

**Moffat Library Board of Trustees
February 23, 2017 Board Meeting Minutes**

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, February 23, 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, Luis Rivera, Ruth Manyin, Victoria Drake, Chris Fox, Nancy Schneider, Jeanne Versweyveld , Director – Carol McCrossen, Beth Fitzpatrick, Matt Davis, Linda Kean, Barbara Koller, Cindy Heintz, Friends Liaison

Absent:

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

FRIENDS' REPORT: Cindy Heintz reported for the Friends

- Cindy announced that she will be stepping down as the Friend's Liaison and that Sue Vogelsberg will be taking the position. The Board thanks Cindy for her services and wishes her well.
- Reminder of the Author's Luncheon on April 2nd. Tickets are on sale for \$35.00. The Board will run a full page ad. Contributions of payment were made personally by Board members.
- A total of \$802.00 was raised from the Holiday Baskets sales. The Friends donated \$700.00 for the teen art show and the balance of \$102.00 will be used to host the reception for the show.
- A reminder was given to attend the Library Advocacy Day.

DISPOSITION OF MINUTES:

Jeanne Versweyveld motioned to accept the minutes of the January 26, 2017, as amended. Linda Kean seconded. 12 – Yes 0 - No

PUBLIC COMMENTS (on agenda items only)

FISCAL OFFICER'S REPORT:

- The following motions were presented:
- Motion #1 – Made by Ruth Manyin– Seconded by Barbara Koller –“To accept the Fiscal Officer's Report for 2/23/17 as submitted” 12 – Yes 0- No
- Motion #2 – Made by Jim Casazza – Seconded by Victoria Drake – “To approve the 2/23/17, warrant for Operating Expenses in the amount of \$50,177,44 12 –Yes 0- No
- Motion #3 – Made by Jim Casazza– Seconded by Linda Kean – “To approve the 2/23/17 warrant for the 6W Main Building Soft Cost Expenses in the amount of \$23,127.66 12 –

- Yes 0 - No
- Motion #4 – Made by Jim Casazza – Seconded by Linda Kean – “To approve the 2/23/17 warrant for the 6W Main Building Hard Cost Expenses in the amount of \$431,954.31 12 – Yes 0 – No

DIRECTOR’S REPORT:

- See *Attachment 1*.

STANDING COMMITTEE REPORTS

A. Personnel Committee Report (B. Koller)

No meeting; however there was discussion on the need for the Director’s review to be completed. Barbara Koller stated that she would not complete the review and felt the review was flawed.

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

No report

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

No Report

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

Jeanne attended the Place Making meeting held on February 13th. She stated that there were approximately 50 people who attended and the enthusiasm is rising, especially for the Library. The next meeting will be held on March 13th.

Ad hoc Committee Reports

BUILDING COMMITTEE

6 West Main Building Committee Report

Members of the Board attended a walkthrough of the 6 West Main Street building project on February 7th at 5:30 p.m. Jim Casazza stated that the wiring and sprinklers have been installed and the air ducts will be installed. Lifts will be brought in to reach the height of the clock tower. The roof is in the process of being installed. Jim and Ruth Manyin commented on how well everyone is attending to the details of the building. The Carriage House was discussed and Jim mentioned that there will be a Building Committee meeting next week to get

updated information.

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

- Jeanne reported that Ruth Manyin had sent a proposal to Mediacom requesting a donation with the possibility of a naming opportunity. She received an email that expressed rejection of any donations.

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

The award and the plaque were received. Jeanne stated that the Caldwell House is not available on the May date so the new date will now be April 27th. The Board will meet at 6:30 and the reception will begin at 7:30.

Moffat Library Celebration

No meeting for the Celebration committee was held in February due to inclement weather. The committee for the Gala was held on February 21st. Minutes attached.

Unfinished Business

A committee was formed to complete the Director's review. The members include, Dennis Barnett, Matt Davis, Nancy Schneider, Beth Fitzpatrick and Chris Fox.

NEW BUSINESS:

- A. RESOLUTION: Whereas, the Moffat Library Board of Trustees resolves that the Library operated under its plan of service in accordance with the provisions of Educational Law and the Regulations of the Commissioner; and assures that the 2016 Annual Report was reviewed and accepted by the Board. Nancy Schneider motioned Jeanne Versweyveld seconded 11- Yes 1 Abstention (Jim Casazza)
- B. MOTION #5-022317: To approve 6 W. Main Building Project Change Order #2-006 in the amount of \$3,340.00 to install copper snow guards on new slate roof areas to provide protection at vehicle drive through lane and doors located below roof eaves. Jim Casazza motioned Matt Davis seconded – 11- Yes 1 Abstention (Jeanne Versweyveld)
- C. MOTION#6-022317: To approve spending up to \$57,686.32 on Additional Snow Melt System to increase the area covered under the sidewalks and to upsize some of the mechanical equipment to accommodate the additional snow melt system. (MDS HVAC-R Mechanical CO #1) Jim Casazza motioned Nancy Schneider seconded - 11 – Yes 1 No (Beth Fitzpatrick)
- D. MOTION #7-022317: To approve 6 W. Main Building Project Change Order #2 with

Fanshawe Electrical for Electrical Primary and Telecom Pathway Modifications in the amount of \$14,388.38. (Costs associated with the new utility pathway to the building from the existing utility pole on Route 94, change caused by O&R Utility) Jim Casazza motioned Victoria Drake seconded 12- Yes 0 – No

E. MOTION #8-022317: To approve 6 W. Main Building Project Change Order #7 with Standback General Contractor for North Wall Furring in the amount of \$10,407.50. (Installed furring and re-sheathed exterior North wall of existing building to make it plumb for siding installation.) Jim Casazza motioned Ruth Manyin seconded 12- Yes - 0 –No

F. MOTION #9-022317: To approve the following change in the Moffat Library Trustee Bylaws.

ARTICLE III. OFFICE OF THE TRUSTEE

a. The library shall be administered by a Board of not less than five nor more than twenty-five (TWELVE), to be at first the nine persons who are named on the Charter as incorporates, the trustees to serve in the order in which they are named for terms that shall expire on June 30, two in 1997, two in 1998, two in 1999 and one in 2000. Jim Casazza motioned Matt Davis seconded 11-0 1 – No (Nancy Schneider)

G. Note: Change Order Credit – SRI Sprinkler CO #1 – West Addition Attic Sprinkler Elimination Credit: - \$5,723.00 (Eliminated sprinkler system in the attic space of the West addition where it is not required since there is no combustible material in this area.) Jim Casazza motioned Jeanne Versweyveld seconded 12- Yes 0 – No

H. FYE18 Budget Vote/ Trustee Election Schedule – noted for informational purposes.

Jim Casazza spoke about the time lines. The Board decided to call for a second Board meeting to review the budget, after the Finance Committee has met. This meeting will be held prior to the March meeting when the Board will vote on the budget.

Meeting was adjourned at 9:06 Linda Kean motioned and Ruth Manyin seconded.

Respectfully submitted,
Chris Fox, Secretary

Attachment 1

**DIRECTOR'S REPORT
2/23/17 BOARD MEETING**

DIRECTOR UPDATES:

Director Meetings/Events (January 27, 2017-February 23, 2017):

1. Visited stained glass studio in Albany with a videographer to film work being done on the Library's stained glass windows on 1/27/17
2. Conference Call with building project tech consultant, Carson Block, and AV system coordinator to discuss AV needs and coordination for building project on 1/31/17.
3. Held staff meeting on 2/3/17.
4. Attended Construction meeting on 2/7/17 with Steve Rowland (BRM); Pat Lyons; Ruth Manyin & Jim Casazza and contractors to go over construction work
5. Attended Building Committee meeting and building walk-thru on 2/7/17
6. Attended Washingtonville Placemaking meeting on 2/13/17 at high school
7. Met with RCLS Fiscal Officer, Stephen Hoefler, on 2/14/17 to discuss grants for building project
8. Attended Construction meeting on 2/21/17 with Steve Rowland (BRM); Pat Lyons; Ruth Manyin & Jim Casazza and contractors to go over construction work
9. Conference call with tech consultant, Carson Block, architect, Meghan Brennen, and RCLS ANSER Manager, John Schneider on 2/22/17 to review technology plan for building project.
10. Attended Celebration - Gala Subcommittee meeting on 2/22/17
11. Attended Board of Trustees meeting on 2/23/17

General Director Updates:

FINANCIAL:

- **FYE18 LIBRARY BUDGET PROPOSAL PREPARATION:** Having received numbers from the architects, project manager, and RCLS, prepared the draft FYE18 budget proposal to be presented and reviewed by the Audit & Finance Committee.
- **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.
- **FYE16 AUDIT:** The draft of the FYE16 Annual Financial Audit report is still being reviewed with auditors.

LIBRARY P/R:

- **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.

HISTORIC BUILDING PROJECT:

- **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.)
- **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.
- **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, such as creating a documentary video of work being done on the Library's stained glass windows, coordinating for staff people to assist committee with various events, developing graphics for branding of Library event items and working to create the grand opening program.

REPORTS:

- **NYS ANNUAL REPORT:** Prepared the FYE16 NYS Annual Report for the Moffat Library, with generous assistance from Luis Rivera on the financial section, which was submitted to RCLS on February 6, 2017.
- **RCLS 2016 HIGHLIGHTS:** Prepared the yearly RCLS Highlights document for Moffat Library, which was submitted to RCLS on 2/21/17 for inclusion in its annual publication, *RCLS 2016 Highlights*.
- **MONTHLY DEPARTMENT HEAD REPORTS:** Coordinated with Department Heads to provide monthly reports of their activities for the Board. In addition, discussed planning for services, programs, materials and all other activities on an ongoing basis with Department Heads.

BOARD ACTIVITIES:

- Attend Board and Board Committee meetings and make recommendations and advise on all library-related issues
- Facilitated communication amongst the Board members
- Facilitated carrying out the activities of the Board

CIRCULATION STATISTICS (January 2017):

- **January 2017 Circulation Statistics:** 1881 juvenile & teen print items circulated (as compared to 2241 in January 2016); 1349 adult print items circulated (as opposed to

1308 in January 2016); 354 juvenile & teen AV items circulated (as opposed to 348 in January 2016); 1123 adult AV items circulated (as opposed to 1608 in January 2016); 1,017 eBooks circulated in January 2017 (versus 1,019 in January 2016).

- Total January 2017 Circulation of physical items and ebooks was 5,724. Total in January 2016 was 6,524.

PROGRAMS (January 2017):

PROGRAM STATISTICS:

- **January 2017 Program Statistics:** 36 programs were presented (27 children's, teens & family programs and 9 adult programs) with 426 attendees.

DEPARTMENT REPORTS:

Reference and Adult Services Report for January 2017

Matthew Thorenz, Head of Adult Services

Programming:

- On Thursday, January 12th, the library hosted a "Disaster Preparedness Workshop" led by the Orange County Office of Emergency Management. Participants learned how to prepare, and survive natural and man-made disasters using guidelines developed by the Federal government, and New York State Office of Emergency Management. The library provided participants with basic survival kits that included a first-aid kit, poncho, glow sticks, and bottled water.
- On Saturday, January 14th, we started our first round of computer classes using the new laptops provided by RCLS. 5 participants were in attendance and the program room was used to host the event, which left public access computers free for other patrons to use. A course outline and an instructional guide for the Computer Basics class has been created to aid staff in teaching future courses.

Local History:

- We uploaded 10 new images to our library's digital collections page on Hudson River Valley Heritage (hrvh.org). Highlights include a postcard of the Blooming Grove Store and Post Office from the early 1900s, and a photograph of the Samuel Moffat Store. We have been publicizing these, and many more historic images via the library's Facebook page on a weekly, or bi-weekly posts known as "Throwback Thursdays".

Services

- In late January we set up a tax information kiosk across from the Reference desk to help patrons find New York State and Federal tax forms for the 2016 filing season. Links to downloadable copies to the forms were made available on the library's website last year and can be located under the "Adults" tab on moffatlibrary.org

Collections:

- We are currently weeding the adult non-fiction area according to CREW guidelines. So far we have freed 4 shelves worth of space. This process will help us in creating a collection that is current, and reflects multiple viewpoints on a variety of subjects.

Continuing Education:

- On Wednesday January 18th, I attended a grant writing special interest group at Southeastern New York Library Resources Council in Highland. A professional grant writer provided guidance on finding, applying and managing grants for libraries and museums. This workshop was useful in that we learned how to research backers, allocate funding, and report to grant funders.

Reference and Adult Services Report

Respectfully submitted by Matthew Thorenz, Head of Reference and Adult Services, 2/23/17

YOUTH SERVICES DEPARTMENT REPORT FOR JANUARY 2017 (E. Kinney, Head of Youth Services):

**YOUTH PROGRAM HIGHLIGHTS:
PROGRAMS:**

Nerf Capture the Flag: On January 13th, the library hosted an afterhours Nerf Capture the Flag program, which was attended by 30 teens and 6 adults. The teens played four different rounds of capture the flag with varying rules and teams. A “rematch” has been scheduled for March due to the continued popularity of this program.

Stuffed Animal Sleepover: On January 25th, 9 children tucked in their stuffed animals at the library for a sleepover (stuffed animals only!). The children listened to a few bedtime stories and decorated name tags for their animals before putting them to bed and leaving for the night. The next day, each child was presented with a photo album of what their stuffed animals got up to during their night at the library.

Lego Club: The first session of Lego Club in 2017 was attended by 20 children and 19 adults on January 19th. 10 of the participants that day were new patrons who signed up for library cards after seeing the program either in the newsletter or online. As in the past, we display the kids’ creations in the children’s section; on the days following Lego Club, many of the participants come back to see their work and show it to others.



PROFESSIONAL DEVELOPMENT:

Early Childhood Programs and Services Series Part 2: Early Literacy Library Spaces: On January 5th, I attended a webinar hosted by the Association for Library Service to Children. The presenters showed examples of successful early literacy spaces broken down by different age groups and a variety of costs and budgets. Some of the examples shown will be good to implement at our temporary location, such as a more text-rich environment where possible. This information will be especially useful as we move closer to the renovated building.

Youth Services Report

Respectfully submitted by Emily Kinney, Head of Youth Services, 2/23/17

WEB SERVICES & P/R DEPARTMENT REPORT FOR JANUARY/FEBRUARY 2017 (L. Sabin-Kildiss)

JANUARY/FEBRUARY 2017

PROMOTIONS

- Created new fiction and new teen book emails with LibraryAware.
- Created 1/23 & 2/13 email newsletters with Constant Contact
- Monitored library editorial calendar & coordinated efforts for library promotion. Created tentative schedule for upcoming email newsletters.
- Created a flyer for the FOML 2017 Authors Luncheon.
- Created 16 FB posts & 7 Instagram posts.

LIBGUIDES & DATABASES

- Completed the Community Resources LibGuide.
- Updated Database LibGuide.
- Updated Database print brochure.
- Trouble-shot problem with CollegeSource database with RCLS.

- Created an instructional sheet for using the staff portal.
- Created a Teen BYO Book Club LibGuide. (Demonstrated it at a TAB meeting).
- Updated content on the Staff LibGuide and added a “featured database” section on the main page.
- Added Rosetta Stone instructions and mobile app directions to Staff Portal.

WEBSITE

- Added Authors Luncheon to FOML section of library website
- Added final 2016 minutes to Board section

PATRON INSTRUCTION: Taught 2 classes: **Internet Basics & Computer Basics.**

- o Pre-tested new computer set-up using library laptops and projection screen, to avoid any glitches while teaching classes.
- o Updated teaching materials, especially handouts containing links.
- o Gaged attendees, need for taking class, different experience levels and level of engagement. Considered teaching options and strategies.

INTER-DEPARTMENTAL

- Worked with Tech Services to decipher a way of identifying the newest additions to the collections every month, so that they could be included in monthly new materials emails, rather than running Blue Cloud Analytics reports to identify new materials.
- Continued to work with Adult Services to identify interesting displays within the library that can be publicized.

TRAINING

Searching in WorkFlows: Wed. February 15: I took this so that I can better assist any front line staff with searching for materials in Workflows staff catalog system, which may help get better results and more control over your search than Enterprise (the jury is still out!)

Web Services & PIR Department Report

Respectfully submitted by Luisa Sabin-Kildiss, Head of Web & PIR Services, 2/23/17

CIRCULATION DEPARTMENT & YOUTH SERVICES ASSISTANT REPORT FOR JAN 2017

(E.Doring) :

- Oversee all circulation and page staff, including training and handling any issues
- Handle the scheduling of all library staff and make recommendations for changes
- Handle any issues that arise in regards to patrons and makes recommendations to director for changes in procedures

CIRCULATION DEPARTMENT & YOUTH SERVICES ASSISTANT REPORT

Respectfully submitted, Eleanor Doring, Head of Circulation, 2/23/17

TECHNICAL SERVICES DEPARTMENT REPORT FOR JANUARY 2017 (D. Terzian, Head of Technical Services):

Friends of the Moffat Library Liaison: Coordinating the facilitation of selling the FOML Authors Luncheon tickets; assisting with making forms, flyers, etc. available to the public.

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, 2/23/17

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 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) to keep informed of issues and activities.

2/23/17 DIRECTOR'S REPORT
Respectfully submitted,
Carol McCrossen, Director