

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on **Monday, November 17, 2014** at St. Mary's Church, Route 208, Washingtonville, New York.

PRESENT: Dennis Barnett President, Ruth Manyin, Barbara Koller, Luis Rivera, Jeanne Versweyveld, Linda Kean, Nancy Schneider, Matt Davis and James Casazza, Carol McCrossen, Director and Cindy Heintz, Friends Representative

ABSENT: Victoria Drake, Chris Fox, Shelley Silberlicht, Michele Murphy

MEETING WAS CALLED TO ORDER @ 7:05 p.m.

I. FRIENDS REPORT

1. Holiday Baskets will be on display Saturday, November 22, 2014 through December 19, 2014,
2. Hall decorations, November 22, 2014
3. In January there will be a bake and book sale
4. Friends will work on the Get Out and Vote Campaign
5. Data base training session with Kelly Lynch-Maloney with others attending

II. DISPOSITION OF MINUTES – Tabled

III. TREASURER'S REPORT – BY LUIS RIVERA

1. Books have been reconciled
2. Credit Card terminals in use;
3. Draft Audit Report received;
4. Management Report being developed for year ending June, 2014
5. Second installment received from school - \$220,000 still to be collected
6. Reviewed monthly statement - \$1.6 million in checking
7. Will develop Warrants (bills to be approved) to be reviewed by Trustee (s) and than approved by motion
8. Request made for all payments made to Berger

Motion to Accept Report made by Matt Davis, seconded by Jeanne Versweyveld
Approved 9-0

IV. DIRECTOR'S REPORT

1. Motion to hire part-time circulation clerk, Lina Merrill; Motion by Jeanne Versweyveld, Seconded by Matt Davis – approved 9-0
2. Review of monthly circulation/programs/public Presentations.
3. Discussion of Director's presentations to community groups **RE:** Library Project. Discuss You Tube video linked to website.

4. Search for computer person/web master with December 15, 2014 target date. Will consult Washingtonville School for shared service, also SUNY Orange and Mount St. Mary's.
5. Search for bookkeeper with target date January 1, 2015.

V. COMMITTEE REPORTS

- A. **Temporary location – No Report**
- B. **6 West Main Street**
 1. Discussion with two persons wanting to use library grounds for wreath sales and sign display
 2. Caution tape has been applied to carriage house
 3. Lead investigation conducted on October 30, 2014
 4. Contact made with Habitat for Humanity Restore concerning salvageable items.
 5. Standback advised concerning leaf blowing onto neighbors property
- C. **Building Committee Report**
 1. Discussion and review of Negative Pledge Agreement. Motion to approve Agreement by James Casazza, seconded by Jeanne Versweyveld – Approved 9-0.
- D. **Fund Raising Committee – No Report**

VI. UNFINISHED BUSINESS

- A. Ground Use Polity – Tabled
- B. Record Retention – Discussion to change title of treasurer – Tabled
- C. Public Forums – Motion by James Casazza, seconded by Jeanne Versweyveld – Approved 9-0 as revised.

VII. NEW BUSINESS

- A. Whistle Blower Policy – Motion by Matt Davis, seconded by Linda Kean – Approved 9-0
- B. Conflict of Interest Policy – Motion by Matt Davis, seconded by Jeanne Versweyveld – Approved 9-0
- C. Audit and Finance Committee Charter – Motion by Linda Kean, seconded by Nancy Schneider – Approved 9-0
- D. By-laws Policy – Highlighted Changes – Motion by Matt Davis, seconded by Barbara Koller, Approved 9-0
- E. Jeanne Versweyveld reported that Robert Bedford has written a history of the Brotherhood Winery and he will be asked if he would make a public presentation at the library.
- F. December 3, 2014 – Meeting of the Award Committee
- G. Ruth Manyin reported that there will be a cleanup at the West Main Street site.
- H. Conference call made to Alan Berger – Get Out the Vote

1. Need data base for weekly e-mails. Can use current or create a new one.
2. Kelly has worked on data base – 750 items as of today need 2,500 to 3,000. Can either generate more names or buy list.
3. Can use phone banking or door knocking script to build list.
4. If need to build list must start Get Out to Vote calling in two to three weeks. (December 15, 2014?)
5. If list built, can start calls in mid February, 2015 for a March 3, 2015 vote.
6. First round of e-mail had opening rate twice average (means people are eager to get our information)
7. Suggest raffle such as Kindle to encourage sign ups for list.
8. Must renew data base for three to four months.

VIII. ADJOURNMENT:

On a motion by Matt Davis and seconded by Linda Kean, the Board adjourned at 9:22 p.m. - Approved 9-0

Motion to approve minutes by **Jeanne Versweyveld**, seconded by **Nancy Schneider**
Yes 10 **No 0**