

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, September 22, 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, Victoria Drake, Chris Fox, Barbara Koller, Ruth Manyin, Luis Rivera, Nancy Schneider, Jeanne Versweyveld , Beth Fitzgerald, Linda Kean, Director – Carol McCrossen, Friends Liason, Cindy Heintz

**Absent:**

The meeting was called to order at 7:08 p.m.

**FRIENDS' REPORT:**

- Friends Annual Meeting is on October 19<sup>th</sup>. Membership drive has begun.
- Ornament sale has begun and to date 41 have been sold.
- The Friends will hold a clothing drive on Saturday, October 15<sup>th</sup>.
- Cindy had attended the RCLS Breakfast.
- Author's Luncheon is underway for the upcoming year.

**REVIEW OF MINUTES:**

Nancy Schneider motioned to accept the minutes of the July 28, 2016 meeting. Victoria Drake seconded the motion. 12 – Yes – 0- No. Jeanne Versweyveld motioned to accept the minutes from the August, 25, 2016 meeting. Beth Fitzgerald seconded. 12 - Yes 0 - No

**SECRETARY'S REPORT:**

No report.

**FISCAL OFFICER'S REPORT:**

- The budget was reviewed.
- The following motions were presented:
- Motion #1 – Made by Jeanne Versweyveld – Seconded by Luis Rivera – “To accept the Fiscal Officer's Report for 9/22/16 as submitted” 12 – Yes 0- No
- Motion #2 – Made by Jim Casazza – Seconded by Barbara Koller – “To approve the September 21, 2016 warrant for Operating Expenses in the amount of \$62,527.98 12 – Yes 0- No
- Motion #3 – Made by Jim Casazza– Seconded by Linda Kean – “To approve the September 21, 2016 warrant for the 6W Main Building Soft Cost Expenses in the amount of \$46,258,70 12 – Yes 0 - No
- Motion #4 – Made by Jim Casazza – Seconded by Ruth Manyin – “To approve the September 21, 2016 warrant for the 6W Main Building Hard Cost Expenses in the amount of \$362,873.73 12 – Yes 0 – No
- Motion #5 – Made by Jim Casazza – Seconded by Jeanne Versweyveld – To approve payment of both Orange County Trust loans as they come due. 12 –Yes – 0 - No

## **DIRECTOR'S REPORT:**

- See Attached.

## **STANDING COMMITTEE REPORTS**

### **A. Personnel Committee Report (B. Koller)**

No report

### **B. Audit & Finance Committee Report (N. Schneider)**

No report.

### **C. Operational/Polices Committee Report (N. Schnieder)**

Policy Committee met on September 21, 2016. The Committee will review the policy on communications between the director and the board.

### **D. Public Relations/Marketing Committee Report (J. Versweyveld)**

No report

## **Ad hoc Committee Reports**

## **BUILDING COMMITTEE**

### **6 West Main Building Maintenance Report**

- Construction has been ongoing.

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

The construction is continuing. The generator which will be installed in the new building will cover the entire building. It will be changed from diesel fuel to natural gas. Samples of slate for the roof have been chosen. The tech consultant's report will be forthcoming. Trip is planned to visit the stained glass window facility and a library for decorating ideas and a furniture showroom in the upcoming weeks. Ruth Manyin was contacted by NYSEDTA indicating we will receive a \$7,000 energy efficiency grant. Additional change orders will be forthcoming, e.g. sub-floor issues, O & R electrical service. At the last bi-monthly construction meeting the contractor reported on the cement pouring, roof rafters and sprinkler systems. Windows will be in place and the building should be closed up in November. Jeanne Versweyveld is working on collecting photographs for the panel in the large room of the library.

## **6 West Main Building Project Fundraising Committee Report (J. Versweyveld)**

- The total fundraising to date is \$53, 043.98 - \$479.51 for bank charges. A check for \$250.00 was received for the building fund. The Luedke Foundation will be making a donation. Some donations have been dedicated to certain items.

## **Volunteer of the Year Award Committee Report (J. Versweyveld)**

No report. The May Board meeting date will be the date of the Awards Night.

## **Unfinished Business**

Jeanne Versweyveld discussed the Board fundraising aspect and how it affects the role of the trustees. She pointed out that it is not the role of the Board and this was verified at a recent presentation by RCLS.

## **NEW BUSINESS:**

2017 RCLS Annual Budget: Motion # 6: “To make a resolution to accept the Ramapo Catskill Library System 2017 Budget, as presented.” This was tabled.

Building Project Motion #7 : Jim Casazza made a motion to approve a change order in the amount of \$3,751.00 to add electrical and data receptacles. Nancy Schneider – seconded - 12 – Yes 0 – No.

Building Project Motion #8 Jim Casazza made a motion to approve a change order in the amount of \$46,158.72 to add radiant heating to slabs on outside entryways and walkways. Victoria Drake seconded – 12 –Yes 0- No

Motion # 9 Jeanne Versweyveld made a motion – Luis Rivera seconded the motion to disband the standing board committee for fund raising. 12- Yes 0- No

After attending the RCLS presentation Jeanne Versweyveld presented the following for consideration:

1. Bank Account Reconciliation – CPA/Account should be hired to reconcile the accounts.
2. Reserve Fund and Balance should be in place for a 3 month reserve. There are no regulations for the amounts you need but you need to be able to explain why.
3. Business Continuity Plan
4. Re-Organization Meeting – a pre-approval process should be in place.
5. No checks should be mailed out without approval of the board.
6. Investment Policy in place.
7. Criminal background checks for employees.

Additionally, Jeanne suggested establishing a committee for the opening of the library.

Discussion regarding using a recording secretary was considered and it was decided that it was

not necessary.

The trustees will be asking the library personnel to attend the beginning of the meetings in order to establish a relationship and to determine needs.

Meeting was adjourned at 9:18 Jim Casazza motioned and Jeanne Versveyweld seconded.

*Respectfully submitted,*

Chris Fox, Secretary

Moffat Library Board of Trustees

***SEE DIRECTOR'S REPORT ATTACHED***

## **DIRECTOR'S REPORT 9/22/16 BOARD MEETING**

### **STAFF UPDATES:**

- Kaitlyn Small & Ryan McGrath resigned in August 2016. They are attending college. As we have 3 pages still, we have no plans to hire replacements. However, we will see how it goes.
- Eleanor Doring has assumed the role of Youth Services Department assistant, in addition to her regular duties as the Circulation Supervisor.

### **DIRECTOR UPDATES:**

#### **Director Meetings (August 25, 2016-September 22, 2016):**

1. Attended Construction Meeting @ 6 W Main on 9/6/16 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
2. As Chair of the RCLS Directors' Association (DA), presided over Directors' Association meeting on 9/7/16
3. Acted as scorekeeper at RCLS Annual Battle of the Books competition at OCC on 9/10/16
4. At the request of the RCLS Annual Meeting Committee, attended and spoke at annual RCLS Legislative Breakfast on 9/16/16
5. Attended Building Committee meeting on 9/19/16
6. Attended Construction Meeting @ 6 W Main on 9/20/16 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
7. Attended Trustees Fiduciary Responsibilities workshop at RCLS on 9/21/16
8. Attended Board of Trustees meeting on 9/22/16

#### **General Director Updates:**

- Coordinated with the auditors to complete the NYS AUD – Annual Financial Report for FYE16. Report was completed & sent to state on 8/25/16.
- 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.
- 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 staff, architect, construction site manager, technology consultant, board & committee members and staff)
- 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 to facilitate various functions of the building project, as well as handle billing issues, etc.)
- Spoke on behalf of the Moffat Library and the Directors' Association at the annual RCLS Legislative Breakfast on 9/16/16 (speech transcript attached)

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

- **August 2016 Circulation Statistics:** 2657 juvenile & teen print items circulated (as compared to 2637 in August 2015); 1777 adult print items circulated (as opposed to 1693 in August 2015); 430 juvenile & teen AV items circulated (as opposed to 512 in August 2015); 1370 adult AV

items circulated (as opposed to 1947 in August 2015); 1,085 eBooks circulated in August 2016 (versus 848 in August 2015).

- Total August 2016 Circulation of physical items and ebooks was 7,319. Total in August 2015 was 7,637.

## **PROGRAMS (August 2016):**

### **PROGRAM STATISTICS:**

- **August 2016 Program Statistics:** 13 programs were presented (6 children's, teens & family programs and 7 adult programs) with 314 attendees.

## **ADULT SERVICES DEPARTMENT (M. Thorenz):**

### **PROGRAMMING:**

1. **HISTORIC WALKING TOUR:** On Friday, August 19<sup>th</sup>, the Moffat Library of Washingtonville hosted a historic walking tour of the village led by Town Historian and Moffat Library Board member Jeanne Versweyvel. 15 people attended this one-hour program that introduced new, and long standing residents to our community's architectural history. Following the program, attendees were given pamphlets highlighting our local history collection, and brochures for a self-guided tour. The tour guide can currently be downloaded from our local history page.
2. **FARMERS MARKET OUTREACH:** On Wednesday, August 3<sup>rd</sup>, the Moffat Library began a pilot outreach program to the Washingtonville Farmers Market. A booth was set up near the main row of stalls to promote upcoming library programs and services, as well as receive community feedback on the building project, and 3D printer fundraiser. 32 patrons were actively engaged over a 3 hour period. As a result, the library will have a staffed booth at the farmers market at least once a month from June to October to highlight seasonal programs, and services in our community.

### **LOCAL HISTORY:**

1. **DAVID WRIGHT HUDSON WWI ITEMS:** The library recently uncovered more items belonging to local World War One soldier David Wright Hudson, including a complete uniform, a souvenir match box taken from a German prisoner, and over 60 photographs detailing the final months of the war. The uniform has been moved to off-site storage at OU-BOCES Records Management facility in Goshen, and 15 of the 64 photographs have been scanned for access purposes.
2. **HRVH SCANNING WORK:** Work has begun scanning several items related to the early history of the Moffat Library in preparation for the re-opening of our building in 2017. These items include an estimate for brickwork for the original library, an invitation to the opening social in June, 1887, and newspaper clippings that include an interview with John Moffat, a letter to the editor written in September, 1887 critiquing the library's architecture, and a response from J. Owen Moore. These and other items will be uploaded to our local history page on Hudson River Valley Heritage in the fall.

### **SERVICES & RESOURCES:**

1. **E-REFERENCE BOOK ADDITIONS:** We purchased several new e-reference books on social, financial, and employment skills geared towards older teens, and adults entering, or re-entering the workforce, as well as new titles highlighting LGBTQ topics. These resources can

be accessed from the library or from a personal device by going to the E-Reference Book page under the “Research” tab on the library’s homepage.

- 2. CAREER RESOURCE GUIDE:** We unrolled a new resource guide focusing on job and career information to complement our print “Careers” collection. The website displays information on local job listings, civil service information, and continuing education for job seekers. Since going online on August 1<sup>st</sup>, the website has received over 323 page views. It can be found on the “Career Resources” page under the “Adults” tab on the library’s homepage.
- 3. CAREER RESOURCES BOOKMARK:** The library created a bookmark based on our career resources libguide at the request of the Assistant Director and Outreach Coordinator of RCLS, Grace Riario, to be used as a template and made available to all 47 member libraries to promote job and career resources to their patrons.

**CONTINUING EDUCATION:**

- 1. SEAL ILL 2.0 WORKSHOP:** I attended a workshop on the new SEAL 2.0 Inter-Library-Loan program, which allows RCLS libraries to borrow from other libraries located in the Hudson Valley. We intend to have procedures set up for this new system by the time it is fully implemented in October.

*Respectfully submitted, Matthew Thorenz, Head of Adult Services, 9/20/16*

**YOUTH SERVICES DEPARTMENT (E. Kinney):**

**PROGRAMS:**

- Battle of the Books:** During the month of August, teens at Moffat Library prepared to compete among 15 RCLS member libraries in the Battle of the Books competition hosted at Orange County Community College on September 10. We had five teens participate in the program (Bianca Ring, Justin Alicea, Rebecca Small, Abby Buck, and Robert Havner), each of whom read eight books in different genres that they were quizzed on at the competition. Battle of the Books was attended by Assemblyman James Skoufis, who the teens were able to meet and take a photo with before the competition.



- Preschool Creations:** Our first session of Preschool Creations was attended by both new and returning patrons on September 12 with 7 children and 5 adults. The children, ages 3-5, were able to practice their fine motor skills using scissors, finger paints, glue, and crayons. This was

also used as an opportunity to advertise the programs that will be beginning shortly such as Terrific Tales, Books and Babies, Tail Waggin' Tutors, and others in our fall schedule.

- **Teen Advisory Board:** The first TAB meeting took place on September 14 and was attended by 12 teens, both new and returning members. The teens are excited to get started planning the Halloween Carnival (October 28) and decorate the library for the new season. The teens also gave input on programs they wanted to see at the library in the next few months for their age group such as a repeat of the Nerf Battle, a comic book discussion group, and a talent show. After the meeting, 8 teens remained for D's Book Club to discuss their favorite summer reads and give opinions on books they would like to discuss at future meetings.

*Respectfully submitted, Emily Kinney, Head of Youth Services, 9/19/16*

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

- **QUARTERLY PRINT NEWSLETTER:** Prepared the fall quarterly print newsletter and coordinated with printer, mailing firm and post office for bulk mailing
- **MARKETING OF SEPTEMBER IS LIBRARY CARD SIGN-UP MONTH:** Prepared marketing materials for Library Card Sign-Up Month
- **FARMER'S MARKET:** Prepared marketing materials for the Washingtonville Farmer's Market
- **FACEBOOK CALENDAR:** Prepared an editorial calendar for September's facebook posts
- **WEBSITE CONTENT:** Created a new webpage to market our LaunchPads as "Kid's Learning Tablets"
- **FACEBOOK POSTS:** Experimented with other facebook post formats to create posts about "New Memoirs @ the Library" & "Library Card Sign-Up Month" using a scrolling carousel format that links to the library' website.
- **EMAIL NEWSLETTER:** Created the email newsletter using content described in the editorial calendar.
- **WEBSITE GENERAL:** Worked on, and continue to work on optimizing the loading speed of the website.

**CONTINUING EDUCATION:**

- **ALA WEB DESIGN CLASS** – July 11 – August 12, 2017: Finished online class. I now have many more tools to design and work with on the website. Brushed up on HTML 5 and CSS. Learned how to customize our website using CSS. Looking to use skills to do coding classes with teens and netter able to teach patrons how to work on computers and devices.

*Respectfully submitted, Luisa Sabin-Kildiss, P/R & Web Services Librarian, 9/22/16*

**9/22/16 DIRECTOR'S REPORT**

***Respectfully submitted,  
Carol McCrossen, Director***