

**Town of Esopus Library
Finance Committee Minutes
November 9, 2023**

Attendance: Reggie Heffernan, Nancy Beranek, Elaine Jaffe, Jesse Chance,
Absent: Susan Barbarisi

The payment of claims for \$14,428.81 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the November meeting.

Last month Reggie reported the following officers were elected for the Foundation for upcoming year: Chet Allen - president, Reggie Heffernan - vice president and Marion Zimmer - treasurer/secretary. I have since learned that we need to approve this slate of officers at our executive meeting.

Deborah is continuing to collect remaining items needed for the auditors. The auditors are estimating that we are coming to the last quarter of the process. We discovered that our accountants are able to provide us with reconciliations each month.

Jesse made the following recommendations which we would like to present as resolutions:

- Marilyn Genter should be changed from a temporary to a regular clerk
- Deborah McMenemy should be receiving a raise comparable with our library assistant based on the level of work she continues to do for the audit.
- Several part time employees should be compensated for the holiday time that they would normally work.

The Gifts for Library and Staff Members Policy was updated and will be presented to the board at this meeting.

Next month we will review and update the Investment Policy.

Respectfully submitted,
Reggie Heffernan, Treasurer

**Next Meeting
Thursday, December 14
4 pm at TheTown of Esopus Library**

The Town of Esopus Library
Governance and Personnel Committee minutes
November 14, 2023

Attendance: Nancy Beranek, Susan Barbarisi, Stephen Lewis, Don Carragher, Jesse Chance
Excused: Martha Farrell

The committee began work on a new policy on photography and filming, which we expect to complete next month.

We did complete a new policy on tuition reimbursement. The policy will be presented at the next Board meeting for approval.

Respectfully submitted,
Nancy Beranek

Updated Director's Report November, 2023

Ongoing and/or Completed Business:

A-Team Comfort Systems: This is the company we have been using recently for small plumbing jobs around the library. We are awaiting a quote from them regarding replacing the drinking fountain in the upstairs area of the library. We are also expecting a quote regarding a pressure gauge and shut off valve that need replacing. This was pointed out to me when the water meter was replaced (see below). They will require us to pay 50% up front for any job they undertake for us.

Building Inspection: My recent application for a Certificate of Occupancy from the Town of Esopus triggered a building inspection, as it should. Two people from the Town came on Thursday, November 9th and went over the building with me with an eye toward safety. We had no violations and there were only two notes: we are missing an emergency light in the storage room and there was no fire extinguisher in the kitchen (Solutions listed below).

Circulation area chairs and the "Fish Bowl": After discussing with staff the uncomfortable-ness of two of the chairs behind the desk it became clear that one of them pretty much never gets used and therefore only one needed replacing. I was able to find an "Ergonomic High Back Heavy Duty Task Chair with Flip-up Arms" on sale for \$98.99 on Amazon and it is currently being enjoyed by Desk Staff.

It took some doing, but I was able to remove three of the plexi-glass panels that surround the desk. We still have the four corners, but they no longer give the 'fish bowl' feeling that the complete barrier constituted. Staff still have some protection they can retreat behind and can wear masks as needed, but we don't have to struggle to understand what patrons are saying through the barriers anymore.

Electrical/Server Rooms: Our illustrious Board president Don deserves a big thank you for cleaning out several years' worth of broken computers, printers, servers, laptops, tablets and all the wires and doodads that go with that from our server room. Much of it will be recycled and refurbished to be used once again by people that need it, and the rest will be responsibly disposed of. The clean server room allowed me to move all of the paintings and art out of the electrical room and into it. Which in turn got us ready for the building inspection. The timing of all of it worked out beautifully.

Electrician: As mentioned above, we have a missing emergency light in the storage room. Gordon Fire was contacted and they dropped off a unit to be

installed by an electrician. After the sticker shock I experienced when I saw the bill for the recent children's room light sensor replacement, I decided to go fishing for a new electrician. Several messages were left, but thus far only J&J Sass returned my call. On 11/16, Jim said he will come in during business hours in the next few days to install the emergency light and to fix the faulty light switch in the public bathroom.

Generator/Photovoltaics Grant: I have been in touch with all of the contractors who gave us estimates with which to apply for this DLD Grant and discovered that they did not include "prevailing wage" numbers for the labor part of their quotes. We are in fact required to pay prevailing wage in this and other instances. Unfortunately, not all of the contractors we got estimates from work with prevailing wages so even more leg work will be required when we solicit bids. We will need bids from three different contractors for each facet of this project and all of them will have to be based on prevailing wage figures. Our next step at this point is to consult with an engineer to create a project punch-list and time-line and perhaps engage them as a project manager. The advantages being that they would then be responsible for running the open bidding process.

Google Workplace for NonProfits: Victory! You may recall that soon after I arrived on the job I discovered that we have been paying for our Google Workspace (the @esopuslibrary.org email addresses). We were paying \$3 per month per address which averaged about \$75 per month and they recently raised their price to \$6 per address. The price hike is actually what alerted me to the fact that we are paying at all. I went back and forth with Google several times, jumping through all of their hoops to prove that we are in fact a non-profit. Not a simple task when you are talking to a global corporation. They have different definitions than we are used to. I finally won though and we will not be paying for our email addresses going forward. This is a savings of a minimum of \$97.20 per month. If we were to resume using all of the addresses we had been using when I arrived, it would be costing us \$132 per month.

Gordon Fire Equipment: As mentioned above, our building inspection uncovered a missing emergency light as well as our kitchen's lack of a fire extinguisher. Gordon Fire dropped off the light for an electrician to install and installed a new extinguisher in the kitchen.

K/W Cross Connection: When Mike from the Town of Esopus was here switching out our water meter on October 26th, he also discovered that our

backflow prevention valve was leaking. K/W Cross Connection Control, LLC was contacted. They came out on Halloween and stopped the leak with a temporary fix. Replacement parts have been ordered and are slated to be installed the week of December 2nd.

Library Credit Card: Upon inquiring with Green County Bank about updating the credit card, they put me in touch with their municipal banking officer Jon Halligan. He asked for and I supplied a letter on library letterhead and a completed Business Account Maintenance Form. I am told a replacement card with my name on it is in the works and should arrive in the mail in 2-3 weeks as of 11/17. *11/21 update: The Bank also requires a copy of official minutes from a Board meeting at which this change of name is discussed and approved. We can do so at the upcoming meeting.*

New Modem from Spectrum: In my ongoing effort to improve the library's internet connectivity, wired and wireless, I contacted Spectrum and requested a modem upgrade. Astonishingly, a technician arrived two hours after I called and we now have a new modem.

Phone Lines:

- 1. Verizon Technician:** We had a second visit from Verizon to test the two lines that were not tested in October. He neglected to come in to the building to talk to me after running his tests, but the fact that there was no change to the noise we hear on those lines kind of leads me to conclude that they don't intend to fix it.
- 2. Liberty Security:** I await a quote for switching from copper phone lines to Voice over IP, but am certain we could save money while improving the quality of our calls.

Public Bathroom Lights: The switch in the public bathroom on the main level of the library no longer functions and the lights are on constantly. An electrician has been contacted.

Public Scanner/WiFi printing: After weeks of trying to get National Business Systems to fix our Scan to Email function on the Kyocera printer, we discovered that MHLS tech support was better able to do it and it is now back to normal. I am working with them to make WiFi printing something we can offer patrons. We are constantly asked by patrons for printing from phones and we have the technology to offer that. We just have to make it work.

TekCon: The hanging heater project is being completed as I write this (11/20). The replacement heater which they came to install at the end of October arrived without a thermostat and TekCon had to wait for the part to arrive.

Water Pump: The new pump was purchased from Schmidt Wholesalers and installed by Mike Donner from the Town of Esopus. It has an electronic device that allows Town workers to take a meter reading from a scanner in the parking lot.

Upcoming:

We are looking forward to participating in the Winter Wonderland Parade on December 2nd. I believe the theme we will work with is The Nightmare Before Christmas.

I am getting myself prepared to conduct employee evaluations. Since I have only been here for a little over three months, this will mostly just be an exercise, but it is important that we not skip it.

Continuing Education/Community Outreach:

October 10th – Advocating for Equitable Access to Digital Books Zoom Webinar

October 17th – Monthly meeting of Ulster County Library Association. I volunteered to sit on the MHLS Central Library/Collection Development Committee starting in January.

October 19th – Libraries as Resiliency Hubs Zoom Webinar

Sunday, October 29th – Trunk-r-Treat at Esopus Town Hall

October 30th – Esopus Business Alliance mixer at SATZ Hair.

November 7th – MHLS Circulation Refresher Zoom Webinar

November 15th – MHLS Directors' Association Business meeting and annual luncheon.

November 16th MHLS Intro to Discover.MidHudsonlibraries.org (Vega)– New Integrated Library System that will be taking the place of our current one (Sierra) in December. All circulation staff attended for training.

~~November 20th – Esopus Business Alliance mixer @ Woodcrest Community~~ *Due to a conflict in schedules, my wife and I were unable to attend.*

November 21st – Monthly meeting of Ulster County Library Association - Zoom

Director's Report November, 2023

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To: Board of Trustees
Town of Esopus Library

From: Foundation Board of Trustees
Town of Esopus Library

Date: November 2, 2023

The Foundation Board of Trustees have voted at their October 4th, 2023 meeting to accept the following Slate of Officers for the 2024 year. The officers are to serve a one-year term.

President	Chet Allen
Vice President	Reggie Heffernan
Secretary/Treasurer	Marion Zimmer

We are presenting this action for your approval at your next meeting.

Sincerely,



Reggie Heffernan

SUSTAINABILITY/ RESEARCH & DEVELOPMENT

NOVEMBER 14, 2023

Present: Elaine Rylance, Chair; Don Carragher, Larry Decker, Jesse Chance and Martha Farrell

The Committee will be looking at an MHL program, Turning Outward. We hope to use this as an information gathering program from the community for planning the future of our library. Unfortunately, the 2024 program does not begin until March. There will be an exercise with the Board in the near future.

Jesse will ask Laura to make the suggestion box more noticeable, moving it to the lobby and making it more colorful.

Jesse will be looking for professional assistance for the construction project for the generator. He will be getting estimates from engineers at the beginning of 2024.

Respectfully submitted,

Elaine Rylance

Next meeting is December 12, 2023 at 4 p.m.

November Adult & Teen Programmer's Report

Adult Programs

From October 24 through November 21, the Esopus Artists Group and Mah Jongg continued to meet weekly with a total of 36 attendees for art and 23 for Mah Jongg. Mah Jongg did not meet on Wednesday, November 22 prior to Thanksgiving weekend. The final session of mat yoga met on October 24 with 5 attendees. Joan Carl, Community Engagement Manager for the Hudson Valley Chapter of the Alzheimer's Association, offered a free workshop on Managing Money: A Caregiver's Guide to Finances. Readers' Choice Book Group discussed *The Personal Librarian* by Marie Benedict and Victoria Christopher Murray with 8 members in attendance. The November Galley Opening of Kim Schneider's *Inspire Me* show had 15 attendees and she sold 14 pieces that evening. Alex Prizgintas returned on November 4 for a local history presentation on Luis Moses Gomez: Three Centuries of History in New York's Hudson Valley for an audience of nine. On November 6, Tara and DeAnna, co-owners of Knot & Board: Charcuterie and Cocktail Catering Company, led a hands-on charcuterie board workshop for 10 participants to create their own board while sipping a seasonal mocktail. The Ulster County Photo Club's November meeting featured photo travelogues of several members and had 21 attendees. In addition to leading the monthly Writer's Group meeting with 7 attendees on Zoom, Daniel Kerry also led a Writing Workshop on November 18 for National Novel Writing Month (NaNoWriMo). This workshop was held in a hybrid format on Zoom and in person, and gave participants a chance to meet and interact with other writers, participate in a writing prompt, and share their responses and/or current writing project with the group.

Teen Programs

Three Tween and Teen Workshops were held between October 20 and November 16. On October 20, a group of 8 painted wooden bears and turned them into Five Nights at Freddy's-themed magnets. A Nailed It workshop was held on October 23 during which 11 attendees turned Oreos into mummies and monsters using various colors of melting chocolate and candy eyeballs. A second Nailed It was held November 16 for five to construct turkeys with cookies, melting chocolate, candy corn, and assorted Halloween candy. A repeat Henna Workshop with Amy Barresi of Stellar NY was held on November 9 with 11 participants, all of whom learned about the history of henna and sat for a piece created by Amy.

Continuing Education

On October 19 and 25, I attended two *Freedom to Read Listening Sessions* focused on *Challenges to Materials and Authors* and *Youth Access to Materials*. Led by members of the American Library Association's (ALA) Intellectual Freedom Committee's task force, the listening sessions provided an opportunity for attendees to share feedback on how the Freedom

to Read statement stands up in current times. The task force will submit feedback to the Office of Intellectual Freedom for consideration in statement revisions. The Freedom to Read statement was originally published in June 1953 in response to censorship challenges during the McCarthy era.

I attended the Young Adult Library Services Association's (YALSA) Symposium in St. Louis, Missouri on November 10-12. Sessions I attended included the Opening Authors Panel: *Meet Cute in St. Louis: Rom-Com's for Today's Teens*, *AI Literacy for Libraries*, *Book it! Non-Traditional Ways to Integrate Books into YA Services*, *Gateway to Employment: Teen Volunteers as Workforce Development*, *Creating Programs that Attract New Teen Library Users*, *Getting Teen Voices Heard: Increasing Teen Engagement*, and the Closing Author Panel: *Gateway to Exploration: The Quest for Stories*. As Fiscal Officer on the Board of Directors for YALSA, I also assisted with set-up and clean-up of larger author and book-based programs, as well as volunteered at the programs to provide another set of hands and network with members. Such sessions included the Opening Reception and Author Book Singing, the Margaret A. Edwards Award Luncheon, and the Author Book Blitz/Galley Grab. Published books that I received at the conference have been added to our Teen collection and pre-published materials will be used for a library program or giveaway.

On November 8, I attended a Niche Academy webinar featuring *Library Programs for Homeschoolers: A Guide* led by author, librarian, and homeschool programmer Christine Giovannelli Caputo. This webinar discussed ways to engage homeschoolers in the library as well as tips, tricks, and program ideas for reaching out to this community group.

Finally, on November 16, I attended the MHLS Vega training that was held at the Esopus Library.

Respectfully submitted,



11/22/23

Town of Esopus Library
November Board of Trustees Meeting
Wednesday, November 29, 2023

Agenda

Call to order	Don Carragher
Approval of September Board Meeting Minutes	
President's Word	Don Carragher
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee/Foundation	Reggie Heffernan
Director's Report	Jesse Chance
Friends	Elaine Rylance
Committees	
1. Buildings and Grounds – Larry Decker	
2. Governance and Personnel / Trustee Training – Nancy Beranek	
3. Sustainability, Research and Development – Elaine Rylance	
Adjournment	

Resolutions:

2023-62 – Payment of October Claims

2023-63 – Gift for Library and Staff Member Policy Update

2023-64 – Personnel Actions – M.Genter-D.McMenemy-J.LaPolt-J.Wiggin

2023-65 – Addition of Tuition Reimbursement Policy

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

October 25, 2023

Board Members Present: Susan Barbarisi, Larry Decker, Elaine Rylance, Reggie Heffernan, Nancy Beranek, Elaine Jaffe, Martha Farrell and Stephen Lewis (*after meeting minutes approval*)

Board Members Excused: Don Carragher

Board Members Absent: **Staff Present:** Mary Garraty, Jesse Chance

Public:

The meeting of the Town of Esopus Library Board of Trustees was called to order by Vice-President Nancy Beranek at 6:00 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for September monthly Board meeting held on September 27, 2023 was submitted and open for review. A motion to accept the minutes of the September monthly Board meeting held on September 27, 2023 was made by Reggie Heffernan and seconded by Susan Barbarisi.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Don Carragher

Board Members Absent: Stephen Lewis

III. Presidents Word – Nancy Beranek. We need to work on our long range plan of service. Sustainability committee will be a part of this along with Governance and Personnel. They will also discuss our vision for the library.

IV. Public Comment - None

V. TREASURER’S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the Finance Committee meeting minutes. The grant money check was received and deposited into the regular checking account.

Reggie commented that the Foundation held elections.

- **Resolution #59 of 2023 (Payment of September Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from September 1, 2023 to September 30, 2023 for items in the amount of \$14,972.88.

A motion to accept the resolution was made by Elaine Jaffe and seconded by Elaine Rylance.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Don Carragher

Board Members Absent:

- **Resolution #60 of 2023 (Transfer of Funds Received):** The Board of Trustees of the Town of Esopus Library authorizes the transfer of these funds, totaling \$243,720.00 from the Operating Checking Account to the Capital Account. A motion to accept the resolution was made by Larry Decker and seconded by Stephen Lewis.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Don Carragher

Board Members Absent:

VI. DIRECTOR'S REPORT – Jesse Chance

Written report was submitted. Jesse submitted an update to his report. Both the report and the update were reviewed.

Turning Outward. Jesse spoke with MHLS regarding this process. We will be having a Vega demonstration. This will be held on November 16th. Jesse would like to purchase better work chairs for the circulation desk area.

VII. FRIENDS – Elaine Rylance

They met last week and agreed to fund some chrome books.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds – Larry Decker**
Written report was submitted. Larry reviewed the meeting minutes. The ant issue has not been addressed and will be revisited in the spring. Adams and Mountain View both donated mums to the library.
There was a discussion about doing a dedication for the deck furniture which was purchased with money donated from an estate. There was also talk about putting a plaque for the furniture donation.
- **Governance and Personnel – Nancy Beranek**
Written report submitted. Nancy Beranek reviewed the meeting minutes. Nancy touched on upcoming the Director Evaluation form. Nancy presented the following resolutions:
 - **Resolution #61 of 2023 (Vacation Time and Paid Holiday Policy Update):**
The Board of Trustees of the Town of Esopus Library accepts the changes to

the Vacation Time (3.1) and Paid Holiday (3.12) sections of the Personnel Policy Manual. A motion to accept the resolution with correction was made by Susan Barbarisi and seconded by Martha Farrell.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Don Carragher

Board Members Absent:

- **Sustainability, Research and Development** - Elaine Rylance
Written report was submitted. Elaine reviewed the meeting minutes. We will be looking at library surveys to use as a guide. The friends group agreed to assist in prizes for the survey.

Susan Barbarisi attended a Staff meeting. Jesse will continue with monthly staff meetings.

IX. Trustee Training – Nancy Beranek

X. ADJOURNMENT

There being no further business or discussion, Martha Farrell made a motion to adjourn and it was seconded by Larry Decker. The meeting was adjourned at 6:30 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Don Carragher

Board Members Absent:

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

Town of Esopus Library

Buildings and Grounds Committee

November 13, 2023

4:00 pm

Attending: Larry Decker, Don Carragher, Jesse Chance, Steve Lewis, and Elaine Jaffe

Absent: 0 Excused: 0

Acknowledged **Elaine Jaffe** for all the property clean-up work that she and her friend Alan Olsen have done.

Teckon installed heater but need to return to replace thermostat which was the problem to begin with. **Jesse** has reached out to them but has not heard back.

Elaine Jaffe is looking into grant possibilities for various landscaping projects.

- We have an estimate from **TreePro** for removal of several trees and shrubs.
- We are looking into having things removed where we will not be replacing a planting. Removal of remaining shrubs will wait until Spring when we have a plan and possible grant for replacements.
- Estimate received will be a part of the grant request process.

Gardeners are scheduled to have gardens cleared by **Dec. 3rd**.

We had a building inspection on **Thursday, Nov. 2nd** and everything was good, except for an emergency light in storage room that needs fixing. Plus, we need a fire extinguisher in the kitchen.

KW Cross Connect temporarily fixed leak in back pressure valve and will come back on Wednesday. (**Nov. 15th**).

Waiting for estimate from **A-Team** for water fountain.

The next Building and Grounds meeting is scheduled for Monday, **Dec. 11, 2023** at 4:00 pm

Submitted, Larry Decker



Children's Program Coordinator Report - November

★ October Wrap Up:

- Overall attendance for October children's programming was 409 participants!
- Despite the rainy weather, the library was present at the Trunk or Treat held at Town Hall (inside). The prize wheel was a fun, popular addition amongst both children and adults.

★ November

- Even though it feels like the month of November is abbreviated by a number of holidays, we have had a very busy month of programming, including regular story times twice a week, an afternoon craft/story time combination about foxes, an all-ages program making apple dunked art, a movie night on the school holiday, an afternoon crafting workshop, and a special "thankfulness" story time. At the time of this report (halfway through the month), attendance for November 2023 is 174 participants vs November 2022 was 129 for the entire month.
- The theme for this month's regular story times is one of my favorites: DINOVember. The month couples factual dinosaur information with silly songs and stories.

★ Looking Ahead

- With only one month left to the year (!), we plan on finishing with a bang! We have committed to participating in the Town's float parade on December 2nd, hosting a movie/snack night, welcoming back local folk story musician, Jason Vance, a Winter Solstice celebration, a stuffed animal sleepover and a New Year's Eve Eve Party.

★ Continuing Education

- On October 26th, I attended Southeastern New York Library Resource Council's workshop, "Fall Into Books". I have attended the previous two years remotely on Zoom, but it was really a completely different experience to attend in person. At the conference, I attended two early education workshops: one on STREM (incorporating Research into STEM based programming), and one on art biography picture books. The keynote speaker was

author and illustrator, John Parra who shared how his life experiences shape the art and content of his children's books.

- From November 1 through November 4th, I attended the New York Library Association's annual conference in Saratoga, NY. While there, I attended workshops on a variety of topics, including outreach for small libraries, boundary setting, culling stale programs, fighting burnout and rekindling passion for library work, LGBTQIA+ materials, and being an accomplice to minorities. I also attended a workshop with ALA president Emily Drabinski discussing the future for libraries. While there, I also connected with other librarian professionals from around the state of New York (including some familiar MHLS faces).
- On 11/16 I attended Mid-Hudson Library's VEGA super user training, as we were informed of the changes and transition to a new online library catalogue beginning December 6th.

Respectfully Submitted,

A handwritten signature in black ink that reads "M Powell". The signature is written in a cursive, flowing style.

11/16/23