

**Moffat Library Board of Trustees
Board Meeting Minutes
November 17, 2016**

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, November 17, 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, Victoria Drake, Chris Fox, Barbara Koller, Ruth Manyin, Luis Rivera, Nancy Schneider, Jeanne Versweyveld, Director – Carol McCrossen, Friends Liaison - Cindy Heintz

Absent: Beth Fitzpatrick, Linda Kean, Matt Davis

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

FRIENDS' REPORT: Cindy Heintz reported for the Friends

- Friends Annual Meeting went well.
- 100 ornaments have sold out at the Library. A re-order of 100 more was put in but the shipment has not arrived as of yet.
- Holiday baskets will be on display this Saturday and the proceeds will benefit the Teen Art Show. December 20th is the drawing date.

REVIEW OF MINUTES:

Jim Casazza motioned to accept the minutes of the October 27, 2016, as amended. Nancy Schneider seconded. 9 - Yes 0 – No. Motion passed.

SECRETARY'S REPORT:

No report.

FISCAL OFFICER'S REPORT:

- The following motions were presented:
- Motion #1 – Made by Jim Casazza– Seconded by Jeanne Versweyveld –“To accept the Fiscal Officer’s Report for 11/16/16 as submitted” 9 – Yes 0- No. Motion passed.
- Motion #2 – Made by Jim Casazza – Seconded by Victoria Drake – “To approve the November 16, 2016 warrant for Operating Expenses in the amount of \$90,375.65 9 –Yes 0- No. Motion passed.
- Motion #3 – Made by Jim Casazza– Seconded by Barbara Koller – “To approve the November 16, 2016 warrant for the 6W Main Building Soft Cost Expenses in the amount of \$21,667.50 9 – Yes 0 – No. Motion passed.
- Motion #4 – Made by Jim Casazza – Seconded by Ruth Manyin – “To approve the November 17, 2016 warrant for the 6W Main Building Hard Cost Expenses in the amount of \$270,112.08 9 – Yes 0 – No. Motion passed.

DIRECTOR'S REPORT:

- See Attached (*ATTACHMENT 1*).

STANDING COMMITTEE REPORTS

A. Personnel Committee Report (B. Koller)

Meeting will be held on December 1st.

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

Nancy Schneider motioned for the Board to accept the Financial Policy Drafts. Victoria Drake seconded. 9 – Yea 0 – No See attached

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

Policy on Public Forum was reviewed but not revised.

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

No report

AD HOC COMMITTEE REPORTS

A. 6 West Main Building Maintenance Report

- No report

B. 6 West Main Building Committee Report

The Building Committee held a meeting on November 1, 2016. Jim Casazza reported that the construction progress is on schedule per the architect's review. Two flat roofs are completed and drainage is in place. The building has been wrapped and the windows are being placed now. The building is still on target to be fully secured by the end of December. Plywood will most likely be placed in the children's room where the curved glass would be placed. It has to be specifically fitted. The exterminator will address the deteriorated wood damage to ensure it is old damage, not new, made by insects. Some portions of the building will have exposed brick but it will be repaired and cleaned up. The Building Committee met on November 9th to do a walk-through of the site. Board members were invited to attend the walk-through and then the Building Committee met separately. The total project budget was reviewed.

C. 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 this weekend.

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

Jeanne stated that this year's recipient has been selected.

E. 6 W Main Celebration Committee Report (J. Versweyveld)

See attached (*ATTACHMENT 2*)

UNFINISHED BUSINESS

- Jim Casazza reported that he had received from Barbara Dunn, clerk of the Village of Washingtonville Planning Board, a copy of the minutes of the Planning Board meeting where final site plan approval was granted to the Moffat Library of Washingtonville for the project at 6 West Main Street. The copy has been delivered to the secretary of the Board of Trustees of the Library for filing.

NEW BUSINESS:

Ruth Manyin reported on the Carriage House update. The architect will draw up plans to use the Carriage House for storage purposes.

- A. MOTION: Jim Casazza made a motion to approve spending up to \$30,000 for architectural fees involved in additional work on the Carriage House. Nancy Schneider seconded. 9 – Yea 0 – No. Motion passed.
- B. Motion: Jim Casazza motioned to approve Change Order #2-002: Additive Change Order for various site work items required by the Village of Washingtonville Planning Board, the NYS Department of Transportation as conditions for their approval and the revised routing of the new electrical service to the building as directed by Orange and Rockland Utilities. The six (6) individual additional scope items are as follows:

Additional on-site storm water mitigation measures: \$33, 708.54 subtotal add
Additional trenching for electrical service: \$15,337.72 subtotal add
Additional catch basin: \$3,885.56 subtotal add
Revise curbs, sidewalks and parking: \$13,185.36 subtotal add
Added drainage swale: \$2,470.40 subtotal add
Re-survey improvements: \$1,500.00
Subtotal: \$70,087.58
Overhead and Profit (15%): \$10,513.14
Total add this Change Order: \$80,600.72

Motion seconded by Jeanne Versweyveld 9 – Yes 0 – No. Motion passed.

- C. Motion: Jim Casazza motioned to approve Change Order #2-003: Additive Change Order for foundation concrete work required due to discovered existing conditions. Foundations at Column Lines “1” and “C” needed to extend deeper than anticipated in order to align with existing foundation depths; the existing foundation wall adjacent the fireplace in the new Teen Room was completely deteriorated and required complete reconstruction; foundations at the south side of the new west addition needed to extend deeper to align with existing and to extend below unsuitable fill discovered below grade; and, two existing brick foundation piers were deteriorated and required new concrete bulkheads for reinforcement.
Total add this Change Order: \$11,872.60

Motion seconded by Jeanne Versweyveld 9 – Yea 0 – No. Motion passed.

Ruth Manyin made a motion to amend the Payment Assurance Authorization Policy. Jim Casazza seconded. 9 – Yea. 0 – No. Motion passed.

Meeting was adjourned at 9:00 PM. Nancy Schneider motioned and Jeanne Versweyveld seconded. All in favor. Motion passed.

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

***ATTACHMENTS
FOLLOWING***

ATTACHMENT 1

DIRECTOR'S REPORT 11/17/16 BOARD MEETING

STAFF UPDATES:

- Staff are taking part in the Blooming Grove/Washingtonville Chamber of Commerce Annual Holiday Parade on December 3, 2016. If any Board members or Friends are interested in taking part, please let the Director know.

DIRECTOR UPDATES:

Director Meetings (October 27, 2016-November 17, 2016):

1. Attended Audit & Finance Committee meeting on 10/27/16
2. Attended Construction Meeting @ 6 W Main on 11/1/16 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
3. Met with bookkeeper and building project manager on 11/4/16 to review project-related invoices and budget
4. Attended Building Committee meeting on 11/9/16
5. Attended Blooming Grove/Washingtonville Chamber of Commerce Breakfast on 11/10/16 at Bettys and spoke about library programs and building project progress
6. Attended Historic Moffat Grand Reopening Event Committee meeting on 11/10/16 to discuss event ideas for the reopening of the historic Moffat Library building
7. Attended Construction Meeting @ 6 W Main on 11/15/16 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
8. Attended workshop at RCLS on How to Manage an Aging and/or Disabled Workforce in the Civil Service System on 11/16/16
9. Attended Board of Trustees meeting on 11/17/16

General Director Updates:

- Continue to coordinate with bookkeeper and the auditors to complete the FYE16 Annual Financial Audit Report. Drafted the Management Discussion & Analysis report and submitted to the Audit & Finance Committee for review. The draft of the audit report is expected in December.
- Coordinate on an ongoing basis with assistant, Maria Soltis, to facilitate monthly trustee board meeting packets.
- Coordinate on an ongoing basis with P/R & Web Services Librarian, Luisa, to add additional content to the website and to online and other media outlets in regards to services, news, programs, etc.
- Coordinate on an ongoing basis with the architects, construction manager and bookkeeper 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, budgeting, etc.)

- Coordinated with Department Heads to provide monthly reports of their activities for the Board

Director Continuing Education:

HOW TO MANAGE AN AGING AND/OR DISABLED WORKFORCE IN THE CIVIL SERVICE SYSTEM (for civil service libraries) – 11/16/16 @ RCLS: ou expect employees to come to work and do their jobs, but sometimes previously good employees have deteriorating performance either due to a disability or simply getting old. Although being old alone does not affect performance, mental and physical changes can interfere with a job. When your employees are in the civil service system, executive directors, library trustees, and other managers need to take particular steps to address this situation and ensure that the library has the staffing it needs to service the public and have the needed tasks performed.

Devora L. Lindeman, Esq., Partner at Greenwald Doherty LLP, led this workshop.

CIRCULATION STATISTICS (October 2016):

- **October 2016 Circulation Statistics:** 2486 juvenile & teen print items circulated (as compared to 2493 in October 2015); 1391 adult print items circulated (as opposed to 1368 in October 2015); 398 juvenile & teen AV items circulated (as opposed to 285 in October 2015); 1179 adult AV items circulated (as opposed to 1601 in October 2015); 937 eBooks circulated in October 2016 (versus 675 in October 2015).
- Total October 2016 Circulation of physical items and ebooks was 6,391. Total in October 2015 was 6,422.

PROGRAMS (October 2016):

PROGRAM STATISTICS:

- **October 2016 Program Statistics:** 44 programs were presented (28 children's, teens & family programs and 16 adult programs) with 679 attendees.

REFERENCE & ADULT SERVICES DEPARTMENT REPORT FOR OCTOBER 2016 (M. Thorenz, Head of Adult Services):

Programming:

1. **LANTERN TOUR OF WASHINGTONVILLE ALL FAITHS 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.

2. **INTERNET SAFETY WORKSHOPS:** We held an internet safety workshop on Saturday, October 8th, and October 22nd. Participants learned how to find reliable and current information using Google, as well as the library's online databases. They also learned how to create safe passwords, debunk rumors using Snopes, and avoid malware and viruses.
3. **WASHINGTONVILLE ARTISTS COLLECTIVE MEETING:** On Tuesday, October 25th, the library hosted a group of 20-25 artists from Orange, and Ulster County known as the "Washingtonville Artists Collective". The group attended a program on copyright law for artists led by a local attorney. The group has met regularly at the library since the spring of 2016. We are currently trying to coordinate with their leader on doing an art show to celebrate the library's 130th anniversary in the spring of 2017.
4. **PROGRAM STATISTICS:** Adult programming attendance for October reached 181 participants, making it the second most attended month over a two year period; next to April, 2016 with 184 attendees.

Services:

- **ONLINE LIBRARY RESOURCE GUIDES:** Our library resource guides received a total of 407 visitors. These guides provide our patrons with access to online resources that can help them on a variety of topics, including general information, current affairs, and health. We also provide free, and legal resources for downloading and streaming music via our "Download and Stream" guide available at: http://guides.rcls.org/was_emusic

Reference and Adult Services Report

Respectfully submitted by Matthew Thorenz, Head of Reference and Adult Services, 11/17/16

YOUTH SERVICES DEPARTMENT REPORT FOR OCTOBER 2016 (E. Kinney, Head of Youth Services):

YOUTH PROGRAM HIGHLIGHTS:

Halloween Carnival (sponsored by the Teen Advisory Board) – October 28, 2016

October 28th was the library's annual Halloween Carnival. Our Teen Advisory Board met prior to the event to brainstorm activities and prepare games for the children attending the program at the end of the month. We had 23 teens come in the day of the event to decorate the library and run the stations they had come up with in preparation. When children ages 3-8 arrived that evening, they could get their faces painted, make paper jack-o-lanterns, participate in magic tricks, eat "spooky snacks" (generously donated by TAB members, library staff, and parents of the teens), and play games to win prizes. Some of the favorites were "Cross the Web," "Pumpkin Bean Bag Toss," and "Mix it Up." We had at least 100 attendees come in to show us their Halloween costumes and have some fun at the library.

Lego Club – Meets 2x/month

Lego Club is once again being offered at the Moffat Library. Starting in October, Lego Club will be held every other Thursday at 4:00 for all ages. Lego Club encourages creativity and STEM learning for kids, and participants' projects are displayed in the children's area of the library.

Teen Read Week – October 9-15, 2016

Teen Read Week occurred this year between October 9th and 15th. The program is a national event through YALSA (the Young Adult Library Services Association) which encourages teens to read; this year's theme was "Read for the Fun of it!" To promote Teen Read Week, a display was created in the Young Adult Fiction section. The display consisted of books with statements taped to the covers such as "Read me! I'm about a ghost of a Grimm Brother!"

SERVICES:

Updated New Patrons Brochure for Youth Services

An updated brochure for new patrons on youth services has been made available at the circulation desk. This brochure has more up-to-date contact information, services provided, and current programming for youth at Moffat Library.

Youth Services Report

Respectfully submitted by Emily Kinney, Head of Youth Services, 11/17/16

WEB SERVICES & P/R DEPARTMENT REPORT FOR SEPTEMBER & OCTOBER 2016

SEPTEMBER 2016

- Created Library Card sign-up display, 3D Printer Fundraiser Flyers, Museum Pass flyers, for a Moffat Library booth at the Washingtonville Farmer's Market. All materials saved to staff portal for future use.
- Created a LaunchPad webpage to advertise juvenile tablets.
- Updated and overhauled web pages under "Services" tab.
- Created two email newsletters
- Created a New Fiction and a New Children's Books email
- Continued working with an editorial calendar and Librarian colleague's to brainstorm, create and schedule social media posts.
- Created webpage for Teen Read Week
 - <http://moffatlibrary.org/dig-into-some-new-titles-for-teen-read-week/>
- Created news story, and webpage for a Teen Battle of the Books
 - <http://moffatlibrary.org/moffat-teens-compete-in-battle-of-the-books/>
- Created a webpage for Banned Books week
 - <http://moffatlibrary.org/banned-books-week/>
- Created a Services top level webpage
 - <http://moffatlibrary.org/services/>
- Experimented with alternate facebook post types for Library Books Clubs, Library Card Month, Banned Book Week, New Memoir @ the Library, and Cookbook Book Club posts, including Scrolling Carousel, and Slideshow formats.
- Taught a session of One-on-One Computer Basics to a 90 year old patron!

OCTOBER 2016

- Created webpage for Teen Read Week

- <http://moffatlibrary.org/dig-into-some-new-titles-for-teen-read-week/>
- Began a “Community Resources” LibGuides pages, using information gleaned from a Survey Monkey taken by library personnel to identify key local and county resources and services available to Washingtonville and environs residents.
- Created an updated Moffat Library page header for LibGuides.
- Created promotions for the Food Drive for the Kid’s Country Food Pantry.
- Created a “fundraising & donations” webpage under “About Us,” that includes ALL of the library’s fundraising initiatives.
 - <http://moffatlibrary.org/category/donations-fundraising/>
- Created a Book Club page under “Adults” tab.
 - <http://moffatlibrary.org/book-clubs/>
- Created two email newsletters & redesigned the email template to better highlight headlines.
- Created a New Fiction and a New Children’s Books email
- Coordinated with library staff to update the signage in front of the Village Library building on a regular basis.
- Taught Internet Security Workshop to 3 patrons, 1 hr.,
- Took Rosetta Stone training in anticipation of RCLS’s buying the product and to prepare for thoroughly understanding how the product works before promoting it to Moffat Library patrons.
- In conjunction with the Children’s Librarian added Instagram to the library’s social media arsenal, allowing us to get the word out about the library’s programs and services in a more whimsical and less formal way, and perhaps attract a broader teen audience.

Friends of Moffat Library (FOML)

- Created webpage and online promotions for Clothing Drive, Xmas Ornament and Holiday Gift Baskets, and FOML Annual Meeting & Presentation.
- Overhauled the Friends webpages (who we are & what we do) to reflect current board members, current fund-raising activities, 2016-2017 meeting dates, upcoming events, and membership renewal information.
- <http://moffatlibrary.org/who-we-are/>
- <http://moffatlibrary.org/category/what-we-do/>
- On Facebook promoted National Friends of the Library Week in tandem with all Friends upcoming activities.

CONTINUING EDUCATION TRAININGS

Rosetta Stone Training Webinar, October 26: *An overview of how the language learning is structured in an interactive online environment and the immersion learning philosophy of Rosetta Stone.*

How to Develop an Editorial Calendar, October 27, 1.5 hours: If you’ve ever sat in front of your computer, agonizing over what to post on your social media accounts, blog, or website, this workshop is for you. We’ll discuss the role of the editorial calendar in a successful digital marketing program, then dive into the basics of how to build a calendar that’s specific to your business. We’ll also cover helpful apps and programs for calendar building and tracking, and when and how to repurpose content. *An advanced course on scheduling marketing messages, this workshop described tool s to use, including online calendars like Google Calendar, which we currently use, to a WordPress website plugin for the same purpose. Mostly I gained marketing insight into the process of creating website, email newsletter and social media content, through brainstorming, writing and publishing. Specific to the library, as a not- for- profit, the calendar should include all posts, promotions and press releases to local media,*

Moffat Library website, outgoing email newsletters and social media outlets. The content the calendar contains should be crafted so that in their entirety, the library's marketing and promotions send a cohesive and thought-through message.

The Power of SEO: Writing, Voice and Other Smart StoryTelling Tricks - November 5, 2 hrs.

Search engine optimization (SEO) is here to stay, and there's no doubt that it enhances your website's or blog's search ranking. But is it really possible to write quality SEO text that still reads like a compelling story and not robot-speak? And how else can you stand out in the crowded digital marketing sphere—and catch the attention of customers, sponsors, and even publishers? In this seminar, we'll dig into the difference between style and voice, and how to develop a distinctive voice in your writing that will make your business stand out. We'll also cover the basics of how to write for SEO, how to run a keyword search, how to highlight your strengths and shore up your weaknesses, hidden opportunities for SEO, and insider tricks that editors use to take a written work from good to great. *This workshop was very specific in teaching how to write copy, and tag photographs for our WordPress website that will gain the highest search engine results ranking for the Moffat Library's website posts and pages.*

NYLA CONFERENCE, November 4, 2016:

- **Friends Grow Friends Online** 1.5 hrs.: Boost your marketing value. Inspire Friends membership, library advocacy, and program involvement through your library's website and social media. *I got lots of ideas on creating an online presence for Friends Groups.*
- **Malcolm Hill Lecture: In the Library of the Future** 1.5 hrs.: What is the future of search, online content and reference questions? How can today's information searchers help us envision the library of the future? Dr. Daniel Russell, library advocate, user and Senior Research Scientist for Search Quality & User Happiness at Google, will share his thoughts on the future of libraries. *This was an overview of the google universe, including Google Public Data, Google Images, how to extract geo metadata from images and match them to a location with Google Maps and Google Street View. The presenter, a Google research scientist, gave overview of Google search, and an explanation of Google Fusion Tables, its new data visualization tool.*
- **Libraries as Social Service Centers** 1.5 hrs.: Heard in the stacks: "I'm not a social worker; this isn't my job." Get and share perspectives on our role with experienced colleagues that have an MLS and a MSW. *I found this session helpful as I was able to hear the types of referrals and information that patrons seek from staff at other libraries. The presenter provided us with a helpful handout outlining state and federal agencies involved in administering benefits and entitlements, as well as community resource partner agencies. The handout came with a handy tool to decipher common acronyms used in social services. As I am compiling a community resources LibGuide this workshop was extremely helpful.*

Web Services & P/R Department Report

Respectfully submitted by Luisa Sabin-Kildiss, Head of Web & P/R Services, 11/17/16

**CIRCULATION DEPARTMENT & YOUTH SERVICES ASSISTANT REPORT FOR OCTOBER 2016 (E.Doring) :
CIRCULATION & PAGE DEPARTMENT STAFF:**

SUBSTITUTE CLERKS: Training 3 new Substitute Clerks, Maria Ferrigno, Tina Brown, Doretha Moore-Holland.

These substitutes will cover for Circulation staff as needed for emergency, sick time and vacation. Circulation staff has been instrumental in training as well.

PAGES: Implemented new monitoring system for page staff in order to keep a close eye on shelving and shelf reading , thus allowing a better view of (A)- What sections need more attention. (B) Considering hours worked per shift and completion of page duties. This will also help to determine if another page is needed.

REGULAR ACTIVITIES:

Reference: Various ways to utilize search strategies, online catalogs, Google search, various database searching. Listening to the question being asked by the patron and digging for more information in order for them to get what they want.

Public Service: Our role with the community and helping our patrons. Facilitating community outreach, sharing ideas on how to make our place in the community known, building patronage as well as relationships with those in our community.

Cataloging: Using Marc record to record and catalog books, AV items, etc

Staff Scheduling: Handle all aspects of staff scheduling

CONTINUING EDUCATION:

Rosetta Stone webinar: a new *awesome* language learning program being offered to our patrons through our Central Library! Offering many different languages, this webinar helped to show us how to navigate through the program so we can better assist our patrons.

SEAL Workshop: Introduction to new version of SEAL for the purpose of Inter Library loans. This is a new procedure for me so the introduction was helpful in understanding the purpose.

Library Assistant Training Program: Attended 3-day workshop focusing on, Library procedures and policies and how they apply in different library settings.

COMMUNITY OUTREACH PROGRAMS:

Food for fines began October 17th and ended October 31st with over 300 food items being donated to Country Kids Food Pantry, Our circulation staff was very instrumental in helping with food collection at the CIRC desk and with storage of food to be delivered to pantry.

Farmers Market: I went to Farmers market with Matt Thorenz October 19th to promote our library services, handed out materials, brochures and spoke with those who came to our booth. Food for fines was promoted as well as our children's programming. We gained 3 new patrons and raffled off a tote bag of books and goodies. The NEW patron who won the raffle came in to pick up her prize and borrowed books and movies!

Halloween Carnival - October 28: Assisted Emily Kinney with the Halloween Carnival, we had a huge crowd, great costumes and many happy game players and trick or treaters!

Respectfully submitted, Eleanor Doring, Head of Circulation Department, 11/8/16

TECHNICAL SERVICES DEPARTMENT REPORT FOR OCTOBER 2016 (Denise Terzian, Head of Technical Services):

CONTINUING EDUCATION TRAINING:

SEAL 2.0 Training Webinar: We are implementing an upgraded system to borrow books from not only the MID HUDSON LIBRARY SYSTEM, but also schools, colleges and hospitals participating in this inter-loan program. Tech Services handles requests we get from other libraries.

Rosetta Stone Webinar: mid- October. This will be a powerful language learning resource for the library to have.

ACTIVITIES:

Book Club Books: Handling the ordering for our Book Clubs (Great Beginnings & Contemporary Classics) monthly meetings seems to be increasing. We can go anywhere from 11-25 participants at each one. Most participants still want the actual book or book- on- CD, as opposed to an ebook for kindle, nook or other devices.

Homebound Program: Overseeing and facilitating the homebound program with the Friends group; involves interacting with homebound patrons and requesting books; coordinating with FOML members to deliver items

Materials Processing: Along with the normal everyday processing of new books, we have now processed all the old Orange County Posts so that they are now available to the public to browse here at the library. This project was spearheaded by our Reference Librarian, Matt Thorenz.

Friends of the Moffat Library (FOML) LIAISON ACTIVITIES:

FOML Ornament Fundraiser: Our library circulation staff has been selling the FOML ornaments as a fundraiser for them. At this point here at the Library we have only 5 left. If we run out before the next shipment of them arrives the staff will be taking names and phone numbers.

Holiday Gift Basket Fundraiser: FOML is also preparing for the Holiday Gift Basket Raffle to be displayed beginning Nov.20, 2016. At the same time we will be preparing the gifts for children to receive at the Holiday Open House.

FOML Meetings: Attend all regular FOML meetings and committee meetings on behalf of the Moffat Library staff. Act as primary liaison and contact person between FOML and the staff for all activities.

October 2016 Technical Services Department Report

Respectfully submitted by Denise Terzian, Head of Technical Services, 11/17/16

11/17/16 DIRECTOR'S REPORT

Respectfully submitted, Carol McCrossen, Director

ATTACHMENT 2

Celebration Committee Meeting December 8, 2016 Report

Members of the Core Committee – Carol McCrossen, Jim Casazza, Luis Rivera, Chris Fox, Linda Kean, Ruth Manyin, Mary Ann Marrero, Maureen Knipp, Jeanne Versweyveld

Committee Members in Attendance – Carol, Luis, Linda, Ruth, Mary Ann, Jeanne
Board Member in Attendance – Vicki Drake

Report from Mary Ann - She and Emily Kinney have developed the criteria to be used in the Moffat Library essay contest along with the application form. The theme for the essay, poem, or story will be: *“Moffat Library is...”*. Mary Ann will work on getting letters prepared for the schools and for the OCP. Carol will include the application form in the library’s January newsletter with a link to the contest rules on the library website. Judges for the contest will be contacted shortly. The poster contest will commence in the Fall. Attached: the criteria and application

Report from Luis RE: T Shirts: Luis was in contact with Luis Amaral concerning the cost of Moffat Library log T shirts. It was decided to go with the EJ McLaughlin logo that is used on our stationery – drawing of the tower. Discussion was had concerning putting the two date years on the back of the shirt 1887 and 2017. A decision was made to balance the two years with the logo. More discussion concerned how large to make the logo - across the whole shirt or just in the upper corner. Luis will get a drawing of both designs for our next meeting. We talked about having the shirts ready for Memorial Day along with the Moffat Library Champion Lives Here lawn signs. We are able to do a smaller number -50- at this time and place orders as needed from there. The current quote for the shirts was \$4.50/5.00. Need to verify if that was for one side or two sides.

Report from Ruth and Linda RE: Bagpiper: It is common knowledge that the Moffat clan originated in Scotland and so as was done at the centennial celebration, a bagpiper was present. Ruth contacted a couple who would be available for a fee of \$250. Linda is still researching her contact. Jeanne will contact a member of the Ancient Order of Hibernians as well.

Report from Jeanne RE: Moffat Family members: Jeanne contacted the genealogist of the Moffat Clan Society. He directed us to the 4th great granddaughter of Samuel Moffat and 1st cousin 4 times removed of David Moffat. She has three children. However, she resides in Beaver City Nebraska and her daughter lives in Bellingham Washington. Roger Moffat, our contact, believes that one of the sons may live in New Jersey. Jeanne will make contact when dates are more concrete.

Report from Carol RE: Chapman Stained Glass: Carol has a friend who does professional documentary taping. She has agreed to meet with Kevin Morgan of Chapman Stained Glass to video tape the process of restoring Moffat’s windows. Part of our opening celebration will be the showing of this video and, hopefully, have Kevin present to comment as we, who made the Albany trip, know how enthusiastic he is about his work.

Report from Jeanne RE: Sub Committee Chairs: In order to include all members of the Board in the celebration planning the following sub committees will be formed:

1. School Essay/Poster Committee: Mary Ann Marrero, chair
 - a. Linda Kean
2. The Program & Solicitation Committee: Carol McCrossen, chair
3. The Fall Gala Committee: Ruth Manyin, chair

4. The Classic Choral & Organ Concert: Jim Casazza, chair

It will be the responsibility of each chair to set up their committee meetings and then report back to the Core Committee. The Core Committee will have the responsibility to handle publicity.

Each member of the Board is asked to volunteer for one of the committees as listed above, thereby giving everyone a chance to be involved in the planning.

New Thoughts/Ideas: Jeanne is still looking to create a library mascot. More thinking on this idea.

Linda will contact *Orange Magazine*, *Hudson Valley Magazine* for publicity. Discussion ensued concerning an article about our precious windows in one of the publications.

Linda also broached the idea of giving local businesses a 'sneak peek' at the library before it officially opens to the public. Digging deeper into this discussion it was thought that those who purchased an ad in the opening day journal would be given an invitation for the tour where we would have refreshments available.

Next Meeting: January 5, 2017.

Respectfully submitted,
Jeanne Versweyveld, Chair
Celebration Committee