

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, November 19, 2015 at 7:00 p.m. at the temporary location for the Moffat Library, 3348 Rt. 208, Campbell Hall, NY 10916.

Present: Dennis Barnett, Jim Casazza Linda Kean, Victoria Drake, Chris Fox, Barbara Koller, Ruth Manyin, Carol McCrossen, Luis Rivera, Nancy Schneider, Jeanne Versweyveld

Absent: Matt Davis, Beth Fitzpatrick, Michele Murphy

The meeting was called to order at 7:10 p.m.

FRIENDS' REPORT:

- Cindy Heintz reported for The Friends.
- Basket raffle will be December 18th
- There is currently one author for the Authors' Luncheon.
- Friends will be the sponsor for Walden Savings Bank for the month of December.

REVIEW OF MINUTES:

Motion by Jim Casazza to accept the minutes, Jeanne Versweyveld seconded.

SECRETARY'S REPORT:

No report.

FISCAL OFFICER'S REPORT:

- Online banking access is in the process of being set up.
- Nancy Schneider will be the only one to make changes on the account.
- The administrator vote on approval of the warrant for \$42,594.12. Jim Casazza motioned to accept; Linda Kean seconded 10-Yeas; 0 – Nos
- Monthly fiscal reports and balance sheets were reviewed.
- Jim Casazza motioned to accept the report. Victoria Drake seconded. 10-Yeas; 0-Nos

DIRECTOR'S REPORT:

- See Attached.

TREASURER'S REPORT:

- No report

BUILDING COMMITTEE

Campbell Hall Building (Temporary Building)

- All is good.

6 West Main Building Maintenance Report

- Stained glass windows have been removed and are being stored by Chapman.
- The dumpster was delivered last week.
- Standback continues to work on the demolition inside the building.

- The alarm was being triggered but not because of the phone line. Electricity issues will be looked into. Additional fencing was put up to secure the premises.
- Air testing will begin shortly.

6 West Main Building Committee Report

- Met 11/19 and reviewed the Executive Summary and after review, they are still within the budget – attached motion.
- A copy of all of the deeds that make up the 6 West parcel of land was received.
- The outside plants will be used by the town and the memorials will be possibly placed by the old Village Hall.
- Some members of the Building Committee went on visits again to libraries to review furnishings and interior details.

6 West Main Building Project Fundraising Committee Report

- A list of donors was received for a total of \$47,045.

FUNDRAISING COMMITTEE

- Linda presented the idea of a Foundation.

PERSONNEL COMMITTEE

- Met on 11/19.
- A budget proposal was reviewed and will be presented to the Board.

AUDIT AND FINANCE COMMITTEE

- Audit is in progress.

OPERATIONAL/PROGRAMS COMMITTEE REPORT

- Trustees/Bylaws – absenteeism.
- Ruth Manyin motion to accept the new wording for the Bylaw. Jim Casazza seconded. 10-Yeas; 0-Nos
- Request to amend Trustee bylaws, Article 111.

PUBLIC RELATINS/MARKETING COMMITTEE

- No report.

VOLUNTEER OF THE YEAR COMMITTEE

- No report.

UNFINISHED BUSINESS:

POLICY REVIEW:

- No report.

NEW BUSINESS:

Construction Schedule Update:

- Tables were removed.

MARKETING COMMITTEE:

- No report

ROUNDTABLE DISCUSSION:

- No December meeting will be held.
- Resolution for the RCLS Budget was motioned by Jeanne Versweyveld; seconded by Victoria Drake.

Ruth Manyin motioned to move into Executive Session at 8:55 a.m. Jeanne Versweyveld seconded Yea – 10; No – 0

Linda Kean motioned to move out of Executive Session at 9:05 p.m. Ruth Manyin seconded. Yea-10; No-0

Linda Kean motioned to adjourn the meeting at 9:06 p.m. Victoria Drake seconded. Yea-10; No-0

November 19, 2015

MOTION: After careful and through review of the scopes of work and Construction Documents the building committee has made a determination that said documents are consistent with the original intent and budget and recommends to the full Board of Trustees that Butler Rowland and Mays and UW Marx should proceed with the bid process (i.e. Making the Construction Documents available to the prime contractors).

The Construction Documents are to be made available to the prime contractors on January 4, 2016. Bids are to be due and will be opened on February 16, 2016 at 2:00 P.M. at the Temporary Library location at 3348 Route 208 Building 2 Suite 2 Campbell Hall, NY 10916.

Motion made by: James Casazza Seconded by: *Barbara Koller*

Ayes: 10 Nays 0

DRAFT
RESOLUTION

The Board of Trustees of the Moffat Library of Washingtonville on this ^{19th}~~29th~~ day of ^{November}~~October~~,
2015 approved a resolution to accept the Ramapo Catskill Library System 2016 Budget, as
presented.

*Submitted for approval
at a meeting of the
Board of Trustees of the Moffat Library of Washingtonville
on ~~October 29~~, 2015
November 19,*

**DIRECTOR'S REPORT
11/19/15 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
- Lois Delarose interviewed and hired Connor McCann as a part-time page to replace John Hagan, who resigned in October. He is starting the week of November 30, 2015.
- Matthew Thorenz attended NYLA Annual Conference in Lake Placid on October 21-24, 2015.
- Kaitlyn Small is now splitting her time between page duties and assisting Anna Gordon with her children's programs. We are looking to hire an additional page to cover.

DIRECTOR UPDATES:

1. Director completed draft of Historic 6 W Main Library's Technology Plan. Draft went to the Building Committee for review.
2. Director and staff is meeting with technology consultant, Carson Block, on 12/10/15 to discuss the Technology Plan and needs for 6 W Main
3. Director attended Building Committee meeting on 10/27/15
4. Director made library building visits with architects & Building Committee members on 10/30/15
5. Director attended Building Committee meeting on 11/18/15
6. Director currently working on additional 2015-16 DLD grant for mechanical system at 6 W Main with architects and Stephen Hoefler at RCLS. Due to RCLS by 11/30/15.

6 W Main Building Update:

- Fencing went up at 6 W Main the week of 10/26/15 following a break-in on 10/15
- Matthew Thorenz and Denise Terzian worked on preparing the items in the safe at 6 W Main in order to move to storage facility.
- Moving the archives out of the 6 West Main building and into an archival storage facility in Goshen on December 1, 2015. Items are being removed for safety during construction on the 6 W Main building.
- Secured a storage facility in New Windsor to store miscellaneous items from 6 W Main (2 reference tables, andirons, display case & other items). Moving expected to take place the week of Nov 30, 2015.
- Additional mold abatement at 6 W Main completed the week of 11/16/15. Waiting for approval from village to start asbestos abatement (expected the week of 11/23).

OCTOBER 2015 PROGRAMS:

- **October 2015 Program Statistics:** 33 programs were presented (22 childrens, teens & family and 11 adult programs) with 608 attendees.

- **October 2015 Circulation Statistics:** 2500 juvenile & teen print items circulated (as compared to 2968 in October 2014); 1410 adult print items circulated (as opposed to 1639 in October 2014); 393 juvenile & teen AV items circulated (as opposed to 555 in October 2014); 1619 adult AV items circulated (as opposed to 1973 in October 2014); 675 eBooks circulated in October 2015 (versus 543 in October 2014).

PROGRAM HIGHLIGHTS:

- **VIP Halloween Program:** Halloween program for children with special needs. The program was designed, organized, and run by Kaitlyn Small (Co-President of TAB and Moffat staff member). We had 5 children attend and 5 teens from the Teen Advisory Board help run the activities. Games focused on sensory activities such as painting, feeling, digging, and touching different Halloween-themed items.
- **Halloween Carnival:** TAB (Moffat Library Teen Advisory Board) organized the Halloween Carnival (under the direction of Anna Gordon). 105 children and 55 adults attended. The teens added some new games and created some new decorations for this year. One of our new stations was a photo station where kids got their photo taken with the guinea pigs (who were also wearing costumes).
- **Preschool Creations:** Starting in November we have added a new early childhood program to our line up. 3-5 year olds are invited to come twice a month to make crafts with us at the library. This provides a time for them to practice fine motor skills: folding, pinching, tearing, and grabbing. These skills are vital to make sure that children are ready for kindergarten at the age of five. During storytime we focus on gross motor skills, Preschool Creations allows the library to provide a structured environment to help model for parents how to teach fine motor skills as well.
- **Food For Fines:** Eleanor Doring is facilitating a "Food For Fines" program for the library going on for the month of November leading up to the holiday. During the month of November, we are waiving late fines for patrons who bring in non-perishable food items to be donated to the Country Kids Food Pantry.

Respectfully submitted,
Carol McCrossen, Director

A Mission Statement for Public Librarians

Written on 11/6/15 by Carol McCrossen (for anyone willing to listen)

Over the course of the last 5-10 years, we have seen a dramatic shift in how the public library is viewed in America. We thought that the public library's mandate of "free" services would always trump the pay-for-service model that was created by corporations. However, that has not been the case. The technology has advanced so quickly that it has enabled corporations to create mechanisms that make it very easy and relatively inexpensive for people to get the resources they need without leaving the comfort of their home. If the people that work in the public library can't even find a good reason to leave the house and drive to their local library to pick up a DVD (myself included), why would a patron?

The corporate world (publishers, online content providers, etc.) is leaving libraries in the dust. We're crippled by the limited and, well, "clunky" online systems that have been developed for public libraries. We can't possibly compete.

So what has been the result? Our circulation of print and AV collections has dramatically decreased every year, every month, every day as we sit idle and complacent with a public library model that was created over a hundred years ago.

The picture is not totally dire. There have been some glimmers of hope. We have seen ebook circulation increase. But again, publishers have been reluctant to distribute to libraries and as such, libraries can't offer the array of resources that an Amazon can.

But we are getting closer with the integrated catalog system (one-stop access, as opposed to having to go to multiple platforms for different types of materials) that has been and continues to be developed for libraries. As has been clearly demonstrated over the past 6 months since going on the integrated catalog system, RCLS member library database usage has increased over 16%. This is a huge increase. This is an area that the public library can excel at. No one else can offer searchable peer-reviewed articles, full-text of newspapers and magazines, medical information that has been provided by trusted sources. Another glimmer of hope.

Library programs have also been something that we have excelled at. We do things now that couldn't have been conceived of in the past because we have innovative and creative people who think outside of the box. Instead of saying no and all the reasons not to do something, librarians and library staff are saying yes, let's figure out a way to do this and do it better. So many changes are taking place every day in this arena in libraries across the nation. And it doesn't stop there. We keep changing and adapting and moving forward.

We need to do this in all areas of what we do. How can we change to make it better? How can we adapt to this new dynamic and ever-changing world that we are constantly faced with? We

need to accept that the world we went to sleep in last night is not necessarily the same world we woke up in this morning.

Are you willing to throw out a system that doesn't work anymore and start over? It's hard. You have to relearn everything. You have to consider everything. And once you're comfortable in that system and know everything about how to use that system, it's got to change. You've seen it. You finally get used to MS Word 2013 and you're relaxed and confident that when you turn your computer on, you will have the skills to get what you need to get done and everything will go as planned. Thing is, your library system installed the latest version of MS Word on your computer that morning. In fact, they universally installed MS Word 2016 on EVERY computer in EVERY library in the system. And the interface has completely changed. It's jarring, right? You (along with the rest of the world) have to adapt and re-learn the new system. And we'll have to do it again and again. But once you learn the system, you can teach others how to use it. Teach co-workers how to use it. Teach patrons how to use it. THIS is something public libraries can excel at, as well.

The key is change and adaptation to a new world every morning when we wake up. Throw out the rules from yesterday and start from scratch today.

We have to be involved in this process and continue to be part of this process - help to make the changes that we want to see (if I can sort of steal a line from our President). But we need to be involved. Every day we need to be able to accept that yes, we worked hard on those rules of yesterday, but today those rules have to go in the trash. We need to start over again.

Every day, we need to ask where and in what context can we as libraries stay relevant? How can we complete our mission to help in creating a more informed and enlightened citizenry – a citizenry that is armed with the tools and the knowledge to initiate their own change in their communities for the betterment of all?

We need to sit down at a table together and be willing to discard everything we have ever done, everything we have ever been and start over. Until that time, we will continue to sit by in displaced anger and bewilderment as to how we got to this place of irrelevance.

Are you ready to say yes?

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