

**MOFFAT LIBRARY OF WASHINGTONVILLE
BOARD OF TRUSTEES
AUGUST 25, 2016 @ 7:00 p.m.
MEETING MINUTES**

A Meeting of the Moffat Library of Washingtonville Board of Trustees was held on Thursday, August 25, 2016 at 7:00 p.m. at the temporary location for the Moffat Library of Washingtonville, 3348 Route 208, Campbell Hall, New York 10916.

PRESENT

Library Trustees: Dennis Barnett, James Casazza, Victoria Drake, Jeanne Versweyveld, Luis Rivera Beth Fitzpatrick, Barbara Koller and Matt Davis. Carol McCrossen, Director and Friends Liaison, Cindy Heintz.

ABSENT

Christine Fox, Nancy Schneider, Linda Kean and Ruth Manyin,

I. The meeting was called to order at 7:02 p.m. by the Dennis Barnett.

II. **FRIENDS' OF THE MOFFAT LIBRARY REPORT:**

- The ornaments for the fund raiser have arrived. They will be available at the Corner Candle Store as of September 6th, 2016.
- The annual meeting will be held on October 19th, 2016. Michael O'Conner will be the speaker. The business meeting will be held at 7:00 p.m. The speaker and program will be held at 7:30 p.m.
- The holiday baskets will be done again this year. On December 4th, 2016, there will be a holiday open house and story hour.

III. **DISPOSITION OF MINUTES FROM THE JUNE, 2016 MEETING**

- Not available

IV. **FISCAL OFFICER'S REPORT BY LUIS RIVERA**

- Motion made to accept the fiscal officers report of July 25, 2016 is submitted. Motion by Matt Davis, seconded by Victoria Drake. Approved 8-0
- Motion to approve the July 25th, 2016 warrant for operating expense is in the amount of \$64,326.98. Motion by Matt Davis, seconded by Beth Fitzpatrick. Approved 8-0.
- Motion to approve the July 25th, 2016 warrant for the 6 West Main Street building soft cost expenses in the amount of \$81,786.08. Motion by Matt Davis, seconded by Beth Fitzpatrick. Approved 8-0.
- Motion to approve the July 25th, 2016 warrant for the West Main Street hard cost expenses in the amount of \$61,280.32. Motion by Matt Davis, seconded by Jeanne Versweyveld. Approved 8-0.
- BAN money has been received and the accounts have been replenished. Between \$75,000.00 and \$80,000.00 will be placed in the TD Building Fund Account.
- Reviewed Financial Report which has been presented in a new format.

V. **DIRECTOR'S REPORT**

- **SEE ATTACHED**

VI. STANDING COMMITTEE REPORTS:

- a. PERSONNEL COMMITTEE – **NO REPORT**
- b. AUDIT AND FINANCE COMMITTEE – **AUDIT IN PROGRESS**
- c. OPERATIONAL POLICY COMMITTEE REPORT – **TABLED**
- d. PUBLIC RELATIONS/MARKETING COMMITTEE – **NO REPORT**

VII. ADHOC COMMITTEE REPORT

- a. 6 West Main Street – Maintenance Report – **NO REPORT**
- b. 6 West Main Street – Committee Report – by James Casazza
 - 1. Final site plan has been received from the site engineer and approved by the Department of Transportation.
 - 2. Bills have been received from the Munistat service and from the law firm of Norton Rose for the Opinion Letter. Received from Munistat anticipated payments for the BAN interest and debt service interest and principal payment. As well as received a record of the bids received for the BAN.
- c. Volunteer of the Year Report – **NO REPORT**

VIII. UNFINISHED BUSINESS

- Fundraising Committee and evaluation of director – **BOTH TABLED**

IX. NEW BUSINESS

- **NO NEW BUSINESS**

X. ROUNDTABLE DISCUSSION:

- Jeanne Versweyveld: Raised issue of what to place in a new time capsule and also placement of cornerstone.

ADJOURNMENT

Motion by Jeanne Versweyveld, seconded by Victoria Drake, unanimously accepted at 8:06 p.m.

*Respectfully submitted,
James Casazza, Acting Secretary*

DIRECTOR'S REPORT ATTACHMENT FOLLOWING

DIRECTOR'S REPORT
8/25/16 BOARD MEETING

DIRECTOR UPDATES:

Director Meetings (July 29, 2016-August 25, 2016):

1. Held Department Head meeting 7/29/16 to discuss Library marketing schedule
2. Held staff dinner for departing children's librarian, Anna Gordon, on July 29, 2016. Dinner was organized by staff members Abby Peterson and Denise Terzian, with assistance from all staff. The dinner was attended by 14 staff people and was a thoroughly enjoyable (yet tearful) event.
3. As Chair of the RCLS Directors' Association (DA), presided over DA Executive Committee meeting on 8/3/16
4. Attended a Building Committee meeting on 8/4/16 to review the carriage house options
5. Attended Construction Meeting @ 6 W Main on 8/9/16 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
6. Held Staff meeting on 8/12/16 to discuss procedural changes and new programs and services
7. As the Directors' Association Chair and representative, attended RCLS Board of Trustees meeting on 8/15/16
8. Attended Construction Meeting @ 6 W Main on 8/23/16 with Steve Rowland (BRM); Pat Lyons; & contractors to go over construction work
9. Attended Board of Trustees meeting on 8/25/16

General Director Updates:

- Along with directors from other area libraries and Grace Riario from RCLS, met with Assemblyman Skoufis and Laurie Tautel on 8/8/16 to discuss the importance of libraries and thank him for his support. Presented him with a binder that included photos of the building project progress & info, photos from our Summer Reading Program, photos from the Groundbreaking Ceremony (where Laurie Tautel spoke) and photos from the Volunteer of the Year Awards Ceremonies from 2013 (which the Assemblyman attended) & 2015 (where the Assemblyman had a Citation Award presented).
- Luisa has posted copies of our latest *NYS Annual Report* and *Financial Audit* on our website, as approved by the Audit and Finance Committee at their last meeting. To find, go to moffatlibrary.org. Click on About Us/Reports.
- Created a Moffat Library flickr account and uploaded 318 photographs. Created photo albums on the Historic Building Project, including the Groundbreaking Ceremony, the Demolition of the 2 adjacent building, General & Historic building photos and monthly Construction update photos. Also created an album of photos for the 2015 Volunteer of the Year event. Go to: <https://www.flickr.com/photos/145803897@N06/albums> or search "flickr moffat library" to take a look. Coordinated with Luisa to post on website, facebook, etc.
- Coordinated with bookkeeper to begin work with auditors on the FYE16 audit
- Coordinated with the auditors to complete the NYS AUD – Annual Financial Report for FYE16
- With assistance from bookkeeper, Maria Soltis, completed the close-out with NYS of 2014 DLD Library Construction Grant paperwork for the demolition and site preparation project of the Historic Building Project.
- Coordinated with assistant, Maria Soltis, to complete additional forms for the 2015 Larkin grant application towards the Historic Building Project Fire Suppression & HVAC systems.
- Coordinated with assistant, Maria Soltis, to facilitate monthly trustee board meeting packets.
- Coordinated with P/R & Web Services Librarian, Luisa, to add additional content to the website in regards to services, news, programs, etc.
- Presented updates via email to Audit & Finance Committee members regarding the Library's bank accounts, building project bond financing.
- Coordinate on an ongoing basis with the architect and construction manager to account for proper classification of monies disbursed towards the Historic Building Project.

- Facilitating communication between various parties in regards to the building project (ex: RCLS delivery and architect regarding site parking lot and delivery entrance issues; RCLS Automated Network Services Department and architect, technology consultant and staff regarding technology placement, systems, needs, services, etc.; RCLS Fiscal Officer, Stephen Hoefler, our accountants, our Audit & Finance Committee members and our bookkeeper for proper bookkeeping techniques in regards to the building project, BAN & bond issue, grant parameters, etc.; and acting as the Library point of contact with the project site manager to handle any day-to-day needs, such as providing official Library documentation to parties such as O&R and the village of Washingtonville to facilitate various functions of the building project, as well as handle billing issues, etc.)

CIRCULATION STATISTICS (July 2016):

- **July 2016 Circulation Statistics:** 3569 juvenile & teen print items circulated (as compared to 3414 in July 2015); 1732 adult print items circulated (as opposed to 1766 in July 2015); 521 juvenile & teen AV items circulated (as opposed to 641 in July 2015); 1536 adult AV items circulated (as opposed to 2046 in July 2015); 995 eBooks circulated in July 2016 (versus 877 in July 2015).
- Total July 2016 Circulation of physical items and ebooks was 8,353. Total in July 2015 was 8,744.

PROGRAMS (July 2016):

PROGRAM STATISTICS:

- **July 2016 Program Statistics:** 59 programs were presented (46 children's, teens & family programs and 13 adult programs) with 970 attendees.

PROGRAM / SERVICES HIGHLIGHTS (July-August 2016):

ADULT SERVICES DEPARTMENT (M. Thorenz):

PROGRAMMING:

1. Our library participated in the "Amazing Orange Scavenger Hunt," a collaborative program sponsored by the Orange Library Association. Our library had 4 teams of 6 adults, and 3 children participate in a county-wide scavenger hunt that encouraged library use and exploring parks, and attractions in Orange County.
2. Our library hosted a Yoga and Meditation workshop with instructor Arthur Miller on Saturday, July 30th with 10 participants in attendance. It was well received, and we intend to have the instructor back in February 2017 for "Couples Yoga."
3. On Tuesday, July 19th, we held a "Healthy Food" cook-off, where participants had to substitute a healthy ingredient for an unhealthy one. 8 adults, and 2 teens participated in this contest, and Kevin Radday from Betty's Country Kitchen acted as judge. Kevin intends to include one of the recipes from the competition as a special on his menu.

LOCAL HISTORY:

1. The Washingtonville Central School District and Moffat Library of Washingtonville have agreed to a long-term loan of 10 boxes of school district materials to be cataloged and preserved by the library. Materials include alumnae records (1893-1963), graduation lists of students (1919-1936), and copies of local history books.
2. 7 letters from the Hudson Collection of First World War materials were transcribed totaling 23 pages of text. They describe life in the village between 1917 and 1919, including a deadly measles outbreak, the creation of a home defense guard, and the first election that women in New York State were allowed to vote in. To date, 42 letters from the Hudson, Gerow, Moffat, and Howell families, and 20 pages from David Wright Hudson's diary have been transcribed.
3. The library received a donation of a 19th century Stereoscopic image (an early 3D photo) of the Woodhull Dairy Farm from a descendant. The image has been scanned for access, and display purposes.

SERVICES:

1. The library has set up an "Orange Box" information kiosk across from the Reference Desk, where patrons can find information on local services and upcoming events in Orange County.
2. We began work on a LibGuide for jobs and career resources to coincide with a series of job coaching sessions to begin in September. The guide provides users with a list of websites, databases, and print materials that guides them through the unemployment, and job seeking process. It also connects patrons with local services available through the Orange County, and New York State Departments of Labor.

Respectfully submitted, Matthew Thorenz, Head of Adult Services, 8/22/16

YOUTH SERVICES DEPARTMENT (E. Kinney):

PROGRAMS:

- **SUMMER READING PROGRAM:** During our six week Summer Reading Program, we had 253 children and 78 teens participate. Together, they read a total of 6,619 books during the program. All of the participants got a free book, a gift bag, and a certificate to reward them for all their hard work this summer. Some of the favorite programs this year were the Ice Cream Social, the Nerf Gun Obstacle Course, Nerf Capture the Flag, the Princess/Superhero Party, Lego Marathon, and Gross Science. Our attendance for our weekly storytime, Terrific Tales, was higher than usual this year; a few sessions had over 30 children in attendance. We also had 51 teen volunteers for our Summer Reading Program by the end of the summer, who accumulated 587 volunteer hours over the course of the program. During the program, the teens assisted in logging in books, distributing prizes, and children's programming. We couldn't have done it without them!
- **GUNIEA PIG BIRTHDAY PARTY:** On August 10th, our Moffat Library Guinea Pigs turned a year older, so 50 children and 30 adults came out to celebrate! The kids got to listen to a few guinea pig stories and learn more about our little friends. Later, after singing Happy Birthday to Sweet Pea and Buttercup, every child got to hold and pet one or both of the guinea pigs while they enjoyed some of the pigs' favorite veggies and a slice of birthday cake. The kids also enjoyed guinea pig crafts and games during the party.

SERVICES:

- **KINDERGARTEN READINESS RESOURCES:** In the past few weeks I've worked with Luisa Sabin-Kildiss to compile a list of resources for incoming kindergarteners to be advertised to our patrons on the Moffat Library website and Facebook page. These resources have included a selection of informative books from our parenting section, a number of picture books, our Early Literacy Kits, Playaway Launchpads, and our ABC/123 picture book collection.

PROFESSIONAL DEVELOPMENT TRAINING:

- **SEAL 2.0 TRAINING:** On August 17th, I attended the SEAL 2.0 Training class with Elly Doring and Matt Thorenz hosted by the Southeastern NY Library Resources Council. The training focused educating library staff on updates to SouthEastern Access to Libraries and the uses of the interlibrary loan system. As a new librarian in RCLS, this training was extremely helpful to me in that I was made aware of a greater extent of resources that we can both borrow from and share with our neighboring library systems.

Respectfully submitted, Emily Kinney, Head of Youth Services, 8/19/16

P/R & WEB SERVICES DEPARTMENT (L. Sabin Kildiss):

- **YEARLY EDITORIAL CALENDAR:** Created a yearly editorial calendar and plan of content for Facebook, newsletters, etc.
- **K-READINESS POSTS:** Created Kindergarten-Readiness posts on Facebook (in conjunction with Emily) using some different facebook post methods such as sliding carousels of pictures (in this case, alphabet books and getting ready for school picture books). Also researched 3D printing for content that is interesting and informative and can be used for facebook posts about our fundraising campaign for a 3D Printer.

- **EMAIL NEWSLETTERS:** Created a general Library email newsletter, which included information on the building project photos on Flickr and sent out via Constant Contact to all subscribers
- **NEW COLLECTIONS EMAIL NEWSLETTERS:** Created 3 New Books/DVDs email newsletters and sent out via Constant Contact to all subscribers
- **FALL 2016 PRINT NEWSLETTER:** Redesigned print newsletter in Publisher so that all librarians can edit and facilitate the print newsletter process (from start to finish) in a more timely manner. Facilitated all aspects of the Fall 2016 Library print newsletter, including design, creating content based on input from staff, facilitate with printer, direct mailing firm and US Postal Service.
- **STAFF PORTAL:** Completed a staff portal in LibGuides so that staff can have easy access to forms, procedures, policies, documentation and instructions for library operations.

CONTINUING EDUCATION PROGRAM ATTENDANCE:

- **WEB DESIGN FOR LIBRARIES:** Nearing completion of ALA online class "Web Design for Librarians." This class led me through the new HTML 5 and its corresponding CSS code to style the new HTML standard. Having learnt the basics of CSS, I hope to be able to continue to make best use of the features that our website offers, and create attractive presentations for Moffat Library website content.

Respectfully submitted, Luisa Sabin-Kildiss, P/R & Web Services Librarian, 8/22/16

TRUSTEE WORKSHOPS, MEETINGS & CONFERENCES

- **2016 RCLS LEGISLATIVE BREAKFAST & ANNUAL MEETING – Friday, September 16 @ Bear Mountain Inn:** This is a great opportunity to talk to your legislators about RCLS funding and how it helps their member libraries. In addition, it is a chance to network with other library trustees, staff and RCLS staff and make crucial connections. Our Library and our Head of Adult Services, Matthew Thorenz, is being awarded an Honorable Mention award at the Breakfast for his 2015 "Lantern Tour of Washingtonville's All Faith Cemetery" program. *Register now at rcls.org!*
- **TRUSTEES' FIDUCIARY RESPONSIBILITIES WORKSHOP – Wednesday, September 21 @ 6 PM @ RCLS headquarters in Middletown:** Co-author of the *Handbook for Library Trustees of New York State*, Jerry Nichols, and RCLS Fiscal Officer, Stephen Hoefer, will review the fiduciary role of Trustees and how that relates to the Director's role as CEO in managing the operations of the library. In addition, based on a survey conducted by the RCLS Continuing Education Committee, a discussion on the best practices to developing a budget and a review of ***must-have financial policies*** will be conducted. Dinner will be served at 5:30 PM. *Register now at rcls.org!*

8/25/16 Director's Report
Respectfully submitted,
Carol McCrossen, Director