

Town of Esopus Library  
October Board of Trustees Meeting  
Tuesday, October 25, 2022

**Agenda**

Call to order	Don Carragher
Approval of September 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

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Resolutions:

- 2022-49 – Payment of September Claims
- 2022-50 – 2023 Holiday Closings
- 2022-51 – Update to Section 7 of Personnel Policy Manual
- 2022-52 – Exterior LED Lighting Upgrade

# **TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES MEETING MINUTES September 27, 2022**

**Board Members Present:** Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Susan Leiching, Don Carragher, Laura Lauria and Larry Decker (voted in as Trustee during the meeting)

**Board Members Excused:** Elaine Rylance

**Board Members Absent:**

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

## **I. CALL TO ORDER –**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 6:02 p.m.

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

Written minutes for the August monthly Board meeting held on August 23, 2022 was submitted and open for review.

- A motion to accept the minutes of the August monthly Board meeting held on August 23, 2022 was made by Susan Barbarisi and seconded by Reggie Heffernan.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Elaine Rylance

Board Members Absent:

## **III. Presidents Word – Don Carragher**

Don had a few comments. This has been a busy month. We have a number of contractors providing estimates. There is a list of work that has been done in the last few weeks which cost money. The grants are critical to facilitate this work. The patio is in process of being redone.

- A motion to accept Larry Decker as a new Trustee was made by Nancy Beranek and seconded by Susan Leiching.

AYE: 6; NO: 0; ABSTAIN: 0

Board Members Excused: Elaine Rylance

Board Members Absent:

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

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

Written report was submitted. The Finance Committee reviewed the claims for the past month which totaled \$9000.28. We noticed that our billing system/process doesn't lend itself to small business work. The committee discussed having an audit completed by the end of the year. The committee discussed and has agreed to no longer collect late material fees.

- **Resolution #43 of 2022 (Payment of August Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from August 1, 2022 to August 31, 2022 for items in the amount of \$9000.28. A motion to accept the resolution was made by Susan Barbarisi and seconded by Nancy Beranek.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Rylance

Board Members Absent

- **Resolution #44 of 2022 (Claims Audit Policy Update):** The Board of Trustees of the Town of Esopus Library accepts the changes to the Claims Audit Policy. A motion to accept the resolution was made by Reggie Heffernan and seconded by Susan Leiching.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Rylance

Board Members Absent:

- **Resolution #47 of 2022 (Fine Free Library):** The Board of Trustees of the Town of Esopus Library agrees to the updated Fine Free Library Resolution. A motion to accept the resolution as updated during the meeting was made by Susan Barbarisi and seconded by Nancy Beranek.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Elaine Rylance

Board Members Absent

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

Written report submitted. Brooke reviewed the Director's report. Brooke discussed the idea of increasing the size of the library. There are a number of reasons for this idea. Some of the reasons are the following: individual offices for the staff; more meeting/community areas as well as the addition of a café, just to name a few. Today Brooke heard from MHLS that the Esopus Library is to be awarded \$265,931.00 (73%) from the Construction Grant. (Great news!) This grant will need final approval by NYS Dept. of Library before receiving the funds. The ecological restoration grant first draft is ready and needs to be submitted by Friday

## VII. FRIENDS --Susan Leiching

The book sale occurred last weekend. The book sale made \$2,960. Friends is looking for volunteers and they need help sorting books. They are also looking for help with vintage books. Friends meets at the 3rd Wednesday of the month at 3:30pm

## VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Don Carragher  
Written report was submitted. Don reviewed the committee meeting minutes. So much has happened since the minutes went out. Cliff Waglam is the contractor doing the bridge and patio. He should be finishing tomorrow. The cleaner did a great job stripping the kitchen floor. Brooke reported that the security alarm system is giving us errors. They are looking into new systems. They would like a demo on the one that the Esopus Town Hall uses. We still have not addressed the antiquated light timer for the lights out in the parking lot. Don was able to find someone available to do the sealing and striping of the parking lot. Don noted that the next Building and Grounds committee meeting will be October 3<sup>rd</sup> at 4pm instead of October 10<sup>th</sup>, due to the holiday on October 10<sup>th</sup>.
  - **Resolution #48 of 2022 (Library Parking Area Sealcoating and Striping):**  
The Board of Trustees of the Town of Esopus Library agrees to the Library Parking Area Sealcoating and Striping Resolution. A motion to accept the resolution was made by Larry Decker and seconded by Don Carragher.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Rylance  
Board Members Absent  
This work is scheduled for the weekend of October 8<sup>th</sup>.
  
- **Governance and Personnel** – Nancy Beranek  
Written report submitted. The committee discussed sick leave vs. covid leave. They also discussed other areas of the personnel policy manual which needed updating.
  - **Resolution #45 of 2022 (Personnel Actions - L.Salgarolo-J.Wiggin-J.LaPolt):** 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 Reggie Heffernan and seconded by Nancy Beranek.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Rylance  
Board Members Absent:

- **Resolution #46 of 2022 (Creation of Pandemic/Epidemic Sick Leave and Addition of Section in Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the creation of Pandemic/Epidemic Sick Leave and addition of section in Personnel Policy Manual. A motion to accept the resolution was made by Reggie Heffernan and seconded by Susan Leiching.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Rylance  
Board Members Absent:

- **Sustainability, Research and Development** - Don Carragher  
Written report submitted. Don reviewed the meeting minutes. The majority of the items were already covered in the Building and Grounds Committee discussion.

#### **IX. Trustee Training** – Don Carragher and Nancy Beranek

Thank you for coming to the Trustee Essentials Training. Don mentioned that there is an Office of the Aging Emergency Preparedness for Seniors seminar at the Esopus Town Hall on October 13<sup>th</sup> from 12:00 pm – 2:00 pm

#### **X. ADJOURNMENT**

There being no further business or discussion, Susan Leiching made a motion to adjourn and it was seconded by Nancy Beranek. The meeting was adjourned at 7:26 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: Elaine Rylance  
Board Members Absent:

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

Attending: Brooke Dittmar, Laura Lauria and Don Carragher  
Excused: Larry Decker

Below is an update on several current projects:

1. The Patio Paver Reconstruction is completed. Don will prepare receipts for materials and labor.
2. The retaining pond has shown some improvement over last year since the bacteria block was added in late July. Algae mats have not formed and some slight clearing is perceptible. A second block will be added in the spring, 2023.
3. The drain into the settling pond has been cleared, but at least a foot of sediment has collected. This will be removed by hand in sections. There is a liner that cannot be damaged.
4. Brooke and Don met with pest control, CritterX, to plan on the removal of woodchucks.
5. The sealing and striping of the parking areas is on schedule for this weekend.

Don suggested we consider pre-grant work before the construction season next year. Much of this will be carefully detailing the Requests for Proposals. There will be much to consider for each part of the grants. Public education to present and report on the changes and improvements will be valuable.

Brooke suggested we reconfigure the handicapped parking spots to not block the entrance to the lower driveway. She and Don will meet to plan any changes.

**Director's Report to the Board**  
**October 25, 2022**  
**Brooke Dittmar**

We held our first Repair Café since COVID started. Everyone was very happy to be together again, and many items were fixed. If you ever want to be surrounded by “feel good” vibes, just stop in at a Repair Cafe.

I attended a day-long mini conference on Equity, Diversity, and Inclusion. I looked through our statements and policies, and found that although it is stated in a number of them that this is our belief, and how we function, there is not much detail in any of them. We will create a more comprehensive statement on this.

The Ecological Restoration Grant application has been finished and submitted. We will find out toward the beginning of 2023 if our project was accepted.

Within the past year a woman that is working on her Master's degree in Library and Information Science contacted us to see if she could do her final “Capstone” project at our library. She has begun, having developed a survey to find out how people feel about the usability of our website. There is a link to the survey on the home page of our website, as well as print copies on the circulation desk. We also have flyers around the library and around town that contain a QR code that can be scanned with a handheld device to access the survey. Please fill out the survey to help with this project.

We have been in touch with the company that will be performing the exterior LED Lighting upgrade. This is one of the projects that is included in our Construction Grant application. We are allowed to start on any of those projects once the application window opens, and we will still be reimbursed for the grant amount for the project, once the grant is awarded. In the meantime, our matching funds will cover the expense. A resolution to go forward with the project will be presented at the board meeting. The company that does this has changed their name from Lime Energy to Wildan. The lead time for the project is 4 to 6 weeks. During that time they will order the light fixture replacement heads, LED bulbs, and photo sensors for turning the lights on and off.

The sealing of the driveways and parking lot have been accomplished, as I'm sure you've noticed. They're “good as new!”

Mid-Hudson Library System is working on our transition to a Fine-Free Library. Each item that we check out to patrons has a “loan rule” attached to it. That includes the amount of time it can be checked out for, as well as the fine that is associated with it, if it is overdue. These all have to be changed. We also need to do an active PR campaign to let the community know.

If you read this before Friday, remember that you can attend the MHLS Annual Meeting, which is virtual as well as free. At 11:00 the Deputy State Librarian of Library Development for the New Jersey State Library will speak about disaster preparedness and community resilience. Go to the MHLS calendar to sign up for it, or use this link: [Register](#) The business meeting is at 10:00, and requires a separate sign-up, here: [Register](#) (or at the MHLS calendar).



**Town of Esopus Library  
Finance Committee Minutes  
October 13, 2022**

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

The payment of claims for \$12,317.08 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the October meeting.

The committee discussed the resolution to have the outside lights retrofitted with LED lights. It was agreed to propose a resolution to the board at the upcoming meeting.

A summary on the Financial and Fiduciary Responsibility Webinar given by Rebekkah Smith Aldrich was presented to the committee. Some important points covered in this meeting were:

- The job of **all** trustees is fiscal oversight. We need to make sure the Town's resources are used efficiently and effectively and we need to keep the community's trust.
- There are three main categories of expenses to consider: personnel costs (to recruit and retain quality staff), facilities planning and program resources.
- As the library funds are not "ours" but the community's, it is important to be transparent with the public's money and post timely information on the website
- Audits should be performed yearly (or at minimum of five years). They are important in order to help us know what internal controls are working and what may need to be strengthened.
- Background checks on staff handling funds should be performed by a company that is recommended by our insurance company.
- Cybersecurity is important for our library now more than ever and we need to make sure that we have the proper policies and insurance in place.

Brooke will put together a RFB for an audit this month so we can move forward.

Respectfully submitted,  
Reggie Heffernan, Treasurer

**Next Meeting  
Thursday, November 10th  
4 pm**

Governance and Personnel Committee  
October 11, 2022

Attendance: Nancy Beranek, Don Carragher, Susan Leiching, Laura Lauria and Brooke Dittmar

- We reviewed and revised section 7.12 OVERTIME in the Personnel Policy Manual.
- The 2023 holiday closing list was approved.
- We continued to discuss possible changes to the Lending Rules Policy.
- Brooke presented an equity, diversity and inclusion policy for the committee to review

Next meeting is scheduled for November 8, 2022.

Respectfully submitted,  
Nancy Beranek

Town of Esopus Library

Sustainability, Research and Development Committee    October 12, 2022                    4pm

Attending: Brooke Dittmar, Reggie Heffernan, Elaine Rylance, Larry Decker, Susan Barbarisi and Don Carragher

As much of the work in progress is related to Building & Grounds, Don reviewed the last meeting of 10/3/22 Building and Grounds Committee. Brooke suggested that we would be able to begin some of the work applied for in the Construction Grant, particularly the retrofitting of the parking lot lights, which are not being bid on as the contractor is working with Central Hudson funding. A resolution will be presented at the 10/25/22 Board meeting.

The summary by the Wallkill Valley Land Trust was distributed.

The parking lot sealing and striping is complete. Some alterations of handicapped spots will be done by ourselves.

Additional training for staff was raised. It was proposed that local authorities could provide this.

As the new year is approaching and the major projects will be scheduled in the spring, Don asked all members to think critically and creatively for the best planning.

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

**Resolution 45 of the Year 2022**

**Personnel Actions**

**Recommended By** Director

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

<b>Name/Number</b>	<b>Civil Service Title</b>	<b>Type of Action</b>	<b>Effective Date(s)</b>	<b>Wages</b>
Laura Salgarolo	Library Assistant	Hire	9/1/22	\$16.21 / Hr.
Janet Wiggin	Circulation Clerk	Hire	9/7/22	\$14.26 / Hr.
Josie LaPolt	Circulation Clerk	Hire	9/6/22	\$14.26 / Hr.

**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 Reggie Heffernan

Seconded Nancy Beranek

**Result of Action** In Favor 7

Against ϕ

Abstaining ϕ

Excused 1

Absent ϕ

Approved by the Board this Tuesday, September 27, 2022

Approving Signature: Don Carragher  
 Don Carragher, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 46 of 2022

**Creation of Pandemic/Epidemic Sick Leave, Including Retroactive Use  
and  
Addition of Pandemic/Epidemic Sick Leave Information to Personnel Policy**

Whereas employees may be subject to a mandatory or precautionary order of quarantine or isolation during a pandemic/epidemic

Whereas some employees are not able to work through remote access, because of illness or job description

Resolved the Town of Esopus Library Board of Trustees accepts the addition of Pandemic/Epidemic Sick Leave to Section 3 of the Personnel Policy manual

Resolved that any employee who has used regularly accrued sick time for mandatory or precautionary quarantine or isolation related to COVID-19, will have this sick time reinstated.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Susan Leiching

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

Approved by the Board this Tuesday, September 27, 2022

Approving Signature: Donald Carragher

Donald Carragher, Board President

### 3.2.1 PANDEMIC / EPIDEMIC SICK LEAVE

Any employee who is in mandatory or precautionary quarantine or isolation due to a pandemic/epidemic, and who is unable to work from home due to illness or job description, will be paid using pandemic/epidemic sick leave time. This sick time will be available in the case of employee exposure or disease with positive testing, if such testing is available. Employees may also use it to care for family members who are ill with the disease in question. In addition, these employees will have guaranteed job protection.

Approved by the Board of Trustees on

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 44 of 2022**

**Claims Audit Policy Update**

WHEREAS, The Claims Audit Policy needs to be updated;

WHEREAS, The Finance Committee offers the attached updated Claims Audit Policy for Board approval;

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

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Susan Leiching

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

Approved by the Board this Tuesday, September 27 2022

Approving Signature: Donald Carragher

Donald Carragher, Board President

## FINANCIAL – CLAIMS AUDIT POLICY

This policy addresses the review of claims for payment in order to ensure accuracy and validity.

- Claims auditing will be consistent with NYS Office of the State Comptroller's Guide "Improving the Effectiveness of Your Claims Auditing Process" and will be recorded for bookkeeping purposes. Although most payments will be made after the item/services are received, there are some cases in which an advanced payment is required such as for magazine/newspaper subscriptions or for a required advanced payment. The library will make every effort to ensure that vendors requiring advanced payment are trusted for the delivery of goods and services or for refunds.
- Claims for payment will be prepared by the staff and audited by the Board in a timely manner to avoid late fees and penalties. Claims may be an invoice from a vendor, a one-time program agreement, a contractual obligation, or an electronic funds transfer approved by the Board. All claims should identify what the charge is for in sufficient detail that a staff member can verify the purchase. A staff member will certify that the material/service has been received or that the required advanced payment is to a trusted vendor.
- All claims will be reviewed to ensure that they are valid. All supporting documentation will be attached to the claim. (This package is known as a voucher.) The supporting documentation may include purchase orders, packing slips, memos of understanding program agreements, emails or receipts. The full contract for contractual expenses does not need to be attached to each invoice.
- A cover sheet for the voucher will indicate what items are in the claim package and what expense accounts are being charged. An indication must be made that the goods/services were received (unless it is for an advance payment as noted above). This indication will be on the purchase order itself or on a packing slip attached to the purchase order. It may be attested to by the Director or Assistant Director for things such as contract payments or emergency call-outs.
- The voucher will be reviewed and approved first by the Director/Assistant Director and then by a member of the Board of Trustees prior to payment. The following claims may be paid prior to an audit but should be included in the audit process for review: utilities including electricity, water/sewer, telephone and internet service, contract payments, Board-approved electronic fund transfers (EFT) and petty cash disbursements.
- A listing of all vouchers prepared and paid for the month will be presented at the monthly meeting of the Board of Trustees.
- Payment for employee wages do not require an audit through the claims audit process.

**Responsibilities** It is the responsibility of the Director to ensure compliance of all ordering and payments with the requirements of this policy



**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 43 OF 2022**

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

WHEREAS, the total of all claims for payment, excluding wages and taxes, from August 1, 2022 to August 31, 2022 is \$9000.28.

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 August 1, 2022 to August 31, 2022 items in the amount of \$9000.28.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Barbarisi Seconded: Nancy Beranek

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

Approved by the Board this Tuesday, September 27, 2022

Approving Signature: Donald Carragher  
Donald Carragher, Board President

1:03 PM

09/01/22

Accrual Basis

### Town of Esopus Library Check Listing

As of August 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	08/31/2022		ADP	7/22 catch up on Fed income tax	X	A7410.800 Payroll Expense	109.88
Check	08/10/2022	3716	Midwest Tape - Hoopla	V22-0252	X	A7410.412 E-Content	315.00
Check	08/10/2022	3717	Verizon	V22-0263	X	A7410.419 Telephone	130.99
Check	08/10/2022	3718	T-Mobile	V22-0264	X	A7410.419 Telephone	179.16
Check	08/10/2022	3719	Spectrum Business	V22-0265	X	A7410.419 Internet	249.99
Check	08/10/2022	3720	Delta Dental	V22-0266	X	A7410.800 Health & Maj. Med.	190.81
Check	08/10/2022	3721	Shamrock Cleaners	V22-0267	X	A7410.452 Cleaning Services	378.00
Check	08/10/2022	3722	Safeco Alarm Systems, Inc.	V22-0268	X	A7410.452 Security System	168.00
Check	08/10/2022	3723	ODP Business Solutions LLC	V22-0269	X	A7410.430 Office Supplies	205.74
Check	08/10/2022	3724	National Business Leasing	V22-0270	X	A7410.2439 Printer/Copier	256.55
Check	08/10/2022	3725	Christopher J. O'Connor CPA	V22-0271	X	A7410.437 Accountant	500.00
Check	08/10/2022	3726	Deborah McMenemy - Reimb.	V22-0272	X	A7410.800 Health & Maj. Med.	333.83
Check	08/10/2022	3727	Royal Carting Service Co	V22-0273	X	A7410.452 Trash	101.18
Check	08/10/2022	3728	Ingram Library Services	V22-0274	X	A7410.410 Adult Non-Fiction	260.55
Check	08/10/2022	3729	Binnewater Ice Co.	V22-0275	X	A7410.452 Water & Sewer	96.30
Check	08/10/2022	3730	Ingram Library Services	V22-0276	X	A7410.410 Adult Fiction	278.95
Check	08/24/2022	3731	Verizon Business	V22-0277	X	A7410.4311 Long Distance	4.73
Check	08/24/2022	3732	Demco	V22-0278	X	A7410.430 Library Supplies	81.24
Check	08/24/2022	3733	Brooke Dittmar	V22-0279	X	A7410.800 Health & Maj. Med.	657.99
Check	08/24/2022	3734	Verizon	V22-0280	X	A7410.419 Telephone	130.81
Check	08/24/2022	3735	Central Hudson	V22-0281	X	A7410.452 Electric	490.47
Check	08/24/2022	3736	Southeastern NY Library Resource Council	V22-0283		A7410.437 Training (Q24)	30.00
Check	08/24/2022	3737	Amazon	V22-0284	X	-SPLIT-	143.51
Check	08/24/2022	3738	Friends of the Town of Esopus Library	V22-0285 EXCH		A9855 Friends Exp. Exchange	395.00
Check	08/24/2022	3739	Patrick Frank	V22-0286		Adult Programs	10.79
Check	08/24/2022	3740	Eastern VSP, Inc.	V22-0287	X	A7410.800 Health & Maj. Med.	71.66
Check	08/25/2022	3745	National Business Technologies	V22-0288		A7410.2439 Printer/Copier	47.43
Check	08/24/2022	3742	MVP Healthcare, Inc.	V22-0289	X	A7410.800 Health & Maj. Med.	2,916.88
Check	08/24/2022	3743	Visa	V22-0290		-SPLIT-	184.24
Check	08/24/2022	3744	Deborah McMenemy - Reimb.	V22-0291	X	A7410.430 Library Supplies	16.00
Check	08/31/2022	EFT-WW 0722	Wage Works - Care Card	V22-0296	X	A7410.800 Health & Maj. Med.	27.00
Check	08/31/2022	EFT-WW 0722	Wage Works - Care Card	V22-0297	X	A7410.800 Health & Maj. Med.	432.80
Check	08/24/2022	3741	National Business Leasing	VOID: V22-0288	X	A7410.2439 Printer/Copier	
Total 2020 Bank of GC Checking 6086							9,395.28
Total A0200 Cash Operating Fund							9,395.28
Total Checking/Savings							9,395.28
<b>TOTAL</b>							<b>9,395.28</b>

*Friends' exchange - 395.00*  
9,000.28

Aug. Year 2022

Town of Esopus Library  
Voucher Log

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V22-0262	Mid West Tapa-Hopla	1178	8/19/22	Seelings	3157.00
V22-0263	Verizon		8/19/22	Seelings	130.99
V22-0264	T Mobile - 6 Hot Spots		8/19/22	Seelings	179.16
V22-0265	Spectrum Business		8/19/22	Seelings	249.99
V22-0266	Allied Administrators-Delta		8/19/22	Seelings	140.81
V22-0267	Shamrock Cleaners	Multi	8/19/22	Seelings	378.00
V22-0268	Safeco Alarms-Qtr.	98074	8/19/22	Seelings	168.00
V22-0269	ODP - Office	Multi	8/19/22	Seelings	205.74
V22-0270	National Business Leasing	5123	8/19/22	Seelings	256.55
V22-0271	Christopher O'Connor-CPA	2844	8/19/22	Seelings	500.00
V22-0272	Deborah McMenemy <sup>Aug</sup> Reimb		8/19/22	Seelings	333.83
V22-0273	Royal Carting		8/19/22	Seelings	107.18 <i>PMC</i>
V22-0274	Ingram		8/19/22	Seelings	260.55
V22-0275	Binkwater		8/19/22	Seelings	96.30
V22-0276	Ingram	multi	8/19/22	Seelings	278.95
V22-0277	Verizon-LD		8/23/22	Seelings	4.73
V22-0278	Demco		8/23/22	Seelings	81.24
V22-0279	Brooke B DiHmar		8/23/22	Seelings	657.99
V22-0280	Verizon		8/23/22	Seelings	130.81
V22-0281	Central Hudson		8/23/22	Seelings	490.47
V22-0282					
V22-0283	SENY LRC		8/23/22	Seelings	30.60
V22-0284	Amazon		8/23/22	Seelings	143.51
V22-0285	Friends of Esopus Library		8/23/22	Seelings	395.00
V22-0286	Patrick Frank		8/23/22	Seelings	10.79

VOID

Aug Year 2022

Town of Copius Library  
Voucher Log

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V22-0287	VSP		8/23/22	<i>[Signature]</i>	71.66
V22-0288	National Bus Tech		8/23/22	<i>[Signature]</i>	47.43
V22-0289	MVP		8/23/22	<i>[Signature]</i>	2916.88
V22-0290	VISA		8/23/22	<i>[Signature]</i>	184.24
V22-0291	Deborah McMenomy		8/23/22	<i>[Signature]</i>	16.00
V22-0292	Spectrum				249.99
V22-0293	Dinco				76.43
V22-0294	National Business Learning	3442			256.55
V22-0295	Dept. of Labor Unemployment Serv.				198.30
V22-0296	Wage Works g-Admin				27.00
V22-0297	Wage Works Card				432.80
V22-0298					
V22-0299					
V22-0300					
V22-0301					
V22-0302					
V22-0303					
V22-0304					
V22-0305					
V22-0306					
V22-0307					
V22-0308					
V22-0309					
V22-0310					

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 47 of 2022**

Fine Free Library

Whereas the American Library Association asserts that the collection of library fines is a form of socio-economic inequity, and creates a barrier to the provision of library and information services

Whereas research has shown that after a library stops collecting fines for late materials, library use and the return of materials increases

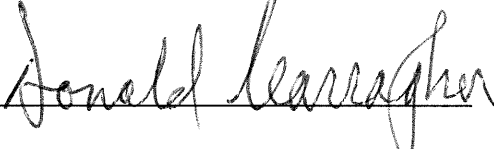
Resolved, the Finance Committee of the Town of Esopus Library recommends that the library stop collecting fines for late materials

Further resolved that upon the passing of this resolution, the process of changing to a fine free library will begin.

Moved: Susan Barbarisi      Seconded: Nancy Beranek

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

Approved by the Board this Tuesday, September 27 2022

Approving Signature: 

Donald Carragher, Board President

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

**Resolution 50 of Year 2022**

**HOLIDAY CLOSINGS for 2023**

The following twelve (12) days will be general holidays for the Town of Esopus Library for 2023. The library will be closed and employees scheduled to work on these days will receive payment for their scheduled hours.

Jan. 2 – New Year’s Day (observed)  
Jan. 16 – Martin Luther King, Jr. Day  
Feb. 20 – Presidents’ Day  
May 29 - Memorial Day  
June 19 – Juneteenth  
July 4 - Independence Day  
Sept. 4 - Labor Day  
Oct. 9 – Columbus/Indigenous People’s Day  
November 11 - Veterans’ Day  
Nov. 23 & 24 - Thanksgiving  
Dec 25 – Christmas

RESOLVED, the Board of Trustees of the Esopus Library accepts this schedule of holiday closings for the year of 2023.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Elaine Rylance

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

Approved by the Board this Tuesday, October 25, 2022

Approving Signature: Donald Carragher

Donald Carragher, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 52 OF 2022**

**Exterior LED Lighting Upgrade**

WHEREAS, the Sustainability Committee has requested the replacement of our existing outdoor lighting with LED lighting, in order to reduce our carbon footprint

WHEREAS, The Finance Committee has approved the expenditure in the lighting replacement proposal, as it will reduce electricity costs going forward

WHEREAS, the purchase price for these new light fixtures, LED bulbs, photo sensor switches and labor is \$7,095.64, which includes a \$2,812.75 reduction in cost from a Central Hudson incentive "grant", as well as another 10 % off for paying in a lump sum

WHEREAS, payment for the system will come out of the unappropriated fund balance of the operating checking account.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the purchase and installation of new outdoor light fixtures and bulbs from Willdan (formerly known as Lime Energy), through the Central Hudson Small Business Direct Install Lighting Program.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Barbarisi      Seconded: Larry Decker

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

Approved by the Board this Tuesday, October 25, 2022.

Approving Signature: Don Carragher  
Don Carragher, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 51 OF 2022

SECTION 7.12 OVERTIME POLICY UPDATE

WHEREAS, Section 7.12, Overtime, of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached changes to Section 7.12 of the Personnel Policy Manual.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Section 7.12, Overtime, of the Personnel Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Leiching Seconded: Elaine Rylance

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

Approved by the Board this Tuesday, October 25, 2022

Approving Signature: Donald Carragher  
Donald Carragher, Board President



## 7.12 OVERTIME

A non-exempt employee working more than 40 hours a week will be paid overtime for the extra hours. Overtime compensation is paid at time and a half rate/hour. Overtime is offered first to employees with seniority in their titled position in accordance with the civil service rules. Any changes in an employee's schedule (i.e. switching days) must be cleared by the director to avoid putting the employee into overtime status.

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 49 OF 2022**

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

WHEREAS, the total of all claims for payment, excluding wages and taxes, from September 1, 2022 to September 30, 2022 is \$12,317.08.

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 September 1, 2022 to September 30, 2022 items in the amount of \$12,317.08.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Nancy Beranek

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

Approved by the Board this Tuesday, October 25, 2022

Approving Signature: Donald Carragher  
Donald Carragher, Board President



Town of opus Library  
Voucher Log

Year Sept. 2022

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V22-0298	M H L S		9/6/22	[Signature]	1035.00
V22-0299	T-Mobile - 6 Hatspots		9/6/22	[Signature]	179.16
V22-0300	Shamrock Cleaner		9/6/22	[Signature]	429.00
V22-0301	Delta Dental		9/6/22	[Signature]	190.81
V22-0302	Hoopla		9/6/22	[Signature]	327.55
V22-0303	Hudson River Sloop-Clubwater		9/6/22	[Signature]	123.00
V22-0304	Petco		9/6/22	[Signature]	50.00
V22-0305	Michaels		9/6/22	[Signature]	20.00
V22-0306	Deborah Mc Menemy		9/6/22	[Signature]	333.83
V22-0307	Don Carragher		9/6/22	[Signature]	640.00
V22-0308	Don Carragher		9/22	[Signature]	19.98
V22-0309	Central Hudson		9/20/22	[Signature]	511.15
V22-0310	WEM Fire Protection Service	Account 8254	9/20/22	[Signature]	775.00
V22-0311	Verizon		9/20/22	[Signature]	2.17
V22-0312	Christopher O'Connor		9/20/22	[Signature]	500.00
V22-0313	MVP		9/20/22	[Signature]	4432.19
V22-0314	Royal Carting		9/20/22	[Signature]	101.18
V22-0315	Herzog's		9/20/22	[Signature]	7.20
V22-0316	Amazon		9/20/22	[Signature]	81.95
V22-0317	VISA		9/20/22	[Signature]	147.58
V22-0318	Midwest Tapes		9/20/22	[Signature]	375.85
V22-0319	Ingram	Multi	9/20/22	[Signature]	214.65
V22-0320	Chris Signature Sewice	0 aak	9/20/22	[Signature]	687.66
V22-0321	VSP		9/20/22	[Signature]	122.54
V22-0322	Brooke B. Dittman		9/20/22	[Signature]	198.72

Town of Esopus Library  
Voucher Log

Year Oct 2022

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V22-0323	Ingram	MULTI	10/4/22	E. Payne	173.51
V22-0324	Ingram	MULTI	10/4/22	E. Payne	80.47
V22-0325	Friends of Esopus Library	SplitSheet	10/4/22	E. Payne	368.00
V22-0326	Verizon	Bill	10/4/22	E. Payne	127.08
V22-0327	FRIENDS OF ESOPUS LIBRARY		10/4/22	E. Payne	132.00
V22-0328	The Reis Group	4351	10/4/22	E. Payne	175.00
V22-0329	Shamrock Cleaners	MULTI	10/4/22	E. Payne	355.00
V22-0330	Wage Works Admin	1251	10/4/22	E. Payne	27.00
V22-0331	Don Carragher		10/4/22	E. Payne	19.44
V22-0332	National Business Leasing	6409	10/4/22	E. Payne	269.38
V22-0333	Safeco	9652	10/4/22	E. Payne	72.50
V22-0334	T-Mobile		10/4/22	E. Payne	179.16
V22-0335	Hoopla	7260			305.17
V22-0336	Royal Carting	2984			142.58
V22-0337	Christopher J. O'Connell, CPA				500.00
V22-0338	Verizon				2.11
V22-0339	National Business Leasing	3308			256.55
V22-0340					
V22-0341					
V22-0342					
V22-0343					
V22-0344					
V22-0345					
V22-0346					
V22-0347					

10:25 AM

10/14/22

Accrual Basis

**Town of Esopus Library  
Check Listing  
As of September 30, 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	09/07/2022	EFT	ADP		X	A7410.800 Unemployment Ins.	2.69
Check	09/07/2022	3746	Spectrum Business	V22-0292	X	A7410.419 Internet	249.99
Check	09/07/2022	3747	Demco	V22-0293	X	A7410.430 Library Supplies	76.43
Check	09/07/2022	3748	National Business Leasing	V22-0294	X	A7410.2439 Printer/Copier	256.55
Check	09/07/2022	3749	NYS Unemployment	V22-0295	X	A7410.800 Unemployment Ins.	198.30
Check	09/07/2022	3750	Mid-Hudson Library System	V22-0298	X	-SPLIT-	1,035.00
Check	09/07/2022	3751	T-Mobile	V22-0299	X	A7410.419 Telephone	179.16
Check	09/07/2022	3752	Shamrock Cleaners	V22-0300	X	A7410.452 Cleaning Services	429.00
Check	09/07/2022	3753	Delta Dental	V22-0301	X	A7410.800 Health & Maj. Med.	190.81
Check	09/07/2022	3754	Midwest Tape - Hoopla	V22-0302	X	A7410.412 E-Content	327.55
Check	09/07/2022	3755	Hudson River Sloop Clearwater Inc	V22-0303	X	Adult Programs	123.00
Check	09/07/2022	3759	Petco	V22-0304	X	Teen Programs	50.00
Check	09/07/2022	3756	Michael's	V22-0305	X	Summer Reading Prog	20.00
Check	09/07/2022	3757	Deborah McMenemy - Reimb.	V22-0306	X	A7410.800 Health & Maj. Med.	333.83
Check	09/07/2022	3758	Don Carragher	V22-0307	X	A7410.452 Other Maintenance	640.00
Check	09/21/2022	3760	Don Carragher	V22-0308	X	A7410.437 Training (Q24)	19.98
Check	09/21/2022	3761	Central Hudson	V22-0309	X	A7410.452 Electric	511.15
Check	09/21/2022	3762	W&M Fire Protection Services Inc	V22-0310	X	A7410.452 Other Maintenance	775.00
Check	09/21/2022	3763	Verizon Business	V22-0311	X	A7410.4311 Long Distance	2.17
Check	09/21/2022	3764	Christopher J. O'Connor CPA	V22-0312	X	A7410.437 Accountant	500.00
Check	09/21/2022	3765	MVP Healthcare, Inc.	V22-0313	X	A7410.800 Health & Maj. Med.	4,432.14
Check	09/21/2022	3766	Royal Carting Service Co	V22-0314	X	A7410.452 Trash	101.18
Check	09/21/2022	3767	Herzogs	V22-0315	X	Other Grounds	7.20
Check	09/21/2022	3768	Amazon	V22-0316	X	Summer Reading Prog	81.95
Check	09/21/2022	3769	Visa	V22-0317	X	-SPLIT-	147.58
Check	09/21/2022	3770	Midwest Tape	V22-0318	X	-SPLIT-	375.85
Check	09/21/2022	3771	Ingram Library Services	V22-0319	X	A7410.410 Adult Large Print	214.65
Check	09/21/2022	3772	Otis Elevator Company	V22-0320	X	A7410.452 Elevator	687.66
Check	09/21/2022	3773	Eastern VSP, Inc.	V22-0321	X	A7410.800 Health & Maj. Med.	122.54
Check	09/21/2022	3774	Brooke Dittmar	V22-0322	X	A7410.800 Health & Maj. Med.	198.72
Check	09/30/2022	EFT-WW 0922	Wage Works - Admin	V22-0330	X	A7410.800 Health & Maj. Med.	27.00
Total 2020 Bank of GC Checking 6086							12,317.08
Total A0200 Cash Operating Fund							12,317.08
Total Checking/Savings							12,317.08
<b>TOTAL</b>							<b>12,317.08</b>

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY  
RESOLUTION 48 OF 2022**

Parking Area Sealcoating and Striping

WHEREAS, the Buildings and Grounds Committee has approved the expenditure and work for the Town of Esopus Library (listed below as the Port Ewen library) to have sealcoating and striping done in the parking area.

WHEREAS, Joseph Stephano and Sons LLC has provided a quote of \$7200.00 for the following services: "First, we will clean off parking lot at the Port Ewen library. Then we will hot tar fill all cracks Then we will patch an area with hot pavement on lower section of parking lot Then we will go ahead and apply sealer to parking lot approximately 21,000 ft.<sup>2</sup> Then we will stripe parking lot lines and hatch areas and handicap spots with paint Job total \$7200." This work is expected to be completed by October, 2022.

WHEREAS, payment for the parking area sealcoating and striping will come out of the unappropriated fund balance of the operating checking account.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the expenditure of funds for the parking area sealcoating and striping work to be performed by Joseph Stephano and Sons LLC as defined in the above stated quote.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Larry Decker Seconded: Don Carragher

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

Approved by the Board this Tuesday, September 27, 2022

Approving Signature: Don Carragher  
Don Carragher, Board President