

A meeting of the Board of Trustees of the Moffat Library of Washingtonville was held on Thursday, March 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, Barbara Koller, Sue Ann Vogelsberg, Friends Liason

**Absent:** Matt Davis, Linda Kean

I. **Call to Order** The meeting was called to order at 7:05 p.m.

II. **Pledge of Allegiance**

III. **Building Project Presentation** (Meghan Brennen & Pat Lyons)

The project timeline was reviewed – June the construction should be completed.

July – Tech and furniture - August – Library relocation - September – Grand

Meghan gave a report and presentation on furniture and color choices.

IV. **FRIENDS' REPORT:**

Sue Anne Vogelsberg reported for the Friends

- Flyer for the Author's Luncheon on April 2nd went out.
- In May there will be a fund raiser – Load a truck for used clothing.
- The teen art show was held on March 12<sup>th</sup> and it was well received and attended.
- The Library Advocacy Day was held.
- New batch of ornaments were delivered. They will be available for sale on April 3<sup>rd</sup>.
- Mary Ann Marrero announced that the Friends have been asked to present at the New York State Library Association on Friday, November 10<sup>th</sup>.

V. **DISPOSITION OF MINUTES:**

Jim Casazza motioned to accept the minutes of the February 23, 2017, as amended.

Jeanne Versweyveld seconded. 10 – Yes 0 – No

Nancy Schneider motioned to accept the minutes of the March 16, 2017. Victoria

Drake seconded. 10 – Yes 0 - No

VI. **PUBLIC COMMENTS (on agenda items only)**

VII. **FISCAL OFFICER'S REPORT:**

- The following motions were presented:
- Motion #1 – 032317 Made by Jeanne Versweyveld– Seconded by Beth Fitzpatrick – “To accept the Fiscal Officer's Report for 3/23/17 as submitted” 10 – Yes 0- No
- Motion #2 – 032317 Made by Jim Casazza – Seconded by Barbara Koller – “To approve the 3/23/17, warrant for Operating Expenses in the amount of \$58,011.76 10 –Yes 0- No
- Motion #3 – 032317 Made by Jim Casazza– Seconded by Victoria Drake– “To approve

the 3/23/17 warrant for the 6W Main Building Soft Cost Expenses in the amount of \$36,157.56 10 – Yes 0 - No

- Motion #4 – 032317 Made by Jim Casazza – Seconded by Beth Fitzpatrick – “To approve the 3/23/17 warrant for the 6W Main Building Hard Cost Expenses in the amount of \$374,256.88 10 – Yes 0 – No

#### **VIII. DIRECTOR’S REPORT:**

- See Attached.

#### **IX. STANDING COMMITTEE REPORTS**

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

No report

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

Nancy reported that the committee has met twice this month. The Board reviewed the upcoming budget.

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

No Report

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

Jeanne reported that she has been attending the Place Making meetings. She stated that the committee came up with an idea to display scare crows. The next meeting will be on April 3<sup>rd</sup>. There will be more opportunities for more ideas to bring people and the community together.

#### **X. Ad hoc Committee Reports**

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

Ruth Manyin reported that she received information from NYSERDA that we will be receiving \$7400.00 plus for lighting.

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

- Jeanne reported that we had received a donation of \$10,000.00 from Maureen Knipp for naming purposes of the Local History Room in honor of Tony Knipp, her husband, former president of the Moffat Board of Trustees, and true library

champion. The total is now \$67,093.98.

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

- The invitations for the Volunteer of the Year Award were given to all Trustees to attend on April 27<sup>th</sup>. Maureen Knipp attended this meeting of the board to be announced as this year's recipient. The Board will meet at 6:30 and the reception will begin at 7:30 at the Caldwell House.

**D. 6W Main Building Celebration Committee Report**

- Minutes attached.
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**E. Library Director's Evaluation Committee**

- This committee will meet shortly. The members include, Dennis Barnett, Matt Davis, Beth Fitzpatrick, Nancy Schneider, and Chris Fox.

**XI. Unfinished Business**

Nancy Schneider reported that the auditor has a draft copy of the audit ready. The Finance Committee will meet and then present to the Board in April.

**XII. NEW BUSINESS:**

**A. TAX CAP RESOLUTION AS IT RELATES TO THE BUDGET OF MOFFAT LIBRARY:**

Whereas, the adoption of the FYE 2018 budget for the Moffat Library of Washingtonville may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Moffat Library of Washingtonville voted and approved to exceed the tax levy limit for FYE 2018 by at least the sixty percent of the board of trustees as required by state law on March 23, 2017.

Ruth Manyin Motioned and Jeanne Versweyveld - Seconded 10 - Yes – 0- No

**B. Motion #5-032317: To approve the FYE18 budget proposal. Jim Casazza motioned - Nancy Schneider seconded 10- Yes 0 - No**

**C. MOTION #6-032317: To approve 6 W. Main Building Project Change Order #2-0088**

with Standback General Contractors in the amount of \$6000 to replace the original roof gutters along the south side of the building with the new copper gutters and downspouts, custom fabricated to replicate the original pieces. Jim Casazza motioned Ruth Manyin seconded – 10- Yes 0 – No

D. MOTION#7-032317: To approve 6 W. Main Building Project Change Order #2-009 with Standback General Contractors in the amount of \$7,800 to repoint additional, original building brickwork, above and beyond the original contract allowance, primarily at interior exposed brick locations. Jim Casazza motioned Ruth Manyin seconded - 10 – Yes 0 No

XIII. **Public Comments (on any other matters)** – if necessary (limited to 2 minutes per person)

XIV. **Roundtable Discussion**

Ruth Manyin suggested that the employees wear name tags. Jeanne Versweyveld attended the Library Advocacy Day. Jim Casazza suggested that we review the policy for the 6 W. Main Building grounds use.

Meeting was adjourned at 8:48 Jeanne Versweyveld motioned and Victoria Drake seconded.

Attachment Following

## **ATTACHMENT 1**

### **DIRECTOR'S REPORT 3/23/17 BOARD MEETING**

#### **DIRECTOR UPDATES:**

##### **Director Meetings/Events (February 24, 2017-March 23, 2017):**

1. Met with architect to review project finances for 6 W Main building project on 2/28/17
2. Attended building committee meeting on 2/28/17
3. Visited Mid Hudson Library System Directors Association meeting with a group of five other RCLS directors on 3/3/17.
4. Met with the Audit & Finance Committee to discuss FYE18 budget proposal on 3/3/17
5. Conference call with tech consultant, Carson Block, architect, Meghan Brennen, and RCLS ANSER Manager, John Schneider and Jim Santoro on 3/6/17 to review phone system for building project.
6. Met with WCSD business office and treasurer to discuss the bond issuance and the debt service
7. Met with Staff & Architect to review staff furniture and fixture choices for 6 W Main building on 3/9/17
8. Attended Washingtonville Placemaking meeting on 3/13/17
9. Attended special board meeting on 3/16/17
10. Conference Call on tech implementation plan with Carson Block, Meghan Brennen and John Schneider on 3/20/17
11. Attended Construction meeting on 3/21/17 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
12. Attended Building Committee meeting on 3/23/17
13. Attended Board of Trustees meeting on 3/23/17

#### **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 that was presented and reviewed by the Audit & Finance Committee on 3/3/17 & full board on 3/16/17. Made revisions based on board feedback and distributed.

- **HISTORIC BUILDING PROJECT BUDGET PREPARATION & 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. Revised project budget distributed to board.
- **FYE16 AUDIT:** Working with auditors, bookkeeper & Luis to finalize audit. A draft copy has been completed, which the Audit & Finance Committee will review before it is presented to the full board.

**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. Luisa will report further next month.
- **PRINT NEWSLETTER:** Luisa in process of drafting Spring 2017 newsletter. Waiting for budget proposal from board to send to printer. Expected to hit the streets by mid-April.

**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.
- **WEEDING PROJECT & MOVE PREPARATION:** Coordinating with the entire staff to weed 30% of the collection in anticipation of the move. Work with various parties to prepare for the move to the 6 W Main building (schedule, packing, etc).

**REPORTS:**

- **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 (February 2017):**

- **February 2017 Circulation Statistics:** 1952 juvenile & teen print items circulated (as compared to 2380 in February 2016); 1246 adult print items circulated (as opposed to 1285 in February 2016); 342 juvenile & teen AV items circulated (as opposed to 392 in February 2016); 1060 adult AV items circulated (as opposed to 1523 in February 2016); 935 eBooks circulated in February 2017 (versus 831 in February 2016).
- Total February 2017 Circulation of physical items and ebooks was 5,535. Total in February 2016 was 6,411.

#### **PROGRAMS (February 2017):**

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

- **February 2017 Program Statistics:** 41 programs were presented (30 children's, teens & family programs and 11 adult programs) with 349 attendees.

#### **DEPARTMENT REPORTS:**

##### **Reference and Adult Services Report for February 2017**

Matthew Thorenz, Head of Adult Services

##### **Programming:**

- The library hosted a "Wine Glass Painting" program on Monday, February 6<sup>th</sup> at 6:30. The class was attended by 26 adults and lead by two local artists who run classes out of their homes. Participants spent one-hour decorating wine glasses with Valentine's Day motifs and were able to bring the finished products home with them. We intend to host this program again possibly in the fall, with a time extension to add details to their work as requested by the participants.
- On Saturday, February 11<sup>th</sup>, the library hosted a "Couples Yoga" class with a local instructor. Participants learned different poses they could perform with a partner, as well as hand massages. 12 participants attended this one-hour workshop.
- On Tuesday, February 21<sup>st</sup>, the library's "Cookbook Club" did "Chocolates and Desserts", which brought in 12 members. Participants made home-made peanut butter cups, flan cake, and cookies. The club will be moving to the 3<sup>rd</sup> Wednesday of the month as of April to draw new members.

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

- We started a blog "Stories from the Vault", which publishes weekly articles based on artifacts, or publications in our local history collection. This was based on the popularity of our "Throwback Thursday" posts on Facebook, and a need to increase access to our collections. Our first series in February was entitled "Blooming Grove's African American Heritage", a three part series that looked at the history of the Bethany Presbyterian Church, four local men who served in the "Harlem Hellfighters" during the First World War, and Naomi Sewell Richardson, the first African American to graduate Washingtonville High School and local Civil Rights activist. During the month of February, our local history page received a total of 249 page views. 124 views were from our local history blog, with our post on Thursday, February 16<sup>th</sup> receiving 63 page views. In March we are focusing on the history of local women's organizations in honor of Women's History Month, and the centennial of women's suffrage in New York State.
- We received a generous donation of World War One letters and artifacts from the family of Roswell Greene, a local soldier, and future mayor of Washingtonville, involved in the internment of American casualties in 1918-1919. The family will

receive scanned copies of the letters in exchange for the library's continued preservation of the originals.

**Collections:**

- We added new movies to our adult AV collection, most of which were 2017 Oscar Nominees including "Fences", "La La Land", "Moonlight", and "Hell or High Water".
- Weeding continued in the Adult Nonfiction area and we now have a total of 5 shelves of free space for materials in the new building.

**Continuing Education:**

- On Tuesday, February 14<sup>th</sup> I attended a meeting of the Reference Users Group where we learned about "Montage DC", an online program that can be used to display and catalog local history items. It is currently being used by Albert-Wisner library; which is currently working with the school district to create lesson plans based around these items. Although it is more streamlined and user-friendly than Contentdm, I found its cost and inability to link resources to Hudson River Valley Heritage hinders access for library patrons.

**Reference and Adult Services Report**

*Respectfully submitted by Matthew Thorenz, Head of Reference and Adult Services, 3/23/17*

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

**YOUTH PROGRAM HIGHLIGHTS:**

**PROGRAMS:**

**Programs:**

**Something Science: Engineering with Newspaper Bridges**

On February 4<sup>th</sup> we had 9 children (grades 3-6) and 3 adults attend our first Something Science program, the Newspaper Bridge Challenge. The participants learned about different types of bridge designs in order to build their own bridges out of only recycled newspaper and masking tape. At the end of the program, we tested each bridge for stability and how much weight it could hold. All teams succeeded in building bridges which could hold a stack of hardcover books, and one team was even able to sit on their bridge.

**Anime Club:**

On February 5<sup>th</sup> a group of teens met for their first Anime Club meeting at the library. The club will meet once a month, on which days teens will be able to watch and discuss Japanese animated shows and movies at their own discretion. The subject matter and media watched by this club is chosen by the participants.

**Teen Gaming Night**

On February 15<sup>th</sup> teens ranging from sixth to twelfth grade attended our Teen Gaming Night to enjoy snacks and the game *Super Smash Bros*. We had some new teens and some veterans from our last gaming night, who came prepared for a Super Smash Tournament. At the end of the program, they were asking for future gaming events at the library.

**Youth Services Report**

*Respectfully submitted by Emily Kinney, Head of Youth Services, 3/23/17*

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**3/23/17 DIRECTOR'S REPORT**  
**Respectfully submitted, Carol McCrossen, Director**