

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

Agenda

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

Committees

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

Adjournment

Resolutions:

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

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

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

Board Members Excused: Laura Petit

Board Members Absent:

Staff Present: Jesse Chance, Mary Garraty

Public: None

The meeting of the Town of Esopus Library Board of Trustees was called to order by President, Larry Decker at 6:00 p.m.

II. APPROVAL OF MEETING MINUTES

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

AYE: 7; NO: 0; ABSTAIN: 0

Board Members Excused: Laura Petit

Board Members Absent: Allen Olsen

III. Presidents Word – Larry Decker

IV. New Business - None

V. Public Comment - No comments

VI. TREASURER'S REPORT/FINANCE –Elaine Jaffe

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

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

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

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Petit

Board Members Absent: Allen Olsen

- **Resolution #58 of 2024 (Acceptance of Kingston City School District's 2024-2025 Tax Distribution):** The Board of Trustees of the Town of Esopus Library accepts funds from the Kingston City School District totaling \$8000.00 and will deposit the monies into the Town of Esopus Library's 2024 Operating Fund. A motion to accept the resolution, as amended, was made by Steve Lewis and seconded by Martha Farrell.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Petit
Board Members Absent: Allen Olsen
- **Resolution #59 of 2024 (Acceptance of Donation from Estate of Audrey Steinhorn):** The Board of Trustees of the Town of Esopus Library accepts these monetary donations totaling \$9682.06 in the memory of Audrey Steinhorn for the 2024 Operating Budget. A motion to accept the resolution, as amended, was made by Elaine Rylance and seconded by Elaine Jaffe.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Petit
Board Members Absent: Allen Olsen
- **Resolution #63 of 2024 (Amending Resolution 2024-45 – Transfer of Funds to MHVFCU):** The Board of Trustees of Esopus Library agrees to open accounts with Mid-Hudson Valley Federal Credit Union (MHVFCU) and transfer funds as needed. This resolution supersedes Resolution 2024-45 (Transfer of Funds to Mid-Hudson Valley Federal Credit Union). A motion to accept the resolution was made by Allen Olsen and seconded by Don Carragher.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Petit
Board Members Absent:
- **Resolution #64 of 2024 (Acceptance of the Severus Foundation Corp. Donation):** The Board of Trustees of the Esopus Library accepts this monetary donation of \$3,000 from the Severus Foundation Corp. for the 2024 Operating Budget. A motion to accept the resolution was made by Don Carragher and seconded by Elaine Jaffe.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Petit
Board Members Absent:
- **Resolution #66 of 2024 (Acceptance of Betty Chin Donation):** The Board of Trustees of the Esopus Library accepts this monetary donation of \$500 from Betty Chin for the 2024 Operating Budget. A motion to accept the resolution, as amended, was made by Don Carragher and seconded by Elaine Rylance.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Petit
Board Members Absent:

VII. DIRECTOR'S REPORT – Jesse Chance

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

VIII. FRIENDS – Elaine Rylance

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

IX. COMMITTEE REPORTS

- **Buildings and Grounds** – Stephen Lewis

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

- **Governance and Personnel** – Martha Farrell

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

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

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

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

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

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

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Petit

Board Members Absent:

- **Resolution #65 of 2024 (Addition of Social Media Policy to Internal Section of Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the addition of the Social Media Policy to the Internal Section of the Library Policy Manual. A motion to accept the resolution was made by Elaine Rylance and seconded by Elaine Jaffe.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Petit
Board Members Absent:

- **Sustainability, Research and Development - Don Carragher**
Written report was submitted. Don Carragher reviewed the committee meeting minutes. He also reviewed the special meeting minutes which was from a combined meeting with Buildings and Grounds Committee. Martha and Jesse are working on the community survey for the long-term plan. Don presented the following resolution:
 - **Resolution #67 of 2024 (Approval of Professional Services Agreement for Phase II of Solar Array Upgrade):** The Board of Trustees of the Town of Esopus Library authorizes the signing of the Professional Services Agreement from Labella Associates and authorizes the Phase II work to begin. A motion to accept the resolution, as amended, was made by Allen Olsen and seconded by Steve Lewis.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused: Laura Petit
Board Members Absent:

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

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

X. Trustee Training

Trustee Training has been taking place at online sessions.

XI. ADJOURNMENT

There being no further business or discussion, Elaine Jaffe made a motion to adjourn and it was seconded by Elaine Rylance. The meeting was adjourned at 7:10 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: Laura Petit

Board Members Absent:

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

Director's Report January, 2025

Ongoing and/or Completed Business:

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

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

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

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

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

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

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

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

Upcoming:

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

Continuing Education and Community Outreach:

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

Respectfully,

Jesse Chance

Buildings and Grounds Committee Meeting Minutes

January 13, 2025

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

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

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

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

Submitted,

Steve Lewis

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

Town of Esopus Library

Finance Committee – January 10 @ 10 am

Agenda

Approve December payments

Review status of new bank accounts

Review Income Statement

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

Other issues of interest to the Committee

Governance and Personnel Committee

January 7, 2025

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

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

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

Submitted by Martha Farrell

Town of Esopus Library

Sustainability, Research & Development

Jan 8, 2025 4pm

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

Excused: Martha Farrell, Larry Decker.

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

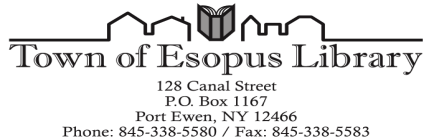
Laura had a list of available grant sources; some are due shortly.

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

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

Submitted by Don Carragher,

Next meeting: Feb 10 at 4pm.



Children's Programming Report - January 2025

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

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

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

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

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

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

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

Until next time wishing you all the best,
Charlotte Svetkey



Teen and Adult Programming Report – January

Keeping programming alive in 2025!

- **Final programming numbers for December**
 - o **290 patrons at adult events**
 - o **20 patrons at teen events**
 - **310 patrons total (on par with November’s 313)**

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

- **Teen Programming**

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

Respectfully submitted,

Fox North