

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

May 24, 2022 held via Zoom

Board Members Present: Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Don Carragher, Laura Lauria, Susan Leiching

Board Members Excused: Shannon Harris

Board Members Absent:

Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Jim Fitzmorris at 6:14 pm

II. APPROVAL OF MEETING MINUTES

Written minutes for April monthly Board meeting held on April 26, 2022 as well as the Additional Board Meeting held on April 29, 2022 were submitted and open for review.

- A motion to accept the minutes of the two April Board Meetings; one held on April 26th and one held on April 29th, was made by Nancy Beranek and seconded by Don Carragher.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Shannon Harris

Board Members Absent:

III. TREASURER'S REPORT/FINANCE – Reggie Heffernan

Written report was submitted. Reggie reviewed the meeting minutes. She discussed transferring some funds monies from the Reserve for Cap Project fund into the Capital Board Restricted account. There was discussion about getting an audit done since it hasn't been done since Brooke joined the Town of Esopus Library. Brooke will pursue. The committee is still working on the updates to the Budget and Budget Reconciliation Policy which will be presented next month.

- **Resolution #21 of 2022 (Payment of April Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from April 1, 2022 to April 30, 2022 for items in the amount of \$14,073.29. A motion to accept the resolution was made by Don Carragher and seconded by Jim Fitzmorris.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris

Board Members Absent:

- **Resolution #25 of 2022 (Transfer of Funds):** The Board of Trustees of the Town of Esopus Library authorize the Director, Brooke Dittmar, to transfer the funds (\$5020.33) from the Reserve for Cap Project fund to the Capital Board Restricted account. A motion to accept the resolution was made by Susan Leiching and seconded by Nancy Beranek.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris

Board Members Absent:

IV. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the Director's report. Shannon and Emily are happy to see patrons coming in and asking for digital assistance through the Digital Navigator Program. Brooke also discussed the upcoming election and budget vote. Brooke met with Safeco about updating the security cameras. They provided a quote which included 3 additional cameras. She also met with a company called Verkada to see if they could send the library a security camera to try out. The library cancelled their delivery of the NY Times and the Daily Freeman due to lack of delivery folks delivering the papers. The library staff is purchasing the papers at the Stewarts shop in Port Ewen in the morning for the library. The community garden is progressing nicely. The children's garden is up and running also. Brooke will order additional chairs for the deck. Brooke also contacted Lime Energy who did the LED lighting inside the library to see about replacing the parking lot lighting. Brooke is waiting for a reply. Brooke has hired an Assistant Director. His name is Ben Gocker. He will start on June 2nd.

V. FRIENDS -- Susan Leiching

Susan reported that Friends met last week. Most of the meeting was about the 100th anniversary celebration of the Town of Esopus Library which will be on July 23rd. There are lots of activities planned. Friends is going to gift the library an outside picnic table which the Bruderhof Community is building. Susan wanted to remind the Board to help host the coffee at the 100th Anniversary library event.

VI. COMMITTEE REPORTS

- **Buildings and Grounds – Don Carragher**

Written report submitted. Don reviewed the committee meeting minutes. The bridge replacement job needs a written estimate proposal. The committee is waiting for a response from Agape. Don discussed updating the security system which Brooke had already mentioned during her report. There is lack of good drainage at the library. The committee will discuss this issue with the Town of Esopus. The gutters cannot handle a heavy rain. Grant applications are due to be processed soon. Don is hoping that folks are signing up for the grant writing workshop scheduled for June 21st. The cutouts for Handicap parking in the parking lot can be re-outlined. Don will take care of the repainting in those areas.

- **Governance and Personnel – Susan Leiching**

Written report submitted. Susan reviewed the committee meeting minutes. The committee is updating many policies. Resolutions for these updates are being presented.

- **Resolution #19 of 2022 (Removal of the Organizational Values Policy):** The Board of Trustees of the Town of Esopus Library agrees to the removal of the Organizational Values Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Don Carragher.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Shannon Harris
Board Members Absent:
- **Resolution #22 of 2022 (Tutoring Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Tutoring Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Reggie Heffernan.
AYES: 6; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Shannon Harris
Board Members Absent:

- **Resolution #23 of 2022 (Addition of Core Values Statement):** The Board of Trustees of the Town of Esopus Library accepts the addition of the Core Values Statement as a replacement for the Organizational Values Policy. A motion to accept the resolution was made by Nancy Beranek and seconded by Reggie Heffernan.
 AYES: 6; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Shannon Harris
 Board Members Absent:

- **Resolution #24 of 2022 (Removal of Using Laptop with Data Projector Policy):** The Board of Trustees of the Town of Esopus Library agrees to the removal of the Using Laptop with Data Projector Policy. A motion to accept the resolution was made by Jim Fitzmorris and seconded by Nancy Beranek.
 AYES: 6; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused: Shannon Harris
 Board Members Absent:

- **Sustainability, Research and Development** - Don Carragher
 Written report submitted. Don reviewed the meeting minutes. The committee is investigating into the expansion of disaster services at the library. There are groups that can assist such as ARC/RCAL, Red Cross and others. The Facility Plan needs to be updated with the parking lot updates, security camera update, generator purchase and install as well as the bridge work. A representative from ARC (Anthony Minion) will come to the library and do an inspection. Michael Madison from Ulster County Emergency Services is planning to be at the Esopus Town Hall. Don will let everyone know the time that this will take place. He also spoke with Arace Electric for an estimate. Nancy was disappointed that she is not getting any responses from the paving companies at this time.

VII. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Reggie Heffernan. The meeting was adjourned at 7:00 p.m.

AYES: 6; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris

Board Members Absent:

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

TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES May 27, 2022 held via Zoom

Board Members Present: Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Don Carragher, Susan Leiching

Board Members Excused:

Board Members Absent: Laura Lauria, and Shannon Harris

Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Jim Fitzmorris at 3:18 pm

- **Resolution #26 of 2022 (Facility Plan Update)** The Board of Trustees of the Town of Esopus Library approves the attached updated Facility Plan for the Town of Esopus Library. A motion to accept the resolution was made by Reggie Heffernan and seconded by Susan Leiching.
AYES: 5; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: 0
Board Members Absent: Laura Lauria and Shannon Harris

II. ADJOURNMENT

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 3:26p.m.

AYES: 5; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: Laura Lauria and Shannon Harris

Town of Esopus Library
June Board of Trustees Meeting
Tuesday, June 28, 2022

Agenda

Call to order	Don Carragher
Approval of both May (5/24 and 5/27) Board Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Director's Report	Brooke Dittmar
Friends	Susan Leiching
Committees	
1. Buildings and Grounds – Don Carragher	
2. Governance and Personnel – Susan Leiching	
3. Sustainability, Research and Development – Don Carragher	
Next Scheduled Meeting	
Adjournment	

Resolutions:

2022-27 – Payment of May Claims

2022-28 – Personnel Actions – B. Gocker-E.Peterson-M.Genter

2022-29 – Update to Section 3 of Personnel Policy Manual

2022-30 – Update to Section 4 of Personnel Policy Manual

Town of Esopus Library

Building and Grounds Committee 6.13.22 4pm

Attending: Jim Fitzmorris, Brooke Dittmar, Shannon Harris, Don Carragher

The MHLS preapplication for construction grants has been sent in but current guidelines may be too restrictive for some of the work we had planned. In question for funding are:

- Parking lot repair/resealing.
- Pond bridge replacement.

Other projects that fit the guidelines better are:

- Outdoor retractable awnings.
- Generator installation.
- Parking lot lighting additions and retrofits to LEDs.

Submitted: Don Carragher.

Next Meeting is scheduled for July 11th at 4:00 pm

Director's Report to the Board
June 28, 2022
Brooke Dittmar

Welcome to our new Trustees! I look forward to working with, and getting to know, all of you! I want to thank Mary, the Secretary to the Board, for all the hours and energy she expended getting ready for the vote. It is a meticulous and time-consuming activity, with a strict schedule that has to be followed. Thank you!

The Tax Appropriation passed easily, inspiring continued good feelings about community support, as well as their appreciation of our offerings and community involvement.

Reggie and I met with our Accountant, with questions about how things are reported to us, and how they are kept track of in accounting-land. We left with a greater understanding and satisfaction.

We have had some movement in the various projects we have been working on. I have had contact with Solar Alchemy, and they will follow through next week with the evaluation of the existing solar array. Liberty Security Services did a walk-through with Don and me, and will provide a quote for a replacement camera system for security. They are offering digital, instead of analog, and we were happy with what we learned from them about security systems and their product during our walk-through. A local company hooked up the trial camera from Vekada. The picture looks good, and we are still trying out the features. Don and I met with a person from the Joseph Stephano Company. This is for the repair, sealing and striping of the driveway and parking lots, and he has gotten back to us with a quote. Don did a beautiful job of painting the ramps up to the sidewalk from the parking lot. Thank you, Don! Also, the seal coating he did on the Adirondack chair prepared it nicely for Ben, our new Assistant Director, to put together, and it's looking good!

For longer-term needs, I have found a handy-man through one of our community gardeners! It can be difficult to find a handyman that will commit to the small projects that come up periodically (such as, for example, fixing the hand rail coming loose in the stair well, or replacing broken door stops). From talking with other Library Directors, it seems the best scenario is to find someone with experience and skills that is retired, or semi-retired. They can fit our needs into their schedule, and hopefully enjoy themselves while they're at it. The person I have spoken with, Dan Roth, is semi-retired, with experience, and is happy to do some odd jobs for us. The first project will be the fixing of the community garden gate.

Also meeting a long-term need, I have had two people volunteer to do weeding in the library's gardens! They have both started, and the results have been instantly noticeable! One person was an Election Inspector that helped during our recent vote, Deirdre Dullihan, and the second is one of the Community Gardeners, and long-time active patron, Mara DeDonna.

Our new Assistant Director, Ben Gocker, started work on June 2nd, and has been training in some of the varied areas and tasks that he will need to do, or supervise. Leading the staff while I'm gone, he has me feeling good about the attention he is paying to the responsibilities of the position.

The Friends are actively moving forward with the 100th year celebration. They will leave the brewing of the coffee to the Trustees, in preparation for also doing the coffee serving. Please consider being one of the Trustees that volunteers for this activity, and letting me and the Friends know. We have a number of carafes that can be filled ahead of time to facilitate the serving. This will be a good opportunity for the Trustees to interact with the public, as many interesting conversations are bound to occur. If any of you have pictures of the old library, or the building of the new library, I am planning to put up an historical display for the celebration.

Charlie Seymour's final musical appearance was a great time. The group had just finished recording in the studio, so were as well-honed as could be. For those of you who don't know Charlie, or about the guitar classes and programs that he planned and carried out for a number of years before COVID hit, he was the driving force in our partnership to provide free learning and jamming experiences to a large number of patrons. I call it the Golden Age of the Library. A lot of happiness and good feelings were generated, and we have missed them terribly during our scaling back.

Shannon and I have been opening the various Adult programs scheduled by our former Adult and Teen Programmer before she left. They are mostly online, but a few are live. We are currently advertising for a replacement for this position.

MHLS's IT Department has been with us a number of times this month, either virtually, or in person, to help get the bugs out of our system. We have a number of replacement computers coming to us this month, which should help our network work more smoothly.

We had our annual inspection of our fire extinguishers and emergency lights. We have also scheduled our annual fire sprinkler inspection.

After the board's approval of the updated Facility Plan, I submitted the initial form to Mid-Hudson Library System for the 2022 Construction Grant application. This submission contains the projects for which we plan to pursue funding, as well as attestations that our projects meet the MHLS criteria, as well as the NYS Department of Library Development's criteria for this grant.

I am finishing up our final report on the Construction Grant that we applied for in 2020. This grant was to meet our needs for funding of the digital sign.

Although we had a number of requests to be open on Saturdays, our adding Saturdays to our open schedule two and a half months ago, has not resulted in much Saturday use. I'm hoping use picks up once patrons get used to the fact that we are again open on Saturdays. We will keep an eye on the numbers to evaluate the usefulness of this change.

Formal outside meetings and trainings Brooke attended:

- MHLS (Mid-Hudson Library System) Director's Association meeting
- UCLA (Ulster County Library Association) Director's meeting
- SENYLRC (Southeastern New York Library Resources Council) Annual meeting
- New York State Library Personal History Initiative Webinar
- Overdrive Marketplace Report Webinar

**Town of Esopus Library
Finance Committee Minutes
June 9, 2022**

Attendance: Susan Leiching, Reggie Heffernan, Brooke Dittmar

The payment of claims for \$12,735.15 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the June meeting.

A meeting was set up to meet with our accountant on June 14. Questions we wanted to review included:

- Why is there retained earnings of \$183,482.76 under equity on the balance sheet?
- Why doesn't the balance sheet change to reflect current activity?
- How can we find what we actually have to spend at the end/beginning of the year?

It should be noted that on the balance sheet the \$90,000 operational reserve now has a separate checking account (In the future the unassigned fund balance will have sub-accounts to reflect the \$90,000 operation reserve.). Also, under equity, the reserve for cap project and restricted reserve have been combined for simplicity.

It was noted that confusion occurs on voucher log because payroll is every other week. The opposite weeks are when other expenses are reviewed by a trustee. However, wage work expenses must be done at the end of the month. This may cause confusion especially in a month with five weeks. It was suggested we remove the report month on the first column of the voucher log to reduce that confusion.

A part time employee who is on Medicare has asked if she can also be partially reimbursed for her expenses like the director is since she is not able to use our insurance either. We recommend that Governance & Personnel provide a policy for these instances.

Respectfully submitted,

Reggie Heffernan, Acting Co-Treasurer

**Next Meeting
Thursday, July 12, 2022
4 pm**

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

**June 14, 2022
(2nd Tuesday, @ 4pm)**

Attendance: Susan Leiching, Brooke Dittmar, Nancy Beranek, Jim Fitzmorris

The meeting was called to order at 4:10 PM

1. Reviewed and revised the personal policy – Personal Business Time – clarified the definition and circumstances to use the personal business time.
2. Reviewed and revised the Health Insurance policy. Brooke will change both of the policies and forward to Mary for resolutions.
3. Discussed the Open Meeting Law which was presented through the MHLS. The procedure of using virtual meeting and on premise meeting was discussed. This procedure needs more discussion and investigation.

Meeting adjourned at 5:00 pm

Respectfully submitted,
Susan Leiching, Chairperson

**Next meeting is July 12, 2022
4:00 PM**

Town of Esopus Library
Board of Trustees Reorganizational Meeting
Tuesday, June 28, 2022 – 6:00 pm

- Call to Order- James Fitzmorris
- Introduction and Welcome to new trustees- Board
- Presentation of Slate of Officers for June 2022 to June 2023– Don Carragher
- Election of Officers- James Fitzmorris
- Adjournment- New President

Town of Esopus Library
Sustainability, Research & Development Committee June 8, 2022 4pm

Attending: Reggie Heffernan, Nancy Beranek, Brooke Dittmar, Don Carragher
Absent: Laura Lauria Excused: Shannon Harris

Current efforts to get estimates for this year's Construction Grant Application were reviewed:

- Arace Electronics- Generator installation
- Agape Construction- Bridge replacement
- Larkin Paving- parking lots seal/repair/stripe
- Solar Alchemy- solar array assessment

The solar plant does have a total electrical production readout that we want to learn to understand.

Submitted: Don Carragher.

Next meeting scheduled for July 13th at 4:00 pm

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 22 of 2022**

Tutoring Policy Update

WHEREAS, The Tutoring Policy needs to be updated;

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

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

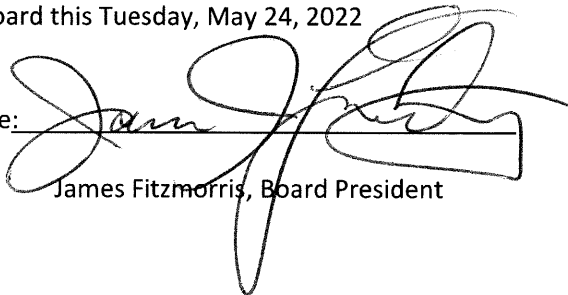
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: James Fitzmorris Seconded: Reggie Heffernan

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Tuesday, May 24, 2022

Approving Signature:


James Fitzmorris, Board President

TUTORING POLICY

Purpose: To promote the Library as an alternative continuing education site within its service area.

Procedure:

- Tutoring groups will be limited to two students per tutor per session. The library space is not to be used as a classroom or office but rather as a safe and quiet workspace for students to receive instruction.
- Tutoring will be allowed in all public rooms subject to availability.
- It is the responsibility of tutors to maintain communication with their students.
- Adherence to both the Library Code of Conduct and the Library Internet Policy is expected of all tutoring groups.
- Students must be supervised by the tutor at all times.
- Tutors working with students at the end of the day are asked to complete their work fifteen minutes prior to closing.

Adopted by the Library Board of Trustees: March 26, 2008
Revised by the Library Board of Trustees: December 7, 2011
Revised by the Board of Trustees: November 20, 2013
Revised by the Board of Trustees:

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 23 of 2022**

Addition of Core Values Statement

WHEREAS, A Core Values Statement is needed;

WHEREAS, The Governance and Personnel Committee has generated the Core Values Statement and determined that it is relevant and is recommending that the Board of Trustees add this Statement as a replacement for the Organizational Values policy;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the addition of the Core Values Statement.

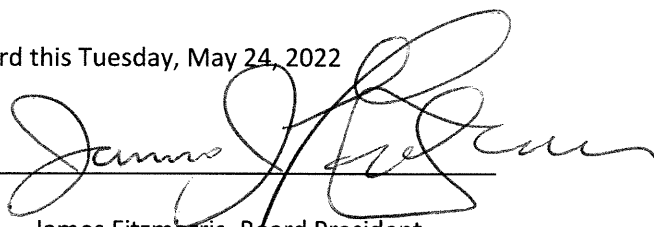
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Nancy Beranek Seconded: Reggie Heffernan

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Tuesday, May 24, 2022

Approving Signature: _____


James Fitzmorris, Board President

CORE VALUES STATEMENT

The Town of Esopus Library Board of Directors, Staff, Friends and Patrons of the Library are committed to the following core values:

Quality:

The Library strives for excellence in programs by providing timely and accurate services to the community.

Integrity:

The Library is dedicated to creating an environment characterized by ethical behavior, accountability, and honesty. The Library is committed to open communication.

Diversity:

The Library strives to provide diverse resources and services, as well as a climate of openness, acceptance, and respect.

Sustainability:

The Library is committed to practices that are environmentally sound, economically feasible and socially equitable.

Intellectual Freedom:

The Library will resist all efforts to censor library resources.

Confidentiality:

The Library will protect each customer's right to privacy with respect to information sought or borrowed.

Innovation:

The Library identifies and anticipates customer needs and responds with appropriate resources and services.

Adopted by the Board of Trustees:

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 24 of 2022**

Removal of Using Laptop with Data Projector Policy

WHEREAS, The Governance and Personnel Committee has reviewed the Using Laptop with Data Projector Policy and determined that it is no longer relevant and is recommending that the Board of Trustees remove this policy;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the removal of the Using Laptop with Data Projector Policy.

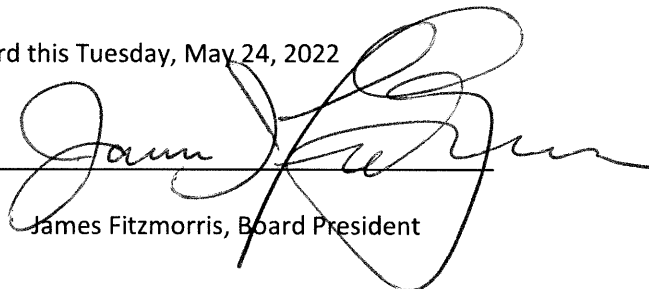
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: James Fitzmorris Seconded: Nancy Beranek

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Tuesday, May 24, 2022

Approving Signature: _____


James Fitzmorris, Board President

USING LAPTOP WITH DATA PROJECTOR POLICY

Need for this policy: A policy is needed to explain how to use the laptop computer with data projector.

Procedure:

For computers with Vista:

- Push Windows key and "X"
- Windows Mobility Center should come up. If not, go to Start Menu, Accessories, Windows Mobility Center
- External Display should say connected (if not, connect it)
- Presentation Setting should be turned on (if not, turn it on)
- Plug in VGA (small connecting wire that is stored with the Data Projector) to the laptop
- New Display Connected will pop up
- Choose setting

For computers with XP:

Using Stereo for Sound:

- Hook up green headphone adaptor to laptop headphone jack, insert red and white ends into stereo.

Responsibilities: It is the responsibility of the Director to ensure this explanation is complete and accurate and that staff share it accordingly with patrons.

Adopted by the Board of Trustees:

Revised by the Board of Trustees: November 20, 2013

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 25 of Year 2022

Transfer of Funds

WHEREAS, the Finance Committee has noted some duplication of accounts on the Balance Sheet.

WHEREAS, the Finance Committee is recommending that the funds (\$5020.33) currently contained in the Equity section, line A090, Reserve for Cap Project be transferred to the Capital Board Restricted account which is listed as Bank of GC 6094 Board-Restricted on the Balance sheet;

WHEREAS, The Board of Trustees of the Town of Esopus Library authorize the Director, Brooke Dittmar, to transfer the funds (\$5020.33) from the Reserve for Cap Project fund to the Capital Board Restricted account;

RESOLVED, the Board of Trustees of the Town of Esopus Library agrees to have the Director, Brooke Dittmar transfer the funds (\$5020.33) from the Reserve for Cap Project fund to the Capital Board Restricted account;

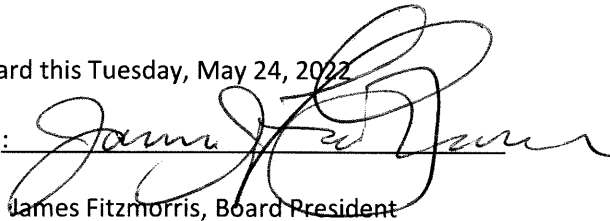
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Leiching Seconded: Nancy Beranek

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Tuesday, May 24, 2022

Approving Signature:


James Fitzmorris, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 19 of 2022**

Removal of the Organizational Values Policy

WHEREAS, The Organizational Values Policy needs to be removed;

WHEREAS, The Governance and Personnel Committee has reviewed the Organizational Values Policy and determined that it is no longer relevant and is recommending that the Board of Trustees remove this policy. The Organizational Values Policy will be replaced by the Core Values Statement. Please see Resolution 23.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the removal of the Organizational Values Policy.

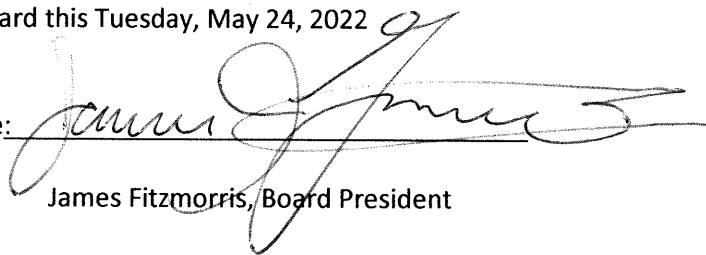
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: James Fitzmorris Seconded: Don Carragher

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Tuesday, May 24, 2022

Approving Signature: _____


James Fitzmorris, Board President

ORGANIZATIONAL VALUES POLICY

Need for this policy: A statement is needed to further explain the role of the Library and its' commitment to the community.

Policy: The Town of Esopus Library Board of Directors, Staff, Friends and Patrons of the Library are committed to the following organizational values:

Service:

The Town of Esopus Library fosters and supports learning and research by providing resources, access to knowledge, information, and ideas, and by providing assistance and instruction. Service is provided in an open, receptive, and courteous manner. Fundamental to this philosophy of service is a commitment to freedom of information and equity of access to information.

Quality:

The Library strives for excellence in programs and services. In delivering effective and timely services to users within financial constraints, the Library uses sound management practices within a responsive organizational structure and as outlined by the laws and guidelines of the State of New York. We encourage and support the development of a knowledgeable, versatile, and skilled staff.

Integrity:

The Library is dedicated to creating an environment characterized by ethical behavior, accountability, and honesty. We are committed to the principles of intellectual freedom and open communication.

Diversity:

The Library values diversity in staff, users, and collections and works to provide a climate of openness, acceptance, and respect for individuals and points of view.

Collaboration:

The Library's staff performs interdependent activities within the library setting and within the community. We work collaboratively with each other, with our Mid Hudson Library System colleagues, and with colleagues in other library institutions.

Innovation and Risk:

The Library identifies and anticipates user needs and responds with appropriate resources and services. In reviewing needs, the Library will take appropriate steps to provide the best responses.

Responsibilities: It is the responsibility of the Board to promote the role of the local public Library as well as that of the Director and staff.

Adopted by the Board of Trustees:

Revised by the Board of Trustees: November 20, 2013

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 21 OF 2022**

Payment of Claims
April 1, 2022 to April 30, 2022

WHEREAS, the total of all claims for payment, excluding wages and taxes, from April 1, 2022 to April 30, 2022 is \$14,073.29.

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 April 1, 2022 to April 30, 2022 items in the amount of \$14,073.29.

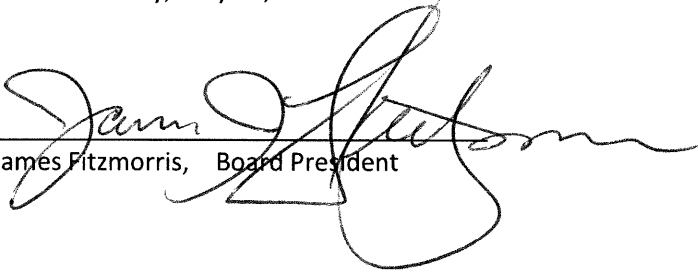
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Don Carragher Seconded: James Fitzmorris

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Tuesday, May 24, 2022

Approving Signature: _____


James Fitzmorris, Board President

Town of () pus Library
Voucher Log

Year 2022

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
March	V22-0076	3/1/22	Fauling Library		3-8-22	[Signature]	15.00
March	V22-0077	3/1/22	Christopher O'Connor CPA	2197	3-8-22	[Signature]	450.00
March	V22-0078	3/1/22	Amazon		3-8-22	[Signature]	59.96
March	V22-0079	3/1/22	New York Times		3-8-22	[Signature]	80.00
March	V22-0080	3/1/22	Dental Dental		3-8-22	[Signature]	133.40
March	V22-0081	3/1/22	Spectrum Business	2782	3-8-22	[Signature]	249.99
March	V22-0082	3/1/22	Bro Dart	Multi	5-22-22	[Signature]	222.22
March	V22-0083	3/1/22	Bro Dart	Multi	3-22-22	[Signature]	294.00
March	V22-0084	3/4/22	Denco	0677	3-22-22	[Signature]	100.72
March	V22-0085	3/15/22	VISA		3-22-22	[Signature]	159.15
March	V22-0086	3/15/22	Ingram 7210, 7211, 0912		3-22-22	[Signature]	79.37
March	V22-0087	3/15/22	Kathleen Foley		3-22-22	[Signature]	150.00
March	V22-0088	3/15/22	Dan Pablocki		3-22-22	[Signature]	100.00
March	V22-0089	3/16/22	Verizon-LD		3-22-22	[Signature]	1.74
March	V22-0090	3/19/22	Friends of Esopus Library		3-22-22	[Signature]	170.31
March	V22-0091	3/18/22	Office Depot, Inc		3-22-22	[Signature]	507.72
March	V22-0092	3/21/22	Shannon Powell		3-22-22	[Signature]	58.24
March	V22-0093	3/21/22	Verizon		3-22-22	[Signature]	184.45
March	V22-0094	3/21/22	MVP		3-22-22	[Signature]	857.32
March	V22-0095	3/21/22	VSP	3860	3-22-22	[Signature]	124.76
March	V22-0096	3/22/22	OTIS Signature Source	2094	3-22-22	[Signature]	687.66
April	V22-0097	3/25/22	Deborah McMenemy		4/15/22	[Signature]	55.11
March	V22-0098	3/28/22	WageWorks Admin		4/15/22	[Signature]	18.00
April	V22-0099	3/28/22	Ingram		4/15/22	[Signature]	192.37
April	V22-0100	4/1/22	Central Hudson		4/15/22	[Signature]	1388.11

Year 2022

Town of () pus Library
Voucher Log

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
April	V22-0101	4/1/22	T-Mobile		4/5/22	Seeburg	163.84
April	V22-0102	4/1/22	T-Mobile		4/5/22	Seeburg	180.60
March	V22-0103	4/1/22	Wage Works - Carol	4942	4/5/22	Seeburg	41.01
April	V22-0104	4/1/22	Mary Garraty		4/5/22	Seeburg	15.33
April	V22-0105	4/1/22	Shannon Paduel		4/5/22	Seeburg	33.81
VOID	V22-0106	4/4/22	MT		4/5/22	Seeburg	67.00
April	V22-0107	4/4/22	ShamPack Cleaners		4/5/22	Seeburg	462.00
April	V22-0108	4/4/22	Delta Dental		4/5/22	Seeburg	133.40
April	V22-0109	4/4/22	Deborah McMenemy		4/5/22	Seeburg	60.28
April	V22-0110	4/4/22	Hepla		4/5/22	Seeburg	319.94
April	V22-0111	4/4/22	Deborah McMenemy		4/5/22	Seeburg	59.29
April	V22-0112	4/4/22	SpaStem Burnard	2722	4/5/22	Seeburg	249.99
April	V22-0113	4/4/22	Christiana J. O'Connor	2432	4/5/22	Seeburg	500.00
April	V22-0114	4/4/22	Port Euseb Waty/Sever Dist		4/5/22	Seeburg	56.27
April	V22-0115	4/4/22	National Business Training	5793	4/5/22	Seeburg	256.55
April	V22-0116	4/4/22	Brooke B. Dittmer		4/5/22	Seeburg	204.80
April	V22-0117	4/6/22	MFLS -str.	678	4/19/22	Seeburg	2558.65
April	V22-0118	4/6/22	Fireworks		4/19/22	Seeburg	176.25
April	V22-0119	4/11/22	Midwest Tapes		4/19/22	Seeburg	146.68
April	V22-0120	4/11/22	Ingram	Several	4/19/22	Seeburg	104.41
April	V22-0121	4/12/22	Deborah McMenemy		4/19/22	Seeburg	21.98
April	V22-0122	4/12/22	Whiteinan Osterman Hanna LLP	5431	4/19/22	Seeburg	4800.42
April	V22-0123	4/12/22	Office Depot	0001	4/19/22	Seeburg	92.91
April	V22-0124	4/12/22	Royal Carving		4/19/22	Seeburg	101.18
April	V22-0125	4/13/22	Birchme Water		4/19/22	Seeburg	28.90

Town of ()pus Library
Voucher Log

Year 2022

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
April	V22-0126	4/8/22	MVP	1558	4/19/22	Seebeck	1478.86
April	V22-0127	4/8/22	Ingram	multi	4/19/22	Seebeck	168.27
April	V22-0128	4/8/22	Ingram		4/19/22	Seebeck	75.57
April	V22-0129	4/9/22	Fritsch		4/19/22	Seebeck	282.25
April	V22-0130	4/9/22	21st Century Media (Legal Notice)		4/19/22	Seebeck	16.89
April	V22-0131	4/19/22	VISA		4/19/22	Seebeck	195.80
April	V22-0132	4/19/22	Office Depot	3001	4/19/22	Seebeck	100.08
April	V22-0133	4/19/22	Ingram	multi	5/3/22	Seebeck	105.07
April	V22-0134	4/20/22	Vepizan		5/3/22	Seebeck	185.50 <i>mc</i>
April	V22-0135	4/20/22	Ingram	Multi	5/3/22	Seebeck	212.55
April	V22-0136	4/25/22	VSP	7802	5/3/22	Seebeck	50.88
April	V22-0137	4/26/22	Office Depot	1001	5/3/22	Seebeck	13.99
April	V22-0138	4/27/22	National Bus. Leasing	8046	5/3/22	Seebeck	256.55
April	V22-0139	4/27/22	Sabco Alarm Systems	94248	5/3/22	Seebeck	168.00
April	V22-0140	4/27/22	Supervox Telephone Systems	69693	5/3/22	Seebeck	472.17
April	V22-0141	4/29/22	Sham Rock Cleaners	Multi	5/3/22	Seebeck	294.00
April	V22-0142	4/29/22	Ingram	Multi	5/3/22	Seebeck	74.09
	V22-0143	5/3/22	Hoopla	9248	5/3/22	Seebeck	307.67
	V22-0144	5/3/22	Midwest Tape	0286	5/3/22	Seebeck	119.95
	V22-0145	5/3/22	Wage Works - Admin	5530	5/3/22	Seebeck	18.00
	V22-0146	5/3/22	Wage Works Carol	1351, 5071	5/3/22	Seebeck	31.12
	V22-0147	5/3/22	T Mobile		5/3/22	Seebeck	180.60
	V22-0148	5/3/22	Spectrum Business	2722	5/3/22	Seebeck	249.99
	V22-0149	5/3/22	Brooklee Dittman	PO28310	5/3/22	Seebeck	184.32 <i>mc</i>
	V22-0150	5/3/22	Ingram	multi	5/3/22	Seebeck	152.31

1:04 PM

05/05/22

Accrual Basis

Town of Esopus Library
Check Listing
As of April 30, 2022

Type	Date	Num	Name	Memo	Clr	Split	Credit
Checking/Savings							
A0200 Cash Operating Fund							
2020 Bank of GC Checking 6086							
Check	04/06/2022	3559	Deborah McMenemy - Reimb.	V22-0097	X	A7410.430 Office Travel	30.11
Check	04/06/2022	3560	Ingram Library Services	V22-0099	X	-SPLIT-	142.37
Check	04/06/2022	3561	Central Hudson	V22-0100	X	A7410.452 Electric	1,388.11
Check	04/06/2022	3562	T-Mobile	V22-0101	X	A7410.419 Internet	163.84
Check	04/06/2022	3563	T-Mobile	V22-0102	X	A7410.419 Internet	180.60
Check	04/06/2022	3564	Mary Garraty	V22-0104	X	A7410.430 Office Travel	15.33
Check	04/06/2022	3565	Shannon Powell	V22-0105	X	A7410.430 Office Travel	33.81
Check	04/06/2022	3567	Shamrock Cleaners	V22-0107	X	A7410.452 Cleaning Services	462.00
Check	04/06/2022	3568	Delta Dental	V22-0108	X	A7410.800 Health & Maj. Med.	133.40
Check	04/06/2022	3569	Deborah McMenemy - Reimb.	V22-0109	X	A7410.430 Office Travel	60.28
Check	04/06/2022	3570	Midwest Tape - Hoopla	V22-0110	X	A7410.412 E-Content	319.94
Check	04/06/2022	3571	Deborah McMenemy - Reimb.	V22-0111	X	A7410.430 Office Travel	59.29
Check	04/06/2022	3572	Spectrum Business	V22-0112	X	A7410.419 Internet	249.99
Check	04/06/2022	3573	Christopher J. O'Connor CPA	V22-0113	X	A7410.437 Accountant	500.00
Check	04/06/2022	3574	Port Ewen Water/Sewer District	V22-0114	X	A7410.452 Water & Sewer	56.27
Check	04/06/2022	3575	National Business Leasing	V22-0115	X	A7410.2439 Printer/Copier	256.55
Check	04/06/2022	3576	Brooke Dittmar	V22-0116	X	A7410.800 Health & Maj. Med.	204.80
Check	04/20/2022	3577	Mid-Hudson Library System	V22-0117	X	General Assessment Fee	2,558.65
Check	04/20/2022	3578	Friends of the Town of Esopus Library	V22-0118 EXCH		A9855 Friends Exp. Exchange	176.25
Check	04/20/2022	3579	Midwest Tape	V22-0119	X	-SPLIT-	146.68
Check	04/20/2022	3580	Ingram Library Services	V22-0120	X	-SPLIT-	104.41
Check	04/20/2022	3581	Deborah McMenemy - Reimb.	V22-0121		A7410.430 Office Supplies	21.98
Check	04/20/2022	3582	Whiteman, Osterman & Hanna, LLP	V22-0122	X	-SPLIT-	4,800.42
Check	04/20/2022	3583	Office Depot	V22-0123		A7410.430 Office Supplies	92.91
Check	04/20/2022	3584	Royal Carting Service Co	V22-0124	X	A7410.452 Trash	101.18
Check	04/20/2022	3585	Binnewater Ice Co.	V22-0125	X	A7410.452 Water & Sewer	28.90
Check	04/20/2022	3586	MVP Healthcare, Inc.	V22-0126	X	A7410.800 Health & Maj. Med.	1,428.86
Check	04/20/2022	3587	Ingram Library Services	V22-0127	X	A7410.410 Adult Fiction	168.27
Check	04/20/2022	3588	Ingram Library Services	V22-0128	X	A7410.410 Juvenile Fiction	78.57
Check	04/20/2022	3589	Friends of the Town of Esopus Library	V22-0129 EXCH		A9855 Friends Exp. Exchange	282.25
Check	04/20/2022	3590	21st Century Media	V22-0130	X	A7410.424 Publicity & Printing	16.89
Check	04/20/2022	3591	Visa	V22-0131	X	-SPLIT-	195.80
Check	04/20/2022	3592	Office Depot	V22-0132		A7410.430 Office Supplies	100.08
Check	04/06/2022	3566	The New York Times	VOID: V22-0106	X	A7410.413 Newspapers	
Total 2020 Bank of GC Checking 6086							14,558.79
Total A0200 Cash Operating Fund							14,558.79
Total Checking/Savings							14,558.79
TOTAL							14,558.79

- Friends → 458.50
pass-thru \$14,073.29

