

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, April 28, 2016 at 7:00 p.m. at the temporary location for the Moffat Library, 3348 Rt. 208, Campbell Hall, NY 10916.

Present: Dennis Barnett, Jim Casazza, Matt Davis, Linda Kean, Victoria Drake, Beth Fitzpatrick, Chris Fox, Barbara Koller, Ruth Manyin, Carol McCrossen, Luis Rivera, Nancy Schneider, Jeanne Versweyveld

Absent: None

The meeting was called to order at 7:00 p.m.

Public Hearing on the Budget ended at 7:15 p.m.

FRIENDS' REPORT:

- Cindy Heintz reported for The Friends.
- Staff Appreciation Breakfast will be on June 10th.
- Mary Ann Marrero spoke about the Author's Luncheon – 82 people attended.

REVIEW OF MINUTES:

Ruth Manyin motioned to accept the minutes of the March 31st meeting. Linda Kean seconded.

SECRETARY'S REPORT:

No report.

FISCAL OFFICER'S REPORT:

- The budget was reviewed.
- Warrant \$72,609.39
- Capital Reserve - \$19,336.86
- Matt Davis motioned to accept the warrant. Victoria Drake seconded. 12 – Yea; 0-Nos

DIRECTOR'S REPORT:

- See Attached.

TREASURER'S REPORT:

- No report

BUILDING COMMITTEE

Campbell Hall Building (Temporary Building)

- Alarm system was replaced.

6 West Main Building Maintenance Report

- Demolition permit has been issued.
- Planning Board has not approved the plan but temporary permit was issued.
- April 20th meeting with the school for the Bond.
- Bond Anticipation Note (BAN) 1.25 – 1.50%
- Financial time payments were discussed. Plan is to place the Bond in July (6.2 million) of 2016. First payment will be July, 2017.
- Added: sprinkler system, radiant sidewalks, wainscoting to the plans.
- Technology plan was discussed.
- Planning Board Issues:
 - Amount of water spill over (drainage)
 - Monuments
 - Traffic flow
 - Lighting
- Closed the Public Hearing and authorized the permit without the drainage issue being resolved.
- Memorials will be moved by the Village in the next 10 days.
- Asbestos removal from the roof shingles needs to be done.
- Jim Casazza motioned to hire Ambient to monitor the removal of the asbestos on the roof. Matt Davis seconded. 12 – Yea; 0 - No

6 West Main Building Committee Report

- No report

6 West Main Building Project Fundraising Committee Report

- Jeanne Versweyveld reported – 59 contributors to the building fund - \$51,948.36
- Generosity.com will be used to get funds for a 3D printer.

FUNDRAISING COMMITTEE

- Setting up a meeting of the Community Foundation.
- Beth Fitzpatrick discussed the ornaments.
- Victoria Drake reported on winery opportunities and Cast-A-Kite options.

PERSONNEL COMMITTEE

- Committee will meet on May 18th.

AUDIT AND FINANCE COMMITTEE

- No report.

OPERATIONAL/POLICIES COMMITTEE REPORT

- No report.

PUBLIC RELATIONS/MARKETING COMMITTEE

- Jeanne Versweyveld wrote a letter to the Editor regarding the Ground Breaking

Ceremony.

UNFINISHED BUSINESS:

Volunteer of the Year Award

- Invitations will be going out in May for June 9th event date to be held at Caldwell House.

POLICY REVIEW:

- No report.

NEW BUSINESS:

- A. Fundraising was discussed.
- B. FYE17 Annual Budget Proposal Public Hearing – tabled the fundraising.
- C. FYE17 Annual Budget Proposal Public Comment Period – Ruth Manyin stated that she and Jeanne Versweyveld went to a Trustee Workshop. IDA library needs to be noted as one of the entities that would be affected by the tax exempt.

MARKETING COMMITTEE:

- No report

ROUNDTABLE DISCUSSION:

- No report

Linda Kean motioned to adjourn the meeting at 9:10 p.m. Jeanne Versweyveld seconded.

DIRECTOR'S REPORT 4/28/16 BOARD MEETING

STAFF:

- Anna Gordon and I interviewed four candidates out of 14 resumes we received for the Youth Services Librarian position. Hired Emily Kinney. She is set to start the second week of June.
- Canvassed for replacement for Lois Delarose (Head of Circulation) position. Because the list did not provide for enough eligible candidates, we promoted Eleanor Doring from part-time Clerk to provisional full-time Principal Library Clerk, effective as of 4/25/16. What this means is that when a new test is given, her score must be one of the top 3 eligibles to stay in her position. If she scores below that, she will have to be demoted back to her previous position (part-time library clerk). As Head of Circulation, she will be overseeing the Circulation Department, handling all staff scheduling and directly supervising the pages. Ms. Doring has been with the Moffat Library since 2006.

DIRECTOR UPDATES:

Director Meetings (April 1, 2016 - April 28, 2016):

1. Along with Anna Gordon, Director interviewed four candidates for Youth Services Librarian position on 4/4/16 & 4/8/16
2. As Chair of the RCLS Directors' Association (DA), presided over DA Executive Committee meeting on 4/6/16
3. Attended the Historic Building Project Groundbreaking Ceremony on 4/6/16
4. Held Staff meeting on 4/8/16 to discuss new service procedures and collections
5. Attended Building Project Fundraising Committee meeting on 4/13/16
6. As Directors' Association liaison with the RCLS Board of Trustees, attended the RCLS Board Meeting on 4/18/16. Provided a written report of activities of the Directors' Association.
7. Attended Building Committee Meeting on 4/20/16 with Meghan Brennen (BRM).
8. Attended Blooming Grove/Washingtonville Chamber of Commerce breakfast mixer on 4/21/16 and gave attendees an update on the building project and talked about the Friends' Homebound Delivery Program.
9. Attended Village of Washingtonville Planning Board meeting in regards to building project on 4/21/16
10. As the Chair of the RCLS Directors' Association Automated Network Services (ANSER) Committee, presided over the ANSER meeting on 4/25/16
11. Attended Board of Trustees meeting on 4/28/16

General Director Updates:

- Coordinated with staff to take over handling all aspects of the FYE17 Budget vote, including voter rolls, sending out absentee ballots, obtaining voting inspectors, etc.
- Worked with bookkeeper to develop an organized way of budgeting in regards to building expenses vs. operating expenses.

- Facilitated (with the assistance of Luisa and Maria) the process of creating a new staff workstation in order to accommodate the addition of Eleanor Doring to full-time status.

GENERAL UPDATES:

- Our Web Services and P/R librarian, Luisa Sabin-Kildiss, is emailing our general newsletter out every 2 weeks. Any Board or Library-related items of interest should be forwarded to her (lsabinkildiss@rcls.org).

CIRCULATION STATISTICS (March 2016):

- **March 2016 Circulation Statistics:** 2291 juvenile & teen print items circulated (as compared to 2986 in March 2015); 1332 adult print items circulated (as opposed to 1656 in March 2015); 451 juvenile & teen AV items circulated (as opposed to 722 in March 2015); 1541 adult AV items circulated (as opposed to 2057 in March 2015); 941 eBooks circulated in March 2016 (versus 883 in March 2015).
- Total March 2016 Circulation of physical items and ebooks was 8,558. Total in March 2015 was 10,389.

PROGRAMS (March 2016):

PROGRAM STATISTICS:

- **March 2016 Program Statistics:** 44 programs were presented (33 children's, teens & family and 7 adult programs) with 785 attendees.

PROGRAM HIGHLIGHTS:

- **TEEN ART SHOW & CONTEST:** Run by our Teen Advisory Board, the annual Teen Art Show & Contest was a rousing success. Over 160 teens submitted artwork. Works were displayed during the month of March at the library. Professional artists judged all the works and provided feedback. Assisted by the Friends, who provided refreshments, the Awards Ceremony and Art Display was attended by over 75 teens and their families.

NEW SERVICES & COLLECTIONS:

- **NEW ARRIVALS @ THE LIBRARY EMAIL ALERT:** Luisa has created a new monthly email newsletter alert for "new" library books and DVD's that patrons can subscribe to via our website (or link that I send out via facebook or email newsletter) that will go out monthly to all subscribers. The categories are Adult Fiction, Adult Non-Fiction, Juvenile Books and Adult, Family and Kid's DVD's. On the website, if you go to News & Events and then Sign-Up for Alerts you will find the LibraryAware-hosted newsletter opt-in page. Those wishing to sign up for this service can go to the Library's website. If you have any additional ideas, please contact her.

GENERAL ANNOUNCEMENTS & WORKSHOPS:

- **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. FYI: Moffat Library is an LTA member.

Respectfully submitted,
 Carol McCrossen, Director