

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, October 29, 2015 at 7:00 p.m. at the temporary location for the Moffat Library, 3348 Rt. 208, Campbell Hall, NY 10916.

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

Absent: Jim Casazza, Linda Kean, Michele Murphy

The meeting was called to order at 7:01 p.m.

FRIENDS' REPORT:

- Cindy Heintz reported for The Friends.
- 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.
- Re-election: Mary Ann Marrero – President, Kathy Foley – Vice-President

REVIEW OF MINUTES:

Motion by Jeanne Versweyveld to accept the minutes, Nancy Schneider seconded.

SECRETARY'S REPORT:

No report.

FISCAL OFFICER'S REPORT:

- Met with Ryan Fohl (liaison) – Explained how to structure the TD Bank accounts.
- Discussion regarding the movement of the \$200,000 in Chase back to TD Bank.
- Monthly fiscal reports were reviewed.
- On-line banking will be set up shortly.
- Ruth Manyin motioned to accept, Victoria Drake seconded. 10 Yea, 0 No.

DIRECTOR'S REPORT:

- See Attached.

TREASURER'S REPORT:

- No report

BUILDING COMMITTEE

Campbell Hall Building (Temporary Building)

- LED fixtures were put up on the outside of the building.

6 West Main Building Maintenance Report

- Secured building.

6 West Main Building Committee Report

- Final cost figures for U.W. Marx will be in November.
- The final numbers will be presented to the Board in November.
- Carriage House stabilization was discussed.
- Stained glass windows will be removed now as an emergency measure (because of the break in).
- Carriage House will be stabilized.
- Removal of the vault and other valuables will be secured.
- December 17th – preview for the contractors.
- Security camera wiring.
- Ruth met with Meghan and the landscaping architect.
- Ruth Manyin motioned to accept attached motion for Windows – Nancy Schneider seconded.
- Ruth Manyin motioned to accept attached motion for Carriage House stabilization, Matt Davis seconded.

6 West Main Building Project Fundraising Committee Report

- Jeanne reported there is more money coming in. She did not have a new total.

FUNDRAISING COMMITTEE

- Linda Kean absent. No report.

PERSONNEL COMMITTEE

- Meeting will be called soon.

AUDIT AND FINANCE COMMITTEE

- Auditors will be here next week.

OPERATIONAL/PROGRAMS COMMITTEE REPORT

- Nancy will take over as the Chair of the Committee.

PUBLIC RELATINS/MARKETING COMMITTEE

- No report.

VOLUNTEER OF THE YEAR COMMITTEE

- Discussion regarding the number of people who should get the award.

UNFINISHED BUSINESS:

Trustee Attendance:

- Discussion ensued regarding attendance of Trustees.
- Policy Committee will meet and draft a new policy.

POLICY REVIEW:

- No report.

NEW BUSINESS:

Construction Schedule Update:

- Will be posted.

MARKETING COMMITTEE:

- No report

ROUNDTABLE DISCUSSION:

- No report

Matt Davis motioned to move into Executive Session at 8:46 a.m. Victoria Drake seconded Yea – 10; No – 0

Jeanne Versweyveld motioned to move out of Executive Session at 8:57 p.m. Victoria Drake seconded. Yea-10; No-0

Ruth Manyin motioned to adjourn the meeting at 9:03 p.m. Barbara Koller seconded.

**DIRECTOR'S REPORT
10/29/15 BOARD MEETING**

STAFF:

- Luisa is also still doing the bi-weekly email newsletter blasts. If Board members have something they would like to highlight, please contact her with a cc to me.
- Still waiting for new Civil Service list to be available for Library Assistant position
- Head of Adult Services, Matthew Thorenz, is working on moving the archives out of the 6 West Main building and into a storage facility so that it will be out during construction

DIRECTOR UPDATES:

1. Director finishing up draft of Historic 6 W Main Library's Technology Plan – draft to go to the Building Committee for review
2. Director and staff met with architect, Meghan Brennen, to discuss the layout for the new building on 9/28/15
3. Director attended Building Committee meeting on 9/28/15

6 W Main Building Update:

- Fire alarm went off in the afternoon on 10/14/15. The fire department determined it was due to internal construction dust being created after some preliminary work gutting some walls inside.
- On 10/15/15, staff person, Matt Thorenz, was entering the building and heard a group of kids in the building and breaking glass. He did not see who the kids were, as they ran out when they heard him enter. They had broken some windows, some glass fluorescent bulbs, furniture, etc. Matt called the police and gave them a report. Matt & I did a walk-thru after the police left and found an external window broken and some graffiti on the walls in the East Room. Emailed photos of it to Sgt Lopez at Washingtonville PD. Graffiti was dated 10/8/15, so it may have been done earlier. Director spoke to Standback about securing the broken window, as well as securing 2 windows that don't lock in the Rec offices. They stated they would secure the next day.

SEPTEMBER 2015 PROGRAMS:

- **September 2015 Program Statistics:** 25 programs were presented (13 childrens, teens & family and 12 adult programs) with 201 attendees.
- **September 2015 Circulation Statistics:** 2888 juvenile & teen print items circulated (as compared to 2950 in August 2014); 1454 adult print items circulated (as opposed to 1659 in August 2014); 440 juvenile & teen AV items circulated (as opposed to 585 in August 2014); 1652 adult AV items circulated (as opposed to 2287 in August 2014); 750 eBooks circulated in August 2015 (versus 612 in August 2014).

Respectfully submitted,
Carol McCrossen, Director