

**Moffat Library of Washingtonville
Board of Trustees
October 27, 2016 Meeting Minutes**

****PLEASE NOTE: Prior to the start of the Board meeting, there was a 15-20 minute presentation to the Board by Grace Riario, Assistant Director, Ramapo Catskill Library System.**

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, October 27, 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 , Linda Kean. Director, Carol McCrossen; Friends Liaison, Cindy Heintz

Absent: Beth Fitzgerald

The meeting was called to order at 7:15 p.m.

FRIENDS' REPORT:

- Friends Annual Meeting was held on October 19th. Membership drive continues. Michael O'Connor presented the Wild West.
- Ornament sale continues and they have reordered another 100.
- Holiday baskets will be ongoing from November 20th through December 20th.
- The Friends will decorate the library the first week of December.
- Author's Luncheon is underway for the upcoming year.

REVIEW OF MINUTES:

Nancy Schneider motioned to accept the minutes of the September 22, 2016, as amended. Jeanne Versweyveld seconded. 11 - Yes 0 – No. Motion passed.

SECRETARY'S REPORT:

No report.

FISCAL OFFICER'S REPORT:

- The budget was reviewed.
- The following motions were presented:
- Motion #1 – Made by Ruth Manyin– Seconded by Victoria Drake –“To accept the Fiscal Officer's Report for 10/27/16 as submitted” 11 – Yes 0- No. Motion passed.
- Motion #2 – Made by Jeanne Versweyveld – Seconded by Linda Kean – “To approve the October 26, 2016 warrant for Operating Expenses in the amount of \$66,915.70 11 –Yes 0- No. Motion passed.
- Motion #3 – Made by Linda Kean– Seconded by Ruth Manyin – “To approve the October 26, 2016 warrant for the 6W Main Building Soft Cost Expenses in the amount of \$220,861,13 11 – Yes 0 – No. Motion passed.
- Motion #4 – Made by Linda Kean – Seconded by Jeanne Versweyveld – “To approve the October 26, 2016 warrant for the 6W Main Building Hard Cost Expenses in the amount

of \$477,212.32 11 – Yes 0 – No. Motion passed.

DIRECTOR’S REPORT:

- See Attached.

STANDING COMMITTEE REPORTS

A. Personnel Committee Report (B. Koller)

No report

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

Nancy Schneider stated that she had been at the library when the auditor was there and she was interviewed by him.

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

Financial Policies and Procedures was tabled.

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

No report

Ad hoc Committee Reports

A. 6 West Main Building Maintenance Committee Report

- No report

B. 6 West Main Building Committee Report

- Jim Casazza reported that the construction progress is on schedule per the architect’s review. The building will be fully enclosed by the end of December. The interior work will be done during the winter months.
- Ruth Manyin, Jeanne Versweyveld, Jim Casazza and Carol McCrossen visited the stained glass factory where our stained glass windows are being restored. Jeanne, Carol and Ruth continued their day with the architect to also visit a furniture showroom and library. Jim gave a detailed report on the process of the window repair and restoration.
- Ruth Manyin reported on the Construction meeting and how meticulous the crew is about every aspect of the building. She explained that they are even making models for brick color comparison to ensure the color tone of the new brick matches with the old.

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

- Now that the construction is underway, Jeanne will send out another letter to initiate funds. The initial letter was sent out in June 2015.

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

Jeanne stated that she would be setting up a meeting in the future for the Volunteer of the Year.

Moffat Library Celebration Committee (J. Versweyvel):

- There was a meeting held on October 18th for the Re-Opening events and Ribbon Cutting. This was a preliminary meeting and as the need increases, members of the Board will be asked to participate in the process.

Unfinished Business

Discussion ensued on the completion of the Director's evaluation. A committee meeting will be set up.

NEW BUSINESS:

The Chase savings account was closed on October 21, 2016 and the money was transferred to the Operating Account at T.D. Bank. A flyer was passed around regarding an event called The Placemaking Tour of the Village of Washingtonville.

Meeting was adjourned at 9:29 Nancy Schneider motioned and Linda Kean seconded. Motion approved unanimously.

Respectfully submitted,
Chris Fox, Secretary
Moffat Library Board of Trustees

ATTACHMENT FOLLOWING

DIRECTOR'S REPORT 10/27/16 BOARD MEETING

STAFF UPDATES:

- Head of Circulation, Eleanor Doring, and Head of Technical Services, Denise Terzian, interviewed candidates to act as substitute clerks on an as needed basis. Based on their interviews and follow-up, we have hired three new fill-in clerks to fill in as needed when other staff are out. They are: Maria Ferrigno, Tina Brown and Doretha Moore-Holland. Eleanor Doring and Denise Terzian are overseeing their training, which started this week. We don't expect there to be any additional or minimal additional cost, as they will fill-in for part-timers who need time off.

DIRECTOR UPDATES:

Director Meetings (September 23, 2016-October 27, 2016):

1. Attended Blooming Grove/Washingtonville Chamber of Commerce Breakfast on 9/29/16 at Walden Savings Bank and spoke about library programs and building project progress
2. Held Staff Meeting on 9/30/16 to discuss upcoming programs and facilitation and procedural changes
3. Attended Construction Meeting @ 6 W Main on 10/4/16 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
4. Attended Building Committee meeting on 10/4/16 to discuss carriage house options
5. Conference Call on 10/13/16 with technology consultant, Carson Block, architect Meghan Brennen, RCLS Automated Network Services Head John Schneider, and staff members Matthew Thorenz and Luisa Sabin-Kildiss to discuss the technology plan and floor layout
6. Attended Construction Meeting @ 6 W Main on 10/18/16 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
7. Attended Historic Moffat Grand Reopening Event Committee meeting on 10/18/16 to discuss ideas for the reopening of the historic Moffat Library building
8. Attended the Friends of Moffat Library Annual Meeting on 10/19/16
9. Went on a site visit to: Chapman Stained Glass in Albany to see the progress and facility in which the Tiffany & Belcher windows will be restored; Accent Furniture in Albany, which will be working on our furniture package; and the new children's library in Kingston, NY to talk to the staff and get ideas for Moffat's children's room
10. Attended Employee Performance Management in the Civil Service System workshop at RCLS on 10/27/16
11. Attended Board of Trustees meeting on 10/27/16

General Director Updates:

- Coordinated with bookkeeper and the auditors to complete the FYE16 Annual Financial Audit Report. Final report is expected in November/December.
- 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.)

Director Continuing Education:

EMPLOYEE PERFORMANCE MANAGEMENT AND PROPER TERMINATIONS IN THE CIVIL SERVICE SYSTEM (for civil service libraries) – 10/27/16 @ RCLS: When your employees are part of civil service, separating employees from your library can seem daunting. Rather than continually being saddled with those who are not pulling their weight and who are creating a toxic environment for everyone, there are steps that executive directors, library trustees, and other managers should be taking so that, when you get to that Section 75 hearing, the employee can be let go. Hearing? How does that work? What do I need to do? What steps do I need to take before that? Devora L. Lindeman, Esq. Partner at Greenwald Doherty LLP, led this workshop that answered these questions and provided me with practical information regarding how this all works.

CIRCULATION STATISTICS (September 2016):

- **September 2016 Circulation Statistics:** 2362 juvenile & teen print items circulated (as compared to 2875 in September 2015); 1448 adult print items circulated (as opposed to 1444 in September 2015); 434 juvenile & teen AV items circulated (as opposed to 440 in September 2015); 1765 adult AV items circulated (as opposed to 1627 in September 2015); 914 eBooks circulated in September 2016 (versus 750 in September 2015).
- Total September 2016 Circulation of physical items and ebooks was 7,319. Total in September 2015 was 7,637.

PROGRAMS (August 2016):

PROGRAM STATISTICS:

- **September 2016 Program Statistics:** 35 programs were presented (21 children's, teens & family programs and 14 adult programs) with 234 attendees.

ADULT SERVICES DEPARTMENT (M. Thorenz):

Reference and Adult Services Report for September 2016

Matthew Thorenz, Head of Adult Services

Programming:

1. **CAREER COUNSELING:** The library hosted three career counselling sessions with a professional career advisor on September 8th, 15th, and 21st. A total of 8 people sat down with a counsellor for a private one-hour session, in which they received resume' and cover letter writing help, as well as advice on interviewing and searching for jobs that fit their skills. This was provided through an RCLS outreach grant.
2. **COMPUTER CLASSES:** We held two computer classes that taught patrons basic computer skills such as using the mouse, typing, and organizing files. More classes are scheduled for the winter and spring.

3. **LANTERN TOUR AWARD:** We received an honorable mention award from RCLS for Adult Program of the Year at the annual legislative breakfast. Our 2015 Lantern Tour of Washingtonville's All Faiths Cemetery raised over \$70.00 for the upkeep of our historic cemetery, and used costumed reenactors, and archival resources from the library's local history collection to tell the story of four people buried in the cemetery who lived during the American Revolutionary War.
4. **2nd LANTERN TOUR OF WASHINGTONVILLE CEMETERY:** On Friday, October 14th at 6:30 PM, The Moffat Library of Washingtonville, in conjunction with the Washingtonville Village Historian, hosted its second annual lantern tour of the Washingtonville All Faiths Cemetery. Originally, the program was planned as a walking tour of the graves of four notable local women to commemorate the 100th anniversary of women getting the right to vote in New York. However, as we received numerous donations of original photographs, and artifacts from descendants, we decided to move the program to the First Presbyterian Church, where the items were put on display. We also gave a Powerpoint presentation that showed photographs of the people we were discussing.

Highlights of the evening included a special presentation by members of the Delta Sigma Theta Alumni Association. who presented on Naomi Sewell Richardson, who founded one of the first all-Black sororities in 1913. The group donated a copy of her biography "A Life of Quiet Dignity" to the church, and brought a collection of memorabilia belonging to their founder. We also had a descendant of the Gerow family see pictures of her great-grandfather, and great aunt for the first time.

In total, around 80 people attended the one-hour program and donated \$225.00 for the upkeep of the historic cemetery; over 3 times more than was raised during our first lantern tour last year. The church, sorority, village historian, and public were appreciative of the effort put into making this program happen, and we intend to continue this series well into the future.

Local History:

1. **HUDSON DONATION:** We received a donation of hand-sewn items made by former resident Clara Hudson by her niece. The items will be going on display as part of our Spirits of the Past Lantern Tour, October 14th.
2. **MOFFAT LIBRARY EAGLE SCOUT PROJECT:** We have been working with local Eagle Scout Matthew Casey, who is creating a display that shows the history of the library for his Gold Award. The exhibit will be in the form of a timeline divided into four or five panels that will include the history of the library, photographs of programs and events. It will also have explanatory text that places the history of the library within the context of local and national events: such as the library supporting Liberty Loans during the First World War, and the invention of the Home Computer with the library's first electronic card catalog.
3. **LOCAL ITEMS STORAGE:** We transferred the remaining items from the library vault to off-site storage at OU-BOCES Goshen campus. To date, the vault inventory stands at over 640 items including manuscripts, photographs, textiles, reel-to-reel films, and other ephemera of historic value. We are consulting with Linda Bull, our Regional NYS Archives

Representative on re-mapping the library vault, as well as researching inactive storage grant opportunities.

Services:

- **FARMER'S MARKET OUTREACH:** We did our second outreach to the Washingtonville Farmers Market on Wednesday, September 21st from 3 to 6 pm. We talked to 14 patrons about library services, and held a raffle for art supplies. We also used this opportunity to do a "live video feed" to our library's Facebook page, which we could use to interact with patrons in real time over the internet.

Continuing Education:

- **RCLS REFERENCE USERS GROUP MEETING:** As Chair of RUG, I presided over the RCLS Reference Users Group meeting on September 13th in which we had a guest speaker from the Alzheimer's Association of the Hudson Valley present on collaborative programs for individuals with Alzheimer's, and their caregivers. We learned that the association has support groups for families and caregivers that meet at libraries, as well as memory jogging workshops for those with Alzheimer's disease. I want to look into doing more programming like this especially when we are back in town and within an easier commuting distance from the senior center. I also am planning possible outreach programs that allow us to interact with homebound patrons through Youtube/Facebook/ and in-person workshops.

Reference and Adult Services Report

Respectfully submitted by Matthew Thorenz, Head of Reference and Adult Services, 10/27/16

YOUTH SERVICES DEPARTMENT (E. Kinney):

Youth Services Report for September 2016

Emily Kinney, Head of Youth Services

YOUTH PROGRAM HIGHLIGHTS:

Pokémon Journey: During the first week of October, kids of all ages could come to the library to complete challenges and do activities to earn Pokémon badges. The premise of this passive program was based on the Pokémon games, a set up that kids who were fans of the show or games were familiar with. Along with challenges like solving a maze and answering Pokémon trivia, kids were also quizzed on their library knowledge and taught to use the catalogue in order to find books in the building; for example, to get the "Volcano Badge," kids had to find a book about volcanoes and bring it to either myself or another staff person. There were three different badges that required them to find various books, and many of the kids (after seeing how to use the catalog the first time), went off on their own to look up and find their books successfully.

Teen Gaming Night: On October 12th teens ranging from sixth to eleventh grade attended our Teen Gaming Night for snacks and the game *Super Smash Bros*. Most of the teens hadn't met before but were involved in the gameplay and each other throughout the program. At the end of the program, they were asking for future gaming events at the library.

CONTINUING EDUCATION:

RCLS Teen Librarians Meeting: On September 19th I was able to attend our library system's Teen Librarians meeting, where we discussed programs we each did during Summer Reading (those which did and didn't work), upcoming publications to consider for our collections, and discuss options for professional development activities this year.

Strategies for Successful Partnerships and Outreach to Families with Young Children: On September 28th I attended a professional development workshop at RCLS that was run through Ready to Read at New York Libraries. The workshop discussed early literacy partnerships in the community, and communication with both these partners and the people of the community. In addition to hearing from the presenter, Merribeth Advocate, there was also time in the workshop to hear from other librarians about what they have done in the past with community partners such as storytime at the fire house.

Youth Services Report

Respectfully submitted by Emily Kinney, Head of Youth Services, 10/27/16

10/27/16 DIRECTOR'S REPORT

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