

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, July 24, 2014 at 8:27 p.m. at the temporary location for the Moffat Library, 3348 Rt. 208, Campbell Hall, NY 10916.

Present: Dennis Barnett, Jim Casazza, Matt Davis, Victoria Drake, Chris Fox, Ruth Manyin, Carol McCrossen, Michele Murphy, Luis Rivera, Jeanne Versweyveld

Absent: Linda Kean, Barbara Koller, Shelley Silberlicht,

I. Call to Order: 8:27 p.m.

II. Friends Report: None

III. Disposition of 6/19/14 Minutes: As corrected. Jeanne Versweyveld motioned to accept. Michele Murphy seconded.

IV. Treasurer's Report (Shelley): Luis Rivera reported on the June and July budgets. Jim Casazza motioned to accept. Michele Murphy seconded.

V. Director's Report (Carol): See attached.

VI. Committee Reports:

A. Temporary Location Report (Shelley/Luis): Flood occurred early July.

B. 6 West Main Building Maintenance Report (Chris/Jim): Hired an electrician who shut off all breakers to reduce the charges and sump pump was replaced.

Motions:

Jim Casazza motioned to hire Ambient Environmental, Inc. to perform hazardous materials sampling testing, examination, and reports for a sum not to exceed \$15,000.

Ruth Manyin seconded. Motion approved 9-0.

The Board, having reviewed the drawings, plans and conceptual scheme as presented by architect, Paul Mays of Butler, Rowland and Mays hereby authorize Mays to proceed with these plans. (Motioned to accept made by Ruth Manyin. Seconded by Jim Casazza. Motion approved 9-0.

Motion to authorize the Board of Trustees to authorize the allocation of \$500,000 to the Moffat Restore, Renew, Reimagine program. Jim Casazza motioned to accept, Victoria Drake seconded. Motion approved 9-0.

C. Building Committee Report (Jim/Chris):

- On the 29th of July, the Building Committee will interview four construction managers. They will recommend a company to the Board. A Geothermal Survey will need to be conducted.
- A special meeting will be held on July 29th to hire the Construction Manager.
- The referendum date was discussed.

- Jim Casazza will be in contact with Robbie Greene to do the 45 days' notice. He has spoken to Ben Gailey and has the information for the bond issue.
- Because the school does not own the library, we will not have to go through the State Education Department for review.

Jeanne Versweyeld motioned to adjourn the meeting at 9:28 p.m. Michele Murphy seconded. Motion approved 9-0.

Meeting adjourned at 9:28 pm

ATTACHMENT

DIRECTOR'S REPORT – 7/24/14

PROGRAMS:

Summer Reading Program for all ages – 7 weeks – going well. Check out website or facebook page to see what's going on.

STAFF TRAINING:

LIBRARY ASSISTANT: RCLS is offering a set of Library Assistant courses through NYLA in September. I have 3 circulation people attending.

HUMAN RESOURCES MANAGEMENT (LIS 702): I am working on creating an Employee Handbook for the library. I will have the draft available for the Board in August.

FINANCIAL MANAGEMENT FOR PUBLIC LIBRARIES: See handout for course description.

P/R – FUNDRAISING:

WEBSITE: New website is up and running with section for construction project – need update from Board;

CREDIT CARDS: The library is now set up to accept credit cards (we are in the process of developing procedures. I will let you know when that is set up.);

EMAIL NEWSLETTERS/UPDATES: Constant Contact is set up & we are working on entering patron email addresses so that we can send info about vote out;

NEWSPAPER ARTICLES: Times-Herald Record called today to verify some facts on the article (spoke to myself, Ruth & Jeanne) – should be in tomorrow's paper.

FUNDRAISING EVENT: On Tuesday, July 29 – We are working on a bulletin board this weekend to show our progress from the hurricane to where we are now.

RCLS LEGISLATIVE BREAKFAST: Friday, September 12 @ 8 AM at Fountains at Wallkill Golf Club – Encourage Board members & Friends to attend (FREE!). Great opportunity to network and tell people about our project. We have a Library Champion (10 year old Charlotte Peterson) who will be speaking at the Breakfast. Adult Services librarian, Matt Thorenz, is working on a historical bulletin board for event.

COLLECTIONS:

HISTORICAL: Matt Thorenz is working on our archives collection in the safe, as well as digitizing some manuscript and photographic collections for the Hudson River Valley Heritage site (www.hrvh.org). We will let you know when we are live on the site.

FINANCIAL:

Closed out fiscal year (see Treasurer's Report). Have to file Annual Financial Report with NYS by August 31, 2014.