

**Moffat Library of Washingtonville  
Board of Trustees Meeting Minutes  
March 31, 2016**

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, March 31, 2016 at 7:00 p.m. at the temporary location for the Moffat Library, 3348 Rt. 208, Campbell Hall, NY 10916.

**Present:** Trustees: Dennis Barnett, Jim Casazza, Matt Davis, Linda Kean, Victoria Drake, Beth Fitzpatrick, Chris Fox, Barbara Koller, Ruth Manyin, Luis Rivera, Nancy Schneider, Jeanne Versweyveld. Library Staff: Carol McCrossen, Director. Friends Liaison: Cindy Heintz

**Absent:** None

The meeting was called to order at 7:05 p.m.

**FRIENDS' REPORT:**

- Cindy Heintz reported for The Friends.
- There are tickets available for the Authors' Luncheon on April 10<sup>th</sup> at 12:00 p.m.

**REVIEW OF MINUTES:**

Jeanne Versweyveld motioned to accept the minutes of the February 25<sup>th</sup> meeting. Linda Kean seconded. All in favor. Motion passed.

Ruth Manyin motioned to accept the minutes of the March 3<sup>rd</sup> meeting. Victoria Drake seconded. All in favor. Motion passed.

**SECRETARY'S REPORT:**

No report.

**FISCAL OFFICER'S REPORT:**

- The YTD budget vs. actual was reviewed.
- Motion to accept the Operating Expenses Warrant for \$75,197.10 was made by Linda Kean. Beth Fitzpatrick seconded. All in favor. Motion passed.

**DIRECTOR'S REPORT:**

- See Attached.

**BUILDING COMMITTEE**

**Campbell Hall Building (Temporary Building)**

- No report.

**6 West Main Building Maintenance Report**

- No report.

**6 West Main Building Committee Report**

- The Kick-Off meeting was attended by Ruth Manyin, Jim Casazza, and Carol McCrossen.
- The construction timetable was discussed.
- The Planning Board is asking for: accommodations for lighting in the drive-thru; a back drainage control system; and right of way concerns and the possible need to do a traffic study. They are still discussing.
- The building plan and the building permits are expected to be approved and issued by the Washingtonville Village Planning Board at their meeting on April 21<sup>st</sup>.

### **6 West Main Building Project Fundraising Committee Report**

- Fundraising total to date is \$51,826.26.

#### **FUNDRAISING COMMITTEE**

- No report.

#### **PERSONNEL COMMITTEE**

- No report.

#### **AUDIT AND FINANCE COMMITTEE**

- No report.

#### **OPERATIONAL/POLICIES COMMITTEE REPORT**

- No report.

#### **PUBLIC RELATIONS/MARKETING COMMITTEE**

- No report.

#### **UNFINISHED BUSINESS:**

- The discussion of the Board size will be tabled.

#### **Volunteer of the Year Award**

- February 26<sup>th</sup> meeting was held to discuss plans for the June 9<sup>th</sup> event date to be held at Caldwell House.

#### **POLICY REVIEW:**

- No report.

#### **NEW BUSINESS:**

- A. Resolution to award the contract for Special Inspection Services for the Historic 6 West Main Building project to tectonic Engineering & Surveying Consultants, PC, based on the recommendation of Butler, Rowland, Mays Architects, LLP and U.W. Marx. Jim Casazza motioned to accept, Linda Kean seconded. 12 Yeas, 0 No's. Motion passed.

- B. Resolution to approve \$5,150 for Butler Rowland Mays site plan change order. Jim Casazza motioned, Linda Kean seconded. 12 Yeas, 0 No's. Motion passed.
- C. Resolution to accept the Moffat Library FYE17 Annual Budget Proposal, as prepared and presented by the Finance & Audit Committee – Nancy Schneider motioned, Beth Fitzpatrick seconded. 12 Yes, 0 No's. Motion passed.

**MARKETING COMMITTEE:**

- No report

**ROUNDTABLE DISCUSSION:**

- No report

Matt Davis motioned to go into Executive Session at 8:35 p.m. Jeanne Versweyveld seconded. All in favor. Motion passed. Board went into Executive session.

Ruth Manyin motioned to come out of Executive Session at 8:47 p.m. Linda Kean seconded. All in favor. Motion passed. Board came out of Executive session.

Jim Casazza motioned to adjourn the meeting at 8:47 p.m. Luis Rivera seconded. All in favor. Motion passed. Meeting adjourned at 8:47 p.m.

**DIRECTOR'S REPORT  
3/31/16 BOARD MEETING**

**STAFF:**

- A Retirement Dinner was held in Lois Delarose's honor on March 5 at Limoncello in Goshen. Staff and trustees were in attendance. It was a lovely event. Many thanks to all. Special thanks go to Staff person, Abby Peterson for organizing the event.
- Advertised for Anna Gordon's replacement (She is expected to leave in July/August 2016). Maria Soltis set up interviews. Anna and I will be interviewing candidates next week.
- Canvassed for replacement for Lois Delarose (Principal Library Clerk) position. In process.

**DIRECTOR UPDATES:**

**Director Meetings (February 26, 2016 – March 31, 2016):**

1. Held Department Head Staff meeting on 2/26/16 to discuss new service procedures and collections
2. Met with Consalvo's restoration service on 2/27/16 at the storage facility in New Windsor and coordinated the move of the restored tables and display case from the 6 W Main building
3. Met with Lorelei Pitt, CPA, Maria Soltis and Luis Rivera on 3/2/16 for exit conference to review the final draft of the FYE15 audit. Final audit was issued.
4. Attended special board meeting on 3/3/16
5. As Chair of the RCLS Directors' Association (DA), presided over DA meeting on 3/9/16
6. Attended Building Project Kick-Off Meeting on 3/23/16 with the contractors, Butler, Rowland Mays, and U.W. Marx. Discussed details regarding the project. Please contact me if you would like to see a copy of the meeting minutes.
7. Attended Blooming Grove/Washingtonville Chamber of Commerce mixer on 3/24/16 and gave attendees an update on the building project and talked about the Friends' Authors Luncheon.

**General Director Updates:**

- Prepared the FYE17 budget vote and trustee election materials, including vote schedule, legal notices, obtaining voter rolls from the board of elections, and p/r materials for newsletter. Training Maria Soltis to assist with this.
- Prepared the grant application for the State and Municipal Facilities Program through Senator Larkin's office towards the mechanical and fire protection systems for Restoration and Expansion of the Library project. Submitted to Dennis and Jim for review before submitting to the state.

**GENERAL UPDATES:**

- Our Web Services and P/R librarian, Luisa Sabin-Kildiss, created the Spring 2016 print newsletter. It is set to be mailed the week of 3/28.
- Email newsletters are going out every 2 weeks. Any Board or Library-related items of interest should be forwarded to Luisa ([lsabinkildiss@rcls.org](mailto:lsabinkildiss@rcls.org)). She is working on an additional monthly email newsletter highlighting “new” items at the library. If you have any additional ideas, please contact her.
- Luisa worked with the Friends group in regards to the Authors Luncheon program and created p/r materials that were distributed in-house and to the RCLS community starting the week of 2/8.
- Luisa, working with the Director, wrote the press release for the building construction contract awards, which was distributed the week of 3/28.
- Press release about the Groundbreaking Ceremony was drafted by Jeanne Versweyeld and also distributed the week of 3/28 to various media outlets.

#### **CIRCULATION STATISTICS (February 2016):**

- **February 2016 Circulation Statistics:** 2389 juvenile & teen print items circulated (as compared to 2481 in February 2015); 1291 adult print items circulated (as opposed to 1425 in February 2015); 435 juvenile & teen AV items circulated (as opposed to 577 in February 2015); 1541 adult AV items circulated (as opposed to 2057 in February 2015); 831 eBooks circulated in February 2016 (versus 700 in February 2015).
- Total February 2016 Circulation of physical items and ebooks was 8,392. Total in February 2015 was 8,705.

#### **PROGRAMS (February 2016):**

##### **PROGRAM STATISTICS:**

- **February 2016 Program Statistics:** 46 programs were presented (32 children’s, teens & family and 14 adult programs) with 653 attendees.

##### **PROGRAM HIGHLIGHTS:**

- **WINTER PHOTOGRAPHY CONTEST:** Our "Winter Photography Contest" for adults was well received. A total of 13 participants submitted 18 entries that decorated the library throughout the month of February. We plan to run a summer photography contest as part of the Summer Reading Program this year.

#### **NEW SERVICES & COLLECTIONS:**

- **WWI PHOTOGRAPH COLLECTION on HRVH!!:** Next year marks the 100th anniversary of the entry of the United States into the First World War (1914-1918), and to commemorate this historic event, the Moffat Library is digitizing some of its collection of photographs, postcards, and letters from local residents involved in the World War I, US war effort. Photographs of the encampment of the 71st New York National Guard in Salisbury Mills, and personal items belonging to local veteran David Wright Hudson (1893-1971). Visit our partner website [www.hrvh.org](http://www.hrvh.org) (Hudson River Valley Heritage) to examine these artifacts in detail and discover their local

significance. Select "Moffat Library of Washingtonville" to visit our collections or choose any other of the collections of archives, historical societies and public libraries involved in the preservation and curation of historical materials on the Hudson River Valley Heritage website.

**GENERAL ANNOUNCEMENTS & WORKSHOPS:**

- **TRUSTEE LEADERSHIP WORKSHOP: Wednesday, April 13 @ RCLS – 5:30 -8:30 PM**  
During this session, the presenter will engage attendees in a discussion of both the responsibilities and opportunities for you as Trustees to seek sources of funding to enhance your library’s quality of services. Also to be identified will be the compelling reasons for the community to support your library, including what teamwork and relationship-building is needed. Lastly, we will envision who will be using our libraries by 2025 and what will they be doing there. It is FREE and they provide dinner as well (at 5:30 pm). It's also a great way to network with trustees from other libraries. To register, please go to the RCLS website (rcls.org) and click on Calendar or go to this link: <http://rcls.evanced.info/signup/EventCalendar.aspx>
- **2016 LTA TRUSTEE INSTITUTE: May 6 & 7 @ Plattsburgh**  
“Every Library is a Small Library: Practices in Planning, Growth, and Funding”: Large, small, rural, suburban or urban, libraries all have the same mission . . . to provide our communities with services they need, want, and expect. Sometimes it’s a tall order. Join LTA as we explore activities that will help us with our planning, funding and growth to meet the expectations of our communities. As you become a more informed trustee, your horizons expand and your library benefits. Go to: <http://www.librarytrustees.org/> to register or for more information.

*Respectfully submitted,*  
Carol McCrossen, Director