie |
| <input type="checkbox"/> Music CD | <input type="checkbox"/> Display/Exhibit | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Audiorecording |
| <input type="checkbox"/> Slide | <input type="checkbox"/> yourself | <input type="checkbox"/> Other (brief description) | |

What item/program/
display/exhibit are you
commenting on?

If commenting on an item, what is the title and author/performer/producer?

If commenting on a program/display/exhibit, what is the title and the date?

How did this title/event/
display/program/exhibit
come to your attention?

(Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc)

Did you read or listen
to the entire work, stay
for the entire program,
view the entire display?
If not, which selection
or part did not read or
view?

What is it that you find
objectionable? Please
be specific; cite pages,
excerpts, or scenes
whenever possible.

Thank you for your comments. A member of our Staff will contact you regarding your concerns.
Please use the back of this page for further comments if necessary

Signature _____