

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, September 24, 2015 at 7:00 p.m. at the temporary location for the Moffat Library, 3348 Rt. 208, Campbell Hall, NY 10916.

Present: Matt Davis, Victoria Drake, Beth Fitzpatrick, Chris Fox, Barbara Koller, Linda Kean, Ruth Manyin, Carol McCrossen, Luis Rivera, Nancy Schneider, Jeanne Versweyveld

Absent: Dennis Barnett, Michele Murphy

The meeting was called to order at 7:02 p.m.

FRIENDS' REPORT:

- Mary Ann Marrero reported for The Friends.
- Membership Drive is now on. Wednesday, October 21st is the Annual Meeting.
- Holiday gift baskets will continue. Baskets will be on display from November 22 – December 18.
- Holiday Open House is on December 5th from 1:00 – 4:00 p.m.
- Date for Meet the Authors' Luncheon is April 10, 2016.

REVIEW OF MINUTES:

Motion by Jim Casazza to accept the minutes, Victoria Drake seconded.

SECRETARY'S REPORT:

No report.

FISCAL OFFICER'S REPORT:

- The Fiscal Officers report was presented by Nancy Schneider and reviewed. The Profit and Loss budget vs. actual.
- Jim Casazza motioned to accept report, Linda Kean seconded.
- Nancy Schneider requested that three staff members be given permission to view accounts.

DIRECTOR'S REPORT:

- See Attached.

TREASURER'S REPORT:

- No report

BUILDING COMMITTEE

Campbell Hall Building (Temporary Building)

- Outside lights keep going out but Advanced Testing is working on it.

6 West Main Building Maintenance Report

- No report

6 West Main Building Committee Report

- Meghan and Paul were present at the last meeting.
- Removal of items from 6 West Main and storage was discussed.
- Restoration of chandeliers, e.g. \$9,000 for 2 fixtures.
- Designs were discussed.
- Firmer cost prices will be presented at the next meeting by the project manager, U.W. Marx.
- Carriage House was discussed. Engineers report recommends condemning it.
- Restoration experts will review the building on September 24, 2015.
- Committee members will revisit and visit comparable libraries to review our prospective interior designs.
- Projected disbursements for the bond were reviewed. Jim Casazza will meet with the school district to discuss bond accounting.

6 West Main Building Project Fundraising Committee Report

- Jeanne reported that \$4,000 was received by the alumni.
- Total of \$40,195 has been received so far.

FUNDRAISING COMMITTEE

- No report.

VOLUNTEER OF THE YEAR COMMITTEE

- No report.

UNFINISHED BUSINESS:

- No report.

POLICY REVIEW:

- No report.

NEW BUSINESS:

- No new business.

MARKETING COMMITTEE:

- No report

ROUNDTABLE DISCUSSION:

- No report

PERSONNEL COMMITTEE:

- No report

FINANCE COMMITTEE:

- No report.

Jim Casazza motioned to adjourn the meeting at 8:01 p.m. Matt Davis seconded.

DIRECTOR'S REPORT
09/24/15 BOARD MEETING

STAFF:

- Luisa Sabin-Kildiss working on the Fall 2015 newsletter. Expected to hit the streets by the last week in September.
- Luisa is also still doing the weekly email newsletter blasts. If Board members have something they would like to highlight, please contact her with a cc to me.
- Waiting for new Civil Service list to be available for Library Assistant position

DIRECTOR UPDATES:

1. Director met with Department heads and representative staff to get their input on technology needs for new building (week of August 2 & August 10) in order to develop Library's Technology Plan
2. Director attended DLD Construction grant workshop at RCLS on 8/14/15
3. Director attended multi-chamber event at Museum Village on 8/18/15 and thanked Assemblyman Skoufis for sending out the press release on Moffat receiving 2014-15 NYS DLD grant.
4. Director and staff met with architect, Meghan Brennen, and Building Committee members to discuss the layout for the new building on 8/24/15
5. Director attended Building Committee meeting on 9/9/15
6. Director held a Staff meeting on 9/11/15 to alert staff to changes in procedures and discuss new programs for the fall
7. Director completed annual staff evaluations at the end of August
8. Director acted as scorekeeper at the annual RCLS Battle of the Books, where 15 libraries took part. The Moffat team (Justin Alicea, Joseph Carlone, Bianca Ring, Rebecca Small, and staff members Ryan McGrath and Kaitlyn Small), coached by our own Anna Gordon, performed admirably.
9. Director completed and submitted the application for the 2015-16 NYS DLD Public Library Construction grant on 9/17/15
10. Director, along with board member Ruth Manyin, working on \$50,000 Larkin grant submission
11. Director currently working on development of 6 W Main Building Technology Plan draft for submission to Building Committee – expected by end of September 2015

JULY 2015 PROGRAMS:

- **July 2015 Program Statistics:** 58 programs were presented (42 childrens, teens & family and 16 adult programs) with 1216 attendees.
- **July 2015 Circulation Statistics:** 3429 juvenile & teen print items circulated (as compared to 4302 in July 2014); 1771 adult print items circulated (as opposed to 2141 in July 2014); 637 juvenile & teen AV items circulated; 2077 adult AV items circulated (as opposed to 2887 in July 2014); 877 eBooks circulated in July 2015 (versus 545 in July 2014).

AUGUST 2015 PROGRAMS:

- **August 2015 Program Statistics:** 22 programs were presented (11 childrens, teens & family and 11 adult programs) with 558 attendees.
- **August 2015 Circulation Statistics:** 2649 juvenile & teen print items circulated (as compared to 3382 in August 2014); 1709 adult print items circulated (as opposed to 1852 in August 2014); 516 juvenile & teen AV items circulated (as opposed to 483 in August 2014); 1966 adult AV items circulated (as opposed to 2661 in August 2014); 848 eBooks circulated in August 2015 (versus 594 in August 2014).

SUMMER READING PROGRAM:

- Successful 6-week summer reading program during July and August. Overall, 298 children and teens, as well as 64 adults took part in the summer reading program. 52 teen volunteers working a total of 511 hours helped out. A big thanks to all staff who pitched in, as well. 90 programs total were presented this summer for children, teens and adults alike, with 1,752 people attending. The total number of books read by children and teens this summer was 3,507! See statistics above for more info.

Respectfully submitted,

Carol McCrossen, Director