

Town of Esopus Library
January Board of Trustees Meeting
Wednesday, January 28, 2026

Agenda

| | |
|---|----------------|
| Call to order | Larry Decker |
| Approval of December Board Meeting Minutes | |
| Public Comment (2 minutes each) | Public |
| Treasurer's Report/Finance Committee | Allen Olsen |
| Director's Report | Jesse Chance |
| Friends | Elaine Rylance |
| Committees | |
| 1. Buildings and Grounds – Laura Petit | |
| 2. Governance and Personnel – Martha Farrell | |
| 3. Sustainability, Research and Development – Sharon Briden | |
| 4. Trustee Training Committee – Don Carragher | |
| Adjournment | |

Resolutions:

- 2026-01 – Payment of December Claims
- 2026-02 – Acceptance of PILOT Payment
- 2026-03 – Acceptance of Foundation Donation
- 2026-04 – 2026 Holiday Closings
- 2026-05 – Update Bylaws
- 2026-06 – Personnel Actions – All Employees

TOWN OF ESOPUS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
December 17, 2025

Board Members Present: Don Carragher, Elaine Rylance, Martha Farrell, Laura Petit, Sharon Briden, Larry Decker, Jamila Khan, Cynthia Capraro and Allen Olsen

Board Members Excused:

Board Members Absent:

Staff Present: Jesse Chance, Mary Garraty

Public:

I. CALL TO ORDER

The meeting of the Town of Esopus Library Board of Trustees was called to order by President, Larry Decker at 6:00 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the November monthly Board Meeting held on November 19, 2025 was submitted and open for review. A motion to accept the minutes of the November monthly Board meeting held on November 19, 2025, as amended, was made by Elaine Rylance and seconded by Jamila Khan.

AYE: 9; NO: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent:

III. Presidents Word – Larry Decker

No additional comments at this time.

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Allen Olsen

Allen Olsen reviewed the Finance Committee Meeting minutes and presented the resolutions listed below.

- **Resolution #58 of 2025 (Payment of November Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from November 1, 2025 to November 30, 2025 for items in the amount of \$24,155.20. A motion to accept the resolution was made by Martha Farrell and seconded by Jamila Khan.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #59 of 2025 (Acceptance of Kingston City School District's 2025-2026 Tax Distribution):** The Board of Trustees of the Town of Esopus Library accepts funds from the Kingston City School District totaling \$8000.00 and will deposit the monies into the Town of Esopus Library's 2025 Operating Fund. A motion to accept the resolution, as amended was made by Don Carragher and seconded by Elaine Rylance.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

At this time there was a question regarding the placement of the School Tax Funds within the budget line items.

- **Resolution #60 of 2025 (Acceptance of Betty Chin Donation):** The Board of Trustees of the Esopus Library accepts this monetary donation of \$500 from Betty Chin for the 2025 Operating Budget. A motion to accept the resolution was made by Martha Farrell and seconded by Elaine Rylance.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #61 of 2025 (Acceptance of Donation from Estate of Michael Minor):** The Board of Trustees of the Town of Esopus Library accepts these monetary donations totaling \$28,810.27 in the memory of Michael Minor for the 2025 Operating Budget. A motion to accept the resolution, as amended was made by Don Carragher and seconded by Jamila Khan.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #62 of 2025 (Acceptance of Fuqua Family charity fund donation):** The Board of Trustees of the Town of Esopus Library accepts these monetary donations totaling \$500.00 for the 2025 Operating Budget. A motion to accept the resolution as amended was made by Laura Petit and seconded by Don Carragher.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #63 of 2025 (Director Salary Increase):** The Board of Trustees of the Town of Esopus Library agrees to the Director Salary Increase resolution. A motion to accept the resolution was made by Allen Olsen and seconded by Elaine Rylance.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

VI. DIRECTOR'S REPORT – Jesse Chance

Written reports were submitted from the Director, the Adult and Teen Programmer and the Children's Programmer. Jesse reviewed the Director's report. Jesse reported that the new bookkeeper had a death in the family. Our old accountant will be used for the month of January. The rebuilt geothermal pump has been installed. Jesse also reported that there will not be a bus available this year for Advocacy Day. The Town of Esopus Library received its first bill from Central Hudson for the digital sign use. We thought it was included in the monthly Central Hudson bill. Central Hudson will issue a correct bill for the last 2 years only and a correct name. Jesse is in the process of doing the staff evaluations.

Jesse is going to Marist to pick up some used donated computers for the Library

VII. FRIENDS – Elaine Rylance

It's been a quite month. Giving day brought \$1400 in money for new chairs. In April there will be a sale of crafts, plants, yarn and fabric.

VIII. COMMITTEE REPORTS

- Buildings and Grounds – Laura Petit
Written report was submitted. Laura reviewed the meeting minutes. Jesse has reached out to Green Valley Electric for a quote to install the hot water heater. Buildings and Grounds would also like to see a utility sink installed.
- Governance and Personnel – Martha Farrell
The Governance and Personnel Committee did not meet in December. Martha will not be available to participate in the January Governance and Personnel Committee meeting. Laura Petit offered to fill in for Martha.
- Sustainability, Research and Development – Sharon Briden
Written report was submitted. Sharon reviewed the Committee meeting minutes. SRD will focus on long-term planning. They are working on the Sustainability Library status as well as working on a few grants. Sharon asked Laura to send her info for the Bank of Greene County Grant. There is a meeting this Friday regarding an upcoming grant. The Town of Esopus has to be the lead for this grant. The library can't be the lead, only the town. The grant needs to be submitted by March, 2026
Jamila informed everyone that each library must have a disaster recovery plan in place by 2027.

IX. Trustee Training

Jamila informed the Board of Trustees of upcoming training sessions:

- Trustee Handbook Training regarding Open Meeting Law on January 27, 2026 from 5:00 pm to 6:30 pm.
- There is an online training session regarding Freedom of Information Law on February 10, 2026 from 5:00 pm to 6:30 pm

Jamila will follow up with an email to everyone regarding the upcoming training sessions. Cindi passed out the Trustee Code of Conduct to be read by each trustee as part of the Trustee Training.

The newly elected Town of Esopus Supervisor, Roscoe Pecora, has asked Laura Petit to be his confidential secretary. This is an appointed position. There was some discussion among the Board members regarding any conflict of interest. All agreed that Laura's new position should not affect her Trustee position.

X. ADJOURNMENT

There being no further business or discussion, Jamila Khan made a motion to adjourn and it was seconded by Martha Farrell. The meeting was adjourned at 7:00 p.m.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Director's Report – January 2026

Ongoing and/or Completed Business

Children's Room Redesign: This project went so much faster than anticipated! I honestly thought we would still be sorting out how to display the children's collections with this new layout but Charlotte and Laura were driven and determined and got it done in time to open the room back up on 1/15. If you haven't seen it yet, please stop in and check it out. There is so much more room now that it feels like a different room entirely.

Solar Power Array Upgrade Project: Craig Hightower of *New Energy Solutions* (our project manager) is coming by for a site visit tomorrow (Weds. 1/21). I will meet with him afterwards to go over timelines, our requirements, and the NY State Dept. of Library Development's requirements. Once we are satisfied that we are on the same page about all aspects of the project, Craig will prepare an RFP (request for proposals) that will be posted on all appropriate contractor bidding sites for 28 days.

Hot Water Heater Issues: After gritting my teeth for weeks and accepting that I couldn't get electricians here to give us an estimate on the hot water heater wiring because it was the holidays, I gave up on the two who kept saying they were coming and then not showing up and I called a new number I found with Google. A gentleman from *KGN Electric and Building Pros LLC* came right out and went over our request with me minutes after I got off the phone with them on Friday 1/16. We now have estimates for all parts of the installation of a residential hot water heater and a decision will be made at the next Buildings and Grounds meeting.

Bookkeeper: Our new bookkeeper is still taking the time she needs to mourn her loss as she needs to so is easing into beginning/continuing her work here. We have been in regular contact and she is not backing out and plans to get started this week sometime (probably Friday 1/23). In the meantime I have successfully set up our Payroll company account and we ran the last payroll in-house. Rose (our accountant) has successfully transferred our QuickBooks ledgers from their account to ours but could only go back to 2022 before the files got too big. Rose assures me that we will always have access to earlier years through her software and I can also talk to Intuit's Migration Support Team. Having our bookkeeper do a slow start isn't ideal, but we have people in place making sure that it is not a problem.

Continuing Education, Community Outreach & Library Advocacy

Postcard Party: I hope some of you will join me on Friday, January 23rd at 3pm in the main Library for a postcard writing party. We are participating in an MHLs sponsored effort to increase the Library advocacy mail our representatives and congress people are receiving.

Advocacy Day in Albany: Coming up on February third it is Library Advocacy Day in Albany. Anyone planning to attend should register with Mid-Hudson using the email regarding this that all Board members should have received. If possible, attending the online briefing on 1/23 will help

make sure you know what to expect and what is expected of us. There is no bus this year, so the prep talk we would have gotten on the ride up isn't gonna happen.

Painting Party Rain Date: On Saturday, January 31st, after the program is done (1:30ish), I will spend a couple of hours prepping the community room/Duck Pond Gallery for painting. A little help with taping things and moving things would be appreciated but not crucial. The big day will be that Sunday, February 1st when I hope a bunch of volunteers will join me from 10AM to 2PM to get it all painted. An e-blast call for volunteers will go out on Thursday, 1/22.

Upcoming

New Account Clerk: I'm sure you've all read Deb's announcement by now. She is retiring at the end of April. We will be paying a lot of attention to what the account clerk's role will be in this new situation with an in-house bookkeeper through the next couple months and we won't begin to look for someone to hire until mid-March when we know more clearly what we are looking for.

Annual State Report: Due to Baker & Taylor going out of business, the State Report is getting started a little late this year. B&T owned the software we use to compile our reports so things are going to be a little different this year. The workshop explaining the changes will be on February 12th (we usually have a workshop mid-January) and we don't expect the portal to open for us to get to work till sometime around 2/19. The deadline for completion won't be until mid-March.

Annual Report to the Community: It is my practice to hold the Community Report until after the State Report because I refer to statistic I get from the State Report when compiling the Community one. As a result, this too will be a little later than normal this year.

**Respectfully Submitted,
Jesse Chance, 1/20/2026**

Children's Programming Report - January 2026

2025 Programming in the Rear View

December and 2025 ended with some lovely children's programs. The weather and illness caused some to be rescheduled, reconfigured, and occasionally canceled, however programs like our New Years Eve special storytime, craft, and countdown were a major hit and was a special way for me to welcome in the New Year. Earlier in the month we also had a wonderful Winter Holiday Concert with a performance from the Hudson Valley Chamber Musicians. And on Boxing Day our Winter Crafternoon was a delightful way to keep the celebratory nature of the season going.

Total Programs for December 2025: 23

Total Attendees for December 2025: 263

Total Programs 2025: 291

Total Attendees 2025: 4523

January

January has been a slightly quieter month in terms of children's programming. My regularly scheduled programs which include Tuesday Morning Storytime, Wednesday Morning, Storytime, Lego Club, Thursday Afternoon Storytime, and Toddler Playgroup have all been meeting as planned and with plenty of smiles and laughs. This month I have added a new, hopefully regularly recurring program on Tuesday afternoons: Kid's Craft Corner. As of writing this we have only had one meeting with four attendees, but I look forward to growing this program!

Earlier this month I held the January meeting of the Young Readers Book Club. We discussed the book *Winter According to Humphrey*. The four participants ranging from ages 6 - 9, had such a lively and thoughtful discussion about our book that we barely had time to squeeze in the craft portion of our program. I am excited to see this book club progress through the new year and see where our conversations can take us. Our next meeting will be on Friday, February 13th.

Outreach

In December I was able to visit Head Start Kingston for two storytimes. I visited two classrooms and got to meet many new faces along with a couple of familiar ones too (it's always exciting to get recognized outside of the library). Sharing stories and songs with this group of kids is extremely fun and rewarding and I look forward to more monthly visits. I currently have visiting storytimes scheduled for 1/23, 2/13, and 3/20 and hope to continue through the spring.

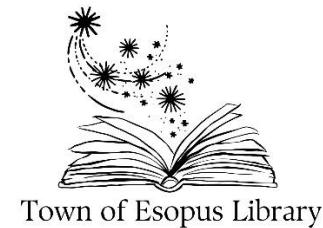
Looking Ahead

As we inch towards spring time I plan to slowly ramp up programming with more one-off, speciality programs on top of our regularly scheduled programming. This will include a couple of special storytimes in February and in March a therapy reading dog program as well as the return of Music and Movement, amongst many others. I am excited to see what this year will bring!

Children's Room Revamp

Towards the end of December we began our project to revamp and reorganize the children's room. It has been incredibly exciting and rewarding to see this vision come to life. The room, with the "peninsula" of shelves removed from the center, now feels open, light, and inviting. It has also opened up the opportunity to hold more programs in this space than before. I have also tried to organize the books on the shelves in a way that makes sense in terms of reading level and in a way that is appealing to both our youngest (babies) readers as well as our older (tween) readers too. While the project is not yet complete, the room is now open for browsing. I look forward to continuing to work on the space to make it as welcoming and useful to our patrons as possible.

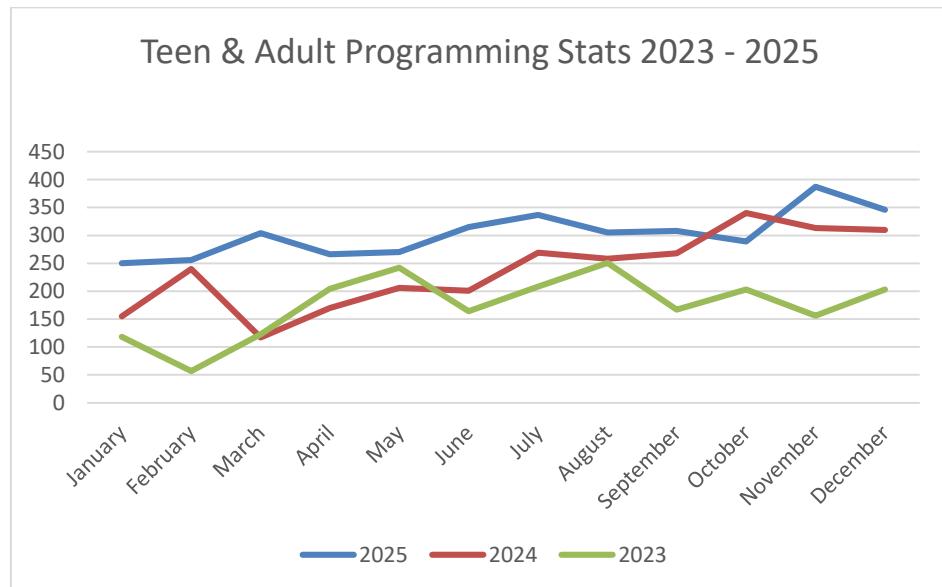
Warmly,
Charlotte, Children's Programmer



Town of Esopus Library

Programming & Engagement Manager's Report – January

| | Final December Numbers | January Numbers To-Date (1/15) |
|-------|------------------------|--------------------------------|
| Teen | 115 (10 programs) | 43 (4 programs) |
| Adult | 231 (21 programs) | 124 (13 programs) |



The start of a new calendar year is a cause for celebration – and more charts!

| Year | Final Teen Attendance | Final Adult Attendance | Total |
|----------------|-----------------------|------------------------|---------------------|
| 2025 | 1028 (76 programs) | 2605 (247 programs) | 3622 (323 programs) |
| 2024 | 440 (28 programs) | 2395 (204 programs) | 2835 (232 programs) |
| Percent change | 133.636% increase | 8.76827% increase | 27.7601% increase |

It was a year of tremendous growth across our adult, and particularly teen, spheres. Though our numbers in adult slowly stabilized, our teen attendance exploded, thanks in large part to a full year of **Dungeons & Dragons programming** (now split for both teens and tweens) and a summer with a menu of **Club Wednesday** offerings particularly for teens. We also brought a new partnership in with **Ulster BOCES** beginning this September, creating a rotating cast of teens utilizing our teen room during our typically under-utilized daytime period.

Though our per-patron average decreased slightly across both age categories this year (down to 11 from 12 patrons), this is in a large part due to new initiatives undertaken – including **Cookbook Club**, and the **OutBook Book Club** – and many of these programs have also seen recent growth. We’re now hosting both groups in our Library’s main room, where they draw a bigger crowd of curious onlookers – plus it’s just cozier. Our last Cookbook Club featured 5 participants and seems poised for more growth; our OutBook Book Club now hosts 6 and continues to grow. Minor changes in the way we order book club books has also been helpful at inviting in new patrons. Like our all-ages **All-Out Open Mic**, I suspect these groups will continue to grow. Occasionally in its first year, we’d have dips of low attendance, but we stuck with it and attracted some loyal fans among our participants. Now the open mic regularly draws 15-25 musicians, poets, and performance artists.

For 2026, I’ll be embarking on new, more targeted series for adults, including a series of **gardening workshops by Lynda Keyes**, aimed at supporting our community gardeners and our upcoming children’s garden construction project, as well as a **Burroughs Brunch Lecture Series** of local authors whose works are featured in our Burroughs collection. First up will be author **Anthony Musso on Mafia Burial Grounds** and Naturalist **Susan Fox Rogers with a lecture on John Burroughs and Birds**.

We’ll also be at-long last launching our **Beyond the Stacks Concert Series**, aimed at drawing a slightly younger crowd of library patrons. For April, our inaugural **Beyond the Stacks** concert will feature klezmer artist **Ira Khonen Temple** and local poet **Andy Ivenson** in what we’re calling a “**Night of Simcha**” – an evening of culturally Jewish art. L’chaim!

Respectfully submitted,

Fox North

Town of Esopus Library
Finance Committee Meeting Minutes

January 14, 2026 @ 5 pm

Present: Larry Decker, Jamila Khan, Jesse Chance - Director, Allen Olsen

Agenda

1. Payment of claims of 53,466.67 approved.
2. Reviewed pre-audit December financial reports. Jesse touched on many items, including State Retirement pre-payment of \$29,478 (A7410.800), and will check on the expense of Friends (A9855).
3. Report from Director included new bookkeeper starting and the acquisition of QuickBooks online, ADP Payroll, Foundation contribution of \$50,800 (~\$500K over last 10 years), staff raises, and the consideration of changing our election to the 3rd Tuesday in September (from June).
4. Adjournment

Submitted by Allen Olsen

Governance Committee Meeting Minutes

January 13, 2026
3:00p.m.

Attendance

- Laura Petit
- Elaine Rylance
- Larry Decker
- Jesse Chance, Library Director

Excused:

- Martha Farrell

Call to Order

The Governance Committee meeting was called to order at 3:01 p.m.

Election Date Proposal

Director Chance reviewed a proposal to move the election date for the library budget and trustee elections to the third Tuesday in September. He explained that the Library Association believes a later election date would result in better voter turnout, and several library districts have already adopted this change. An additional benefit is that the Library Board would be closer to the end of the fiscal year, allowing for more accurate budget projections for the upcoming year.

All members present were in favor of the proposal. Elaine Rylance commented that the change “makes sense.” Martha Farrell will present the resolution at the next Library Board meeting.

New Year's Eve Closure

The committee discussed the possibility of closing the library on New Year's Eve, Thursday, December 31, 2026. Director Chance explained that the library's regular hours that day would begin at 12:00 p.m., and that the library typically closes early (3:00 p.m.) on the day preceding New Year's Day. He requested that the board consider a full-day closure instead.

All members present were in favor of closing the library on New Year's Eve.

Employee Salaries

Director Chance reviewed the 2026 salary budget. He noted that the 2025 salary budget of \$302,000 was underspent due to staffing changes. The 2026 budget includes a 3% increase, bringing total salaries to \$311,060. Director Chance proposed increasing salaries by 4%, matching his own increase, and using \$3,000 from the contingency fund to cover the difference.

Elaine Rylance made a motion to approve the proposed 4% salary increase for 2026. The motion was seconded by Larry Decker. The motion passed.

Old Business

At the next month's meeting, the Governance Committee will review:

- The Personnel Manual
- The Donation/Gift Policy
- The Policy regarding Companion Animals

Adjournment

The meeting was adjourned at 3:20 p.m.