

Town of Esopus Library  
July Board of Trustees Meeting  
Tuesday, July 26, 2022

**Agenda**

Call to order	Don Carragher
Approval of June Reorganizational Board Meeting Minutes and approval of June Board Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Director's Report	Brooke Dittmar
Friends	Susan Leiching

Committees

1. Buildings and Grounds – Don Carragher
2. Governance and Personnel / Trustee Training – Nancy Beranek
3. Sustainability, Research and Development – Don Carragher

Adjournment

---

Resolutions:

- 2022-31 – Payment of June Claims
- 2022-32 – Removal of Security Cameras Policy
- 2022-33 – Removal of Remote Viewing Policy
- 2022-34 -- Budget and Budget Reconciliation Policy Update
- 2022-35 – Personnel Actions – B.Wurtz and D.McMenemy
- 2022-36 – Resolution for Health Benefits Plan for 2022-2023

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES June 28, 2022**

**Board Members Present:** Reggie Heffernan, Nancy Beranek, Don Carragher, Susan Leiching  
Susan Barbarisi, Darlene Halstead and Elaine Rylance

**Board Members Excused:** Shannon Harris, Laura Lauria

**Board Members Absent:**

**Staff Present:** Brooke Dittmar, Mary Garraty  
Jim Fitzmorris was also present

## **I. CALL TO ORDER –**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:18 pm

## **II. APPROVAL OF MEETING MINUTES**

Written minutes for May monthly Board meeting held on May 24, 2022 as well as the Additional Board Meeting held on May 27, 2022 were submitted and open for review.

- A motion to accept the minutes of the two May Board Meetings; one held on May 24th and one held on May 27th, was made by Nancy Beranek and seconded by Susan Leiching.  
AYE: 7; NO: 0; ABSTAIN: 0  
Board Members Excused: Shannon Harris and Laura Lauria  
Board Members Absent:

**III Presidents word.** Don stated that he will do his best to do a good job in his new role. He mentioned that the meetings tend to go 1 hour but once in a while they go later. This is a committee based organization. The committee does its work and it then goes to the Board for approval. Ninety-nine per cent of the work is done before at the committee level. Please keep the trustee binders up to date with new policies that come up. Don also asked everyone to submit their committee meeting minutes shortly after the committee meeting took place. He noted that the Freedom to Read document in the binder is very important. He then read it out loud to the Board.

## **IV. Public Comment - None**

## **V. TREASURER'S REPORT/FINANCE – Reggie Heffernan**

Written report was submitted. Reggie reviewed the meeting minutes. Reggie and Brooke met with the accountant for the Library on June 14<sup>th</sup>. They had a list of questions to review with the accountant. There is confusion regarding the voucher log. The format of the voucher log will be updated for ease of use. A part-time employee who is on Medicare asked to be partially

reimbursed for her insurance like other employees. The Finance Committee recommended that this request be reviewed by the Governance and Personnel Committee.

- **Resolution #27 of 2022 (Payment of May Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from May 1, 2022 to May 31, 2022 for items in the amount of \$12,735.15. A motion to accept the resolution was made by Susan Leiching and seconded by Nancy Beranek.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris and Laura Lauria

Board Members Absent:

## **VI. DIRECTOR'S REPORT** – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the Director's report. Brooke welcomed the new Trustees and thanked them for joining. Brooke stated that the Tax Appropriation passed easily. Brooke has an appointment next week with Solar Alchemy to inspect the library's solar array. The Library is looking into a new security system. A few companies are being looked into for this. We are also looking at sealcoating and new painting of the parking lot. Brooke and Don met with Joseph Stephano Company. Don painted the ramps up to the sidewalk for getting into the library and also the Adirondack chair. The library has found a handyman to fix the garden gates. The new Assistant Director, Ben Gocker, started on June 2nd. The Library is getting ready for the 100th year celebration. Friends is leading the project. The Trustees are to make the coffee for the celebration. Reggie suggested that the trustees ask the folks what they love about the library and what they would like to see happen in the future. Shannon and Brooke are filling in the duties of the adult programs until a new Adult and Teen Programmer is hired.

Don asked when MHLS is offering Trustee Essentials. Brooke replied that it is usually done in the Spring and in the Fall. This class is required to be done during the first year of a Trustee term. We will start up Trustee Training at our meetings.

## **VII. FRIENDS** -- Susan Leiching

Susan reported that Friends met last week. There will be a house band at the celebration. Susan is suggested that we have a signup sheet for the trustees.

## **VIII. COMMITTEE REPORTS**

- **Buildings and Grounds** – Don Carragher

Written report submitted. Don reviewed the committee meeting minutes. MHLS has a pre-application for construction grants. Don continued to explain that this grant is for any construction work that is needed at the library. We are looking at the parking lot repair and resealing and the pond bridge replacement. The Committee is also looking for large retractable awnings, a backup generator as well as additional lighting outside and to retrofit the lights outside with LEDs.

- **Governance and Personnel** – Susan Leiching

Written report submitted. Susan reviewed the committee meeting minutes. She mentioned that they looked at the Personnel Policy Manual as well as the Open Meeting Law changes

with regards to using virtual meeting and on premise meetings. More investigation is needed. The Committee will present the following changes to the Personnel Policy Manual.

- **Resolution #28 of 2022 (Personnel Actions - B. Gocker-E.Peterson-M.Genter):**  
The Board of Trustees of the Town of Esopus Library agrees to the Personnel Actions Resolution. A motion to accept the resolution was made by Susan Leiching and seconded by Reggie Heffernan.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Shannon Harris and Laura Lauria  
Board Members Absent:
  
- **Resolution #29 of 2022 (Update to Section 3 of Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 3.3 of the Personnel Policy Manual. A motion to accept the resolution was made by Reggie Heffernan and seconded by Darlene Halstead.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Shannon Harris and Laura Lauria  
Board Members Absent:
  
- **Resolution #30 of 2022 (Update to Section 4 of Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the Section 4.1 of the Personnel Policy Manual. A motion to accept the resolution was made by Darlene Halstead and seconded by Elaine Rylance.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Shannon Harris and Laura Lauria  
Board Members Absent:
  
- **Sustainability, Research and Development** - Don Carragher  
Written report submitted. Don reviewed the meeting minutes. Don was hoping to split this committee back to two committees at some point in the future. The Construction Grant application is due August 12th. They are pursuing a generator from Arace Electric. Part of Solar Alchemy's inspection is to let the library know what the solar panels in the array and on the roof are doing.

#### **IX. Trustee Training:**

Don pointed to the Library Trustee job description located on page 15 of the Trustee Handbook. Don asked Darlene to read the Library Trustee Job description information. This included a list of duties and responsibilities.

Don presented a proposed Committee structure. The practice of the committee meeting is that they meet on the second Monday or Tuesday, etc. of the month. Don will have the committees finalized and a final committee listing will be sent out.

#### **X. ADJOURNMENT**

There being no further business or discussion, Elaine Rylance made a motion to adjourn and it was seconded by Susan Leiching. The meeting was adjourned at 7:28 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Shannon Harris and Laura Lauria

Board Members Absent:

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

# **BOARD OF TRUSTEES REORGANIZATIONAL MEETING MINUTES**

## **June 28, 2028**

**Board Members Present:** Don Carragher, Darlene Halstead, Jim Fitzmorris, Reggie Heffernan, Susan Leiching, Susan Barbarisi, Elaine Rylance, Nancy Beranek

**Board Members Excused:** Laura Lauria and Shannon Harris

**Board Members Absent:**

**Staff Present:** Brooke Dittmar, Mary Garraty,

### **I. CALL TO ORDER –**

The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Jim Fitzmorris at 6:02 pm. At this time the Board went around and introduced themselves.

### **II. ELECTION OF OFFICERS**

Jim Fitzmorris introduced the newly elected Trustees. Since there are no other nominations Jim accepted the candidates and everyone was in favor of the elections of officers which are listed below.

- ❖ President - Don Carragher
- ❖ Vice-President - Nancy Beranek
- ❖ Treasurer - Reggie Heffernan

- A motion to accept the election of officers, was made by Don Carragher and seconded by Jim Fitzmorris.

AYE: 8; NO: 0; ABSTAIN: 0

Board Members Excused: Shannon Harris and Laura Lauria

Board Members Absent:

All three new officers were approved.

The Code of Ethics and Conflict of Interest Policies were distributed to each Board Members' mailbox and via email. Each Board member is to review, sign and return the policies thus acknowledging that they had reviewed them.

Trustee training will begin again. In addition each trustee can do training via the trustee handbook and the MHLS website.

### **IV. ADJOURNMENT**

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Elaine Rylance. The meeting adjourned at 6:16 pm.

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Laura Lauria and Shannon Harris

Board Members Absent:

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

Attending: Ben Gocker, Brooke Dittmar, Nancy Beranek, Don Carragher

The committee welcomes Ben, Asst. Director to the committee. He has been in touch with several contractors for several projects.

1. Building Generator: Arace says they will come for estimate. Gen Plus is preparing theirs but must add the electronic display on 9W.
2. Retractable awnings: vendor here today, exterior walls may not support awning anchors.
3. Parking lot lighting: Lime Energy may not do new construction, only retrofitting. Audit not done yet.

Nancy left requests with two more paving contractors. Stephanos Paving has been here.

Liberty Security has sent camera replacement/additions estimate. We still want a demo of how the system works online.

Don will contact Cliff W. to discuss repairing the pond bridge. Estimate is \$1000 to replace wood, supports seem solid.

Brooke spoke with and received information about the pond from Art Cross (Clerk of the Works for the building of the Library). He recalls 3 inches of clay may have been placed to hold pond liner in place. The settling basin in front of pond must be dug out/emptied for it to function. During original construction a spring was found where the library entrance was paved and required drainage (pipe and gravel) to be placed east of driveway along the side of the community garden. It may be silted up preventing better drainage. A hole has eroded next to the driveway.

The solar audit was completed and is being prepared.

The grant process requires an 'assurance of support' be passed by the Board of Trustees.

Repairs needed for the night-drop doorstop, a file drawer handle, the community room entrance doorstop at stairway, shrubs must be removed for bridge replacement.

Submitted; Don Carragher, Chair.

**Director's Report to the Board**  
**July 26, 2022**  
**Brooke Dittmar**

We are interviewing this week for the Adult and Teen Programmer position, and have advertised for the Library Assistant position. I have also requested the new civil service list for our open Clerk positions.

I am very thankful to have Ben here. He is a huge support for me, taking on some of the various tasks and projects I've been doing. He is friendly and well-liked by patrons and staff alike. He knows his way around a library!

We have had an increased number of workers in the library this month, since we have requested estimates for the projects we want to include in the Construction Grant application, as well as for other projects and repairs. We had our annual Fire Sprinkler inspection, as well as having our solar arrays evaluated. We have a thorough report of what was found for the solar arrays, and the costs of the different options for repairing and improving both of the arrays. We received an estimate for the retractable awnings, and the Lime Energy representative finally called to make an appointment to come look at our parking lot lights. I will meet with the Verkada representative this week about the costs of the security cameras and installation.

Cliff Woglam has started work on the bridge repair, and will have it finished, and usable, in time for the 100<sup>th</sup> anniversary celebration. Don has put a lot of time into making this happen. He has met with the contractor a number of times, prepared the site by cutting back the bushes and grass, as well as removing wire fencing that had been attached on, and under, the bridge. He has donated a couple of rigid fence pieces to mount on the sides, to protect little ones from falling off.

Jim Carey from Arace Electric came to look at our needs for the generator. He discussed various options, and will provide cost information for each. We also spoke about changing out the heads for the parking lot lights. He is onboard for doing that project, also, if we want him to do it. What he suggests may create enough light that we will not need to install more lights. He agreed that we should use photo sensors rather than the timer that we are currently using, as they work much better.

I spoke with Art Cross, the Clerk of the Works for the building of the library, and got some good information about managing the pond, as well as the drainage near the parking lot.

I thought I'd share a few usage stats with you. Each month during this calendar year our patrons have checked out between 500 and 665 e-books, as well as between 325 and 455 e-



audio books. They have also checked out between 80 and 150 e-magazines each month. It's exciting to see how much this usage has grown, starting during the high COVID time. Once people got used to using e-materials, they have continued. Our library continue to have between 10 and 15 new users each month.

The person who cleans the library noticed that the deck and cement area by the pond was dirty, so he power washed it for us. What a difference! Don was right there with him during a lot of the cleaning. Here's a picture he took of a section that was partially washed, for a before-and-after view. The dirt was not this evident before-hand.



**Town of Esopus Library  
Finance Committee Minutes  
July 14, 2022**

**Attendance:** Susan Leiching, Reggie Heffernan, Susan Barbarisi, Don Carragher, Brooke Dittmar

**Excused:** Elaine Rylance

The payment of claims for \$15,767.94 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the July meeting.

The updated Budget and Reconciliation Policy was reviewed and will be presented to the entire board for approval during the July meeting.

When reviewing the salaries for new clerks that we need to hire, Brooke discovered that our current clerks are making the same wages as a brand new clerk would make. It was recommended that we increase the salaries of our current clerks by half of what they are scheduled to receive in January now (½ of a 5.7% increase) to compensate them for their experience with us.

A question was asked about providing a deferred compensation option for current employees. Discussion centered on the fact that other options are available for saving such as generic 401K that are portable. At this time it was tabled as that would require significant additional paperwork for limited benefit.

Respectfully submitted,

Reggie Heffernan, Treasurer

**Next Meeting  
Thursday, August 11, 2022  
4 pm**

Governance and Personnel/Trustee Training Committee  
June 12, 2022

Attending: Nancy Beranek, Donald Carragher, Brooke Dittmar, Ben Gocker  
Absent: Laura Lauria

Trustee training will continue at each board meeting using passages from the Handbook for Library Trustees. Board members will also be advised of training offered by MHLS.

The Model Procedures for Member Videoconferencing was adapted for use by the Town of Esopus Library. Our goal is to have a public hearing prior to bringing a resolution before the board on July 26, 2022.

The committee has determined that the Remote Viewing and Security Camera policies can be removed from the Library Policy Manual.

We began a review of the Workplace Violence Prevention Policy.

Next meeting: August 9, 2022 at pm.

Respectfully submitted,  
Nancy Beranek

Attending: Susan Barbarisi, Susan Leiching, Laura Lauria, Reggie Heffernan, Brooke Dittmar, Ben Gocker, Don Carragher.

Reggie is constructing a poster for public comment: wished and ideas for the library. Grant work for generator, awnings, LED outside lighting, must be complete by 7/29. Brooke discussed if current project list is really able to qualify, solar upgrade/replacement may be substituted.

Vision for purpose of generator is two-fold:

1. Post-disaster, the library must have power to preserve the collection, function as a staff workplace and be open for patrons.
2. Library can be a resource for patrons: charging electronics, government aid contact site, warming/cooling site.

We are not able to provide meals or overnight stays for the foreseeable future.

GenPlus is preparing a plan for a whole-building sized generator.

Ben found grants for environmental/ecological restoration (Partners in Climate Action) that could apply for exterior grounds work. Application in the fall.

Submitted: Don Carragher, Chair.

## ASSURANCES

### State Aid for Library Construction Program (FY 2022-2023)

The applicant hereby gives assurances of the following:

#### SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

#### SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

#### SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

**SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)**

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

**SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)**

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
  - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
  - Rental or leased equipment
  - Warranties (other than the manufacturer's warranty customarily provided with such product)
  - Recurring maintenance fees
  - Recurring repair costs
  - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
  - Recurring software licenses, hosting, maintenance, or training fees
  - Internal labor costs
  - Training end users

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Town of Epopus \_\_\_\_\_ Library at a legal meeting

on July 26, \_\_\_\_\_ 2022.

Signature of President, Library Board of Trustees: Donald Carragher

Name of President (type or print): DONALD CARRAGHER

**Resolution of the Board of the Town of Esopus Library**

**Resolution 28 of the Year 2022**

**Personnel Actions**

**Recommended By** Director

**Pending Personnel Action** Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Ben Gocker	Assistant Library Director	Hire	6/2/22	\$27.32 / hr.
Emily Peterson	Adult & Teen Programmer	Resignation	5/31/22	
Marilyn Genter	Library Clerk	Resignation	6/10/22	

**Action Requested** **MOVED** that the Board of Trustees of the Town of Esopus Library District approve the personnel actions listed above including retroactive pay to date of hire.

**Motion** Moved Susan Leiching

Seconded Reggie Heffernan

**Result of Action** In Favor 7

Against φ

Abstaining φ

Excused 2

Absent φ

Approved by the Board this Tuesday, June 28, 2022

Approving Signature: Donald Carragher  
Don Carragher, Board President

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

**Resolution 26 of Year 2022**

Facility Plan Update

WHEREAS, the Town of Esopus Library is required to maintain a Facility Plan which is to be reviewed regularly

WHEREAS, the Facility Plan has been reviewed and updated to reflect current and future expected needs

THEREFORE, the Buildings and Grounds Committee recommends that the attached updated Facility Plan be approved.

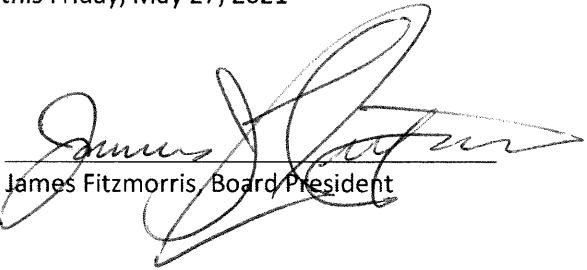
RESOLVED, the Board of Trustees of the Town of Esopus Library approves the attached updated Facility Plan for the Town of Esopus Library.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan                      Seconded: Susan Leiching

VOTE:    Ayes: 5    Nays: 0    Abstentions: 0    Excused: 0    Absent: 2

Approved by the Board this Friday, May 27, 2021

Approving Signature:   
James Fitzmorris, Board President







# Facility Plan

---

Major Systems.....	2
Technology.....	3
Insurance.....	3
Standards .....	3
Code Compliance .....	3
Housekeeping .....	4
Outdoor/ Exterior / Landscaping Maintenance.....	4
Construction Assessments and Plans.....	5
Accessibility Assessment.....	5
Energy Consumption Assessment.....	5
Major Repairs Anticipated .....	5
Prioritized List of Near-term Renovation/Reconstruction Projects.....	5
Prioritized List of Energy Efficiency Projects.....	6
Plan for Expansion.....	6

To update Table of Contents, move cursor into middle of Table of Contents and right click. Select "Update Field" then select "Update Entire Table." Table of Contents is created from the use of "Heading" styles.

## Major Systems

System/equipment	Installed / Purchased	Preventative Maintenance Schedule	Responsibility	Replacement Schedule
Roof (25 year tiles)	2007	---	Library	As needed
Air Conditioner	2013	3 months	Contractor	As needed
Heating/Ventilation	2007	3 months	Contractor	As needed
Plumbing	2007	---	Library	As needed
Electrical	2007	---	Library	As needed
Elevator	2007	Annual	Contractor	As needed
Alarm System - safety	2007	Annual	Contractor	As needed
Alarm System - fire	2007	Annual	Contractor	As needed
Fire System	2007	Annual	Library	As needed
Back-flow	2007	Annual	Contractor	As needed
Stormwater Management System (Pond, Drains and Landscaping)	2007	See Pond; Drains and Landscaping handled when major changes to landscaping or new building planned	Library	Not planned
Pond - filters/pump - forebay cleanout - detention cleanout	2007	- Annual/seasonal - As needed - As needed	Library	- As needed - Not planned - Not planned
Geothermal	2007	Annual	Contractor	As needed
Solar Panel Roof Array	2008	---	Library	Review before replacement
Solar Panel Ground Array	2010	---	Library	Review before replacement
Sprinkler System	2007	Annual	Library	As needed

Note: This table is included in the Facility Manual. If updates are made, the Manual needs to be updated.



## Technology

Due to technology's expected relatively short lifespan, only general characteristics are listed in this document. More detailed information about when purchased and maintenance schedule are maintained in a separate Technology Schedule.

System/equipment	Preventative Maintenance Plan	Responsibility	Replacement Schedule
Staff Computers	2 years	Library	3-5 years
Patron Computers	2 years	Library	3-5 years
Patron Copier/Printer	Per contract	Contractor	5-7 years
Staff printers/copiers	As needed	Library	5-7 years
Computer Server	As needed	Contractor	5-7 years
Phone System	As needed	Contractor	Replaced May 2021

## Insurance

Appropriate property and liability insurance is maintained and reviewed annually with insurance agent.

## Standards

### Code Compliance

Facility was completed in 2007 to all building codes then in effect. Solar arrays installed on the roof and the ground were also built in compliance with all codes then in effect (2008 for roof array, 2010 for ground array).

All subsequent work is expected to be completed to codes in effect at the time – ADA, all applicable federal, state and local building codes.

Inspections should identify any work that needs to be done to maintain compliance. See chart in section "Major Systems" for schedule.



## Housekeeping

The following provides general information only; more detailed descriptions of tasks are in the Facility Manual.

### Cleaning:

- Rest rooms will be thoroughly cleaned twice per week. A detailed list of tasks is in the Facility Manual
- The remainder of the library will be cleaned at least every other week. A detailed list of tasks is in the Facility Manual
- Carpeted areas will be inspected in the spring to determine if carpet cleaning is needed to get rid of winter buildup.
- Downstairs tile floor will be inspected regularly to determine need to clean and buff.

### Other:

- Regularly check all doors for ease of operating and locking.

### Keys

Master keys are tagged and organized in a lock box in the Storage Room next to the doors to the Electrical Room.

### Storage Room

Nothing should be on top of shelving units so the sprinkler system can actually sprinkle water on everything. Areas around pipes should be kept clear. Aisles between shelves should be clear.

## Outdoor/ Exterior / Landscaping Maintenance

### Building Exterior

Check for facial damage regularly and have it repaired.

Check around doors and windows for cracks or separations that might allow bees or other bugs and critters to get in.

### Grounds

- Lawn is maintained to 9W, to Canal Street, to the far side of the back access road, to the tree line with the adjoining property.
- Weed whacking is done near the building, tree line, fences, and plantings
- Weeding is done regularly for all flower beds and fencing.

### Landscaping



The entire landscape plan is part of the storm water management system and should not be altered without careful review. More information on the Storm Water Management System is available in the Facility Manual. Complete information is available on New York State's DEC website.

## **Construction Assessments and Plans**

### **Accessibility Assessment**

Facility was designed to accessibility code in 2007. It has wheelchair ramps and an elevator between floors. Aisles are wide enough to permit wheelchair access between stacks. All restrooms are wheelchair accessible and have hand rails. The main entrance doors have push button operation for opening and closing.

### **Energy Consumption Assessment**

Our building was designed for energy efficiency. Geothermal was used to reduce electrical costs and solar arrays were installed to offset electrical costs. Four energy audits have been done on our lighting (8/2015, 4/2016, 10/2019, 4/2021), with the goal of changing lighting to LEDs to conserve energy. Current internal evaluations and adjustments of energy and water usage are ongoing. The library has engaged in these activities while working toward New York Library Association's Sustainable Library Certification.

### **Major Repairs Anticipated**

1. Replacement of HVAC unit(s).

### **Prioritized List of Near-term Renovation/Reconstruction Projects**

The following list of projects is in order of highest priority to lowest.

1. Emergency generator to power digital sign for emergency information to community, warming shelter, charging station
2. Upgrade security system while adding monitoring cameras to the art gallery, the collection stacks, and outside areas.
3. Replace pond bridge
4. Seal and stripe parking lots and driveway, repair surface where needed
5. Replace windows that are hazy/ water damaged
6. Install water spigot on outside wall, SW side
7. Install water to community garden.
8. Improvement of storm water drainage, upper driveway and SW parking area.
9. Manage ponds- dig out silt and phragmites
10. Landscaping- Remove some trees and shrubs, and plant trees, shrubs and flowers
11. Paint or resurface for changing color of outside of building.
12. Replace information sign on building (with digital?)



13. Re-design the layout of the Processing Room to create a separate office space for the Assistant Director's office. Soundproof the Director's, and other offices. Redesign the Kitchen/Conference Room to create a separate small room, suitable for tutoring and small group meetings.
14. Create raised beds in community garden
15. Create additional community garden

### **Prioritized List of Energy Efficiency Projects**

1. Replace and increase number of outside lights with LED bulbs and/or fixtures (parking lot, around building, community garden)
2. Install rollout canopies for deck and patio
3. Evaluate solar arrays' effectiveness, update if needed
4. Replace windows with ones that are easily opened
5. Install car charging stations in parking lot
6. Purchase and install dishwasher
7. Light sensors in Community Room and bathrooms
8. Cover some windows with UV film

### **Plan for Expansion**

The library would like to provide the following within the next 5 years:

- Space for expanded library collection
- Separate room for local collection/local history
- Separate computer lab for community computer classes and laptop computers
- Two small meeting rooms
- Conference room separate from the kitchen
- Increase in size of Children's Room
- Create additional sitting areas
- Create quiet reading room
- Separate room for a Makerspace, including video creation equipment and sewing machines
- Storage for outdoor/lawn and garden maintenance tools
- Upgrade kitchen space to facilitate cooking classes
- Large space for a Café

Plans will be re-evaluated as the renovation/reconstruction projects are completed and in-use.

Adopted by the Board of Trustees: May 27, 2015

Revised by the Board of Trustees: June 26, 2019

Revised by the Board of Trustees: May 26, 2021

Revised by the Board of Trustees: May 27, 2022

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 27 OF 2022**

Payment of Claims  
May 1, 2022 to May 31, 2022

WHEREAS, the total of all claims for payment, excluding wages and taxes, from May 1, 2022 to May 31, 2022 is \$12,735.15.

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

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

RESOLVED, the Board of the Town of Esopus Library accepts and approves the payment of these May 1, 2022 to May 31, 2022 items in the amount of \$12,735.15.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Leiching Seconded: Nancy Beranek

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Tuesday, June 28, 2022

Approving Signature: Donald Carragher  
Donald Carragher, Board President



3:57 PM

06/08/22

Accrual Basis

**Town of Esopus Library  
Check Listing  
As of May 31, 2022**

Type	Date	Num	Name	Memo	Clr	Split	Credit
<b>Checking/Savings</b>							
<b>A0200 Cash Operating Fund</b>							
<b>2020 Bank of GC Checking 6086</b>							
Check	05/04/2022	3593	Ingram Library Services	V22-0133	X	-SPLIT-	105.07
Check	05/04/2022	3594	Verizon	V22-0134	X	A7410.419 Telephone	125.50
Check	05/04/2022	3595	Ingram Library Services	V22-0135	X	-SPLIT-	212.55
Check	05/04/2022	3596	Eastern VSP, Inc.	V22-0136	X	A7410.800 Health & Maj. Med.	50.88
Check	05/04/2022	3597	Office Depot	V22-0137	X	A7410.430 Office Supplies	13.99
Check	05/04/2022	3598	National Business Leasing	V22-0138	X	A7410.2439 Printer/Copier	256.55
Check	05/04/2022	3599	Safeco Alarm Systems, Inc.	V22-0139	X	A7410.452 Security System	168.00
Check	05/04/2022	3600	Superior Telephone Systems	V22-0140	X	A7410.419 Telephone	472.17
Check	05/04/2022	3601	Shamrock Cleaners	V22-0141	X	A7410.452 Cleaning Services	294.00
Check	05/04/2022	3602	Ingram Library Services	V22-0142	X	-SPLIT-	74.09
Check	05/04/2022	3603	Midwest Tape - Hoopla	V22-0143	X	A7410.412 E-Content	307.67
Check	05/04/2022	3604	Midwest Tape	V22-0144	X	A7410.412 Adult DVD	119.95
Check	05/04/2022	3605	T-Mobile	V22-0147	X	A7410.419 Telephone	180.60
Check	05/04/2022	3606	Spectrum Business	V22-0148	X	A7410.419 Internet	249.99
Check	05/04/2022	3607	Brooke Dittmar	V22-0149	X	A7410.800 Health & Maj. Med.	184.32
Check	05/04/2022	3608	Ingram Library Services	V22-0150	X	A7410.412 Adult Books - CD	152.31
Check	05/04/2022	3609	Ingram Library Services	V22-0151	X	A7410.410 Adult Fiction	168.78
Check	05/18/2022	3610	Visa	V22-0152	X	-SPLIT-	449.00
Check	05/18/2022	3611	Central Hudson	V22-0153	X	A7410.452 Electric	714.16
Check	05/18/2022	3612	Central Hudson	V22-0154	X	A7410.452 Electric	490.37
Check	05/18/2022	3613	ODP Business Solutions LLC	V22-0155	X	A7410.452 COVID-19 related exps	400.00
Check	05/18/2022	3614	Christopher J. O'Connor CPA	V22-0156	X	A7410.437 Accountant	500.00
Check	05/18/2022	3615	Delta Dental	V22-0157	X	A7410.800 Health & Maj. Med.	133.40
Check	05/18/2022	3616	Dell Business Credit	V22-0158	X	A7410.232 New Computers	599.20
Check	05/18/2022	3617	Friends of the Town of Esopus Library	V22-0159 EXCH	X	A9855 Friends Exp. Exchange	169.25
Check	05/18/2022	3618	Royal Carting Service Co	V22-0160	X	A7410.452 Trash	101.18
Check	05/18/2022	3619	Amazon	V22-0161	X	Childrens Programs	65.97
Check	05/18/2022	3620	Verizon Business	V22-0162	X	A7410.4311 Long Distance	0.87
Check	05/18/2022	3621	Binnewater Ice Co.	V22-0163	X	A7410.452 Water & Sewer	58.60
Check	05/18/2022	3622	MVP Healthcare, Inc.	V22-0164	X	A7410.800 Health & Maj. Med.	1,428.86
Check	05/23/2022	3624	Mid-Hudson Library System	V22-0167	X	A7410.232 New Computers	4,140.00
Check	05/31/2022	EFT-WW-0522	Wage Works - Care Card	V22-0183	X	A7410.800 Health & Maj. Med.	451.00
Check	05/31/2022	EFT-WW-0522	Wage Works	V22-0184	X	A7410.800 Health & Maj. Med.	18.00
Check	05/23/2022	3623		VOID	X	A7410.232 New Computers	
Total 2020 Bank of GC Checking 6086							12,856.28
Total A0200 Cash Operating Fund							12,856.28
Total Checking/Savings							12,856.28
<b>TOTAL</b>							<b>12,856.28</b>

- 169.25  
\$12,735.15

Town ofopus Library  
Voucher Log

Year 2022

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
April	V22-0126	4/18/22	MVP	1558	4/19/22	Seebeck	1428.84
April	V22-0127	4/18/22	Ingram	multi	4/19/22	Seebeck	168.27
April	V22-0128	4/18/22	Ingram		4/19/22	Seebeck	75.57
April	V22-0129	4/19/22	Freilack		4/19/22	Seebeck	282.25
April	V22-0130	4/19/22	21st Century Media (LogeNotio)		4/19/22	Seebeck	16.89
April	V22-0131	4/19/22	VISA		4/19/22	Seebeck	195.80
April	V22-0132	4/19/22	Office Depot	3001	4/19/22	Seebeck	100.08
April	V22-0133	4/19/22	Ingram	multi	5/3/22	Seebeck	105.07
April	V22-0134	4/20/22	Vestlan		5/3/22	Seebeck	125.50
April	V22-0135	4/20/22	Ingram	Multi	5/3/22	Seebeck	212.55
April	V22-0136	4/25/22	VSP	7802	5/3/22	Seebeck	50.88
April	V22-0137	4/26/22	Office Depot	1001	5/3/22	Seebeck	13.99
April	V22-0138	4/27/22	National Bus. Leasing	8046	5/3/22	Seebeck	256.55
April	V22-0139	4/27/22	Saber Alarm Systems	94248	5/3/22	Seebeck	168.00
April	V22-0140	4/27/22	Superior Telephone Systems	69693	5/3/22	Seebeck	472.17
April	V22-0141	4/29/22	Shamrock Cleaners	Multi	5/3/22	Seebeck	294.00
April	V22-0142	4/29/22	Ingram	Multi	5/3/22	Seebeck	74.09
April	V22-0143	5/3/22	Hoople	9248	5/3/22	Seebeck	307.67
April	V22-0144	5/3/22	Midwest Tape	0286	5/3/22	Seebeck	119.95
April	V22-0145	5/3/22	Wage Works-Admin	5530	5/3/22	Seebeck	18.00
April	V22-0146	5/3/22	Wage Works Carol	1351,5071	5/3/22	Seebeck	31.12
April	V22-0147	5/3/22	T Mobile		5/3/22	Seebeck	180.60
April	V22-0148	5/3/22	Spectrum Business	2722	5/3/22	Seebeck	249.99
April	V22-0149	5/3/22	Brookline Dittmar	PO28310	5/3/22	Seebeck	184.32
April	V22-0150	5/3/22	Ingram	multi	5/3/22	Seebeck	152.31

Town of Esopus Library  
Voucher Log

Year 2022

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
May	V22-0151	5/8/22	Insurance		5/8/22	J. Leaman	168.72
May	V22-0152	5/16/22	VISA		5/16/22	J. Leaman	449.00
May	V22-0153	5/16/22	Central Hudson 3-8-22 to 4/4/22	7145	5/16/22	J. Leaman	714.16
May	V22-0154	5/16/22	Central Hudson 4-15-22 to 5-5-22	1745	5/16/22	J. Leaman	490.37
May	V22-0155	5/16/22	Office Depot	1001	5/16/22	J. Leaman	400.00
May	V22-0156	5/16/22	Christopher O'Connor CPA		5/16/22	J. Leaman	500.00
May	V22-0157	5/16/22	Allied Administrators-Delta Dental	Group 1121	5/16/22	J. Leaman	133.40
May	V22-0158	5/16/22	Dell Business Credit	Next End. 6371	5/16/22	J. Leaman	599.20
May	V22-0159	5/16/22	Friends of Esopus Library	split sheet	5/16/22	J. Leaman	169.95
May	V22-0160	5/16/22	Royal Carting		5/16/22	J. Leaman	101.18
May	V22-0161	5/16/22	Amazon		5/16/22	J. Leaman	65.97
May	V22-0162	5/16/22	Verizon-LD		5/16/22	J. Leaman	-87
May	V22-0163	5/16/22	Binnewater		5/16/22	J. Leaman	58.60
May	V22-0164	5/17/22	MVP	3190	5/27/22	J. Leaman	1428.86
May	V22-0165	5/16/22	Ingram	Multi	5/27/22	J. Leaman	108.87
May	V22-0166	5/17/22	Ingram	Multi	5/27/22	J. Leaman	86.45
May	V22-0167	5/20/22	MHLS - Computers		5/27/22	J. Leaman	4140.00
May	V22-0168	5/20/22	Verizon - Monthly Service		5/27/22	J. Leaman	124.27
May	V22-0169	5/23/22	Philadelphia Insurance Co.	5789	5/27/22	J. Leaman	1,100.00
May	V22-0170	5/29/22	No Daddy (VISA)				20.99
May	V22-0171	5/23/22	VSP	8606	5/27/22	J. Leaman	50.88
May	V22-0172	5/23/22	Atkins & Son		5/27/22	J. Leaman	1490.00
May	V22-0173	5/23/22	Safeco - Service Call	937	5/27/22	J. Leaman	190.00
May	V22-0174	5/23/22	TEKON - Service Call	2992	5/27/22	J. Leaman	198.00
May	V22-0175	5/25/22	National Business Leasing	2890	5/27/22	J. Leaman	256.55

VOID

#173 on hold

Town of Sodus Library  
Voucher Log

Year 2022

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
May	V22-0176	5/25/22	Singram	MULTI	5/27/22	[Signature]	201.10
May	V22-0177	5/25/22	Singram	MULTI	5/27/22	[Signature]	153.30
May	V22-0178	5/27/22	Deborah McMenemy		5/27/22	[Signature]	10.00
May	V22-0179	5/27/22	21st Century Media - Daily Express		5/27/22	[Signature]	30.25
May	V22-0180	5/31/22	Freinds of the Library		5/31/22	[Signature]	224.00
May	V22-0181	5/31/22	T-Mobile - Hot Spots		5/31/22	[Signature]	180.60
May	V22-0182	5/31/22	Brooke Dittmar (Reimbursement)		5/31/22	[Signature]	643.59
May	V22-0183	6/3/22	Wage Works - Card				451.00
May	V22-0184	6/3/22	Wage Works - Admin				18.00
	V22-0185						
	V22-0186						
	V22-0187						
	V22-0188						
	V22-0189						
	V22-0190						
	V22-0191						
	V22-0192						
	V22-0193						
	V22-0194						
	V22-0195						
	V22-0196						
	V22-0197						
	V22-0198						
	V22-0199						
	V22-0200						

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 29 OF 2022**

**SECTION 3.3 PERSONAL BUSINESS TIME POLICY UPDATE**

WHEREAS, Section 3.3, Personal Business Time, of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached changes to Section 3.3 of the Personnel Policy Manual.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Section 3.3, Personal Business Time, of the Personnel Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan      Seconded: Darlene Halstead

VOTE: Ayes: 7    Nays: 0    Abstentions: 0    Excused: 2    Absent: 0

Approved by the Board this Tuesday, June 28, 2022

Approving Signature: Donald Carragher  
Donald Carragher, Board President

### 3.3 PERSONAL BUSINESS TIME

Personal Business Time will be prorated based on a 40-hour work week, where full time employees are allowed 32 hours (4 days) of Personal Business Time. Personal Business Time is not cumulative, and may not be carried over to a new year unless approved by the Director. Personal Business Time is to be used for personal business or emergencies that need to take place during an employee's normal work hours. It cannot be used as additional vacation or sick time. Advance notice is desired, but is not required. It is necessary to notify the Director as soon as possible when Personal Business 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:

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 30 OF 2022

SECTION 4.1 HEALTH INSURANCE POLICY UPDATE

WHEREAS, Section 4.1, Health Insurance, of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached changes to Section 4.1 of the Personnel Policy Manual.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Section 4.1, Health Insurance, of the Personnel Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Darlene Halstead Seconded: Elaine Rylance

VOTE: Ayes: 7 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Tuesday, June 28, 2022

Approving Signature: Donald Carragher  
Donald Carragher, Board President

#### 4.1 HEALTH INSURANCE

For employees working 20 or more hours per week, medical, dental, and vision insurances are available for purchase through the current tier plans.

Currently, the Library will pay 70% of the premium for employees that work less than 40 hours per week. For those working 40 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:



**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 34 of 2022**

**Budget and Budget Reconciliation Policy Update**

WHEREAS, The Budget and Budget Reconciliation Policy needs to be updated;

WHEREAS, The Finance Committee offers the attached updated Budget and Budget Reconciliation Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Budget and Budget Reconciliation Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Barbaisi Seconded: elaine Rylance

VOTE: Ayes: 5 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Tuesday, July 26, 2022

Approving Signature: Donald Carragher

Donald Carragher, Board President

## FINANCIAL - BUDGET & BUDGET RECONCILIATION POLICY

The library is a taxpayer funded community organization. It is of the utmost importance that the Board of Trustees and Director take very seriously the fiduciary responsibilities entrusted to them with regard to providing services, being responsible stewards of the community's funds and providing access to the budget and expenditures to all stakeholders through our website.

### Budget Preparation

To develop a responsible budget, the finance committee needs to review the past year's expenses and compare with the current year's budget early in the new year (February) so that the Director has input for use in preparing the budget for the upcoming year.

The Director will prepare a draft budget **no later than the committee's regular March meeting**. During the March board meeting the finance committee will apprise the entire board on the work being done and collect input on the work to date. At the April finance committee meeting the budget that will be presented to the entire Board will be finalized. The final version of the budget shall be adopted by the Board of Trustees at the April regularly scheduled meeting to ensure that the vote by the general public can be properly publicized.

### Income/Expenses that Exceed the Budget

The trustees recognize that not all income and expenses can be accurately predicted. The Board must approve all such deviations, exceeding a \$1000 limit, before the income is received or the expenses incurred. The library Director is authorized to make repairs on an emergency basis.

### Budget Reconciliation

The treasurer is to report any upward deviation in expenses to the Board of Trustees at the regularly scheduled meeting of the Board. The Board must formally acknowledge these deviations as they occur.

Every attempt is made to avoid incurring expenses that will need to be carried into the subsequent fiscal year. However, when it is necessary the Board shall approve a general reconciliation report, noting budgeted differences and expenses incurred during the fiscal year that will need to be accrued into the subsequent fiscal year for payment.

### Budget Review

The finance committee, working with the Director will review the current budget on an annual basis (usually in June) to forecast the year-end performance, to make suggestions for adjustments to the Board and to ensure that appropriate accounting procedures are adhered to.

### Responsibilities

The Director will prepare the budget with input from all Board committees and present to the Board for approval.

It is the responsibility of the Board of Trustees to determine the salary of the Director. It is the responsibility of the Director to determine the salaries for all other employees as well as the rest of the budget.

It is also the responsibility of the Director to post the current budget on the library's website.

Adopted by the Board of Trustees: December 12, 2012

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees:

Resolution of the Board of the Town of Esopus Library

Resolution 35 of the Year 2022

Personnel Actions

Recommended By Director

Pending Personnel Action Detailed in table below.

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Wages
Deborah McMenemy	Office Clerk	Pay Raise	7/18/22	\$14.66
Barbara Wurtz	Library Clerk	Pay Raise	7/18/22	\$14.66
Shannon Powell	Children's Programmer	Pay Raise	7/27/22	\$18.73

Action Requested **MOVED** that the Board of Trustees of the Town of Esopus Library approves the personnel actions listed above.

Motion Moved Nancy Beranek  
Seconded Reggie Heffernan

Result of Action In Favor 5  
Against 0  
Abstaining 0  
Excused 2  
Absent 0

Approved by the Board this Tuesday, July 26, 2022  
Approving Signature: Don Carragher  
Don Carragher, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 31 OF 2022**

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

WHEREAS, the total of all claims for payment, excluding wages and taxes, from June 1, 2022 to June 30, 2022 is \$15,767.94.

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

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

RESOLVED, the Board of the Town of Esopus Library accepts and approves the payment of these June 1, 2022 to June 30, 2022 items in the amount of \$15,767.94.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Nancy Beranek      Seconded: Susan Barbarisi

VOTE: Ayes: 5    Nays: 0    Abstentions: 0    Excused: 2    Absent: 0

Approved by the Board this Tuesday, July 26, 2022

Approving Signature: Donald Carragher  
Donald Carragher, Board President

June 2022

Town of Exopus Library  
Voucher Log

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
May	V22-0165	5/10/22	Ingram	Multi	5/27/22	A. Leavanaugh	108.87
May	V22-0166	5/11/22	Ingram	Multi	5/27/22	A. Leavanaugh	86.45
May	V22-0167	5/20/22	MHLS - Computers		5/27/22	A. Leavanaugh	4140.00
May	V22-0168	5/20/22	Verizon Monthly Service		5/27/22	A. Leavanaugh	124.27
May	V22-0169	5/23/22	Philadelphia Insurance Co.	5789	5/27/22	A. Leavanaugh	1,100.00
May	V22-0170	5/25/22	Go Daddy (VISA)				<del>20.99</del>
May	V22-0171	5/27/22	VSP	8606	5/27/22	A. Leavanaugh	50.88
May	V22-0172	5/23/22	Albarkint & Soh		5/27/22	A. Leavanaugh	1490.00
May	V22-0173	5/23/22	Sabeo - Service Call	937	6/14/22	A. Leavanaugh	190.00
May	V22-0174	5/23/22	TEKON Service Call	2992	5/27/22	A. Leavanaugh	198.00
May	V22-0175	5/25/22	National Business Learning	2890	5/27/22	A. Leavanaugh	256.55

newsp

VOID

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
May	V22-0176	5/25/22	Ingram	Multi	5/27/22	A. Leavanaugh	201.10
May	V22-0177	5/25/22	Ingram	Multi	5/27/22	A. Leavanaugh	153.30
May	V22-0178	5/27/22	Deborah McMenemy		5/27/22	A. Leavanaugh	10.00
May	V22-0179	5/27/22	21st Century Media - Daily Fulfillment		5/27/22	A. Leavanaugh	30.25
May	V22-0180	5/31/22	Friends of the Library		5/31/22	A. Leavanaugh	224.00
May	V22-0181	5/31/22	T-Mobile - Hot Spots		5/31/22	A. Leavanaugh	180.60
May	V22-0182	5/31/22	Brooke Dittmar (Reimbursement)		5/31/22	A. Leavanaugh	643.59
May	V22-0183	6/3/22	Wage Works - Card		6/14/22	A. Leavanaugh	451.00
May	V22-0184	6/3/22	Wage Works - Admin		6/14/22	A. Leavanaugh	18.00

Town of Esopus Library  
Voucher Log

Cont'd from 122-0184

June 2022

DATE	V22-0185	6/7/22	ESOPUS BUSINESS ALLIANCE-PAGES	6048	6/14/22	Ming L. Beranek	50.00
JUNE	V22-0186	6/7/22	Delta Dental	1121	6/14/22	Ming L. Beranek	133.40
JUNE	V22-0187	6/7/22	Shamrock Cleaners	MULTI	6/14/22	Ming L. Beranek	308.00
JUNE	V22-0188	6/8/22	Christopher J. O'Connor CPA	2689	6/14/22	Ming L. Beranek	500.00
JUNE	V22-0189	6/8/22	Spectrum Business Internet	2722	6/14/22	Ming L. Beranek	249.99
JUNE	V22-0190	6/8/22	Borden Fire Equip.	3299	6/14/22	Ming L. Beranek	532.00
JUNE	V22-0191	6/8/22	Binnewater		6/14/22	Ming L. Beranek	346.00
JUNE	V22-0192	6/8/22	Royal Carting		6/14/22	Ming L. Beranek	101.18
JUNE	V22-0193	6/8/22	Babone Multi		6/14/22	Ming L. Beranek	10.00
JUNE	V22-0194	6/8/22	Hoopa	3278	6/14/22	Ming L. Beranek	275.40
JUNE	V22-0195	6/13/22	Friends of the Library	Split Sheet	6/14/22	Ming L. Beranek	128.00
	V22-0196	6/13/22	Constant Contact	6122	6/14/22	Ming L. Beranek	378.00
	V22-0197	6/13/22	Teriman Rhodell	VOT	6/14/22	Ming L. Beranek	157.50
	V22-0198	6/13/22	Deirdre C. Dullahn	VOT	6/14/22	Ming L. Beranek	57.50
	V22-0199	6/13/22	MHLS - 5 Truster Handbooks	701	6/14/22	Ming L. Beranek	25.00
	V22-0200	6/13/22	School Life - Magazine	6886	6/14/22	Ming L. Beranek	76.95

June  
2022  
Year

Town ofopus Library  
Voucher Log

Report Month	Voucher	Date	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
	V22-0201	6/13/22	Midwest Tape	MULTI	6/14/22	M. Benaveth	139.92
	V22-0202	6/14/22	Rough Draft Books		6/14/22	M. Benaveth	100.00
	V22-0203	6/14/22	VISA		6/14/22	M. Benaveth	421.36
	V22-0204	6/17/22	USPS-Postage	9088333	6/28/22	M. Benaveth	116.00
	V22-0205	6/17/22	Amazon		6/28/22	M. Benaveth	54.38
	V22-0206	6/17/22	Verizon LD		6/28/22	M. Benaveth	3.27
	V22-0207	6/21/22	ODP - Alice Depot	MULTI	6/28/22	M. Benaveth	169.72
	V22-0208	6/21/22	Otis Elevator - Qtr.		6/28/22	M. Benaveth	687.66
	V22-0209	6/21/22	MVP - Health Insur.		6/28/22	M. Benaveth	1428.84
	V22-0210	6/21/22	VSP - Vision Insur.		6/28/22	M. Benaveth	92.44
	V22-0211	6/21/22	ALA		6/28/22	M. Benaveth	411.00
	V22-0212	6/21/22	Shogun		6/28/22	M. Benaveth	56.05
	V22-0213	6/24/22	Wata County Lib		6/28/22	M. Benaveth	125.08
	V22-0214	6/24/22	Sabeo		6/28/22	M. Benaveth	517.00
	V22-0215	6/24/22	MALS	702	6/28/22	M. Benaveth	883.75
	V22-0216	6/24/22	Elting Library		6/28/22	M. Benaveth	25.00
	V22-0217	6/24/22	Friends of the Library		6/28/22	M. Benaveth	141.50
	V22-0218	6/24/22	Verizon		6/28/22	M. Benaveth	127.41
	V22-0219	6/24/22	Mara DiDonna-Reimbursemt		6/28/22	M. Benaveth	9.71
	V22-0220	6/27/22	WT COX		6/28/22	M. Benaveth	1009.02
	V22-0221	6/28/22	Central Hudson		6/28/22	M. Benaveth	405.60
	V22-0222	6/28/22	Dan Routh		6/28/22	M. Benaveth	50.00
	V22-0223	6/28/22	Ingram		6/28/22	M. Benaveth	73.07
	V22-0224	6/28/22	Ingram		6/28/22	M. Benaveth	98.98
	V22-0225	7/5/22	Wage Works - Admin/Quic		7-12-22	J. Langley	18.00
	V22-0226	7/5/22	Wage Works - Card/June		7-12-22	J. Langley	931.28



1:29 PM

07/08/22

Accrual Basis

# Town of Esopus Library Check Listing As of June 30, 2022

Type	Date	Num	Name	Memo	Clr	Split	Credit
<b>Checking/Savings</b>							
<b>Cash Operating Fund</b>							
<b>2020 Bank of GC Checking 6086</b>							
Check	06/01/2022	3625	Ingram Library Services	V22-0165	X	A7410.410 Adult Fiction	108.87
Check	06/01/2022	3626	Ingram Library Services	V22-0166	X	-SPLIT-	86.45
Check	06/01/2022	3627	Verizon	V22-0168	X	A7410.419 Telephone	124.27
Check	06/01/2022	3628	Philadelphia Insurance Companies	V22-0169	X	A7410.437 Emp Practice Liab Ins	1,100.00
Check	06/01/2022	3629	Eastern VSP, Inc.	V22-0171	X	A7410.800 Health & Maj. Med.	50.88
Check	06/01/2022	3630	AI Larking & Son, Inc.	V22-0172	X	A7410.452 Snow Removal	1,490.00
Check	06/15/2022	3640	Safeco Alarm Systems, Inc.	V22-0173	X	A7410.452 Security System	190.00
Check	06/01/2022	3631	Dutchess TEKCON Industries, Inc.	V22-0174	X	A7410.452 HVAC Maint	198.00
Check	06/01/2022	3632	National Business Leasing	V22-0175	X	A7410.2439 Printer/Copier	256.55
Check	06/01/2022	3633	Ingram Library Services	V22-0176	X	-SPLIT-	201.10
Check	06/01/2022	3634	Ingram Library Services	V22-0177	X	-SPLIT-	153.30
Check	06/01/2022	3635	Deborah McMenemy - Reimb.	V22-0178	X	A7410.437 Training (Q24)	10.00
Check	06/01/2022	3636	21st Century Media	V22-0179	X	A7410.424 Publicity & Printing	30.25
Check	06/01/2022	3637	Friends of the Town of Esopus Library	V22-0180 EXCH	X	Friends Exp. Exchange	224.00
Check	06/01/2022	3638	T-Mobile	V22-0181	X	A7410.419 Telephone	180.60
Check	06/01/2022	3639	Brooke Dittmar	V22-0182	X	A7410.800 Health & Maj. Med.	643.59
Check	06/15/2022	3641	Esopus Business Alliance	V22-0185	X	A 7410.437 Membership Fees	50.00
Check	06/15/2022	3642	Delta Dental	V22-0186	X	A7410.800 Health & Maj. Med.	133.40
Check	06/15/2022	3643	Shamrock Cleaners	V22-0187	X	A7410.452 Cleaning Services	308.00
Check	06/15/2022	3644	Christopher J. O'Connor CPA	V22-0188	X	A7410.437 Accountant	500.00
Check	06/15/2022	3645	Spectrum Business	V22-0189	X	A7410.419 Internet	249.99
Check	06/15/2022	3646	Gordon Fire Equipment LLC	V22-0190	X	A7410.452 Other Maintenance	532.00
Check	06/15/2022	3647	Binnewater Ice Co.	V22-0191	X	A7410.452 Water & Sewer	34.60
Check	06/15/2022	3648	Royal Carling Service Co	V22-0192	X	A7410.452 Trash	101.18
Check	06/15/2022	3649	Barbara Wurtz	V22-0193	X	A7410.437 Training (Q24)	10.00
Check	06/15/2022	3650	Midwest Tape - Hoopla	V22-0194	X	A7410.412 E-Content	275.40
Check	06/15/2022	3651	Friends of the Town of Esopus Library	V22-0195 EXCH	X	Friends Exp. Exchange	128.00
Check	06/15/2022	3652	Constant Contact	V22-0196	X	A7410.424 Publicity & Printing	378.00
Check	06/15/2022	3653	Loriman Rhodell	V22-0197	X	A7410.437 Election Inspectors	157.50
Check	06/15/2022	3654	Deirdre Dullahn	V22-0198	X	A7410.437 Election Inspectors	157.50
Check	06/15/2022	3655	Mid-Hudson Library System	V22-0199	X	A7410.430 Library Supplies	25.00
Check	06/15/2022	3656	School Life	V22-0200	X	Childrens Programs	76.95
Check	06/15/2022	3657	Midwest Tape	V22-0201	X	-SPLIT-	139.92
Check	06/15/2022	3658	Rough Draft	V22-0202	X	Adult Programs	100.00
Check	06/15/2022	3659	Visa	V22-0203	X	-SPLIT-	421.36
Check	06/29/2022	3661	USPS	V22-0204	X	A7410.433 Stamps/Regular Mail	116.00
Check	06/29/2022	3662	Amazon	V22-0205	X	-SPLIT-	54.38
Check	06/29/2022	3663	Verizon Business	V22-0206	X	A7410.4311 Long Distance	3.27
Check	06/29/2022	3664	ODP Business Solutions LLC	V22-0207	X	A7410.430 Office Supplies	169.72
Check	06/29/2022	3665	Otis Elevator Company	V22-0208	X	A7410.452 Elevator	687.66
Check	06/29/2022	3666	MVP Healthcare, Inc.	V22-0209	X	A7410.800 Health & Maj. Med.	1,428.86
Check	06/29/2022	3667	Eastern VSP, Inc.	V22-0210	X	A7410.800 Health & Maj. Med.	92.44
Check	06/29/2022	3668	American Library Association	V22-0211	X	A7410.437 Professional Fees	411.00
Check	06/29/2022	3669	Ingram Library Services	V22-0212	X	-SPLIT-	56.05
Check	06/29/2022	3670	Ulster County Library Association	V22-0213	X	Empl. Asst. Program	125.08
Check	06/29/2022	3671	Safeco Alarm Systems, Inc.	V22-0214	X	A7410.452 Security System	517.00

1:29 PM

07/08/22

Accrual Basis

# Town of Esopus Library Check Listing As of June 30, 2022

Type	Date	Num	Name	Memo	Clr	Split	Credit
Check	06/29/2022	3672	Mid-Hudson Library System	V22-0215		Tech Support	883.75
Check	06/29/2022	3673	The Elting Memorial Library	V22-0216		A7410.410 Adult Fiction	25.00
Check	06/29/2022	3674	Friends of the Town of Esopus Library	V22-0217 EXCH		Friends Exp. Exchange	141.50
Check	06/29/2022	3675	Verizon	V22-0218		A7410.419 Telephone	127.41
Check	06/29/2022	3676	Mara L. DiDonna	V22-0219		Community Garden	9.71
Check	06/29/2022	3677	WT Cox	V22-0220		A7410.413 Magazines	1,009.02
Check	06/29/2022	3678	Central Hudson	V22-0221		A7410.452 Electric	405.60
Check	06/29/2022	3679	Dan Roth	V22-0222		Community Garden	50.00
Check	06/29/2022	3680	Ingram Library Services	V22-0223		A7410.410 Juvenile Fiction	73.07
Check	06/29/2022	3681	Ingram Library Services	V22-0224	X	A7410.412 Adult Books - CD	98.98
Check	06/30/2022	EFT-WW0622	Wage Works	V22-0225	X	A7410.800 Health & Maj. Med.	18.00
Check	06/29/2022	EFT-WW0622	Wage Works - Care Card	V22-0226	X	A7410.800 Health & Maj. Med.	931.28
Check	06/29/2022	3660	VOID	VOID		A7410.410 Adult Fiction	
Total 2020 Bank of GC Checking 6086							16,261.44
Total Cash Operating Fund							16,261.44
Total Checking/Savings							16,261.44
<b>TOTAL</b>							<b>16,261.44</b>

\*(Friends) - 493.50  
\$15,767.94

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 32 of 2022

Removal of Security Cameras Policy

WHEREAS, The Governance and Personnel Committee has reviewed the Security Cameras Policy and determined that it is no longer relevant and is recommending that the Board of Trustees remove this policy;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the removal of the Security Cameras Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Elaine Rylance

VOTE: Ayes: 5 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Tuesday, July 26, 2022

Approving Signature: Donald Carragher

Donald Carragher, Board President

## **SECURITY CAMERAS**

**Need for this policy:** To have a written procedure available for staff only.

**Procedure:**

To view cameras:

- Click on WaveReader icon
- Click Connect
- Username: Administrator, Password: (left out for security purposes)
- Click OK
- Click Connect located on lower, right-hand side of screen

**Responsibilities:** It is the duty of the Director to ensure this policy is available to all staff.

Adopted by the Board of Trustees:

Revised by the Board of Trustees: November 20, 2013

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 36 OF YEAR 2022

HEALTH BENEFITS PLAN FOR 2022-2023

WHEREAS, the Finance Committee of the Town of Esopus Library has reviewed and recommends the approval of the MVP Healthcare Bronze 7 Health Benefits Plan for the employees of the Town of Esopus Library, effective September 1, 2022 – August 31, 2023.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the recommendation of the Finance Committee to approve the MVP Healthcare Bronze 7 Health Benefits Plan for 2022-2023 and authorizes Brooke Dittmar to sign the contracts for this plan.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Elaine Rylance

VOTE: Ayes 5 Nays 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Tuesday, July 26, 2022.

Approving Signature: Donald Carragher

Donald Carragher, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 33 of 2022

Removal of Remote Viewing Policy

WHEREAS, The Governance and Personnel Committee has reviewed the Remote Viewing Policy and determined that it is no longer relevant and is recommending that the Board of Trustees remove this policy;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the removal of the Remote Viewing Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Reggie Heffernan

VOTE: Ayes: 5 Nays: 0 Abstentions: 0 Excused: 2 Absent: 0

Approved by the Board this Tuesday, July 26, 2022

Approving Signature: Donald Carragher

Donald Carragher, Board President

## **REMOTE VIEWING POLICY**

**Need for this policy:** At times it is necessary to be able to see what a patron is looking at on a public computer for several reasons: ex. complaints of viewing pornographic material.

**Procedure:** In order to do this without the patron's knowledge, use the remote viewing feature located on the two circulation computers. This tool should only be used when it is believed a patron is violating library policy.

- Click on Remote Viewing folder located on the desktop.
- Click on the workstation where the patron is located.
- Discuss issue with patron, if appropriate.

**Responsibilities:** It is the responsibility of the Director and staff to perform this function.

Adopted by the Board of Trustees:

Revised by the Board of Trustees: November 20, 2013