

Town of Esopus Library
November Board of Trustees Meeting
Tuesday, November 22, 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

Resolutions:

- 2022-53 – Payment of October Claims
- 2022-54 – Lending Rules Policy Update
- 2022-55 – Update to Section 3.2 (Sick Leave) of the Personnel Policy Manual
- 2022-56 – Transfer Funds
- 2022-57 – Personnel Actions – L Gough
- 2022-58 – Credit Card Policy Update

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- 2022-57 – Personnel Actions – L Gough
- 2022-58 – Credit Card Policy Update
- 2022-59 – Removal of Receiving a Library Card by Mail Policy
- 2022-60 – Removal of Content and Issuance of Policies

TOWN OF ESOPUS LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

October 25, 2022

Board Members Present: Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Susan Leiching, Don Carragher, Laura Lauria, Larry Decker and Elaine Rylance

Board Members Excused:

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 6:00 p.m.

II. APPROVAL OF MEETING MINUTES

Written minutes for the September monthly Board meeting held on September 27, 2022 was submitted and open for review.

- A motion to accept the minutes of the September monthly Board meeting held on September 27, 2022 was made by Susan Leiching and seconded by Reggie Heffernan.
AYE: 8; NO: 0; ABSTAIN: 0
Board Members Excused:
Board Members Absent:

III. Presidents Word – Don Carragher

Don noted that it was another busy month. We had some more training sessions. Susan Barbarisi, Don Carragher and Brooke Dittmar attended a MHLS presentation. The Deputy State Librarian of Library Development for New Jersey State Library spoke about what happened during Hurricane Sandy. This topic falls into place about planning for a disaster (emergency preparedness). We need to ensure that when we communicate to the community about our plans that we state that there are no overnight stays. The Library would be the information responders.

There is another training session being held on Thursday, October 27th entitled, How to Run an Effective Meeting.

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 \$12,317.08. We discussed having outside lights retrofitted with LED lights. A summary on the Financial and Fiduciary Responsibility Webinar given by Rebekkah Smith Aldrich was presented to the committee. Reggie reviewed the major points that were presented during the webinar. We need to have an audit done. Brooke will put together an RFB for an audit.

- **Resolution #49 of 2022 (Payment of September Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from September 1, 2022 to September 30, 2022 for items in the amount of \$12,317.08. A motion to accept the resolution was made by Elaine Rylance and seconded by Nancy Beranek.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent
- **Resolution #52 of 2022 (Exterior LED Lighting Upgrade):** 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. A motion to accept the resolution was made by Susan Barbarisi and seconded by Larry Decker.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:

VI. DIRECTOR'S REPORT – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the Director's report. We had a Repair Café which went very well. Brooke went to a conference regarding Equity, Diversity and Inclusion. The Ecological Restoration grant has been completed and submitted. The sealing of the driveway and parking lot has been completed. Thanks to Don Carragher for painting some of the lines. MHLS is working on the transition of our Fine-Free Library. We will need to do an active campaign to let the community know that we are fine free. The calendar of activities has returned after a long hiatus.

VII. FRIENDS --Susan Leiching

Friends met this month. They had someone come in and look at their vintage books. She took some books and left a donation. Friends is accepting book donations again. We also discussed doing a community contribution for teachers. Friends would like to donate items that teachers need because the teachers have to buy a lot of items out of their own pocket. They are hoping to do this project in January. The items collected will be donated to the teachers at Robert Graves School.

VIII. COMMITTEE REPORTS

- **Buildings and Grounds** – Don Carragher
Written report was submitted. Don reviewed the committee meeting minutes. The patio paver work is complete. The pond is improving very slowly. The drain around the end of the settling pool was cut open a few weeks ago. It shows that we have a foot of sediment. They did meet with CritterX regarding the removal of the groundhog. They will pursue this removal in the spring after hibernation is complete. The blue paint is on backorder and Don will paint 'bump' on the bump going down to the lower level. We should be constructively critical of how we want our projects to be done such as the placement of the generator and the pollinator gardens.

- **Governance and Personnel** – Nancy Beranek
Written report submitted. Nancy reviewed the meeting minutes. The Committee updated the Personnel Policy Manual, Section 7.12, Overtime section. Brooke is proposing a new Equity, Diversity and Inclusion Policy. The Committee will review this new policy
 - **Resolution #50 of 2022 (2023 Holiday Closings):** The Board of Trustees of the Town of Esopus Library accepts the schedule of holiday closings for the year of 2023. A motion to accept the resolution was made by Reggie Heffernan and seconded by Elaine Rylance.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:

 - **Resolution #51 of 2022 (Update to Section 7 of Personnel Policy Manual):** The Board of Trustees of the Town of Esopus Library accepts the changes to Section 7.12, Overtime, of the Personnel Policy Manual. A motion to accept the resolution was made by Susan Leiching and seconded by Elaine Rylance.
AYES: 8; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:

- **Sustainability, Research and Development** - Don Carragher
Written report submitted. Don reviewed the meeting minutes. Don thanked Brooke for suggesting that the Library get started on the Construction grant items; i.e. the retrofitting of the parking lot lights with LED lights. The Wallkill Valley Land

Trust evaluated our gardens did produce a summary. Brooke will send this summary out to the Board Members. Active Shooter training for the staff was discussed. It was thought that the local authorities could provide this training. We have also spoken about holding a First Aid class from the Red Cross. This type of training may take about 4 hours to complete. It was suggested that this be held on a Thursday morning instead of the staff meeting.

IX. Trustee Training – Don Carragher and Nancy Beranek

Don touched on some of the trustee training that took place this month. Trustee Essentials Training was held on 9/14/22 and Core Values; Intermediate Level Trustee Course was held on 9/22/22.

The Board of Trustees has decided to keep the December 2022 Board meeting as well as the January 2023 Board meeting at their original scheduled dates.

X. ADJOURNMENT

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Susan Leiching. The meeting was adjourned at 7:11 p.m.

AYES: 8; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Town of Esopus Library
November 14, 2022

Buildings and Grounds Committee
4pm

Attending: Brooke Dittmar, Nancy Beranek, Larry Decker, Don Carragher

Absent: Laura Lauria

Carry-over topics from last month:

- Pest (woodchuck) control will be delayed until spring 2023.
- Server room ceiling will be reinstalled. Don and Terry McKeivitt agreed to this.
- Storage room doorstop has been replaced.
- Parking lot striping is completed, BUMP has not been added.

Pending repairs:

- The book drop door stop has come off. It will be bolted back on.
- Weather permitting, the BUMP will be added to the lower driveway.

No further treatment of the water retention pond for this year. Larry is very interested in the fish species and is familiar with proper pond care. The new bacterial blocks, 2, will be stored at the library.

Development of new Assessable / Handicapped gardening plots were discussed. Larry had an article with photos of different styles. Don and Cliff Woglon plan to measure the current community garden for materials to raise six beds by two feet, for now.

The outside water hose tap in the cellar ceiling still needs to be shut off before winter.

The next Building and Grounds meeting is scheduled for December 12, 2022 at 4:00 pm

Submitted, Don Carragher

Director's Report to the Board
November 22, 2022
Brooke Dittmar

The library has been getting the expected positive feedback from patrons about going FINE-FREE! Not one person has complained about it!

Our friend, Joan Burroughs, of the John Burroughs Association has donated books to the library that have won one of their 3 different yearly awards. The John Burroughs Medal is awarded for distinguished natural history writing. The 2022 award winner is *Islands of Abandonment: Nature Rebounding in the Post-Human Landscape*, by Cal Flyn. The John Burroughs Nature Essay Award went to *Wildflower Season*, by Carolyn Kuebler, published in *The Massachusetts Review*. Three Riverby Awards are given for exceptional natural history writing for young readers. The 2022 winners are: 1) *Begin with a Bee*, by Liza Ketchum, Jacqueline Briggs Martin, and Phyllis Root; 2) *The Leaf Detective: How Margaret Lowman Uncovered Secrets in the Rainforest*, by Heather Lang; and 3) *Over and Under the Canyon*, by Kate Messner. Joan has been donating these award winners to the library every year. You will find these on the shelves soon.

The Ulster County Library Association (UCLA) is redistributing funds received from the Ulster County Legislature, discontinuing Brain HQ and Tumblebooks, and starting a Museum Pass program. Patrons across the county will be able to reserve and check out a variety of museum passes, using an online program called TixKeeper. The museum passes that will be available through the UCLA after January 1st are:

FDR Presidential Library and Museum	
Hudson Highlands Nature Museum	Olana State Historic Site
Hudson River Maritime Museum	Old Rhinebeck Aerodrome
MiSci Museum of Innovation and Science	Opus 40
Museum of Bethel Woods	Thomas Cole Historic Site
New York Transit Museum	USS Slater

Three of the above passes are particularly geared toward children (I can only guess which ones, if you ask me to identify them). Our library will purchase different museum passes, that our patrons used the most in the past, but which have not been purchased for the UCLA collection. Those passes are for the Guggenheim Museum and Boscobel House and Gardens Museum. We also have passes available for Mohonk Preserve.

The community garden is closing down for the season. A number of gardeners have stopped by to thank us for having the garden for them to use. Some gardeners voice strong positive statements, such as the garden being the best thing that has happened for them for years, or that it saved their sanity. It is so true that working the earth is healing, as is watching plants

mature from a tiny seed. Developing relationships with fellow gardeners has also been important for many participants.

In the facilities area, we are glad to have gotten a new dumpster for recycling, which has been designed just like our current garbage dumpster. With this style of dumpster, the recycle collector does not have to unlock it in order to empty it. This is helpful to us, because with our former dumpster style, the collector had to get out of the truck to unlock the dumpster for emptying, and they did not relock it afterward. When it was left unlocked like this, neighbors would periodically put their own garbage in it.

Have you noticed that the lights in the informational sign (also referred to as the marquee), which is located on the front of the library, are now lit up? That sign has to be taken completely apart to change the lightbulbs, requiring three people, as well as some specific expertise to accomplish it. After waiting for quite a while, one of our electricians, Paul Martino, has fixed it! The light makes the front of the library much more welcoming at night, as well as the sign being a source of library information.

In the coming weeks, Paul Martino will be doing some electrical work for us, separating the inside night-lights from the outside, parking lot lights (these lights currently go on simultaneously, on a timer). He will install a switch that we will use to turn on the inside night-lights as needed. The outside lights will each have their own light sensor for turning on and off. Once he finishes the electrical work, the replacement of the current parking lot light heads and bulbs will begin, as described last month.

Mid-Hudson Library System has strongly recommended that, if we do not have Cyber Incident Liability coverage, we purchase some. To more thoroughly understand what specific coverage, and how much coverage is appropriate for individual libraries, I will attend an informational session this week. Coincidentally, the same week that our libraries were discussing this, I received notification with the renewal of our current insurance, that our Cyber Incident Liability coverage had been deleted from our plan. That was confusing, as I didn't think that we already had this coverage. When I looked into it, I was informed that the company sent that notice out to all of their customers, whether or not they had previously had this coverage. The cost has not yet been provided.

This week I attended a Digital Safety Train-the-Trainer webinar, offered by the METRO Library System. The program provides an incredible amount of information on how companies or hackers follow you online, how they get your personal information, and how to protect against this. I am very excited about it, as it is very detailed, and I previously only knew about half of the information that they are providing! The next webinar in the METRO Library System Digital Safety series is entitled: "How Data Cartels Mine, Commodify, and Sell our Data". Doesn't that sound interesting?!

**Town of Esopus Library
Finance Committee Minutes
November 10, 2022**

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

The payment of claims for \$32,875.52 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the November meeting.

Brooke explained to the committee that bonds given to the library for the amount of \$2200 have matured. A previous board approved cashing the bonds and placing the proceeds into the general fund. Brooke suggested that we should instead deposit the proceeds into our capital reserve fund. The committee concurred and will present a resolution at the board meeting.

The committee reviewed the Credit card policy and Petty cash policy and updates will be presented for approval at the board meeting.

Regarding audit, Brooke has gotten a copy of a RFP used by the Kingston library and we can use this as a template for developing our own RFP. We hope to have this completed quickly as we want the audit completed before work begins on our library projects this spring.

Respectfully submitted,
Reggie Heffernan, Treasurer

Governance and Personnel Committee
November 8, 2022

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

- We reviewed and revised the Lending Rules Policy
- We recommend discontinuing the policy "Receiving a Library Card by Mail" as it is a procedure.
- We recommend discontinuing the policy "Content and Issuance of Policies" as it is no longer in use.
- We reviewed and revised section 3.2 Sick Leave in the Personnel Manual

The next meeting is scheduled for December 13, 2022

Respectfully submitted,
Nancy Beranek

Town of Esopus Library Sustainability, Research & Development
November 9, 2022 4:00 pm

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

None missing.

Don reviewed/ checked status on several items from last month:

- Parking Lot Lights Retrofit: Electrician came to inspect removing the timer and the rewiring the circuits.
- Emergency Epi-pen onsite: Don will follow up with health dept.
- Several work projects on the current Facility Plan have been completed; the plan will be revised before the next grant application period.
- The Building Energy Assessment can be redone once the LEDs are installed in the outside lights and the new solar panels put on the roof.

The ceiling tiles can now be replaced in the server room.

A Community Garden extension could include raised beds for handicapped access.

Brooke asked that we relocate the original library sign and posts to the driveway entrance.

Submitted, Don Carragher.

Next meeting is scheduled for December 14th at 4:00 pm

A dangerous silence

Posted Friday, November 11, 2022

Libraries are places where difficult subjects are often tackled. There are books on all sorts of taboo subjects, and books that are often banned by one organization or another. Libraries often shed light in dark places.

Why, then, would they cave in to pressure to cancel a program on witchcraft?

That's exactly what happened at the Newburgh Free Library last month. A scheduled program on witchcraft was canceled at the last minute, apparently after objections to the program were raised by members of a particular church.

The program, it should be noted, was billed as an introduction to modern witchcraft. There was no mention of any satanic rituals or of anything that might be viewed as a negative stereotype towards witches or witchcraft. And there was nothing planned that may be interpreted as the practice of religion in a public place. It was to be a somewhat lighthearted discussion of modern witchcraft led by Dana Cooper, owner of Ritualist, a New Paltz store described on its website as "part witch shop, part plant shop, all magic."

On her shop's website, Cooper writes: "I love learning about folk traditions, the history of witchcraft, and other people's practices, but my own practice is rooted in the idea that whatever feels right is right (as long as it's not steeped in appropriation or causing harm, of course.) I believe that anything done with intention and presence — no matter how simple — can be a ritual, and can help us come back home to ourselves."

For what it's worth, lectures like this are as much for the casually curious as the believer. You don't need to be a devout Lutheran to attend a lecture on the Protestant Reformation, and you don't need to be a Pagan or a witch to attend a program on modern witchcraft at your local library.

The Newburgh Free Library is one of only two public libraries in the state that fall under the auspices of a school district, meaning that the decision to cancel the program came from someone in the Newburgh Enlarged City School District.

People who showed up to a recent school board meeting to ask how and why this happened went home that night without getting any answers. No one on the school board or among the administrators there provided any answers. Library Director Mary Lou Carolan declined to comment on the matter, leaving us to wonder just who pulled the plug.

We also have reason to wonder how a library that's supposed to champion free speech can allow this to happen. Silence, and the ensuing darkness, is far more sinister than the topic of modern witchcraft.

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 59 of 2022**

Removal of Receiving a Library Card by Mail Policy

WHEREAS, The Governance and Personnel Committee has reviewed the Receiving a Library Card by Mail 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 Receiving a Library Card by Mail Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Leiching Seconded: Larry Becker

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

Approved by the Board this Tuesday, November 22, 2022

Approving Signature: Donald Carragher

Donald Carragher, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 56 OF 2022**

Transfer Funds from Operating Account to Capital Account

WHEREAS, two US Savings Bonds in the Library's possession reached maturity, and were redeemed on 9/22/22 for \$115.32 and \$2,073.60, respectively

WHEREAS, the funds from these Bonds were deposited into the Operating Checking Account

WHEREAS, the Finance Committee would like these funds, instead, to be added to the Capital Account

RESOLVED, the Board of the Town of Esopus Library authorizes the transfer of these funds, totaling \$2,188.92, from the Operating Checking Account to the Capital Account.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Leiching Seconded: Nancy Beranek

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

Approved by the Board this Tuesday, November 22, 2022

Approving Signature: Don Carragher

Don Carragher, Board President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 53 OF 2022**

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

WHEREAS, the total of all claims for payment, excluding wages and taxes, from October 1, 2022 to October 31, 2022 is \$32,875.52.

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 October 1, 2022 to October 31, 2022 items in the amount of \$32,875.52.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Larry Decker

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

Approved by the Board this Tuesday, November 22, 2022

Approving Signature: Donald Carragher
Donald Carragher, Board President

Town of Esopus Library
Voucher Log

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Year Oct 2022

(Copy)

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V22-0323	Ingram	Multi	10/4/22	Elystone	173.51
V22-0324	Ingram	Multi	10/4/22	Elystone	80.47
V22-0325	Friends of Esopus Library	Splitshot	10/4/22	Elystone	368.00
V22-0326	Verizon	Bill	10/4/22	Elystone	127.08
V22-0327	FRIENDS OF ESOPUS LIBRARY	Cash	10/4/22	Elystone	132.00
V22-0328	The Reis Group	4351	10/4/22	Elystone	175.00
V22-0329	Shamrock Cleaners	Multi.	10/4/22	Elystone	355.00
V22-0330	Wage Works Admin	1251	10/4/22	Elystone	27.00
V22-0331	Don Carragher	PO	10/4/22	Elystone	19.44
V22-0332	National Business Javel	6409	10/4/22	Elystone	269.38
V22-0333	Safeco	9652	10/4/22	Elystone	72.50
V22-0334	T-Mobile	Bill	10/4/22	Elystone	179.16
V22-0335	Hoopla	7200	10/18/22	Elystone	305.17
V22-0336	Royal Carting	2984	10/18/22	Elystone	142.58
V22-0337	Christopher J. O'Connor, CPA	Bill	10/18/22	Elystone	500.00
V22-0338	Verizon	Bill	10/18/22	Elystone	2.11
V22-0339	National Business Services	3308	10/18/22	Elystone	256.55
V22-0340	Deborah McMenemy	PO	10/18/22	Elystone	333.83
V22-0341	VISA	Bill	10/16/22	Elystone	132.68
V22-0342	Demco		10/18/22	Elystone	116.01
V22-0343	Don Carragher	PO	10/18/22	Elystone	64.67
V22-0344	Don Carragher	PO	10/18/22	Elystone	1632.44 TMC
V22-0345	Central Hudson	Bill	10/18/22	Elystone	664.53
V22-0346	Ingram	Multi	10/18/22	Elystone	146.90
V22-0347	USPS	PO	10/18/22	Elystone	120.00

Copy

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Town ofopus Library
Voucher Log

Year Oct. 2022

Voucher	Vendor	Invoice Ending	Audit Date	Audit Signature	AMT
V22-0348	Tom Cuff	Bill	10/18/22	Elyse	3500.00
V22-0349	MHLS	863	10/19/22	Nevan Jearang	8558.65
V22-0350	Allied-Delta Pental	Bill	10/18/22	Elyse	382.93
V22-0351	Brooke B. Dithmar	Receipts	10/18/22	Elyse	70.80
V22-0352	Friends of Library	ch. Reg.	10/18/22	Elyse	85.75
V22-0353	Spectrum Browsers	Bill	10/18/22	Elyse	249.99
V22-0354	Deborah McMenemy	form	10/18/22	Elyse	28.80
V22-0355	MVP	Bill	10/18/22	Elyse	5947.40
V22-0356	Office Depot	4001	10/18/22	Elyse	360.61
V22-0357	Bethleen Foley	PO	10/18/22	Elyse	150.00
V22-0358	Print Even Water/Sewer Dist	Bill	10/18/22	Elyse	200.11
V22-0359	Joseph Stephens & Sons	Bill	10/18/22	Elyse	7400.00
V22-0360	Sollec Adams Systems	9972	10/18/22	Elyse	190.00
V22-0361	Daily Freeman	Bill	10/18/22	Elyse	96.50
V22-0362	ADP - EFT-Sept	-	10/18/22	Elyse	2.69
V22-0363	Shannon Powell	PO	10/18/22	Elyse	32.74
V22-0364	Midwest Tapes	Multi	10/18/22	Elyse	204.17
V22-0365	Midwest Tapes	Multi	10/18/22	Elyse	175.66
V22-0366	Verizon	Bill	11/11/22	Elyse	125.52
V22-0367	QDP-(Office Depot)	Multi	11/11/22	Elyse	455.51
V22-0368	Quorum	Multi	11/11/22	Elyse	436.34
V22-0369	YSP	2097	11/11/22	Elyse	97.10
V22-0370	Patty Cash/Brook B. Dithmar	PO	11/11/22	Elyse	97.23
V22-0371	Walkill Valley Sand Trust		11/11/22	Elyse	50.00
V22-0372	Sajeco Awards	0232	11/11/22	Elyse	168.00

MW

Town of Esopus Library
Check Listing
As of October 31, 2022

Type	Date	Num	Name	Memo	Clr	Split	Credit
Checking/Savings							
A0200 Cash Operating Fund							
2020 Bank of GC Checking 6086							
Check	10/19/2022	EFT	ADP	SUI catch up	X	A7410.800 Unemployment Ins.	4.06
Check	10/05/2022	3775	Ingram Library Services	V22-0323	X	A7410.410 Juvenile Fiction	173.51
Check	10/05/2022	3776	Ingram Library Services	V22-0324	X	A7410.410 Juvenile Non-Fiction	80.47
Check	10/05/2022	3777	Friends of the Town of Esopus Library	V22-0325 EXCH	X	A9855 Friends Exp. Exchange	368.00
Check	10/05/2022	3778	Verizon	V22-0326	X	A7410.419 Telephone	127.08
Check	10/05/2022	3779	Friends of the Town of Esopus Library	V22-0327 EXCH	X	A9855 Friends Exp. Exchange	132.00
Check	10/05/2022	3780	The Reis Group	V22-0328	X	A7410.452 Property Insurance	175.00
Check	10/05/2022	3781	Shamrock Cleaners	V22-0329	X	A7410.452 Cleaning Services	355.00
Check	10/05/2022	3782	Don Carragher	V22-0331	X	A7410.437 Training (Q24)	19.44
Check	10/05/2022	3783	National Business Leasing	V22-0332	X	A7410.2439 Printer/Copier	269.38
Check	10/05/2022	3784	Safeco Alarm Systems, Inc.	V22-0333	X	A7410.452 Security System	72.50
Check	10/05/2022	3785	T-Mobile	V22-0334	X	A7410.419 Telephone	179.16
Check	10/19/2022	3786	Midwest Tape - Hoopla	V22-0335	X	A7410.412 E-Content	305.17
Check	10/19/2022	3787	Royal Carting Service Co	V22-0336	X	A7410.452 Trash	142.58
Check	10/19/2022	3788	Christopher J. O'Connor CPA	V22-0337	X	A7410.437 Accountant	500.00
Check	10/19/2022	3789	Verizon Business	V22-0338	X	A7410.4311 Long Distance	2.11
Check	10/19/2022	3790	National Business Leasing	V22-0339	X	A7410.2439 Printer/Copier	255.55
Check	10/19/2022	3791	Deborah McMenemy - Reimb.	V22-0340	X	A7410.800 Health & Maj. Med.	333.83
Check	10/19/2022	3792	Visa	V22-0341		-SPLIT-	132.68
Check	10/19/2022	3793	Dermco	V22-0342	X	A7410.430 Library Supplies	116.01
Check	10/19/2022	3794	Don Carragher	V22-0343	X	Community Garden	64.79
Check	10/19/2022	3795	Don Carragher	V22-0344	X	A7410.413 Operation & Maint	1,632.44
Check	10/19/2022	3796	Central Hudson	V22-0345	X	A7410.452 Electric	735.43
Check	10/19/2022	3797	Ingram Library Services	V22-0346	X	-SPLIT-	146.90
Check	10/19/2022	3798	USPS	V22-0347	X	A7410.433 Stamps/Regular Mail	120.00
Check	10/19/2022	3799	Tom Cuff	V22-0348		A7410.452 Mowing	3,500.00
Check	10/19/2022	3800	Mid-Hudson Library System	V22-0349	X	General Assessment Fee	2,558.65
Check	10/19/2022	3801	Delta Dental	V22-0350	X	A7410.800 Health & Maj. Med.	382.93
Check	10/19/2022	3802	Brooke Dittmar	V22-0351	X	Adult Programs	70.80
Check	10/19/2022	3803	Friends of the Town of Esopus Library	V22-0352 EXCH	X	A9855 Friends Exp. Exchange	85.75
Check	10/19/2022	3804	Spectrum Business	V22-0353	X	A7410.419 Internet	249.99
Check	10/19/2022	3805	Deborah McMenemy - Reimb.	V22-0354	X	A7410.430 Office Travel	28.80
Check	10/19/2022	3806	MVP Healthcare, Inc.	V22-0355	X	A7410.800 Health & Maj. Med.	5,947.40
Check	10/19/2022	3807	Office Depot	V22-0356		A7410.430 Office Supplies	360.61
Check	10/19/2022	3808	Kathleen Foley	V22-0357		Adult Programs	150.00
Check	10/19/2022	3809	Port Ewen Water/Sewer District	V22-0358	X	A7410.452 Water & Sewer	200.11
Check	10/19/2022	3810	Joseph Stephano and Sons	V22-0359	X	Other Grounds	7,400.00
Check	10/19/2022	3811	Safeco Alarm Systems, Inc.	V22-0360	X	A7410.452 Security System	190.00
Check	10/19/2022	3812	Daily Freeman	V22-0361	X	A7410.413 Newspapers	96.50
Check	10/19/2022	3813	Shannon Powell	V22-0363		A7410.430 Office Travel	32.76
Check	10/19/2022	3814	Midwest Tape	V22-0364	X	A7410.412 Adult DVD	204.17
Check	10/19/2022	3815	Midwest Tape	V22-0365	X	A7410.412 Family DVD	175.66
Check	10/31/2022	3817	Verizon	V22-0366		A7410.419 Telephone	125.52
Check	10/31/2022	3818	Office Depot	V22-0367		-SPLIT-	455.51
Check	10/31/2022	3819	Ingram Library Services	V22-0368		A7410.410 Adult Fiction	436.36
Check	10/31/2022	3820	Eastern VSP, Inc.	V22-0369		A7410.800 Health & Maj. Med.	97.10
Check	10/26/2022	3816	Petty Cash / Brooke B. Dittmar	V22-0370	X	-SPLIT-	97.23
Check	10/31/2022	3821	Walkkill Valley Land Trust	V22-0371		Other Grounds	50.00
Check	10/31/2022	3822	Safeco Alarm Systems, Inc.	V22-0372		A7410.452 Security System	168.00
Check	10/31/2022	3823	Ingram Library Services	V22-0373		A7410.410 Young Adult Fiction	9.89
Check	10/31/2022	3824	Safeco Alarm Systems, Inc.	V22-0374		A7410.452 Security System	335.00
Check	10/31/2022	3825	Central Hudson	V22-0375		A7410.452 Electric	2,201.26
Check	10/31/2022	3826	Friends of the Town of Esopus Library	V22-0376 EXCH		A9855 Friends Exp. Exchange	92.00
Check	10/31/2022	3827	Brooke Dittmar	V22-0378		A7410.800 Health & Maj. Med.	198.72
Check	10/31/2022	3828	Otis Elevator Company	V22-0379		A7410.452 Elevator	125.00
Check	10/31/2022	3829	WT Cox	V22-0380		A7410.413 Magazines	101.53
Check	10/31/2022	3830	Shamrock Cleaners	V22-0381		A7410.452 Cleaning Services	574.00
Check	10/31/2022	EFT-OCT 22	Wage Works - Admin	V22-0383	X	A7410.800 Health & Maj. Med.	45.00
Check	10/31/2022	EFT-OCT 22	Wage Works - Care Card	V22-0384	X	A7410.800 Health & Maj. Med.	125.00
Check	10/31/2022	EFT-OCT 22	Wage Works - Care Card	V22-0385	X	A7410.800 Health & Maj. Med.	62.79
Check	10/31/2022	3831	Midwest Tape	V22-0386		-SPLIT-	110.19
Check	10/31/2022	3832	The Atlantic	V22-0387		A7410.413 Magazines	64.95
Check	10/31/2022	3833	Milk Street Magazine	VOID: V22-0388 GJ...	X	A7410.413 Magazines	
Total 2020 Bank of GC Checking 6086							33,553.27
Total A0200 Cash Operating Fund							33,553.27
Total Checking/Savings							33,553.27
TOTAL							33,553.27

Friends

- 677.75
32,875.52

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 55 OF 2022**

SECTION 3.2 SICK LEAVE POLICY UPDATE

WHEREAS, Section 3.2, Sick Leave, of the Personnel Policy Manual needed review and updating.

WHEREAS, The Governance and Personnel Committee offers the attached changes to Section 3.2 of the Personnel Policy Manual.

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to Section 3.2, Sick Leave, of the Personnel Policy Manual.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Larry Dicker Seconded: Reggie Heffernan

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

Approved by the Board this Tuesday, November 22, 2022

Approving Signature: Donald Carragher
Donald Carragher, Board President

3.2 SICK LEAVE

A full time (40 hour/week) employee will earn 8 hours of sick leave per month worked, equaling 96 hours per year. Sick leave for all employees working less than full time will be prorated based on the percentage of a full-time schedule actually worked. A full-time employee may accumulate sick leave to a total of 480 hours. The total sick leave allowed to accumulate for an employee working less than full-time is prorated, as described above.

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 54 of 2022**

Lending Rules Policy Update

WHEREAS, the Lending Rules Policy needs to be updated;

WHEREAS, the Governance and Personnel Committee offers the attached updated Lending Rules Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Lending Rules Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Reggie Heffernan Seconded: Elaine Rylance

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

Approved by the Board this Tuesday, November 22, 2022

Approving Signature: Donald Carragher
Donald Carragher, Board President



LENDING RULES POLICY

To make materials available to all patrons on an equal basis The Town of Esopus Library sets limits on loan periods and the number of renewals allowed. Some materials may have shorter loan periods or fewer numbers of renewals due to high demand, limited collection sizes, material type or lending source. The library director or designee will establish lending rules, which will be available at the circulation desk.

Residents and property owners in the Town of Esopus are entitled to borrowing privileges at no charge with a valid library card. The card will give patrons access to the entire Mid-Hudson Library system. Access to libraries from outside of the Mid-Hudson Library System are available with the help of the library staff. Individuals from out of town are able to purchase a library card.

By signing the application form for a library card, an applicant or guardian of a juvenile applicant is indicating that they will be responsible for all borrowed materials. The patron must pay the replacement cost of materials that have been lost or damaged beyond normal wear and tear. Library cards expire after 3 years. Patrons must be in good standing with the library in order to renew the card.

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 60 of 2022**

Removal of Content and Issuance of Policies

WHEREAS, The Governance and Personnel Committee has reviewed the Content and Issuance of Policies 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 Content and Issuance of Policies.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Reggie Hoffernan

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

Approved by the Board this Tuesday, November 22, 2022

Approving Signature: _____

Donald Carragher
Donald Carragher, Board President

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 58 of 2022

Credit Card / Financial Tools Policy Update

WHEREAS, the Credit Card / Financial Tools Policy needs to be updated;

WHEREAS, the Finance Committee offers the attached updated Credit Card / Financial Tools Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Credit Card / Financial Tools Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Susan Barbaisi Seconded: Susan Leiching

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

Approved by the Board this Tuesday, November 22, 2022

Approving Signature: Donald Carragher

Donald Carragher, Board President



Financial - Credit Card / Financial Tools Policy

Only the Board of Trustees, by a majority vote can approve a new or change an existing bank account, credit card or other financial tool or instrument.

The type of credit card obtained and the number of authorized cardholders/signers for the account will be determined jointly by the library director and the Finance Committee. There will be a credit limit of up to but not exceeding \$10,000. The name on the card will be determined by the issuer as some issuers require an individual name as well as a corporate name.

The director shall determine which employees will have credit card use. Prior to the receipt of a credit card, each individual must agree to and sign the forms from the issuer. Expenses should be approved by the director prior to use in keeping with the purchasing policy. When a credit card is to be used for a specific purchase by any other employee, it must be signed out with the director. Unauthorized use or misuse of the card is the personal responsibility of the individual who signs out the card.

All account statements and correspondence will be sent to the library. When a statement is received, payment is prepared in keeping with the Claims Audit policy.

Responsibilities It is the responsibility of the Director to ensure compliance with this policy.