

**Moffat Library Board of Trustees**  
**1/26/17 Board Meeting Minutes**

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, January 26, 2017 at 7:00 p.m. at the temporary location for the Moffat Library, 3348 Rt. 208, Campbell Hall, NY 10916.

**Present: Trustees -** Dennis Barnett, Jim Casazza, Victoria Drake, Chris Fox, Nancy Schneider, Jeanne Versweyveld , Director – Carol McCrossen, Beth Fitzpatrick, Matt Davis, Linda Kean, Barbara Koller, Cindy Heintz

**Absent:** Luis Rivera, Ruth Manyin

The meeting was called to order at 7:05 p.m.

**FRIENDS' REPORT:** Cindy Heintz reported for the Friends

- Reminder of the Author's Luncheon on April 2<sup>nd</sup>. Deadline for ads is February 20<sup>th</sup>.
- All ornaments have sold out.  
Nancy Schneider made a motion to purchase an ad for the Author's Luncheon program.  
Jeanne Versweyveld seconded – 10 – Yes 0 - No

**REVIEW OF MINUTES:**

Jim Casazza motioned to accept the minutes of the December 22, 2016, as amended. Matt Davis seconded. 10 - Yes 0 - No

**SECRETARY'S REPORT:**

No report.

**FISCAL OFFICER'S REPORT:**

- The following motions were presented:
- Motion #1 – Made by Beth Fitzpatrick– Seconded by Linda Kean –“To accept the Fiscal Officer's Report for 1/26/17 as submitted” 10 – Yes 0- No
- Motion #2 – Made by Jim Casazza – Seconded by Beth Fitzpatrick – “To approve the 1/25/17, warrant for Operating Expenses in the amount of \$93,936.92 10 –Yes 0- No
- Motion #3 – Made by Jim Casazza– Seconded by Beth Fitzpatrick – “To approve the 1/26/17 warrant for the 6W Main Building Soft Cost Expenses in the amount of \$272,664.22 10 – Yes 0 - No
- Motion #4 – Made by Jim Casazza – Seconded by Victoria Drake – “To approve the 1/25/17 warrant for the 6W Main Building Hard Cost Expenses in the amount of \$312,221.69 10 – Yes 0 – No

**DIRECTOR'S REPORT:**

- See *Attachment 1*.

## **STANDING COMMITTEE REPORTS**

### **A. Personnel Committee Report (B. Koller)**

No Report

### **B. Audit & Finance Committee Report (N. Schneider)**

Board presentation with Pat Lyons to discuss building project budget has been postponed. There were some concerns regarding the correct expenditures put into the building project expenses. The auditor, Pat Lyons, Carol McCrossen and Luis Rivera are working together to report the exact expenditures. Jim Casazza questioned the timeliness of the audit. Carol stated that there was a delay on behalf of the auditing firm.

### **C. Operational/Polices Committee Report (N. Schnieder)**

No Report

### **D. Public Relations/Marketing Committee Report (J. Versweyveld)**

Orange County Post article was passed around for all to read. Place making in the community was discussed. Jeanne Versweyveld stated that she was on the committee.

## **Ad hoc Committee Reports**

## **BUILDING COMMITTEE**

### **6 West Main Building Committee Report**

The Board is invited to attend a walkthrough of the 6 West Main Street building project on February 7th at 5:30 p.m.

### **6 West Main Building Project Fundraising Committee Report (J. Versweyveld)**

- Jeanne reported that an additional \$1500.00 was given with matching funds of \$1500.00 and also a donation of \$1000.00 was received.

## **Volunteer of the Year Award Committee Report (J. Versweyveld)**

No report.

**Moffat Library Celebration**

See attached

**Unfinished Business**

None

**NEW BUSINESS:**

Nancy Schneider reported that the Blooming Grove Community Garden would be willing to help out with the landscaping project.

Jim Casazza brought up the question of the cost factors of the budget – capital costs versus budgetary costs. The audit committee is reviewing these costs.

Meeting was adjourned at 8:42 Linda Kean motioned and Matt Davis seconded.

Respectfully submitted,  
Chris Fox, Secretary

*Attachment 1*

**DIRECTOR'S REPORT  
1/26/17 BOARD MEETING**

**DIRECTOR UPDATES:**

**Director Meetings/Events (December 23, 2016-January 26, 2017):**

1. Attended Washingtonville Placemaking Steering Committee meeting on Thursday, 12/29/16
2. Met with reporter, Eugenia Moscovitz, and Tom Amend, from Standback to do a tour and talk about the historic West Main Moffat building
3. Attended Celebration Comm - Writing Contest Subcommittee meeting on 1/4/17
4. Attended Celebration Committee Meeting on 1/5/17
5. Held Staff Post-Holiday Dinner at Catherine's in Goshen on 1/7/17
6. Attended Washingtonville Placemaking meeting on 1/9/17 at High School
7. Attended Construction meeting on 1/10/17 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
8. Met with Rich from Lighttower fiber installation company, RCLS representative, John Schneider, and Pat Lyons at the 6 W Main site to review the layout of where the fiber connections would need to go and to get specs on the data room.
9. Conference call with technology consultant, Carson Block, Meghan Brennen, and John Schneider from RCLS to review the latest devices plan on 1/12/17.
10. Held Department Head staff meeting on 1/13/17.
11. Met with the accountants to review the FYE16 audit draft on 1/13/17.
12. Met with Luisa Sabin-Kildiss and Emily Kinney to discuss changes to children's and teen website pages.
13. Attended Celebration - Gala Subcommittee meeting on 1/18/17
14. Attended Blooming Grove/Washingtonville Chamber Breakfast Mixer on behalf of the Library on 1/19/17
15. Attended NYS Annual Report Workshop at RCLS on 1/19/17
16. Conference call with tech consultant, Carson Block, architect, Meghan Brennen, and RCLS ANSER Manager, John Schneider on 1/24/17
17. Conference call with tech consultant, Carson Block and RCLS ANSER Manager, John Schneider, to discuss telephone system on 1/25/17
18. Attended Board of Trustees meeting on 1/26/17

**General Director Updates:**

- **FYE16 AUDIT:** The draft of the FYE16 Annual Financial Audit report is still being reviewed with auditors. It is hoped that the final report will be available in February.
- **BLUECLOUD COMMERCE CASH DRAWER SYSTEM IMPLEMENTATION:** Coordinated with bookkeeper, Maria Soltis, to initiate, install and implement a

new automated cash drawer payment system for the Library through RCLS. This allows us to fully integrate all of our cash transactions and reconcile our intake more effectively via a daily system report. In addition, it has given us the ability to accept credit cards at a much lower rate than previously (\$100 annual fee / 1.99% + \$0.25 fee per transaction). We now can accept MasterCard or Visa and require a minimum charge of \$5.00. Maria Soltis drafted instructions for the staff and the system has been in operation for two weeks. It is working well. Many thanks to Maria for all her time and work on implementing the system.

- **MONTHLY BOARD PACKETS:** Coordinate on an ongoing basis with assistant, Maria Soltis, to facilitate monthly trustee board meeting packets.
- **WEBSITE/EMAIL NEWSLETTER/NEWS CONTENT ADDITIONS:** Coordinate on an ongoing basis with P/R & Web Services Librarian, Luisa Sabin-Kildiss, to create and add additional content to the website, email newsletter, social media outlets and to online and other media outlets in regards to new services, general news, programs, etc. See Luisa's report for more info.
- **FYE18 BUDGET PROPOSAL PREPARATION:** In process of preparing the draft FYE18 budget proposal to be presented and reviewed by the Audit & Finance Committee in February. Still getting numbers from various parties, such as architects, project manager, and RCLS.
- **HISTORIC BUILDING PROJECT BUDGET FACILITATION:** Continuously working with project manager, Pat Lyons, architect, Meghan Brennen, our bookkeeper, Maria Soltis, and auditors to properly categorize all expenses in relation to the historic building project.
- **HISTORIC BUILDING PROJECT TECHNOLOGY PLAN & IMPLEMENTATION:** Working with technology consultant, architects, RCLS, various vendors and staff to plan for, design and implement the technology components for the renovated facility.
- **HISTORIC BUILDING PROJECT DAY-TO-DAY ACTIVITIES:** Facilitating communication and activities between various parties, such as RCLS staff, architects, legislative staff, SHPO and other agencies, construction site manager, technology consultant, board & committee members, Library staff, as well as community members and groups in regards to all facets of the building project, including: technology integration and device installation and implementation; budgeting and contractor payments and facilitation; working with parties to obtain and process grant application paperwork; communicating in regards to furnishings, interior and exterior considerations; facilitating communications with the public and different agencies regarding the building project; initiating a weeding schedule and other activities with the staff in anticipation and preparation for the move in the summer; etc. In addition, acting as the Library point of contact with the project site manager to handle any day-to-day needs, such as providing official Library documentation to parties to facilitate various functions of the building project, as well as handle billing issues, budgeting, etc.)
- **MONTHLY DEPARTMENT HEAD REPORTS:** Coordinated with Department Heads to provide monthly reports of their activities for the Board. In addition, discuss services, programs, materials and all other activities on an ongoing basis with Department Heads.
- **CELEBRATION COMMITTEE ACTIVITIES:** Working with committee and subcommittee members to make recommendations and provide assistance on events surrounding the opening of the 6 West Main building.
- **NYS ANNUAL REPORT PREPARATION:** Begun working on the NYS Annual Report, which is due to RCLS on February 6, 2017.

- **PIANO DONATION:** Board member, Ruth Manyin, facilitated for a piano to be donated to the Library. Had assistant, Maria Soltis, facilitate for the moving of the piano to the library. Denise Terzian followed up with assisting with obtaining a temporary cover.

#### **CIRCULATION STATISTICS (December 2016):**

- **December 2016 Circulation Statistics:** 1624 juvenile & teen print items circulated (as compared to 2053 in November 2015); 1064 adult print items circulated (as opposed to 1238 in December 2015); 400 juvenile & teen AV items circulated (as opposed to 454 in December 2015); 1018 adult AV items circulated (as opposed to 1551 in December 2015); 898 eBooks circulated in December 2016 (versus 733 in December 2015).
- Total December 2016 Circulation of physical items and ebooks was 5,004. Total in November 2015 was 6,029.

#### **PROGRAMS (December 2016):**

##### **PROGRAM STATISTICS:**

- **December 2016 Program Statistics:** 21 programs were presented (14 children's, teens & family programs and 7 adult programs) with 315 attendees.

#### **DEPARTMENT REPORTS:**

##### **Reference and Adult Services Report for December 2016**

Matthew Thorenz, Head of Adult Services

##### **Local History:**

- A representative from the Quassaick Chapter of the Daughters of the American Revolution is looking to have the group provide funds for the preservation, and digitization of documents related to Richard Caldwell of Salisbury Mills written during the War of 1812, as well as several early legal, and land records from the Blooming Grove area that pre-date the American Revolutionary War.
- We began processing a collection of library records that were donated by the Town of Blooming Grove Historian. This collection includes Library Board minutes from the 1930s, and a scrapbook of articles written by Virginia M. Harrison, the head librarian during that time.

##### **Continuing Education:**

- On December 15<sup>th</sup>, I attended a webinar on applying for the Documentary Heritage Program Grant through the New York State Archives. I learned that the state archives provides grants for **documentation**, or the survey, and collection of historic records related to under-represented populations, groups, or events, as well as **arrangement and description**, which allows the archivist to research the provenance of record groups, and generate online finding aids to increase access to collections. Awards range from \$1,000 - \$25,000 for projects that focus on topics related to New York State. I would like to go for at least one of these grants after our archives returns to the historic Moffat Library building.

##### **Services:**

- The library received the laptops for patron use ordered in October, and have put them to use in our computer instruction classes. The laptops are supported by RCLS, who has installed basic software programs; like Word and Excel, as well as anti-virus software.

##### **Collections:**

- We are in the process of weeding the Adult Non-Fiction collection and have removed outdated and damaged books, while keeping those that are vital to our core collection. We have also replaced older volumes with updated editions so our patrons have current information related to topics such as science, health & medicine, economics, and law.

- 1,077 records from our online reference e-books have been imported into our online catalog “Enterprise”. This allows Moffat Library patrons to search and use our online reference collection through the same catalog they use to place holds, and search for library materials.

**Outreach:**

- On December 3<sup>rd</sup>, we participated in the annual Washingtonville Christmas Parade, which saw over 1,000 spectators and several local government representatives in attendance. The float was well received and reports state it was the largest turnout for this event since it began in 2011.

*Reference and Adult Services Report*

*Respectfully submitted by Matthew Thorenz, Head of Reference and Adult Services, 1/24/17*

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**YOUTH SERVICES DEPARTMENT REPORT FOR DECEMBER 2016 (E. Kinney, Head of Youth Services):**

**YOUTH PROGRAM HIGHLIGHTS:**

**Holiday Storytime:** As a part of the Friends of Moffat Library Holiday Open House, the annual Holiday Family Storytime was hosted for children of all ages on December 4th. The program was attended by 40 children and 30 adults with 3 teen volunteers to help with preparations and clean up, in addition to crafts with the attendees. During the storytime, children were given their own jingle bells to ring while we sang our holiday songs. After the stories and songs, the kids made sparkling pinecone ornaments, strung their jingle bells to make bracelets, and made paper bag reindeer.

**TAB Holiday Party:** The Teen Advisory Board Holiday Party was attended by 25 teens and 4 adults on December 14th. The teens enjoyed socializing, playing games, and watching a holiday movie during the party in addition to eating pizza drinking hot chocolate!

**OUTREACH:**

**Little Britain Elementary 2<sup>nd</sup> Grade Social Studies Classes:** On December 14th, the library was invited to be a part of Little Britain Elementary’s community speaker series for the 2<sup>nd</sup> Grade Social Studies classes. Three classes were in attendance for the presentation, and we were asked to prepare for 90 students. Eleanor Doring and I attended to present on how the library fits into our community, what resources the library offers with a focus on the audience’s age level, and how to get a library card. After the program, the students were given a bookmark summarizing the all that we talked about and applications for their very own library cards. In the days after the presentation, many of the students came to the library to see us in person and sign up for their cards. Later, I was presented with notes and drawing from the three classes about our visit to the school and what they learned.

**PROFESSIONAL DEVELOPMENT:**

**RCLS Book Preview:** On December 1<sup>st</sup>, I attended the RCLS book preview session in order to preview books for children and teens prior to buying them for the library collection. This was helpful in developing the library’s juvenile collections.

**Early Childhood Programs and Services Series Part 1: Ages and Stages of Early Literacy Programming:** On December 1st, I attended a webinar hosted by the Association for Library Service to Children. The presenters clearly explained different stages of development in babies and toddlers, and gave examples of programs and activities beneficial for each stage of development. The program ideas from both the presenters and other attendees will be useful in implementing different learning development opportunities in storytime and other early literacy programs.

## **Youth Services Report**

**Respectfully submitted by Emily Kinney, Head of Youth Services, 1/26/17**

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### **WEB SERVICES & P/R DEPARTMENT REPORT FOR DECEMBER 2016/JANUARY 2017 (L. Sabin-Kildiss)**

#### **ACTIVITIES:**

- Laid out and designed the print Winter 2017 Moffat Library Newsletter
- Input all Winter 2017 Programs into website calendar events.
- Added all 2017 dates to website calendar.
- Updated Adult Book Club webpage to reflect Winter 2017 book club selections
- Created 4 email newsletters (Dec. 2, Dec. 19, Jan. 1 & Jan. 23)
- Updated signage in town to provide email newsletter sign-up instructions.
- Continued working with an editorial calendar and Librarian colleague's to brainstorm, create and schedule social media posts.
- Created website news blog entries and website homepage articles for
  - o Dec. 9 (Moffat Library Building Update)
  - o Dec. 20 (Friends Holiday Fundraising a Success)
  - o Jan. 5 (Moffat Library Writing Contest)
  - o Jan. 6 (Orange County Post, "Moffat Library Takes Shape")
- Worked on Community Resources LibGuide. Presented at Department Head Meeting as the LibGuide nears completion.
- Added Cash Drawer documentation to Staff Portal. Presented Staff Portal at Department Head Meeting. Rearranged material on portal as per staff suggestions.
- Created a temporary teen book recommendations web page.
- Created 20 FB posts & 7 Instagram posts.
- Explored all Moffat Library reference database statistic utilities from database vendors.
- Took photographs of the Moffat Library building for the library's Flickr album of building restoration photographs, used to update website homepage photo slider and include in email newsletters.
- Sent out *Orange County Post* article to RCLS, NYLA, American Library Association and NYSED Division of Library Development.

#### **Web Services & P/R Department Report**

**Respectfully submitted by Luisa Sabin-Kildiss, Head of Web & P/R Services, 1/24/17**

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### **CIRCULATION DEPARTMENT & YOUTH SERVICES ASSISTANT REPORT FOR DEC 16/JAN 2017 (E.Doring) :**

**Little Britain Elementary School Visit with Emily - December 14, 2016:** Emily Kinney and Eleanor Doring were invited to the school to speak to 2<sup>nd</sup> and 3<sup>rd</sup> grade students about the library and the service we provide for our children. Emily read a story and then spoke to the children about the importance of our library, where we are located and all of the great things we have for children. She showed the children our Launch Pads which was a huge hit! We spoke about our programs such as *Lego Club*, *Tail Wagging Tutors* and *Terrific Tales* to name a few. I assured the children that their visit to the library would be a pleasant one, as we are so excited to have them come to the library and enjoy all that we offer. The children had many great questions for Emily, they were all very enthusiastic. We handed out registration cards and an information sheets for the children to bring home, they were all encouraged to get a library card. There was a lot of excitement in the room, Emily and I made a lot of new friends. A few days later we received a wonderful portfolio of thank you notes from the



children stating how they enjoyed our visit, what they liked most and drew pictures of us which was so cute!  
Emily hung up some of these great pictures on the front door to the program room, Enjoy!

**CTUG (RCLS Circulation & Technical Services Users Group) MEETING - January 11, 2017:** I find these meetings to be very informative, a lot of circulation issues are brought up, such as issues with searching for items, issues with items not scanning upon check out or discharging. (Some feel the newer barcodes are spaced further apart thus skipping during these functions)  
***Resolution for now:*** *we just have to take our time and make sure items are discharged and checked out , many libraries are having this issue occasionally.*

I am in the process of creating an informational email notification for staff so they are aware of the issues behind the scenes and can better tackle them when something arises.

**CIRCULATION DEPARTMENT & YOUTH SERVICES ASSISTANT REPORT**  
***Respectfully submitted, Eleanor Doring, Head of Circulation, 1/21/17***

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**TECHNICAL SERVICES DEPARTMENT REPORT FOR NOVEMBER 2016 (D. Terzian, Head of Technical Services):**  
**Friends of the Moffat Library Liaison:** Coordinating the facilitation of selling the FOML Authors Luncheon tickets.

**Collection Weeding Project:** This is an ongoing project with a lot repair, relabeling & refreshing as we go along. We are also deciding how to best to circulate certain of the juvenile collections.

**Collections Processing:** Handle all processing of materials for the collections.

***Technical Services Department Report***  
***Respectfully submitted by Denise Terzian, Head of Technical Services, 1/24/17***

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**TRUSTEE WORKSHOPS & EVENTS:**

**NYLA Library Advocacy Day - 3/1/2017** - All Day @ Empire State Plaza Convention Center, Albany, NY. Join RCLS supporters (trustees, staff, Friends and Champions) in advocating for library funding in Albany. On this day we journey to the offices of NYS Senators and Assemblypeople to make the case for system and local library funding from the State. It is crucial to have as many people present as possible to show support. Register online @ [www.rcls.org](http://www.rcls.org) to ride the bus - \$7 per person pre-paid; make checks payable to "RCLS" and mail to Ruth Daubenspeck c/o RCLS, 619 Route 17M, Middletown, NY 10940. Planning to drive yourself to Albany? E-mail Ruth Daubenspeck ([ruth@rcls.org](mailto:ruth@rcls.org)) to keep informed of issues and activities.

***1/24/17 DIRECTOR'S REPORT***  
***Respectfully submitted,***  
***Carol McCrossen, Director***