

Town of Esopus Library
December Board of Trustees Meeting
Wednesday, December 18, 2024

Agenda

Call to order	Larry Decker
Approval of November Board Meeting Minutes	
Public Comment (2 minutes each)	Public
Treasurer's Report/Finance Committee	Elaine Jaffe
Director's Report	Jesse Chance
Friends	Elaine Rylance

Committees

1. Buildings and Grounds – Stephen Lewis
2. Governance and Personnel / Trustee Training – Martha Farrell
3. Sustainability, Research and Development – Don Carragher

Adjournment

Resolutions:

- 2024-54 – Open Ulster Savings Bank Account
- 2024-57 – Payment of November Claims
- 2024-58 – Acceptance of Kingston City School District's 2024-2025 Tax Distribution
- 2024-59 – Acceptance of Donation from Estate of Audrey Steinhorn
- 2024-60 -- Section 3 Personnel Policy Manual Update
- 2024-61 – Patron Code of Conduct Policy Update
- 2024-62 – Addition of Social Media Policy to External Section of Policy Manual
- 2024-63 – Amending Resolution 2024-45 – Transfer of Funds to MHVFCU
- 2024-64 – Acceptance of the Severus Foundation Corp. Donation
- 2024-65 – Addition of Social Media Policy to Internal Section of Policy Manual
- 2024-66 – Acceptance of Betty Chin Donation

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

November 20, 2024

Board Members Present: Elaine Jaffe, Elaine Rylance, Stephen Lewis, Larry Decker, Laura Petit, Martha Farrell, Don Carragher, Allen Olsen and Sharon Briden

Board Members Excused:

Board Members Absent:

Staff Present: Jesse Chance

Public: None

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 October monthly Board Meeting held on October 30, 2024 was submitted and open for review. A motion to accept the minutes of the October monthly Board meeting held on October 30, 2024 was made by Martha Farrell and seconded by Laura Petit.

AYE: 8; NO: 0; ABSTAIN: 1

Board Members Excused:

Board Members Absent:

III. Presidents Word – Larry Decker

IV. New Business → Elaine Jaffe proposed a special committee for Landscaping. This proposal was tabled after discussion.

V. Public Comment - No comments

VI. TREASURER'S REPORT/FINANCE –Elaine Jaffe

Written report was submitted. Elaine Jaffe presented the resolutions listed below.

- **Resolution #52 of 2024 (Payment of October Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from October 1, 2024 to October 31, 2024 for items in the amount of \$17,565.48. A motion to accept the resolution was made by Laura Petit and seconded by Don Carragher.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

- **Resolution #54 of 2024 (Transfer of Funds to Ulster Savings Bank)** → *This Resolution was tabled and returned to committee.*

VII. DIRECTOR'S REPORT – Jesse Chance

Written reports were submitted from the Director and the Adult and Teen Programmer.

- **Resolution #55 of 2024 (Approval of Open Bidding for Proposed Project Narrative of Library's Solar Array Upgrade):** The Board of Trustees of the Town of Esopus Library authorizes the Open Bidding portion of this process, otherwise known as Phase II, to begin. A motion to accept the resolution was made by Elaine Rylance and seconded by Don Carragher.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

VIII. FRIENDS – Elaine Rylance

The meeting was cancelled. Nothing to report.

IX. COMMITTEE REPORTS

- **Buildings and Grounds** – Stephen Lewis
Written report was submitted. Steve Lewis reviewed the meeting minutes.
- **Governance and Personnel** – Martha Farrell
Written report submitted. Martha Farrell reviewed the meeting minutes.
 - **Resolution #53 of 2024 (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:

- **Resolution #56 of 2024 (Update to Section 2 of the Personnel Policy Manual):**
The Board of Trustees of the Town of Esopus Library accepts the changes to Section 2 of the Personnel Policy Manual. A motion to accept the resolution was made by Elaine Jaffe and seconded by Elaine Rylance.
AYES: 9; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:

- **Sustainability, Research and Development** - Don Carragher
The Committee meeting was canceled for November.

X. Trustee Training

Trustee Training has been taking place at online sessions. Don Carragher provided instructions regarding the use of Niche Academy for Trustees (www.nicheacademy.com)

XI. ADJOURNMENT

There being no further business or discussion, Elaine Jaffe made a motion to adjourn and it was seconded by Elaine Rylance. 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



Teen and Adult Programming Report – December

It's the most wonderful time of the year! As the holidays and winter approaches, here are our final numbers for November:

- **Final programming numbers for November:**
 - o **243 patrons at adult events**
 - o **31 patrons at teen events**
 - **288 patrons total (down from 322 in October)**
- **Adult Programming**
 - **Ongoing Groups** Attendance has remained steady at our ongoing groups: our **Two Book Clubs, Ulster Photo Club, Esopus Artist, Mah Jongg, and Needlework Circle.** Thursday night book club members indicated they may be interested in scheduling author events before book club, with the caveat that they would prefer fiction to non-fiction titles. Few bit on my pitch of a money-management author prior to our Thursday night meeting. Said one member, “Maybe if we had money to manage we would come!”
 - **Duck Pond Gallery** Karen Merker and her mom Arlene brought their gorgeous fiber art to our Duck Pond Gallery this December in the form of hooked rugs and footstools. The rugs posed some hanging challenges, but Karen’s opening was well-supported by our local needle workers. The mother/daughter pair has received awards and coverage in several hooked rug magazines.
 - **Body series** We’re offering a new home to a local group of Qi Gong/Kung Fu practitioners who had been practicing their martial art down by the Hudson but needed a cold-weather home. This class will meet for 90 minutes Monday nights and is open to all. I still plan on getting back **Erin Reilly** for January for her popular Acupressure & Self-Massage class, and late winter will see the return of **Chair Yoga with Kathy Schneider.**
 - **Classes, readings, and workshops** December brings a host of fantastic readings, classes and events – a well-attended felting program featuring Jocelyn of **PetitFelts**, a winter concert with **Hudson Valley Chamber Musicians**, another **Cocoa ‘n’ Canvas Event with Tara Platania**, and a **Book Signing by Anita Hadley** (of the Ulster Photo Club) featuring her new book, *Roadside Signs*.

- **Teen Programming**

- **Classes, Readings, and Workshops** Our **Dungeons & Dragons & Pizza** group continues to form the backbone of our teen programming, much as our adult groups draw a crowd who feels a real ownership and pride over their engagement with the library. We're seeing quite a bit of crossover between teens and adults who attend craft and music events – whether our **Cocoa 'n' Canvas** events, **Felting Workshops**, or our **All-Out Open Mic**. Tomorrow also will begin the inaugural meeting of our **Rainbow Club**, a parent-led initiative for LGBTQ+ tweens under 12 and their families. First on the docket will be painting pride flags on rocks – as pride, I'm told, rocks.

Respectfully submitted (but cannot avoid a pun),

Fox North

Buildings and Grounds Committee Meeting Minutes

December 2, 2024

In Attendance: Laura Petit, Jesse Chance, Don Carragher, Steve Lewis and Sharon Briden

Excused:

Absent:

We discussed the impending removal of trees and eradication of the tree pits. We need to source new plants for the spring, possibly through Fedco Seeds or DEC.

The Committee also talked briefly about our goals for the winter/spring and what can realistically be accomplished.

Onward!

Steve

The next Building and Grounds Committee Meeting is scheduled for January 13, 2025 at 4:00 pm

FINANCE COMMITTEE – DECEMBER 6, 2024

Attending: Elaine Jaffe, Chair and Treasurer; Alan Olsen, Laura Petit, Jesse Chance, Library Director

We reviewed expenses as of November 30, 2024 and approved \$17,265.87.

We reviewed November financials and plan to look more closely at major expenses.

Jesse informed the committee that LaBella submitted their invoices for \$7,149.59 for Phase 1 and they will be paid this month.

We reviewed the Resolution for opening accounts at Ulster Savings Bank, the 3rd bank. Elaine and Mary will discuss how to correct the MHVFCU resolution.

We agreed to transfer \$250,000 from Greene County Bank to MHVFCU.

Submitted by Elaine Jaffe

Next meeting, Friday, January 10, 2025 at 10 am.

Governance and Personnel Committee Meeting Minutes

December 3, 2024

Present: Martha Farrell, Larry Decker, Elaine Rylance, Jesse Chance

Excused: Elaine Jaffe

The committee reviewed section 3 of the personnel manual and made minimal changes. Jesse presented a social media policy which was reviewed and revised and will be presented at the next board meeting for approval.

Submitted by Martha Farrell

Next meeting January 14, 2025 at 3:00 pm

Town of Esopus Library

Sustainability, Research & Development 12/4/24

Attending: Larry Decker, Steve Lewis, Don Carragher, Jesse Chance.

Excused: Martha Farrell

*Martha spoke to Don on Tuesday that she will follow-up with Jesse on survey data to be solicited from public at turn of the year to complete the 5-year plan.

Don presented research in the original blueprints of this building for the location and size of the geothermal wells in the parking lot, the proposed 50 kW emergency generator and design for a pedestrian walk through the center parking area and both planting beds. This idea was recently suggested before finding a plan for it from 2005.

The committee examined the ducting and piping in the back room for the geothermal system and confirmed we have 8 not 12 wells immediately in front of the library in the lot.

Steve reviewed the landscaping work planned for this month and will get a date from the contractor.

Next mtg: Wednesday, Jan. 8, 2025

Submitted, Don Carragher

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 62 OF 2024**

Addition of Social Media Policy to the External Section of the Library Policy Manual

WHEREAS, Governance and Personnel Committee has determined the need for a Social Media Policy to be added to the External Section of the Library Policy Manual;

WHEREAS, The Governance and Personnel Committee offers the attached Social Media Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the addition of the Social Media Policy to the External Section of the Library Policy Manual.

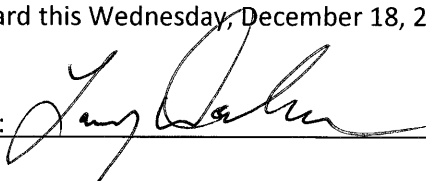
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Jaffe Seconded: Don Conagher

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: _____



Larry Decker, Board President

SOCIAL MEDIA POLICY

The Town of Esopus Library exists to initiate, nurture and feed a passion for knowledge and learning, and one of the primary goals of public libraries is to give people of all ages answers to their questions and/or have the necessary resources provided to them to discover answers for themselves. To fulfill this goal, The Town of Esopus Library provides and promotes access to materials and services that support the community's need for self-education, information, culture and recreation through access to computers and participates in various 'social media' applications whereby Library staff and community members may interact through internet communication. These applications, outlined below, allow members of the community access to the resources of The Town of Esopus Library without necessitating a visit to the physical library. The Town of Esopus Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving the Town of Esopus community members' needs for informational, educational, cultural and recreational pursuits.

Social media is defined as any website or application which allows users to share information, and may include, but is not limited to, blogging, instant messaging, social networking sites, and wikis. Many social networking sites allow users of those sites to become a "friend", "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. Examples of such sites are Twitter (X), Facebook, Instagram, YouTube, TikTok, LinkedIn and various blogging sites.

The Town of Esopus Library maintains accounts on several social media sites and therefore must state the following positions, reservations, rules and regulations:

- a. The Town of Esopus Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
- b. The Library's use of social networking sites may include program promotion, volunteer opportunities, reference help or other similar activities.
- c. Users may remove themselves at any time from the Library's "friends" or "fan" lists or by following established procedures of the site owner. Those requiring assistance or instruction may ask at the Circulation Desk.
- d. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.
- e. Comments, posts and messages are welcome on The Town of Esopus Library's social networking sites.
- f. While The Town of Esopus Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible).
- g. All postings which contain any of the following will be removed and the poster barred from posting any subsequent messages to The Town of Esopus Library social networking sites:
 - Obscene or racist content

- Personal attacks, insults or threatening language
 - Potentially libelous statements
 - Plagiarized or copy-written material
 - Private, personal information published without consent
 - Comments totally unrelated to the content of the forum
 - Hyperlinks to material that is not directly related to the discussion
 - Commercial promotions or spam
 - Organized political activity
 - Photos or other images that fall in any of the above categories
- h. The Town of Esopus Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post.
- i. The Town of Esopus Library shall also be granted the right to reproduce comments, posts and messages in other public venues. For example, a response to a YouTube book review may be quoted in a newspaper or on the Library website. Identifying information, other than first name, will be removed unless prior approval is granted by the poster.
- j. The Town of Esopus Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service and does not endorse or review content outside the pages created by Library staff.
- k. Participation in The Town of Esopus Library social networking services implies agreement with all Library policies and the terms of service of each individual third-party service. If a user does not agree to these terms, they are not to use the services provided.
- l. The role and utility of social networking sites will be evaluated periodically by Library staff, and may be terminated at any time without notice to subscribers.

Adopted by the Board of Trustees:

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 67 of Year 2024

APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR PHASE II OF SOLAR ARRAY UPGRADE

WHEREAS, the Town of Esopus Library hired LaBella Associates to act as Project Manager for the Library's Solar Power Array Upgrade project which is funded by a generous grant from NY State's Department of Library Development;

WHEREAS LaBella Associates, working with the Buildings and Grounds Committee as well as the Sustainability and Research and Development Committee, has proposed a project narrative that fulfills the budgetary requirements of the grant from NY State's Department of Library Development;

WHEREAS, Labella Associates has submitted the attached Professional Services Agreement to the Town of Esopus Library for commencing Phase II of the Solar Array Upgrade;

RESOLVED, the Board of Trustees of the Town of Esopus Library authorizes the signing of the Professional Services Agreement, from Labella Associates and authorizes the Phase II work to begin.
or a reduced cost one,

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Allen Olsen Seconded: Elayne Jaffe
~~Steve Lewis~~

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: Larry Decker

Larry Decker, Board President

Professional Services Agreement

Agreement made the **19th day of December 2024**

between

LaBella Associates, D.P.C.

("LaBella")

and

Esopus Library

("Client")

for services related to the following Project:

P2403734.01 Esopus Library – Phase 2

("Project")



LaBella and Client hereby agree as follows:

Description of Services: LaBella shall perform the services set forth as described in LaBella's proposal, dated **12/19/2024**, a copy of which is attached as *Exhibit A*.

Compensation for Services: A retainer in the amount of \$0 shall be required prior to the initiation of services. Client shall compensate LaBella for its professional services as set forth in LaBella's proposal. LaBella shall submit invoices for services rendered monthly. Client shall make payment to LaBella no later than thirty (30) days after the date of each invoice.

Term: LaBella shall commence performing its services when Client gives notice to proceed. This Agreement shall terminate when LaBella's services are completed and final payment has been received from Client, or as otherwise provided in this Agreement.

Insurance: LaBella shall maintain, at its own expense, throughout the term of this Agreement and until the expiration of all applicable statutes of limitation, the following insurance coverages:

- Comprehensive general liability insurance with policy limits of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate for bodily injury and property damage.
- Automobile liability insurance covering owned, non-owned, rented, and hired vehicles operated by LaBella with policy limits of not less than \$1,000,000 combined single limit and aggregate for bodily injury and property damage.
- Umbrella liability insurance with policy limits of not less than \$10,000,000 each occurrence and \$10,000,000 in the aggregate.
- Worker's compensation insurance at statutory limits and employer's liability insurance with a policy limit of not less than \$1,000,000 for all employees engaged in the rendering of professional services under this Agreement; and
- Professional liability insurance with policy limits of not less than \$5,000,000 per claim and \$7,500,000 in the aggregate.

Client shall be named as an additional insured on a primary and non-contributory basis under the CGL, Automobile and Umbrella insurance policies. LaBella shall provide to the Client certificates of insurance evidencing compliance with the requirements of this Agreement. The certificates shall contain a provision that at least thirty (30) days prior written notice shall be given to Client in the event of cancellation, non-renewal, or reduction of the insurance.

Indemnification: To the fullest extent permitted by law, LaBella shall indemnify and hold the Client and its officers and employees harmless from and against liabilities, damages, losses and judgments, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts, errors or omissions of LaBella, its employees and its consultants in the performance of professional services under this Agreement.

In recognition of the relative risks and benefits of the Project to both Client and LaBella, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of LaBella and LaBella's consultants for any and all claims, liabilities, damages, losses, costs, and judgments of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of LaBella and LaBella's consultants shall not exceed \$50,000 or LaBella's total fee for services rendered on this Project, whichever is greater.



LaBella Associates, D.P.C.

Client Name

By:

Name

Title

Date:

By:

Name

Title

Date



Exhibit A

LaBella's "Phase 2" Proposal

December 19, 2024

Attn: Jesse Chance
Town of Esopus Library
128 Canal St
Port Ewen, NY 12466

RE: Phase 2 – Provide Project Management and technical support to utilize grant funding to design, permit and construct renewable energy systems and measures as identified in Phase 1

Thank you for the opportunity to submit the following proposal to The Town of Esopus Library for professional services to redevelop an existing solar installation. Headquartered in Rochester, NY, with several offices along the east coast, LaBella is a locally trusted, full-service design firm that is familiar with New York State contracting, permitting requirements and municipal approval procedures. This proposal outlines a phased approach and our understanding of the project, proposed scope of work, fees and assumptions used in our proposal.

PROJECT UNDERSTANDING

The Town of Esopus Library ("Client") is redeveloping its existing solar array in Ulster County, New York located at 128 Canal St Port Ewen, NY 12466.

The completion of Phase 1 resulted in several options which add additional solar energy to reach the goal of generating the maximum amount of solar energy to be eligible for net metering and to utilize grant funding. Additional measures such as a battery backup system and other energy savings measures are included. The Esopus team has selected one of the options to pursue in "phase 2" as define in the Scope of Services below. This selection does not preclude the discovery of additional factors that may lead to changes in the final design to reach the same objectives.



SCOPE OF SERVICES

Service Summary:

Labella will provide the following resources in support of this "PHASE 2" activity:

Project Management: A dedicated project manager whose role will be:

1. Manage the contractor bidding and contractor selection process with the goal to generate 110% of current annual electric power consumption while meeting the overall budget requirements.
2. Develop Project scope and deliverables including, resource management, establishing timelines, critical path activity and budgetary controls.
3. Provide project progress and activity reports to client
4. Facilitate risk management and problem solving with stakeholders, suppliers, contractors, Town, NYSEERDA and the Utility as needed.
5. Identify and evaluate qualified suppliers and contractors to complete the Engineering, Design, and construction. Provide building and electrical support
6. Provide project management oversight during construction up to permission to operate.

Electrical Engineering personnel:

1. Provide Solar, Storage and EV system design support, consultation and problem solving.

PROJECT DELIVERABLES:

- 1) Repair/Restore" existing Roof mount solar system.
- 2) Replace ground mount with a new ground mount System (maximize PV)
- 3) Install Electric Vehicle Charger Stations (EVCS) - 2 stations, 4 chargers, Level 2.
- 4) Add a Battery Energy Storage System (BESS)- 12-24 hour critical load backup
- 5) Perform a site Energy Audit NYSEERDA – Identify opportunities for additional energy saving measures
- 6) Library Signage - Move Load to the Main Electric Panel powered by the Solar system
- 7) Complete the project within the current budget of approximately \$341,624



FEES, SCHEDULE, AND ACCEPTANCE

LaBella's Project Management and Consulting fees for services are detailed hereunder:

Phase 2	Description	NOTES/DETAILS	Extended Fee	Travel
1.0	*Repair/Restore* Roof system (17kWac)		\$6,418	\$400
1.01	Project Management	Project Management (Client, Subcontractors, reports, Problem solving)	\$1,224	\$0
1.02	Replace Fuse(s), Other Repairs	Subcontractor install and Mngt, Oversight	\$1,020	\$0
1.03	Baseline/Monitor system	Support data collection and analysis	\$680	\$0
1.04	Reseal roof penetrations	Subcontractor install and Mngt, Oversight	\$1,624	\$400
1.05	Production meter upgrade	Net Metering setup, data capture, trending, Specifications	\$1,020	\$0
1.06	Operations and Maintenance Plan (O&M)	Establish Maintenance checklist and Calander- Plan	\$340	\$0
1.07	Technical Support	Electrical, PV, Design review, Interconnection (utility), Building electrical, Environmental, Town coordination.	\$510	\$0
1.1	PVMax - Replace Ground Mount - New System (+34kW_ac)		\$43,828	\$1,600
1.11	Project Management	Pre-Selection Vetting, Bidding Setup, site visits and Award Management. Reference NY NYSUN requirements, AHJ requirements	\$9,160	\$0
1.12	Bidding/Selection Process	Pre-Selection Vetting, Bidding Setup and Award Management. Reference NY NYSUN requirements, AHJ, Utility requirements	\$7,752	\$0
1.13	Design	Design review- Assessment and Validation	\$4,896	\$0
1.14	Permitting/Inspection	Permit Submission , Cost Review/approve	\$4,080	\$0
1.15	Installation (w/ Incentives)	Sub con install and Site supervision, Town, Traffic, Review Approve, Construction oversight	\$8,960	\$800
1.16	Commissioning	Ensure QA/QC, system startup and baseline defined/followed	\$8,960	\$800
1.2	EVCS4 (2 station, 4 chargers, L2)		\$29,429	\$1,200
1.21	Project Management	Pre-Selection Vetting, Bidding Setup, site visits and Award Management. Reference NY NYSUN requirements, AHJ requirements	\$8,237	\$0
1.22	Bidding/Selection Process	Pre-Selection Vetting, Bidding Setup and Award Management. Reference NY NYSUN requirements, AHJ requirements	\$7,752	\$0
1.23	Design	Design review- Assessment and Validation (Incentives/all)	\$5,100	\$0
1.24	Permitting/Inspection	Permit Submission, Cost Review/approve	\$0	\$0
1.25	Installation (2station/4chargers)	Sub con install and Site supervision, Town, Traffic, Review Approve, Construction oversight	\$3,460	\$400
1.26	Commissioning	Ensure QA/QC, system startup and baseline defined/followed	\$2,440	\$400
1.27	Electrical System Design/ Upgrades	Electrical switch gear additions/Upgrade	\$2,440	\$400
1.3	BESS (8-12hrs) + Gas Generator		\$22,145	\$2,400
1.31	Project Management	Project Management (Client, Subcontractors, reports, Problem solving)	\$5,523	\$0
1.32	Bidding/Selection Process	Pre-Selection Vetting, Bidding Setup, site visits and Award Management. Reference NY NYSUN requirements, AHJ requirements	\$5,523	\$0
1.33	BESS Design	Battery system design review, Critical Load and switch gear validation, Incentives	\$1,454	\$0
1.34	BESS+Gen Permitting/Inspection	Site acceptance testing and PTO inspection	\$323	\$0
1.35	BESS Installation (46kWh/8-12hr duration)	Installation plan, Site System Installation, Site Management	\$2,375	\$600
1.36	Gas Generator (7-10kW, Battery charger)	Design review Generator, Tank, ATS	\$1,615	\$0
1.37	Gas Gen Installation	Installation plan, Site System Installation, Site Management	\$808	\$0
1.38	BESS+Gen Commissioning	Install oversight, QA/QC, system startup and baseline , Acceptance testing	\$1,729	\$800
1.39	Electrical System Upgrades	Electrical switch gear additions/Upgrade	\$2,795	\$800
1.4	Site Energy Audit NYSEERDA		\$1,744	\$0
1.41	Project Management	Project Management (Client, Subcontractors, reports, Problem solving)	\$307	\$0
1.42	Identify Supplier/Contractor	Identify and select contractor. Reference NY NYSUN requirements, Additional HVAC contractor Evaluation	\$307	\$0
1.43	Coordinate size visit	Electrical systems Main/sub panel requirement, Geothermal	\$646	\$0
1.44	Reporting	Report findings/ Evaluation options	\$323	\$0
1.45	Proposed Updates (Sensor, Insulation)	Identify any upgrade needed	\$162	\$0
1.5	Signage - Move Load to Main Panel		\$1,360	\$0
1.51	Project Management	Project Management (Client, Subcontractors, reports, Problem solving)	\$680	\$0
1.52	Bidding/Selection Process	Selection to contractor. Reference NY NYSUN requirements, Additional Electrical contractor Evaluation	\$680	\$0
1.53	Electrical Panel Equipment OCPD, EGC	Conduit, Breakers, Grounding hardware, conductors - Assumes MPD has additional Capacity (6 space breaker positions)	\$0	\$0
1.54	Installation/Rerouting	Remove/disconnect, replace, Reroute, Test system, Oversight	\$0	\$0
* This contract shall not exceed \$110,523			Sub Total	\$104,923
			Total	\$110,523



MODIFICATION OF SCOPE OF SERVICES

In the event of a substantial change in the project scope from the scope anticipated in this proposal, LaBella Associates and Esopus Library will discuss and agree upon appropriate modifications to the Scope of Services to be performed by LaBella Associates, as well as corresponding adjustments to the Fees for such services

SCHEDULE

We are able to commence initial tasks described above including the development of a schedules upon receipt of a signed agreement.

CLIENT RESPONSIBILITIES

The Client will be responsible for:

- Providing access to the site for site visits to Labella and contractors for site assessments, estimates and construction planning and execution
- Providing LaBella any details and documentation of special conditions, warnings, environmental conditions etc. relative to site conditions. This includes providing access to site utilities, electrical control room, switch gear and interconnection, roof top solar modules and underlying solar mounting system and ground mount solar systems
- Provide Insurance requirements for onsite system troubleshooting and diagnostics by Labella and Subcontractors
- Operation of any facility features during the site visit as needed.
- Payment of application, mitigation, permit fees, and other reviewing agency and municipal fees.
- Additional contractual approvals and payments to all Suppliers, Contractors, Materials, and service provides required to complete the project as scoped
- Furnish information, reports, and data to LaBella in electronic format which may include the following:
 - Previous environment and site assessments, audits, investigations or impact statements, and other relevant site, building and solar system operations and maintenances records for the project site.
 - Previous geotechnical and subsurface investigations and studies completed for the project site
 - Record drawings, reports, site, solar and building electrical systems etc.
 - Records of previous energy generation additions, energy efficiency assessments and plans and work completed.
 - Building and site Electric bills from the last 3 years will be needed
 - Building floor plans, elevations, and renderings necessary to process municipal applications.



Please feel free to contact me at (585-622-3134) or dmenter@labellapc.com if you have any questions. LaBella looks forward to our continued partnership on this project.

Respectfully submitted,

LaBella Associates

Dan Menter | Project Manager



RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 54 of the year 2024

Open Ulster Savings Bank Account

WHEREAS, the Board of Trustees seeks to provide the most effective use of public funds

WHEREAS, the Board of Trustees seeks to open bank or credit union accounts to assure that no bank or credit union holds more than \$250,000 of Library funds, the amount insured by FDIC and/or NCUA

RESOLVED the Board of Trustees of Esopus Library agrees to open accounts with Ulster Savings Bank and transfer funds as needed

FURTHER RESOLVED the Library Board Treasurer and/or Chair of the Finance Committee has oversight of the transfer process and may provide any required authorizations to affect transfers to the Library Director

FURTHER RESOLVED that this resolution shall take effect immediately

Moved: Elaine Rybance Seconded: Elaine Taffe

VOTE: Ayes 7 Nays 0 Abstentions 0 Excused 1 Absent 1

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: Larry Decker

Larry Decker, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 58 of Year 2024

ACCEPTANCE OF KINGSTON CITY SCHOOL DISTRICT'S 2024-2025 TAX DISTRIBUTION

WHEREAS, the Town of Esopus has sent a check totaling \$8,000.00 as the Town of Esopus Library's portion of the Kingston City School District's 2024-2025 Tax Distribution.

WHEREAS, this payment of \$8,000.00 has been received and will be deposited into the 2025 Operating Fund

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts these funds from the Kingston City School District and will deposit the monies into the Town of Esopus Library's 2025 Operating Fund

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Steve Lewis Seconded: Martha Farnell

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 1 Absent: 1

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: 

Larry Decker, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 59 of Year 2024

ACCEPTANCE of DONATION from ESTATE OF AUDREY STEINHORN

WHEREAS, the Estate of Audrey Steinhorn has made a donation in her memory to the Town of Esopus Library.

WHEREAS, the donation made totaled \$9682.06 in Audrey Steinhorn's memory with its use unrestricted.

WHEREAS, The Board of Trustees accepted Resolution #24 of 2004 stating that only donations of \$500 or less can be added into the Operating Budget Gifts and Donations General Fund without resolution, and only if their use is unrestricted.

RESOLVED, the Board of Trustees of the Esopus Library accepts these monetary donations totaling \$9682.06 in the memory of Audrey Steinhorn for the 2025 Operating Budget.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Elaine Toffe

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 1 Absent: 1

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: _____


Larry Decker, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 64 of Year 2024

Acceptance of the Severus Foundation Corp. Donation

WHEREAS, the Severus Foundation Corp. has donated \$3,000 with its use unrestricted.

WHEREAS, The Board of Trustees accepted Resolution #24 of 2004 stating that only donations of \$500 or less can be added into the Operating Budget Gifts and Donations General Fund without resolution, and only if their use is unrestricted.

RESOLVED, the Board of Trustees of the Esopus Library accepts this monetary donation of \$3,000 from the Severus Foundation Corp. for the 2024 Operating Budget.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Don Canagher Seconded: Elaine Jaffe

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: Larry Decker

Larry Decker, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 63 of the Year 2024

Amending Resolution 2024-45 – Transfer of Funds to Mid-Hudson Valley Federal Credit Union

WHEREAS, the Board of Trustees seeks to provide the most effective use of public funds

WHEREAS, the Board of Trustees seeks to open bank or credit union accounts to assure that no bank or credit union holds more than \$250,000 of Library funds, the amount insured by FDIC and/or NCUA

RESOLVED the Board of Trustees of Esopus Library agrees to open accounts with Mid-Hudson Valley Federal Credit Union (MHVFCU) and transfer funds as needed

FURTHER RESOLVED this resolution supersedes Resolution 2024-45 (Transfer of Funds to Mid-Hudson Valley Federal Credit Union)

FURTHER RESOLVED the Library Board Treasurer and/or Chair of the Finance Committee has oversight of the transfer process and may provide any required authorizations to affect transfers to the Library Director

FURTHER RESOLVED that this resolution shall take effect immediately

Moved: Allen Olsen Seconded: Don Carragher

VOTE: Ayes 8 Nays 0 Abstentions 0 Excused 1 Absent 0

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: Larry Decker

Larry Decker, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 65 OF 2024**

Addition of Social Media Policy to Internal Section of Library Policy Manual

WHEREAS, Governance and Personnel Committee has determined the need for a Social Media Policy to be added to the Internal Section of the Library Policy Manual;

WHEREAS, The Governance and Personnel Committee offers the attached Social Media Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the addition of the Social Media Policy to the Internal Section of the Library Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Elaine Jaffe

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: 

Larry Decker, Board President

SOCIAL MEDIA POLICY – Internal

It should be understood by all staff, Board members, and people affiliated with the Town of Esopus Library that only the Library Director and the Board President are officially empowered to speak on the Library's behalf. Others may be designated to do so in certain situations, but those designees speak only with the approval of the Director or Board President. By no means does the Town of Esopus Library intend to infringe upon anyone's freedom of speech or any other rights or privileges in their personal lives and therefore many of these guidelines are merely suggestions. However, an employee who chooses to speak on behalf of the Town of Esopus Library in social media without clarifying that they are speaking as themselves and not as a representative of the Town of Esopus Library may face disciplinary action up to and including termination of employment. In the interest of the Town of Esopus Library maintaining as much control as is possible of its public image, Board members, Library Staff, Friends of the Library and all other persons officially affiliated with The Town of Esopus Library are urged to consider the following guidelines before posting online or otherwise speaking publicly about the Town of Esopus Library, its programs and/or other Board members or Library Staff.

Has the Library Director or Board President authorized you to speak on this matter? If not it would be best to:

- a. Include a disclaimer in which you state that your opinions are yours alone and not The Town of Esopus Library's;
- b. Be careful not to disclose sensitive or proprietary information, including financial details or any other internal matter. Disclosing private information about specific patrons, coworkers, or any other person affiliated with the Library is a violation of Library policy. Posting photographs taken in a library setting or at a library event to a private page should only be done with the expressed permission of the patrons who appear in them. Permission to post Library related images on the Library's social media does not imply or constitute permission to post them elsewhere;
- c. Understanding copyright and fair use laws with regard to republishing protected content and referencing sources is your responsibility;
- d. Consider the privacy of your coworkers and avoid posting full names, videos, or internal conversations without their permission. Staff should realize, however, that photos of library events, library staff events, and/or library staff doing their jobs will be taken and posted routinely. Such images are an important part of what gives the Town of Esopus Library social network tools personality, identity and interest to those patrons who access the Library's media outlets;
- e. Be aware that all existing policies and employee behavior guidelines extend to the online arena as well as the workplace;
- f. On sites where you publicize your professional affiliation, make sure that your profile accurately reflects your position at the Library.

Adopted by the Board of Trustees:

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 57 OF 2024

Payment of Claims
November 1, 2024 to November 30, 2024

WHEREAS, the total of all claims for payment, excluding wages and taxes, from November 1, 2024 to November 30, 2024 is \$17,265.87.

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

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

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the payment of these November 1, 2024 to November 30, 2024 items in the amount of \$17,265.87.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Mantha Farrell
~~Don Canagher~~ Seconded: Don Canagher
~~Clarke Riffano~~

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 1 Absent: 1

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: Larry Decker
Larry Decker, Board President

Town of Esopus Library
Check Listing
As of November 30, 2024

Type	Date	Num	Name	Memo	Cir	Split	Credit
Checking/Savings							
A0200 Cash Operating Fund							
2020 Bank of GC Checking 6086							
Check	11/13/2024	5009	Jesse Chance	V24-0530	X	A7410.437 Professional Travel	59.11
Check	11/13/2024	5010	Deborah McMenemy - Reimb.	V24-0531	X	A7410.800 Health & Maj. Med.	388.89
Check	11/13/2024	5011	Friends of the Town of Esopus Library	V24-0532 EXCH		A9855 Friends Exp. Exchange	186.24
Check	11/13/2024	5012	Liberty Security System	V24-0533	X	A7410.452 Security System	76.00
Check	11/13/2024	5013	WZ Accountants	V24-0534	X	A7410.437 Accountant	600.00
Check	11/13/2024	5014	Midwest Tape - Hoopla	V24-0535	X	A7410.412 E-Content	715.32
Check	11/13/2024	5015	T-Mobile	V24-0536	X	A7410.419 Internet	90.30
Check	11/13/2024	5016	Jocelyn Gayle Krodman	V24-0537		Teen Programs	350.00
Check	11/13/2024	5017	Erin Reilly, DAIM, LAC	V24-0538	X	Teen Programs	250.00
Check	11/13/2024	5018	Dr. Bryanna Montpeirous	V24-0539	X	Teen Programs	50.00
Check	11/13/2024	5019	The Wayfinder Experience	V24-0540		Teen Programs	250.00
Check	11/13/2024	5020	Annie Mardiney	V24-0541	X	Teen Programs	350.00
Check	11/13/2024	5021	Michele Diamanti	V24-0542	X	Teen Programs	250.00
Check	11/13/2024	5022	The Wayfinder Experience	V24-0543		Teen Programs	250.00
Check	11/13/2024	5023	Jessica Williams	V24-0544	X	Teen Programs	50.00
Check	11/13/2024	5024	Luke Sarrantonio	V24-0545		Adult Programs	150.00
Check	11/13/2024	5025	Royal Carting Service Co	V24-0546	X	A7410.452 Trash	144.66
Check	11/13/2024	5026	National Business Technologies	V24-0547	X	A7410.2439 Printer/Copier	234.04
Check	11/13/2024	5027	Carl Bell Plumbing & HVAC Inc	V24-0548	X	A7410.452 Other Maintenance	2,176.15
Check	11/13/2024	5028	Amazon	V24-0549	X	A7410.452 Elevator	11.99
Check	11/13/2024	5029	OverDrive, Inc.	V24-0550	X	A7410.412 Adult Books - E-books	500.69
Check	11/13/2024	5030	Ingram Library Services	V24-0551	X	A7410.410 Juvenile Non-Fiction	81.70
Check	11/13/2024	5031	Ingram Library Services	V24-0552	X	A7410.410 Juvenile Fiction	141.32
Check	11/13/2024	5032	Ingram Library Services	V24-0553	X	A7410.410 Adult Fiction	97.57
Check	11/13/2024	5033	Ingram Library Services	V24-0554	X	A7410.410 Adult Fiction	74.68
Check	11/26/2024	EFTNOV15	CDPHP	V24-0555	X	A7410.800 Health & Maj. Med.	2,511.75
Check	11/26/2024	5034	Central Hudson	V24-0556		A7410.452 Electric	511.23
Check	11/26/2024	5035	Friends of the Town of Esopus Library	V24-0557 EXCH		A9855 Friends Exp. Exchange	112.55
Check	11/26/2024	5036	Eastern VSP, Inc.	V24-0558		A7410.800 Health & Maj. Med.	89.04
Check	11/26/2024	5037	Visa	V24-0559		-SPLIT-	748.10
Check	11/26/2024	5038	Amazon	V24-0560		A7410.430 Library Supplies	29.99
Check	11/26/2024	5039	Mid-Hudson Library System	V24-0561		Ask My Accountant	223.07
Check	11/26/2024	5040	Otis Elevator Company	V24-0562		A7410.452 Elevator	763.14
Check	11/26/2024	5041	Ingram Library Services	V24-0563		A7410.410 Juvenile Non-Fiction	298.66
Check	11/26/2024	5042	Ingram Library Services	V24-0564		A7410.412 Adult Books - CD	21.99
Check	11/26/2024	5043	Ingram Library Services	V24-0565		A7410.410 Adult Fiction	16.80
Check	11/26/2024	5044	Ingram Library Services	V24-0566		A7410.410 Adult Fiction	17.96
Check	11/26/2024	5045	Ingram Library Services	V24-0567		A7410.410 Adult Fiction	70.08
Check	11/26/2024	5046	Ingram Library Services	V24-0568		A7410.410 Adult Fiction	144.88
Check	11/26/2024	5047	Ingram Library Services	V24-0569		A7410.410 Young Adult Non-Ficti	44.63
Check	11/26/2024	5048	Ingram Library Services	V24-0570		-SPLIT-	88.52
Check	11/26/2024	5049	Ingram Library Services	V24-0571		-SPLIT-	173.66
Check	11/26/2024	5050	Ingram Library Services	V24-0572		-SPLIT-	336.98
Check	11/26/2024	5051	Ingram Library Services	V24-0573		A7410.410 Adult Fiction	99.06
Check	11/26/2024	5052	Ingram Library Services	V24-0574		-SPLIT-	80.62
Check	11/26/2024	5053	OverDrive, Inc.	V24-0575		A7410.412 Adult Books - E-books	500.33

10:07 AM

12/05/24

Accrual Basis

Town of Esopus Library Check Listing As of November 30, 2024

Type	Date	Num	Name	Memo	Cir	Split	Credit
Check	11/26/2024	5054	Dutchess TEKCON Industries, Inc.	V24-0576		A7410.413 HVAC Repairs	157.50
Check	11/26/2024	5055	Dutchess TEKCON Industries, Inc.	V24-0577		A7410.452 HVAC Maint	591.25
Check	11/26/2024	5056	Dutchess TEKCON Industries, Inc.	V24-0578		A7410.413 HVAC Repairs	285.50
Check	11/30/2024	EFTNOV24	Wage Works - Care Card	V24-0579	X	A7410.800 Health & Maj. Med.	641.31
Check	11/30/2024	EFTNOV24	Wage Works - Admin	V24-0580	X	A7410.800 Health & Maj. Med.	36.00
Check	11/30/2024		Shamrock Cleaners	V24-0581		A7410.452 Cleaning Services	1,360.00
Check	11/30/2024		Binnewater Ice Co.	V24-0582		A7410.452 Water & Sewer	81.40
Total 2020 Bank of GC Checking 6086							17,564.66
Total A0200 Cash Operating Fund							17,564.66
Total Checking/Savings							17,564.66
TOTAL							17,564.66

Friends - 298.79
\$ 17,265.87

Town of Esopus Library
Voucher Log

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V24-0530	Jesse Chance	Form	11/12/24	Elaine B. Payne	59.11
V24-0531	Deborah McMenemy	Receipts		Elaine B. Payne	388.89
V24-0532	Friends of L. L. Kroger	Split sheet		Elaine B. Payne	186.24
V24-0533	Liberty Security Services	42091		Elaine B. Payne	76.00
V24-0534	WZ Accountants	1570		Elaine B. Payne	600.00
V24-0535	Mid West Tape - Hoopla	3782		Elaine B. Payne	714.37
V24-0536	T-Mobile	Bill		Elaine B. Payne	90.30
V24-0537	Jocelyn Daye-Krochman	LOA		Elaine B. Payne	350.00
V24-0538	Erin Beilly	LOA		Elaine B. Payne	250.00
V24-0539	Dr. Bryanna Montpeiros	LOA		Elaine B. Payne	50.00
V24-0540	The Wayfinder Experience	LOA		Elaine B. Payne	250.00
V24-0541	Annie Mardinez	LOA		Elaine B. Payne	350.00
V24-0542	Michelle Diamanti	LOA		Elaine B. Payne	250.00
V24-0543	The Wayfinder Experience	LOA		Elaine B. Payne	250.00
V24-0544	Jessica Williams	LOA		Elaine B. Payne	50.00
V24-0545	Lupe Sarrantino	LOA		Elaine B. Payne	150.00
V24-0546	Royal Carting	Bill		Elaine B. Payne	144.66
V24-0547	National Bus Tech.	3214		Elaine B. Payne	234.04
V24-0548	Carl Bell Plumbing	6115		Elaine B. Payne	2176.15
V24-0549	Amazon	MHJL		Elaine B. Payne	11.99
V24-0550	Oliver Drive	7745		Elaine B. Payne	500.69
V24-0551	Ingram	MUCH		Elaine B. Payne	81.70
V24-0552	Ingram	MUCH		Elaine B. Payne	141.32
V24-0553	Ingram	MUCH		Elaine B. Payne	97.57
V24-0554	Ingram	6395		Elaine B. Payne	74.68

Year Nov. 2024

Town of opus Library
Voucher Log

page 3 of 3

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V24-0580	Wage Works (Admin)	6719	12/10/24	<i>[Signature]</i>	36.00
V24-0581	Shamrock Cleaners	Null	12/10/24	<i>[Signature]</i>	1360.00
V24-0582	Binnewater	6363	12/10/24	<i>[Signature]</i>	81.40
V24-0583					
V24-0584					
V24-0585					
V24-0586					
V24-0587					
V24-0588					
V24-0589					
V24-0590					
V24-0591					
V24-0592					
V24-0593					
V24-0594					
V24-0595					
V24-0596					
V24-0597					
V24-0598					
V24-0599					
V24-0600					
V24-0601					
V24-0602					
V24-0603					
V24-0604					

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

Resolution 66 of Year 2024

Acceptance of Betty Chin Donation

WHEREAS, Betty Chin has donated \$500 with its use unrestricted

WHEREAS, The Board of Trustees accepted Resolution #24 of 2004 stating that only donations of \$500 or less can be added into the Operating Budget Gifts and Donations General Fund without resolution, and only if their use is unrestricted

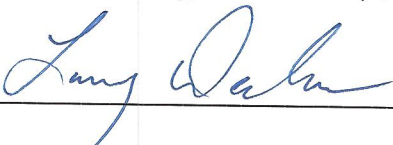
RESOLVED, the Board of Trustees of the Esopus Library accepts this monetary donation of \$500 from Betty Chin for the 2024 Operating Budget

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Don Conagher Seconded: elaine Rylana

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, December 18, 2024

Approving Signature: 

Larry Decker, Board President