

Town of Esopus Library  
January Board of Trustees Meeting  
Wednesday, January 22, 2025

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

Adjournment

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Resolutions:

- 2025-01 – Payment of December Claims
- 2025-02 -- Section 3 and Section 4 of the Personnel Policy Manual Update
- 2025-03 – Update to Social Media Policy to Internal Section of Policy Manual
- 2025-04 – Bylaws Update
- 2025-05 – Approval of new Treasurer
- 2025-06 – Acceptance of PILOT Payment
- 2025-07 – Acceptance of 2025 Foundation Annual Contribution
- 2025-08 – Approval to Seek Estimates from Local Companies for Library's Solar Array Upgrade

**TOWN OF ESOPUS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
December 18, 2024**

**Board Members Present:** Elaine Jaffe, Elaine Rylance, Stephen Lewis, Larry Decker, Martha Farrell, Don Carragher, Sharon Briden and Allen Olsen (*arrived at 6:10 pm*)

**Board Members Excused:** Laura Petit

**Board Members Absent:**

**Staff Present:** Jesse Chance, Mary Garraty

**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 November monthly Board Meeting held on November 20, 2024 was submitted and open for review. A motion to accept the minutes of the November monthly Board meeting held on November 20, 2024 was made by Don Carragher and seconded by Elaine Rylance.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Laura Petit

Board Members Absent: Allen Olsen

**III. Presidents Word** – Larry Decker

**IV. New Business** - None

**V. Public Comment** - No comments

**VI. TREASURER'S REPORT/FINANCE** –Elaine Jaffe

Written report was submitted. Elaine Jaffe reviewed the committee meeting minutes and presented the resolutions listed below.

- **Resolution #54 of 2024 (Open Ulster Savings Bank Account):** The Board of Trustees of the Town of Esopus Library agrees to open accounts with Ulster Savings Bank and transfer funds as needed. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Laura Petit  
Board Members Absent: Allen Olsen
- **Resolution #57 of 2024 (Payment of November Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from November 1, 2024 to

November 30, 2024 for items in the amount of \$17,265.87. A motion to accept the resolution was made by Martha Farrell and seconded by Don Carragher.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Petit

Board Members Absent: Allen Olsen

- **Resolution #58 of 2024 (Acceptance of Kingston City School District's 2024-2025 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 2024 Operating Fund. A motion to accept the resolution, as amended, was made by Steve Lewis and seconded by Martha Farrell.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Laura Petit  
Board Members Absent: Allen Olsen
- **Resolution #59 of 2024 (Acceptance of Donation from Estate of Audrey Steinhorn):** The Board of Trustees of the Town of Esopus Library accepts these monetary donations totaling \$9682.06 in the memory of Audrey Steinhorn for the 2024 Operating Budget. A motion to accept the resolution, as amended, was made by Elaine Rylance and seconded by Elaine Jaffe.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Laura Petit  
Board Members Absent: Allen Olsen
- **Resolution #63 of 2024 (Amending Resolution 2024-45 – Transfer of Funds to MHVFCU):** The Board of Trustees of Esopus Library agrees to open accounts with Mid-Hudson Valley Federal Credit Union (MHVFCU) and transfer funds as needed. This resolution supersedes Resolution 2024-45 (Transfer of Funds to Mid-Hudson Valley Federal Credit Union). A motion to accept the resolution was made by Allen Olsen and seconded by Don Carragher.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Laura Petit  
Board Members Absent:
- **Resolution #64 of 2024 (Acceptance of the Severus Foundation Corp. Donation):** 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. A motion to accept the resolution was made by Don Carragher and seconded by Elaine Jaffe.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Laura Petit  
Board Members Absent:
- **Resolution #66 of 2024 (Acceptance of Betty Chin Donation):** The Board of Trustees of the Esopus Library accepts this monetary donation of \$500 from Betty Chin for the 2024 Operating Budget. A motion to accept the resolution, as amended, was made by Don Carragher and seconded by Elaine Rylance.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Laura Petit  
Board Members Absent:

## VII. DIRECTOR'S REPORT – Jesse Chance

Written reports were submitted from the Director, the Adult and Teen Programmer and the Children's Programmer. Jessie discussed the new calendar software which the library is using. The first Rainbow Club meeting was held and was very well received.

## VIII. FRIENDS – Elaine Rylance

Elaine reported that Friends met that afternoon. They are starting to put books aside for the free bookshelf.

## IX. COMMITTEE REPORTS

- **Buildings and Grounds** – Stephen Lewis

Written report was submitted. Steve Lewis reviewed the meeting minutes. Next week some trees are scheduled to be cut down

- **Governance and Personnel** – Martha Farrell

Written report submitted. Martha Farrell reviewed the meeting minutes and presented the following resolutions:

- **Resolution #60 of 2024 (Update to Section 3 of the Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 3 of the Personnel Policy Manual. A motion to accept the resolution was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

*Resolution 60 was sent to back to committee and thus tabled.*

- **Resolution #61 of 2024 (Patron Code of Conduct Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Patron Code of Conduct Policy. A motion to accept the resolution was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

*Resolution 61 was sent to back to committee and thus tabled.*

- **Resolution #62 of 2024 (Addition of Social Media Policy to External Section of Policy Manual):** 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. A motion to accept the resolution was made by Elaine Jaffe and seconded by Don Carragher.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Petit

Board Members Absent:

- **Resolution #65 of 2024 (Addition of Social Media Policy to Internal Section of Policy Manual):** 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. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Laura Petit  
Board Members Absent:
  
- **Sustainability, Research and Development - Don Carragher**  
Written report was submitted. Don Carragher reviewed the committee meeting minutes. He also reviewed the special meeting minutes which was from a combined meeting with Buildings and Grounds Committee. Martha and Jesse are working on the community survey for the long-term plan. Don presented the following resolution:
  - **Resolution #67 of 2024 (Approval of Professional Services Agreement for Phase II of Solar Array Upgrade):** 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. A motion to accept the resolution, as amended, was made by Allen Olsen and seconded by Steve Lewis.  
AYES: 8; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Laura Petit  
Board Members Absent:

Allen followed up with LaBella regarding the fee schedule. Labella will rework the fee schedule get back to us. Allen said that he thought they would come down about \$5000.00 or \$6000.00. Jesse will sign the agreement after receiving the new fee schedule.

Elaine Jaffe has resigned as treasurer and chair of the Finance Committee but will remain on the committee.

#### **X. Trustee Training**

Trustee Training has been taking place at online sessions.

#### **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 7:10 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Petit

Board Members Absent:

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

## Director's Report January, 2025

### ***Ongoing and/or Completed Business:***

**Solar Power Array Upgrade Project:** A new wrinkle has unfolded in this process that impacts the timeline of our Solar Power Array upgrade. The NY State Department of Library Development has informed me that they will not accept estimates from a project management or architectural firm when reviewing an application to amend the narrative of an already approved project. After I informed Dan (the project manager) of this, he worked up a new proposal to incorporate this added step. Although he informs me that this will not increase the overall project management costs anticipated, I am uncomfortable with spending so much more money with LaBella Associates until this project narrative amendment is approved by NY. I propose that we take the plan that we have developed with LaBella (and that the Board has voted to go ahead with) and seek estimates from local companies ourselves. I have discussed this idea individually with several Board members and I am confident that we have the will and ability to accomplish this ourselves. I will then write an amendment request to the DLD. If/when approved, we will then be able to return to working with LaBella for the open bidding, the permitting, the project management, etc. This is by no means the easy way to do this, but at this point it seems irresponsible to me to be spending any more of the grant money on this new vision of the project before we are approved to proceed with it.

**Annual Report to New York State:** A full month ahead of time New York State has opened its annual report software for us Library Directors to get to work.

**E-Rate 2025:** Although our experience with E-Rate in 2024 was a bumpy ride, it should be smooth sailing from here on out. If you are unfamiliar with our journey so far, here is a quick recap: In early 2024 I proposed that the Board vote to rescind the anti-filtering policy that was in place so that I could apply to the FCC for E-Rate funding. Town of Esopus Library living in the shadow of Kingston pays in this case because it makes us eligible for a 90% discount on broadband internet and equipment. The Board agreed and I subsequently applied for Esopus Library to use its e-rate status. Spectrum responded to our FCC Form 470 with an offer to provide Esopus Library with internet and a static IP for \$159 per month. After the government reimburses us for 90% of that, we wind up paying just \$15 per month. The bumpy part of the ride was getting Spectrum to actually follow through on that pricing. It was supposed to begin in July but

we didn't actually see it on our bill until just last month. This month we were credited for the overages though so...smooth sailing from now on.

What's new in 2025 is that the E-Rate program now covers wifi hotspots.

**Internet:** Spectrum has offered the exact same rate as last year so after discount/rebate we will continue to be spending just \$15 per month.

**WiFi Hotspots:** AT&T has proposed to furnish us with 5 new hotspots for \$450 with monthly plans that cost \$10 each. With the discount, that would be \$45 to buy the equipment, and \$5 per month to keep them connected to the internet.

**DNS Filtering:** E-Rate users are required to have filters in place on all public internet connections. The prices we were offered for this service ranged from \$900 to \$2,000 per year. Since e-rate doesn't cover this cost, that would have a significant impact on overall savings. Thanks to a suggestion from Isaac the IT technician from MHLS, I was able to find a free product from a company called CloudFlare that checks all the boxes.

### *Upcoming:*

**Annual Report to the Community:** As I mentioned above, the NY State report portal is open early this year. Therefore, I hope to have this report to the community out a whole month early as well.

### *Continuing Education and Community Outreach:*

**EBA Mixer:** On Tuesday, February 25<sup>th</sup> at 5:30PM, Esopus Library is hosting the Esopus Business Alliance for one of their monthly mixers. There will be a guest speaker as well as refreshments. The EBA cordially invites Board members, Friends of the Library, and anyone else who is interested to join them.

Respectfully,

*Jesse Chance*

## Buildings and Grounds Committee Meeting Minutes

January 13, 2025

In Attendance: Don Carragher, Laura Petit, Sharon Briden, Stephen Lewis

We discussed accessing grant capital to pay for pollinator/native plants to repopulate the traffic islands. Laura graciously agreed to begin the process.

We also reviewed the line items within the Library's annual financial spread sheet in order to determine what the operational budget typically is for Buildings and Grounds; and if there is no acting budget line to work on, assigning one.

Moving forward we are looking to be on track to plan/acquire plants, soil, mulch, and other material to replant the beds in March (tentatively) as well as source 3 Spitzenburg apple trees to be planted along the community garden.

Submitted,

Steve Lewis

The next Building and Grounds Committee Meeting is scheduled for February 10, 2025 at 4:00 pm



Town of Esopus Library

Finance Committee – January 10 @ 10 am

Agenda

Approve December payments

Review status of new bank accounts

Review Income Statement

Continue budget process discussion, including reconciliation of 2024 budget v. actual

Other issues of interest to the Committee

Governance and Personnel Committee

January 7, 2025

Present: Sharon Briden, Martha Farrell, Jesse Chance, Larry Decker

The committee reviewed a revised version of the Social Media Policy. Then the committee discussed amending the Bylaws so that we could instate Allen Olsen as treasurer. We then reviewed the current holiday schedule and made a few changes. Finally, we reviewed and updated Section 4 of the Personal Policy Manual.

The next meeting will be February 11, 2025 at 3:00pm

Submitted by Martha Farrell

Town of Esopus Library

Sustainability, Research & Development

Jan 8, 2025 4pm

Present: Steve Lewis, Laura Petit, Don Carragher, Jesse Chance.

Excused: Martha Farrell, Larry Decker.

Martha had prepared a patron survey of library services to review, and we edited it. It will be released for public input and used to create the Library's five-year plan.

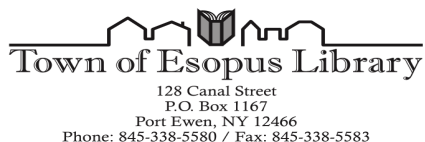
Laura had a list of available grant sources; some are due shortly.

Don suggested he resend the pollinator webinar link for trustees to participate next week.

Jesse presented a revised Proposal 2 by LaBella to conform with NYS requirements for our construction project.

Submitted by Don Carragher,

Next meeting: Feb 10 at 4pm.



## Children's Programming Report - January 2025

Greetings from the start of a wonderful New Year! I am so excited to get moving on lots of programming for kids of all ages. I hope to fill this year with a wide variety of fun, educational, and exciting activities!

Looking back, December closed quietly and covered in a light dusting of snow. Children's programming met through the end of the month and tried to celebrate the festive season with gingerbread, dreidels, and a New Years countdown. We ended up with 175 participants over 12 programs.

Flowing over from the end of December we received 7 completed and wonderful paintings from child artists. They are on display outside of the children's room until the end of January. Each child interpreted the theme of winter wonderland in their own unique ways. Take a look next time you're at the library!

After a brief hiatus (due to the holidays) storytimes have returned. In addition to our typical Tuesday morning Baby Babbles, Bubbles, and Books (for ages 0-2), I have updated our Wednesday Storytime (for ages 3+) to be more theme oriented. This month we are focusing on snowy days and winter animals. Additionally, I have added a new morning program for young children called Toddler Playgroup. This informal program will allow children to play together or side-by-side in a welcoming environment. It will also, hopefully, allow caregivers to have time to speak with one another and develop community bonds.

So far this month has featured a craft-heavy slate of programming. Coming back from the holidays I hosted Disguise a [paper] Gingerbread Man and Melting Snowman Card Crafts. Both programs highlighted a wide range of creativity and silliness. These programs had 5 and 10 participants respectively. Additionally, our Homeschool Hangout group met this month. During this meeting we chatted about goals for this club and how best the library can support the homeschooling population while also reading about birds and making a bird craft, 4 children and their parents attended.

Looking ahead to the rest of January we will host local artist Kate Stickley on Friday 1/17 for Snowflake Paper Quilling. Other programming will include Kid's Winter Trivia on Friday 1/24 and a visit from the Woodstock Farm Sanctuary on Friday 1/31 for a story and craft about how to

treat animals with kindness (no live animals will be in attendance sadly for us, but good for them!). The end of the month, Thursday 1/30, will also feature the first meeting of our Tween Book Club. I am very excited to be able to offer this program and can't wait to discuss our first book, The Swifts by Beth Lincoln with the group. And finally, the first Saturday of February (2/1) the library will celebrate Take Your Child to the Library day with stories, crafts, and snacks - it should be a great time had by all!

Until next time wishing you all the best,  
Charlotte Svetkey



## Teen and Adult Programming Report – January

### Keeping programming alive in 2025!

- **Final programming numbers for December**
  - o **290 patrons at adult events**
  - o **20 patrons at teen events**
    - **310 patrons total (on par with November’s 313)**
- **Adult Programming**
  - **Ongoing Groups** Attendance dipped slightly at our ongoing groups in December, as members were busy with travel and holiday prep. However, our **Two Book Clubs, Ulster Photo Club, Esopus Artist Group, Mah Jongg, and Needlework Circle** remain the steady backbone of our programming, with many members dipping into multiple groups. I’ve received quite a few inquiries about an Adult Dungeons & Dragons group and will be reaching out to Skyler at nearby Pow! Comics to see if he could facilitate a group or an event.
  - **Duck Pond Gallery Tara Platania**, who has been the host and instructor at our popular cocoa ‘n’ canvas sip ‘n’ paint events, fills the gallery this month with fantasy and gaming-inspired art. They’ll host another painting event at the end of January, where we hope some of our patrons will soak up inspiration (and maybe purchase an art piece or two from Tara!).
  - **Body series** Our **Qi Gong/Kung Fu** class as seen some promising growth, going from a steady group of five practitioners to, more recently, 12. They will meet in our basement through mid-March, though instructor Charlotte G will take a brief break in February. Meanwhile, we’ve welcomed back **Erin Reilly** and her popular **Acupressure & Self Massage Class**, this time for a six-week series, and I plan to get **Chair Yoga with Kathy S.** on the schedule for February or March (and there will be much rejoicing!)
  - **Classes, readings, and workshops** January will see the return of Jocelyn of **PetitFelts**, felting a cute cherry pie craft, another **Cocoa ‘n’ Canvas Event with Tara Platania**, and a presentation on **Building Tiny Homes in the Hudson Valley with local author Chris Schapdick**. Last week, we were also visited by fun guy **Luke Sarrantonio for a Talk and Mushroom walk about the future and past of fungi**. He’s offered to return for these always – popular events, this time inoculating children with a love of mushrooms.

- **Teen Programming**

- **On-going groups** Our **Dungeons & Dragons & Pizza** group is so successful that we recently had to divide it so we could support our Gamemaster Mary in adding additional kids; she's even offering occasional mini-campaigns for the holidays so that the group can sometimes still play together. We're also seeing some demand for a **Teen Homeschool Group**. In February, our **All-Ages Open Mics** will return – we've been gathering a solid group of area performers looking for a sober and all-ages performance space. I also plan to host a **National Poetry Month Minifestival and Reading** in the spring. This small community of library-attending teens means that we have a base on which we can grow future teen programming. Huzzah!

Respectfully submitted,

Fox North

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

**Resolution 08 of Year 2025**

**APPROVAL TO SEEK ESTIMATES FROM LOCAL COMPANIES FOR LIBRARY'S 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 NY State Department of Library Development will not accept estimates from a project management or architectural firm when reviewing an application to amend the narrative of an already approved project.

WHEREAS, the Director is proposing that the Town of Esopus Library use the plan developed with LaBella and seek estimates from local companies.

RESOLVED, the Board of Trustees of the Esopus Library authorizes search for estimates from local companies.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Don Canagher Seconded: Allen Olsen

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

Approved by the Board this Wednesday, January 22, 2025

Approving Signature: Larry Decker

Larry Decker, Board President



**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
Resolution 07 of Year 2025**

**ACCEPTANCE OF FOUNDATION DONATION INTO OPERATING BUDGET**

WHEREAS, the Town of Esopus Library Foundation has provided its annual contribution to the Library without restrictions,

WHEREAS, this year the contribution is \$45,819.00

WHEREAS, these monies will be added to the General Fund, *Budget Line A 1003*

RESOLVED, the Board of Trustees of the Esopus Library accepts this monetary donation from the Foundation and approves the addition to the General Fund of the 2025 Operating Budget

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Martha Fanell

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

Approved by the Board this Wednesday, January 22, 2025

Approving Signature: Larry Decker

Larry Decker, Board President

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

**Resolution 06 of Year 2025**

**ACCEPTANCE OF PILOT PAYMENT**

WHEREAS, the Town of Esopus has sent a check totaling \$4899.40 as the Town of Esopus Library's portion of the PILOT payment

WHEREAS, this payment of \$4899.40 has been received and will be deposited into the 2024 Operating Fund, *budget line A.1004*

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts these funds from the Town of Esopus and will deposit the monies into the Town of Esopus Library's 2024 Operating Fund

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylana Seconded: Steve Lewis

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

Approved by the Board this Wednesday, January 22, 2025

Approving Signature: Larry Decker

Larry Decker, Board President

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

**RESOLUTION 05 OF 2025**

**APPROVAL OF NEW TREASURER**

WHEREAS, the current Treasurer, Elaine Jaffe, has resigned her position as Treasurer

WHEREAS, Resolution 2025-04 revised the Bylaws in order that a Town of Esopus Library Board of Trustee member may hold the position of Treasurer within the first year of their term if so approved by the Board of Trustees

WHEREAS, the Governance and Personnel Committee along with the Finance Committee recommends Allen Olsen, Board of Trustee member, for the position of Treasurer.


RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the recommendation of Allen Olsen as Treasurer.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Laura Petit Seconded: Don Canagher

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

Approved by the Board this Wednesday, January 22, 2025

Approving Signature:   
Larry Decker, Board President

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

**RESOLUTION 04 OF 2025**

**UPDATE BYLAWS**

WHEREAS, it has been five years since the Bylaws have been reviewed

WHEREAS, the Governance and Personnel Committee has reviewed and revised the Bylaws specifically regarding the rules of appointment of the Treasurer

WHEREAS, the Governance and Personnel Committee recommends the acceptance of the amendment to the Bylaws


RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the amended Bylaws.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Martha Farrell Seconded: Elaine Rylance

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

Approved by the Board this Wednesday, January 22, 2025

Approving Signature:   
Larry Decker, Board President

Amendment to Bylaws:

*"In the event that a new member of the Board is the member that is most qualified to hold a vacant officer position, the Board can resolve at an official meeting of the Board of Trustees to override the required year of experience on the Board."*

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 03 of 2025**

**INTERNAL SOCIAL MEDIA POLICY UPDATE**

WHEREAS, minor updates are needed in the Internal Social Media Policy;

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

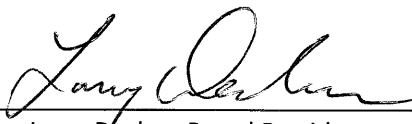
RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Internal Social Media Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Don Conagher      Seconded: Allen Olsen

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

Approved by the Board this Wednesday, January 22, 2025

Approving Signature:   
Larry Decker, Board President

## SOCIAL MEDIA POLICY

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;~~ Be open about who you are and where you work when posting about the Town of Esopus Library;
- b. Be clear that your opinions are your own and do not necessarily represent the opinions of the Town of Esopus Library;
- c. Use good judgement and be aware that your posts are permanent, public, and retrievable
- d. Be careful not to disclose sensitive or proprietary information, including patron records ~~financial details~~ or any other internal matter. Disclosing private information about specific patrons, coworkers, or anyone else ~~other person~~ affiliated with the Town of Esopus 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;~~
- e. Understanding copyright and fair use laws with regard to republishing protected content and referencing sources ~~is your responsibility~~ appropriately and accurately;
- f. 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. Due consideration will be given to employees who are not comfortable being photographed;
- g. Be aware that all existing policies and employee behavior guidelines extend to the online arena as well as the workplace;
- h. ~~On sites where you publicize your professional affiliation, make sure that your profile accurately reflects your position at the Library.~~

In the unlikely event that an employee is found to be deliberately misrepresenting themselves as a spokesperson for the Town of Esopus Library and disseminating false or protected information, they will be subject to disciplinary action up to and including termination of employment.

Adopted by the Board of Trustees: December 18, 2024

Revised by the Board of Trustees:



**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 02 OF 2025**

**SECTION 3 and SECTION 4 PERSONNEL POLICY UPDATE**

WHEREAS, Section 3 and Section 4 of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached changes to Section 3 and Section 4 of the Personnel Policy Manual.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Section 3 and Section 4 of the Personnel Policy Manual.

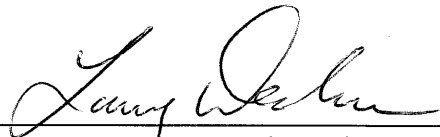
FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Allen Olsen Seconded: Elaine Rylance

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

Approved by the Board this Wednesday, January 22, 2025

Approving Signature: \_\_\_\_\_

  
Larry Decker, Board President

### **3. TIME OFF - LEAVES OF ABSENCE**

All full time and part time employees are entitled to paid leave. Employees must request all types of leave, paid or unpaid, by completing the Vacation Request/Absence Notification Form. The availability of any type of leave of absence shall be determined by the Library Director/designee, taking into consideration adequate staffing levels necessary for the operation of the library. Time renews annually upon the employee's anniversary date of hire.

Revised by the Board of Trustees: January 28, 2015

Revised by the Board of Trustees: May 24, 2023

Reviewed by the Board of Trustees:

#### **3.1 VACATION**

Vacation time is pro-rated based on a 35-hour work week. Vacations should be scheduled at least one month in advance. In the event that multiple requests for the same vacation dates occur, the timing of the request and seniority will be considered.

Vacation time is allotted on the anniversary of the date of hire.

- During the first year of service, two weeks are allotted.
- During the second through fourth year of service, three weeks are allotted.
- During the fifth year of service and thereafter, four weeks are allotted.

Vacation time is not cumulative, what is not used by the employee's anniversary date is forfeited. When an employee leaves the employ of the library in good standing, vacation time will be pro-rated up to the final working day, and pay for the vacation time not used will be added to the final paycheck. If an employee has used the allotted yearly vacation time prior to the termination date, the pro-rated amount will be deducted from the final paycheck. Employees leaving due to an involuntary dismissal will receive no vacation pay.

The Director will keep a record of used vacation time.

Revised by the Board of Trustees: January 28, 2015

Revised by the Board of Trustees: August 28, 2019

Revised by the Board of Trustees: May 24, 2023

Revised by the Board of Trustees: August 30, 2023

Revised by the Board of Trustees: October 25, 2023

Reviewed by the Board of Trustees:

#### **3.2 SICK LEAVE**

A full time (35 hour/week) employee have 12 sick days per year. Sick leave for all employees working less than full time will be prorated based on the percentage of a full-time schedule actually worked. A full-time employee may accumulate sick leave to a total of 60 days. The total sick leave allowed to accumulate for an employee working less than full-time is prorated, as described above. Twelve (12) days of sick leave is based on a presumed annual accumulation where an employee earns a sick day for each month of employment. If an employee terminates their employment with the Town of Esopus Library having used more sick days than they have earned that year, the extra days will be deducted from their severance pay.

Sick leave may be used for the care of immediate family. Immediate family consists of spouse/significant other, parents, children, siblings, grandparents, grandchildren and spousal in-laws. Sick leave days may not be added to vacation, and may be used only for illness and health appointments.

Any sick time in excess of three consecutive days must be substantiated by a doctor's statement. The Library reserves the right to require any employee to bring in a doctor's statement of illness prior to the payment of sick leave time. Failure to comply may result in disciplinary action or loss of pay.

Unused sick leave will not be paid out upon termination of employment.

Revised by the Board of Trustees: January 28, 2015;  
Revised by the Board of Trustees: April 27, 2016  
Revised by the Board of Trustees: November 22, 2022  
Revised by the Board of Trustees: August 30, 2023  
Revised by the Board of Trustees: December 27, 2023  
Reviewed by the Board of Trustees:

### 3.3 PERSONAL TIME

Personal Leave will be prorated based on a 35-hour work week, where full-time employees are allowed 28 hours (4 days) of Personal time. Personal Time is not cumulative, and may not be carried over to a new year unless approved by the Director. Advance notice is desired, but is not required. It is necessary to notify the Director as soon as possible when Personal Time is needed.

Revised by the Board of Trustees: December 6, 2017  
Revised by the Board of Trustees: August 28, 2019  
Revised by the Board of Trustees: June 28, 2022  
Revised by the Board of Trustees: May 24, 2023  
Revised by the Board of Trustees: August 30, 2023  
Reviewed by the Board of Trustees:

### 3.4 COMPASSIONATE LEAVE WITHOUT PAY

After paid Sick and/or Vacation Leave are exhausted, or if an employee is not entitled to any such leave, unpaid, job-protected Compassionate Leave, intended for medical and family emergencies, may be granted if recommend by the Library Director and approved by the Board of Trustees. The time allowed for compassionate leave is not to exceed six months. The position will be held for the employee, if leave was approved by the Library Board. The employee will pay for his/her health insurance benefits during the leave period. No sick time or vacation days will be accumulated during this time.

Reviewed by the Board of Trustees:

### 3.5 CIVIC RESPONSIBILITY

#### 3.5.1 Jury Duty

Any regular full-time or part-time employee, who is required to serve on a jury, or as a result of official Library duties is required to appear before a court, legislative committee or quasi-judicial body as a

witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such service.

A probationary employee called will have their probationary period extended by the same amount of time as required for serving on jury duty. An employee who receives notice of jury duty or witness service must notify the Library Director immediately in order that arrangements may be made to cover the position. The Library reserves the right to request that an employee who is called for jury duty be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to inform management of jury or witness fees they receive, excluding mileage fees so that their pay can be adjusted accordingly.

Time away will not affect vacation, sick leave or personal leave accruals.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless that time is accrued vacation or personal leave. Court payments for travel expenses are to be retained by the employee. If excused as a juror on any given day, the employee is expected to contact their supervisor and to report to work as instructed. The Library may require employees to supply documentation, not only of a subpoena for jury duty, but also a note from the jury manager verifying actual attendance at jury duty.

### 3.5.2 Voting

If an employee cannot find time to vote during non-working hours, the Town of Esopus will grant up to one hour of unpaid time off to vote. This time should be requested two days prior to Election Day so that scheduling can be adjusted.

Revised by the Board of Trustees: June 26, 2024

Reviewed by the Board of Trustees

## 3.6 MILITARY

Any employee who is in the military may take any time required to maintain membership at no pay. Advance notice is required to maintain such a leave status. Available time off may be used for this absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the Town of Esopus Library for the full term of the military leave of absence, if employee is receiving health insurance from the Library already. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave.

Employees on two week active duty training assignments or inactive duty training are required to return to work by the second business day after traveling home at the end of their training.

Employees no longer on military leave must apply for reinstatement in accordance with all applicable state and federal laws.

While away on military leave, an employee with permanent civil service status will have the right to return to his/her previous position or a comparable one. A temporary civil service employees may be assigned to the vacated position with the understanding they may not be able to retain the position.

During the course of an unpaid leave, seniority shall be retained, but benefit time shall not accrue during the period of unpaid leave. Group health coverage will be maintained under the same terms as if the employee had continued to work.

Revised by the Board of Trustees

### 3.7 FMLA (Family Medical Leave Act)

The Town of Esopus Library subscribes to the federal Family and Medical leave act of 1993 (29 USC 2601). Family leaves of absence *without pay* are available to employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, companion, or parent with a serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residence, or residential medical care facility; or continuing treatment by a health care provider.

Requests for family leave should be made to a supervisor at least 30 days prior to foreseeable events, and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, companion, or parent may be required to submit a health care provider's statement verifying the need for medical leave, and should include expected beginning and ending dates. Any changes in this information should be promptly reported to the Library.

Leave time is normally granted for the period of the disability, up to a maximum of twelve (12) weeks. Any combination of medical and family leave may not exceed this maximum. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Employees are first required to use any accrued paid leave time before taking unpaid family leave time. Married employee couples may be restricted to a combined total of sixteen (16) weeks leave for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

As long as the above policy is followed, and it is permissible through the federal Family & Medical Leave Act, the employee's position and pay will be held for him/her upon return to work.

Revised by the Board of Trustees

### 3.8 MEDICAL LEAVE

The Town of Esopus Library provides medical leaves of absence without pay to employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical facility; continuing treatment by a health care provider and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Requests for medical leave should be made to a supervisor at least 30 days prior to foreseeable events, and as soon as possible for unforeseeable events. A health care provider's statement should be submitted verifying the need for medical leave, and should include expected beginning and ending dates. Any changes in this information should be promptly reported to the Library. Employees returning to work should submit a health care provider's verification for their fitness to return to work.

Leave time is normally granted for the period of the disability, up to a maximum of twelve (12) weeks. Any combination of medical and family leave may not exceed this maximum. Employees are first required to use any accrued paid leave time before taking unpaid medical leave time.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of the disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the Town of Esopus Library will continue to provide health insurance benefits for the full period of the approved medical leave. Benefits, such as vacation, sick leave, and holiday benefits will not continue during the approved medical leave period.

Revised by the Board of Trustees

### 3.9 BEREAVEMENT

Each employee will be entitled to be absent following a death in the immediate family without loss of pay for a period extending up to but not more than three working days or 24 consecutive hours, depending on the employee's normal work day. The immediate family for such purposes shall include the spouse, child, parent, sibling, or any other person living in the employee's home as a part of the family. The same period shall be granted for the death of an ex-spouse, grandparent, grandchild, or in-law; not living in the same house as part of the employee's family. Should said leave be exhausted prior to the funeral, the employee shall be entitled to be absent the day of the funeral without loss of pay. The judgment of the Director is to be relied upon in approving requests for paid time off for the funeral of others not specifically covered by this policy

Reviewed by the Board of Trustees

### 3.10 MATERNITY

The Town of Esopus Library will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy.

Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined above, and in accordance with all applicable state and federal laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave. The employee will be expected to return to work within a reasonable time after the end of pregnancy, which normally shall be for a period not to exceed six weeks. The leave may be extended beyond this period based upon medical necessity. Employees who have been on leave are required to furnish a statement of fitness to return to work from their physician.

Reviewed by the Board of Trustees

### 3.11 LIFE THREATENING ILLNESSES

Employees with life threatening illnesses often wish to continue their normal pursuits to the extent their condition allows. The Town of Esopus Library supports these endeavors as long as employees are able to meet

acceptable performance standards. As in the case of other disabilities, the Town of Esopus Library will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life threatening illnesses to continue to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The Town of Esopus Library will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Reviewed by the Board of Trustees

### 3.12 PAID HOLIDAYS

All employees are entitled to take paid holidays that fall on their regularly scheduled work hours. The Library Director is entitled to take all designated annual holidays as paid holidays. Paid holidays shall not be allowed to accumulate from year to year. All holidays must be approved as a resolution by the Board of Trustees and made available to staff for the upcoming year. The following is an example of days that have been approved in the past and may be approved again:

New Year's Day	President's Day
Martin Luther King Jr. Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Columbus/Indigenous People's Day
Thanksgiving Day	Thanksgiving Friday
Christmas Eve Day	Christmas Day

Three (3) floating holidays for cultural or religious reasons will be available to staff subject to the director's approval.

Revised by the Board of Trustees: August 30, 2023  
Revised by the Board of Trustees: October 25, 2023  
Revised by the Board of Trustees: June 26, 2024  
Revised by the Board of Trustees:

## **4. EMPLOYEE BENEFITS AND PRIVILEGES**

### **4.1 HEALTH INSURANCE**

For employees working 17.5 or more hours per week, medical, dental, and vision insurances are available for purchase through the current tier plans.

The Library will pay 70% of the premium for employees who work fewer than 30 hours per week. For those working 30 hours or more, the Library will pay 90% of the premium.

For individuals who are eligible and using Medicare, the Library will pay the same percentages of their premiums for Medicare, Supplemental Insurance, and Prescription Drug Plan.

There will be no buy out paid for not taking advantage of the available insurance.

DEDUCTION/PREMIUM AMOUNTS AND TYPES OF COVERAGE ARE SUBJECT TO REVIEW AND CHANGE AT TIME OF PLAN RENEWAL.

Revised by the Board of Trustees: January 28, 2015

Revised by the Board of Trustees: June 28, 2022

Revised by the Board of Trustees: August 30, 2023

Revised by the Board of Trustees: July 24, 2024

Reviewed by the Board of Trustees

### **4.2 WORKERS COMPENSATION**

This insurance is carried by the Library for all employees. The program covers any injury or illness sustained in the course of employment that requires medical treatment provided the injury or illness occurs on Library property or in the course of Library business. This is subject to applicable legal requirements and is at no cost to the employee.

Any such injuries or illness should be reported according to the Worker's Compensation Policy (which follows). Neither the Town of Esopus Library, nor the insurance carrier will be liable for payment of worker's compensation benefits that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Town of Esopus Library.

The Town of Esopus Library provides workers compensation insurance for accident or injury on the job in accordance with regulations of the New York State Workers' Compensation Board. The amount of benefits payable and the duration of payment depend upon the nature of the accident or injury. In general, most medical expenses incurred in connection with an on-the-job accident or injury are paid, and partial salary payments are provided by the Workers' Compensation Insurance Carrier after the seventh consecutive work day of absence.



Employees who are involved in an accident, or who become injured while on the job must report such injury to the immediate supervisor as soon as possible. Employees (or the supervisor if the employee cannot do so) should fill out an incident form (found in the appendix section of this manual) within 48 hours of the accident. Incident/accident report forms should be submitted to the ~~Business Manager~~ Director who will be responsible for filing the necessary records and reports to the Workers' Compensation Insurance Carrier. Questions concerning Workers' Compensation should be directed to the ~~Business Manager~~ Director. In addition to the information requested on the Accident Form, the report shall include the following information: date/time of loss incident, location of accident, description of loss, description of injury, employee's name, address, Social Security number, and phone number.

According to New York State Worker's Compensation Act:

In order to file a claim the employee must report the injury, in writing, to the employer promptly, within 30 days of the accident. If time from work has been lost, the employee must complete Form C-3, Employee's Claim for Compensation (Appendix D) and mail it the nearest District Office. The employee must file the claim within two years of the accident.

The State of New York Worker's Compensation Law provides compensation to employees involved in an on-the-job accident or injury in the amount of sixty-six and two-thirds percent (66 2/3%) of the employee's weekly salary with payment to commence after seven consecutive workdays of absence. ~~As of July 1, 1992, weekly benefits may not exceed \$400.~~ As of July 1, 2024, the maximum weekly benefit for workers' compensation in New York State is \$1,171.46. This amount is two-thirds of the state's average weekly wage for the previous year. If an employee remains out of work for a period of eighteen (18) days or more the employee is paid retroactively to the date of the accident or injury. Bearing these payments in mind, the Library will compensate the injured employee with earned sick and vacation leave in the amount of thirty-three and one-third percent (33 1/3%) one third, of the employee's weekly salary, thereby granting the employee his/her regular rate of pay for the amount of leave time the employee has earned until such time is exhausted. After sick and vacation time is exhausted, the library will no longer compensate the employee.

An employee has the responsibility to keep the Library advised of the worker's compensation situation and to contact the Library Administration regarding his/her availability to return to work. Before returning to work, the employee is required to submit to the Library a statement, from the attending physician, ~~indication~~ indicating that the employee is capable of returning to work. Reinstatement to an employee's previous position cannot always be guaranteed to an employee who is returning from an extended worker's compensation leave. However, the Library endeavors to place employees returning from an extended worker's compensation leave in their former position or positions comparable in status and pay, subject to any physical limitations that the employee may have suffered due to an on-the-job accident or injury.

Revised by the Board of Trustees

#### 4.3 EMPLOYEES RETIREMENT FUND

All employees of the Town of Esopus Library working 35 or more hours per week are required to join the New York State Retirement System. However, any employee may apply for membership. To join, ~~you~~ an employee must

complete and file a membership application with the Office of the State Comptroller, which can be obtained from the ~~Bookkeeper/Administrative Assistant~~ Account Clerk.

You can determine your tier level by reviewing the chart below:

<b>You are in:</b>	<b>If you joined:</b>
Tier 1	before July 1, 1973
Tier 2	July 1, 1973 through July 26, 1976
Tier 3	July 27, 1976 through August 31, 1983
Tier 4	September 1, 1983 through December 31, 2009
Tier 5	January 1, 2010 through March 31, 2012
Tier 6	April 1, 2012 or after

For more information, please consult the retirement plan for your tier. A copy of member booklets can be obtained from the ~~Bookkeeper/Administrative Assistant~~ Account Clerk, ~~Director~~, or online at:

~~<http://www.osc.state.ny.us/retire/pamphlets.htm#members>~~

<https://www.osc.ny.gov/retirement/members/new-members>

Revised by the Board of Trustees

#### 4.4 TRAVEL EXPENSES

The Town of Esopus Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must have advance approval from the Director for reimbursement purposes. Any business expenses not listed below, or higher amounts, than those

noted in this policy, will be reviewed and decided upon individually by the Board. Employees are expected to limit expenses to reasonable amounts.

In addition, the following ceilings are placed on various aspects of travel expenses:

4.4.1 Mileage:

Mileage will be paid at a rate determined by the IRS.

4.4.2 Meals:

Meals will be the responsibility of the employee unless included in the cost of the meeting/seminar.

4.4.3 Lodging:

Overnight accommodations will be reimbursed on those occasions when necessary. Lodging must be approved in advance and reimbursement will depend on current budget allocations.

4.4.4 Work Time:

While on Library business meetings, the time that is considered work time (and therefore paid) begins when the trip to the meeting begins, and ends when the employee returns to the Library (or home if after hours). All time spent traveling to/from the meeting, all time spent at the meeting, and all other time spent on library purposes is work time, and should be noted on the employee's time sheet. If the employee is required to stay overnight, then the time spent on personal business is not to be counted.

4.4.5 Other expenses:

Any other expenses (parking fees, tolls, etc.) incurred while on Library business must be approved individually first by the Director, and are limited to those for which a receipt is presented.

When travel is completed, employees should submit completed travel expense reports within 30 days. Receipts should accompany all individual expenses for which reimbursement is requested. Reimbursement will occur on a quarterly basis. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other related travel questions.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Director.

*Abuse of business travel expense policies, including falsifying expense reports, can be grounds for disciplinary action, and possible prosecution.*

Reviewed by the Board of Trustees

#### 4.5 STAFF PRIVILEGES

Members of the staff of the Library (and Library Board Members) have certain privileges to which they are entitled while employed. Any or all such privileges may be revoked by the Director or Board if abused. These include the privileges to:

- ~~Pay no fines for overdue materials when returned in good condition.~~
- Borrow reference materials overnight.
- Pay no processing fee for damaged or lost materials, only the replacement cost.
- Make photocopies for personal use at no charge within a reasonable amount.
- Send faxes at no charge within a reasonable amount.

#### 4.6 STAFF TECHNOLOGY PRIVILEGES

The Library respects the right to privacy of its employees. However, privacy does not extend to staff members use of company-provided technology, including computers, voice mail, e-mail and the Internet. The following rules will govern technology use at the Library:

- Staff should communicate at all times with e-mail or voice mail as they would in a public forum. Good judgment and ethical conduct is essential. Common sense use of tools must be the guiding force in the use of any technology.
- No one is to access, upload, download, transmit, or otherwise distribute defamatory, abusive, obscene, profane, sexually orientated, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials, files, etc.
- No one shall violate any local, state, or federal statute, rule, regulation, code, or ordinance.
- Any information stored on Library computers is subject to review by administration at any time, and no such information should be considered private.
- No one shall violate copyright, or otherwise use another's intellectual property without his/her approval.
- Staff may not commit the Library to any unauthorized financial obligation online.
- Attachments to messages sent from the Library shall not knowingly contain viruses or other harmful components.

- Staff should check their e-mail at least once each day they work. Staff are responsible for reading all information in official communications distributed electronically.
- Listserves are tools for the exchange of professional information. Subscribing to and reading library related Listserves is similar to reading professional journals or attending professional meetings. It is important for staff to maintain an appropriate balance with respect to job responsibilities and to join/cancel listserve subscriptions as appropriate. Staff should be careful to distinguish personal responses and opinions as separate from Town of Esopus Library positions.
- Staff should delete e-mail and voice mail messages as soon as possible from their accounts in order to reduce the storage demands on the system.
- Staff should periodically review files stored on library computers and delete unnecessary and/or obsolete files.
- All passwords, access codes, and/or security levels are the property of the Library. Staff members may not use a password, access code, or security level that has not been issued to that person, nor shall staff reveal passwords, access codes, or security levels to others.
- Staff must not misrepresent themselves – by name, age, gender, or job responsibility, nor should the Town of Esopus Library policies, programs or procedures be misrepresented.
- Staff should always log off of the circulation/cataloging software when not in use, as the Library is only granted a limited number of licenses.

Reviewed by the Board of Trustees

#### 4.7 USE OF EQUIPMENT

It is sometimes necessary to use various pieces of equipment to accomplish a task. When using library property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. If any piece of Library equipment appears to be damaged, defective, or in need of maintenance or repair, a supervisor should be notified.

Reviewed by the Board of Trustees

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 01 OF 2025

Payment of Claims  
December 1, 2024 to December 31, 2024

WHEREAS, the total of all claims for payment, excluding wages and taxes, from December 1, 2024 to December 31, 2024 is ~~\$18,810.49~~ 18,756.89

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 December 1, 2024 to December 31, 2024 items in the amount of ~~\$18,810.49~~ 18,756.89

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Don Canagher Seconded: Martha Fauell

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

Approved by the Board this Wednesday, January 22, 2025

Approving Signature:   
Larry Decker, Board President

4:05 PM  
01/06/25  
Accrual Basis

## Town of Esopus Library Check Listing As of December 31, 2024

Type	Date	Num	Name	Memo	CIR	Split	Credit
<b>Checking/Savings</b>							
<b>A0200 Cash Operating Fund</b>							
<b>2020 Bank of GC Checking 6086</b>							
Check	12/23/2024	5085	Sullivan Fire Protection Corp		X	A7410.452 Other Maintenance	475.00
Check	12/11/2024	5059	WZ Accountants	V24-0583	X	A7410.437 Accountant	600.00
Check	12/11/2024	5060	Liberty Security System	V24-0584	X	A7410.452 Security System	76.00
Check	12/11/2024	5061	Midwest Tape - Hoopla	V24-0585	X	A7410.412 E-Content	653.45
Check	12/11/2024	5062	Friends of the Town of Esopus Library	V24-0586 EXCH		A9855 Friends Exp. Exchange	294.00
Check	12/11/2024	5063	Ingram Library Services	V24-0587	X	Adult Programs	27.99
Check	12/11/2024	5064	Amazon	V24-0588	X	Teen Programs	99.47
Check	12/11/2024	5065	Amazon	V24-0589	X	-SPLIT-	167.11
Check	12/11/2024	5066	Amazon	V24-0590	X	A7410.412 Adult DVD	201.55
Check	12/11/2024	5067	School Library Journal	V24-0591	X	A7410.413 Magazines	149.00
Check	12/11/2024	5068	Deborah McMenemy - Reimb.	V24-0592	X	A7410.800 Health & Maj. Med.	388.89
Check	12/11/2024	5069	Jesse Chance	V24-0593	X	Miscellaneous Expense	54.00
Check	12/11/2024	5070	Central Hudson	V24-0594	X	A7410.452 Electric	672.35
Check	12/11/2024	5071	Royal Carling Service Co	V24-0595	X	A7410.452 Trash	144.66
Check	12/11/2024	5072	National Business Technologies	V24-0596	X	A7410.2439 Printer/Copier	234.04
Check	12/11/2024	5073	Spectrum Enterprise	V24-0597	X	-SPLIT-	579.89
Check	12/23/2024	5074	Hudson Valley Chamber Musicians	V24-0598		Adult Programs	500.00
Check	12/23/2024	5075	Charlotte Gibbons	V24-0599		Adult Programs	250.00
Check	12/23/2024	5076	The Hartford	V24-0600		A7410.800 Workers' Comp.	1,671.00
Check	12/23/2024	5077	Staatsburgh Library	V24-0602		A7410.410 Adult Fiction	36.00
Check	12/23/2024	5078	Rhinebeck Library	V24-0603		A7410.410 Adult Fiction	30.00
Check	12/23/2024	5079	Friends of the Town of Esopus Library	V24-0603 EXCH		A9855 Friends Exp. Exchange	444.00
Check	12/23/2024	5080	Tom Cuff	V24-0604		-SPLIT-	3,700.00
Check	12/23/2024	5081	Amazon	V24-0605		A7410.430 Office Supplies	105.13
Check	12/23/2024	5082	Amazon	V24-0606		-SPLIT-	1,041.09
Check	12/23/2024	5083	Eastern VSP, Inc.	V24-0607		A7410.800 Health & Maj. Med.	150.00
Check	12/23/2024	5084	Luke Sarantonio	V24-0608		Adult Programs	2,250.00
Check	12/15/2024	4211	Bill of All Trades	V24-0610	X	Other Grounds	96.68
Check	12/15/2024	EFTDEC24	CDPHP	V24-0611	X	A7410.800 Health & Maj. Med.	2,511.75
Check	12/31/2024	EFTDEC24	Wage Works - Adm'n	V24-0612	X	A7410.800 Health & Maj. Med.	36.00
Check	12/31/2024	EFTDEC24	Wage Works - Care Card	V24-0612	X	A7410.800 Health & Maj. Med.	595.84
Check	12/31/2024	EFTDEC24	Shamrock Cleaners	V24-0614		A7410.452 Cleaning Services	1,160.00
Check	12/31/2024		Friends of the Town of Esopus Library	V24-0615		A9855 Friends Exp. Exchange	153.60

Total 2020 Bank of GC Checking 6086  
19,548.49

Total A0200 Cash Operating Fund  
19,548.49

Total Checking/Savings  
19,548.49

**TOTAL**  
19,548.49

Friends - 738.00

18,810.49

Year Dec. 2024

Town of Esopus Library  
Voucher Log

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Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V24-0583	WZ Accountants	1571	12/10/24	Jenny Walker	600.00
V24-0584	Liberty Security Systems	42222	12/10/24	Jenny Walker	76.00
V24-0585	Mid West Tap of Hoops	3995	12/10/24	Jenny Walker	653.45
V24-0586	Friends of Esopus Library		12/10/24	Jenny Walker	294.00
V24-0587	Esopus	6531	12/10/24	Jenny Walker	27.99
V24-0588	Amazon	VFDD	12/10/24	Jenny Walker	99.47
V24-0589	Amazon	RWVN	12/10/24	Jenny Walker	173.64
V24-0590	Amazon	HEWG	12/10/24	Jenny Walker	201.55
V24-0591	School Library Journal	Renewed	12/10/24	Jenny Walker	149.00
V24-0592	Deborah McNamee my	Med Rein	12/10/24	Jenny Walker	388.89
V24-0593	Jesse Chance Reim.	Receipts	12/10/24	Jenny Walker	54.00
V24-0594	Central Hudson	Bill	12/10/24	Jenny Walker	672.35
V24-0595	Royal Carriage	Bill	12/10/24	Jenny Walker	144.66
V24-0596	National Burners	Invoice	12/10/24	Jenny Walker	234.04
V24-0597	Spectrum Enterprise	Bill	12/10/24	Jenny Walker	579.89
V24-0598	Hudson Valley Chamber	LOA	12/23/24	Jenny Walker	500.00
V24-0599	Charlotte Gibbons	LOA	12/23/24	Jenny Walker	250.00
V24-0600	The Hartford	Bill	12/23/24	Jenny Walker	1671.00
V24-0601	Library Friends	Split	12/23/24	Jenny Walker	444.00
V24-0602	Stata's Blug Library	Replace	12/23/24	Jenny Walker	36.00
V24-0603	Rhinebeck Library	Replace	12/23/24	Jenny Walker	30.00
V24-0604	Tom Cuff - Laurus Maint.	Bill	12/23/24	Jenny Walker	3700.00
V24-0605	Amazon	TNN9	12/23/24	Jenny Walker	105.13
V24-0606	VISA	Receipts	12/23/24	Jenny Walker	1041.69
V24-0607	VSP - Dec.	Bill	12/23/24	Jenny Walker	96.68



Year Dec 2024

Town ofopus Library  
Voucher Log

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Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V24-0608	Jake Sarvantino	LOA	12/23/24	[Signature]	150.00
V24-0609	Sullivan Fine Protection	Bill	12/23/24	[Signature]	475.00
V24-0610	Bill of All Trades - Trees	Bill	1/7/25	[Signature]	2250.00
V24-0611	ADPHF - Dec.	Bill	1/7/25	[Signature]	2511.75
V24-0612	Wage Works - Card	MULTI	1/7/25	[Signature]	595.84
V24-0613	Wage Works - Admin	8512	1/7/25	[Signature]	36.00
V24-0614	Shermrock clearance	MULTI	1/7/25	[Signature]	1160.00
V24-0615	Friends of the Library	MULTI	1/7/25	[Signature]	153.50