

Moffat Library Board of Trustees
FINAL
Board Meeting Minutes
July 27, 2017 at 7 PM at the Moffat Library

Present: Trustees – Dennis Barnett, Luis Rivera, Matt Davis, Victoria Drake, Beth Fitzpatrick, Chris Fox, James Casazza, Jeanne Versweyveld, Barbara Koller, Nancy Schneider. Director – Carol McCrossen Friends Liaison – Sue Anne Vogelsberg
Absent: Ruth Manyin (Trustee)

- I. Call to order:** 7:01 PM
- II. Pledge of Allegiance:** Recited
- III. Public Comments (on agenda items only) –** None
- IV. Presentation**
Matt Thorenz presented Board Members with complimentary David Moffat Birthday T-shirts.
- V. Friends Report** (Sue Anne Vogelsberg)
 - FOML Board Meeting - September 26th
 - FOML Holiday Basket Assembly – November 18th
 - Ornaments will be hung and sold at the Library Book store.
- VI. Disposition of 6/22/17 Minutes.** Motion to accept Minutes : Jeanne Versweyveld.
Seconded: Matt Davis. 10-Yes 0-No Minutes Approved.
- VII. Fiscal Officer’s Report** (N. Schneider)
 - A. MOTION # 1-072717** – “To accept the Fiscal Officer’s Report for 7/27/17 as submitted” Motion made by Matt Davis. Seconded by Barbara Koller. 10-Yes 0-NO Motion Approved.
 - B. MOTION # 2-072717** – “To approve the 7/27/17 warrant for Operating Expenses in the amount of \$91,902.81. Motion made by Jim Casazza. Seconded: Matt Davis. 10-Yes 0-No Motion approved.
 - C. MOTION # 3-072717** – “To approve the 7/27/17 warrant for 6 W Main Building Soft Cost Expenses in the amount of \$84,701.20.” Motion made by Jim Casazza. Seconded by Matt Davis. 10-Yes 0-No Motion Approved.
 - D. MOTION # 4-072717** – “To approve the 7/27/17 warrant for 6 W Main Building hard cost expenses in the amount of \$161,956.14.” Motion made by Jim Casazza. Seconded by Matt Davis. 10-Yes 0-No. Motion Approved.

VIII. Director's Report (C. McCrossen) See Attached Report

Carol discussed preparing for move, began packing, and finishing up Summer Program. Furniture has arrived and assembly will begin July 31st.

IX. Standing Committee Reports

A. Personnel Committee Report (B. Koller) No Report

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

Closing Reports of the Fiscal Year. Sunshine Fund - \$20 each.

C. Operational / Policies Committee Report (N. Schneider) No Report

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

Jeanne Versweyveld attended the Chamber of Commerce Breakfast and explained to the members of said organization the events surrounding the Moffat Library opening.

X. Ad hoc Committee Reports

A. 6 W Main Building Committee Report (C. Fox / R. Manyin)

Jim Casazza reported the recessed lighting has not arrived yet however Mike has assured him that they are due to arrive soon. Carpeting and circulation desk have been installed. Front doors are being carefully stripped to avoid any damage to flooring. Bathrooms, furnace, water, gas meter and generator are connected on the building end; awaiting Orange & Rockland to complete gas connection. Ceiling application in the Children's Room and Reading Porch was installed with wrong material – correct material will be reinstalled.

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

No further donations have come in.

C. 6 W Main Building Celebration Committee Report (J. Versweyveld)

- FOML donating \$500 for refreshments.
- Journal Ads – moving slowly. Have reached out to local businesses. Jeanne V. described donations thus far. Library Board agreed to take out full page \$250.00. \$25 each.
- Gala Date: 9/23/17 Details in place. Tickets on sale for \$65.00 each.
- Ribbon Cutting Ceremony discussed. Date: 9/16/17. Tour of Building. Please arrive at 1:15 for photo opts. Program will commence at 1:30. Carol McCrossen will do actual ribbon cutting. Eagle Scout and Daughter of American Revolution will be recognized. T Knipp – local historian dedicated. Flag raising Ceremony (US Capital) 8119 Historic placement. Kevin Hawkins will raise flag. JROTC, Bag Piper, and other details discussed.
- Organ Recital Date: 9/17/17 United Church of Christ. Ryan Kennedy (Juliard) will perform.
- Pre Celebration events will continue and the sale of the Moffat Library shirts and signs can be purchased at the library and will be sold again at the Farmers Market the last Saturday in August.

XI. New Business

- A. **MOTION #5-072717:** To approve Fanshawe, Inc. Change Order 6-004 in the amount of \$21,805.12 to provide new electrical sub-service to Carriage House including underground conduits, distribution panel, wiring, etc. + to route new electrical sub-service to Carriage House via conduits through existing building's crawlspaces and foundation walls. Similarly, conduits for circuits and control wiring to the stand-by generator required to pass through existing crawlspaces and foundation walls. Field conditions of original stone foundations prevented originally planned easier route. Motion made by Jim Casazza. Seconded by Matt Davis. 10-Yes 0-No Motion Approved.
- B. **MOTION #6-072717:** To approve Fanshawe, Inc. Change Order 6-005 in the amount of \$8,797.34 towards the 6 W Main building project for the following items: 1) To provide additional light fixtures consisting of two spot fixtures requested to highlight presenters in Meeting Room and one three-head fixture to replace a recessed fixture in conflict with discovered structure; 2) to provide additional data ports in interior partitions following final coordination with technology consultant; 3) to provide electrical circuits to revised data rack location due to the fact that the donated data rack did not fit in originally planned location and was revised to the Mezzanine location; and 4) to revise light fixture and exit sign locations and related circuits due to existing structure conflicts at original building ceiling locations as well as revisions to fixtures in revised barrel vaulted ceiling in Reading Porch. Motion made by Nancy Schneider. Seconded by Matt Davis. 10-Yes 0-No Motion Approved.
- C. **MOTION #7-072717:** To approve Fanshawe, Inc. Change Order 6-006 in the amount of \$3,309.75 towards the 6 W Main building project for the following items: 1) to revise panel and circuit breakers to accommodate 208 volt unit heaters in lieu of 120 volt as circuited on drawings; 2) to add circuits and revise routing of circuits and control wiring following field coordination with new clock installer and to accommodate revised location of clock controller unit; and 3) to provide additional circuit to sprinkler system tamper switch not circuited on drawings. Motion made by Nancy Schneider. Seconded by Matt Davis. 10-Yes 0-No. Motion Approved.

- D. **MOTION #7-072717:** To approve Fanshawe, Inc. Change Order 6-007 in the amount of \$4,808.76 to provide requested new lighting at the existing site sign and requested exterior electrical convenience receptacles located at exterior light fixtures and exterior wall of Carriage House. Motion made by Nancy Schneider. Seconded by Victoria Drake. 10-Yes 0-No. Motion Approved.
- E. **MOTION #8-072717:** To make the following resolution: Be it resolved that the Moffat Library of Washingtonville hereby retains the law firm of Jacobowitz and Gubits, LLP, to represent the Moffat Library in connection with general legal matters for the FYE18 or until such time as the Board, by further resolution, deems necessary. Motion made by Jim Casazza. Seconded by Beth Fitzpatrick. 9-Yes 1-No. Motion Approved.
- F. **Nominating Committee** – FYE18 Officers Slate (L. Rivera)

Chris Fox conceded from Secretary Position at onset of meeting. Discussion tabled of possible term offices being placed. Anonymous Election was conducted. Results as follows.

Fiscal Officer Elected: Nancy J. Schneider, Esq.

Secretary Elected: Beth Fitzpatrick

Vice President Elected: Luis Rivera

President Elected: Dennis Barnett

XII. Public Comments (on any non-agenda items) – None

XIII. Roundtable Discussion

Discussion tabled of possibly decreasing number of board members until September meeting.

XIV. Matt Davis motioned to adjourn the meeting. Seconded by Jeanne Versweyveld. 10-Yes. 0-No. Motion Approved. Meeting was adjourned at 8:48 PM.

Respectfully Submitted,
Beth Fitzpatrick, Secretary
Moffat Library Board of Trustees

ATTACHMENT FOLLOWING

DIRECTOR'S REPORT 7/27/17 BOARD MEETING

DIRECTOR UPDATES:

Director Meetings/Events (June 23, 2017-July 27, 2017):

1. Held staff tour of 6 W Main building on 6/23/17
2. Attended Placemaking Washingtonville Steering Committee meeting on 6/26/17. Took over as secretary for group.
3. Attended Gala Committee meeting on 7/3/17
4. Conference call with technology consultant, Carson Block on 7/7/17 to discuss purchasing and coordination of equipment install with various vendors
5. Met with L. Sabin-Kildiss and S. Vogelsberg on 7/7/17 to coordinate the submissions and intake of the ads for the Celebration Journal
6. Met with M. Marrero, E. Kinney & L. Sabin-Kildiss on 7/7/17 to coordinate the creation of the Celebration Writing Contest book
7. Attended Construction meeting on 7/11/17 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
8. Conference call with C. Block, M. Brennen, J. Schneider on 7/11/17 to discuss purchasing and coordination of equipment install with various vendors
9. Met with Arnoff movers on 7/11/17 to tour the facility in anticipation of bidding on move
10. Met with the Placemaking Washingtonville Communications and Marketing Committee on 7/12/17 to review the mission statement for the group, a community survey and the Placemaking Washingtonville website.
11. Conference call with technology consultant, Carson Block on 7/13/17 to discuss purchasing and coordination of equipment install with various vendors
12. Conference call with technology consultant, Carson Block on 7/19/17 to discuss purchasing and coordination of equipment install with various vendors
13. Attended Celebration Committee meeting and building walk-thru on 7/19/17
14. Conference call with technology consultant, Carson Block on 7/21/17 to discuss purchasing and coordination of equipment install with various vendors
15. Held Placemaking Washingtonville Steering Committee meeting on 7/24/17 to go over the organization of the group and elect officers
16. Conference call with C. Block, M. Brennen, J. Schneider, & Leo Garrison on 7/25/17 to discuss purchasing and coordination of equipment install with various vendors
17. Conference call with technology consultant, Carson Block on 7/26/17 to discuss purchasing and coordination of equipment install with various vendors
18. Attended the Board meeting on 7/27/17 and provided a monthly report on the activities of the library

General Director Updates:

STAFF:

- **NEW POSITIONS:** In the process of creating new positions with civil service, and advertising and interviewing candidates over the summer in anticipation of the move to the new building.

FINANCIAL:

- **HISTORIC BUILDING PROJECT + CARRIAGE HOUSE 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, as well as working with the board building and finance committees to educate about the process and ensuring that there is proper financial oversight during all phases of the project. Making sure that construction manager's monthly project budget and progress reports are distributed to board.
- **GRANTS:** Worked with assistant, Maria Soltis, to finalize initial submission and submit the \$50,000 SAMS grant program application through Senator Larkin's office for the fire sprinkler system construction at the 6 W Main building. In addition, we completed and submitted the initial \$68,000 SAMS grant application for the emergency generator project through Assemblyman Skoufis' office. Followed up with the two parties to provide additional requested documents so that grant applications could be submitted to DASNY.

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.

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 INSTALLATION & COORDINATION:** Working with technology consultant, architects, RCLS, various vendors and staff to finalize the plan, design, implement and install the technology components for the renovated facility. We are at the final stages of ordering and coordinating the various parties (technology consultant Carson Block; RCLS ANSER Manager John Schneider; AV

consultant Leo Garrison; telephone system vendor Jim Santoro; site manager Pat Lyons; architect Meghan Brennen; various parties from Spectrum cable; various parties from Lighttower fiber; and other parties) for the installation of all the AV and technological equipment and lines and making sure all items are ordered and that they are properly integrated with the other equipment. Setting up accounts with various vendors to purchase materials. We are down to the wire (no pun intended) here and all aspects of the tech installation and coordination, including the phone systems, computer systems, automated peripherals such as photocopiers/scanners, etc. are being mobilized with various parties.

- **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 facilitation of a documentary video of work being done on the Library's stained glass windows, coordinating for staff people to assist committee with various events, working with various staff members and working with committee to create the grand opening celebration journal and sponsorship form and accompanying mailing lists. Worked with Writing Contest Committee members and coordinated to have staff and committee members create the book of submitted works to be presented at the ribbon-cutting ceremony. Attended committee meetings and provided input in regards to the organization of the ribbon-cutting event and other events surrounding the grand re-opening. Advising and coordinating with staff on handling all aspects of the Celebration activities, including the intake of commemorative journal ads, compiling lists and mailing out sponsorship materials to community members, compiling lists and mailing out Save the Date cards to prominent community members, coordinating for the selling of commemorative Moffat Library items (t-shirts and lawn signs), coordinating for the facilitation of Gala ticket sales to the public from the library
- **FINAL FURNISHING SELECTIONS:** Working with architects, staff and building committee to finalize the furniture selections and keying options in the 6 West Main building. Discussing re-use and move of items from current building and storage areas.
- **WEEDING:** Coordinating with staff to weed 30% of the collection in anticipation of the move. About 90% of the weeding has been completed at this time. Coordinating with various parties, including the architect and vendors and movers to prepare for the move to the 6 W Main building (schedule, packing, etc).
- **MOVE PREPARATION & COORDINATION:** Working with architects and staff to develop a plan and a timeline for the move in August 2017 to the renovated facility. Working with staff members to make sure that all the necessary preparation takes place prior to and following the move. Staff has been packing up materials in anticipation for the move. Advising staff on fielding patron questions regarding the move and how to deal with materials during the time period we are closed. Mobilizing staff on various aspects of the move coordination.

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-RELATED 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
- Provided input, documentation and recommendations in regards to all aspects of the Library, the staff and the community it serves

CIRCULATION STATISTICS (June 2017):

- **June 2017 Circulation Statistics:** 2282 juvenile & teen print items circulated (as compared to 2544 in June 2016); 1362 adult print items circulated (as opposed to 1644 in June 2016); 357 juvenile & teen AV items circulated (as opposed to 462 in June 2016); 1050 adult AV items circulated (as opposed to 1395 in June 2016); 1,294 eBooks circulated in June 2017 (versus 864 in June 2016).
- Total June 2017 Circulation of physical items and ebooks was 5,839. Total in June 2016 was 6,279.

PROGRAMS (June 2017):

PROGRAM STATISTICS:

- **June 2017 Program Statistics:** 38 programs were presented (27 children's, teens & family programs and 11 adult programs) with 432 attendees.

DEPARTMENT REPORTS:

Reference and Adult Services Report for June 2017

Matthew Thorenz, Head of Adult Services

Programming:

- We began registering adults for this year's summer reading program "Build a Better World on Monday, June 12th. Adults ages 18 and up are encouraged to read at least one book over the summer to themselves or with their children. Raffle tickets are awarded for every book logged which then go towards one of four themed prize baskets. At the moment, 65 participating adults have read 135 books this summer

Local History:

- The library posted two "Throwback Thursday" posts. The first was a class portrait from a local 6th grade class taken around 1917 to mark the last day of school. The other was a photograph of a member of the Earle family in a Curtis "Jenny" bi-plane taken around 1920 to commemorate the New York Air Show at Stewart Airport.
- The library received a donation of scanned materials belonging to the family of Stirling Alexander Findlay, who lived in Salisbury Mills and Washingtonville from 1891 to 1905. In 1906, he immigrated to Winnipeg Canada, and later joined the army in 1915 after the start of World War One. He is possibly the first citizen from Washingtonville to serve in the war.

- We added two new images to our local history page on Hudson River Valley Heritage related to the history of Moffat Library. One is an invitation to the original opening gala; scheduled for June 1st, 1887. The invitation was never sent as the date of the gala opening was moved to April to accommodate David H. Moffat’s business schedule. The other item is an estimate for stonework for the library building from contractor Harvey R. Taylor, this was donated to the library by the Cornwall Historical Society who found it while cleaning out the former office used by the contractor. Both items can be viewed by going to the Moffat Library of Washingtonville’s page on hrvh.org and clicking the “Moffat Library History” link.

Outreach:

- On Thursday, June 22nd, I gave a presentation on our library renovation and services to members of the Orange Lake Homeowners Association. Afterwards I handed out information on our Summer Reading Program and took questions on the building project.

Collections:

- We started a microbrewing special collection, which includes books on home brewing recipes, techniques and growing hops and other brewing materials at home. It was advertised on our facebook page and received positive reviews.
- The library added 430 new fiction and nonfiction titles to our overdrive account, including e-books and downloadable audiobooks.
- We continued weeding our AV collection in preparation for the library move.

Reference and Adult Services Report

Respectfully submitted by Matthew Thorenz, Head of Reference and Adult Services, 7/27/17

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

PROGRAMS:

Summer Reading Program:

The 2017 Summer Reading Program (Build a Better World) kicked off on June 26th with our Ice Cream Social. 96 children and 70 adults attended the event, enjoying ice cream, a free book to start off their reading, and an assortment of giveaways. We had a number of teen and adult volunteers to help out make this a successful kickoff party. During June, patrons participated in other Summer Reading events such as our Terrific Tales storytime for all ages, Books and Babies, and the Lego Build Challenge.

Teen Summer Reading Volunteer Program:

This year we had 30 dedicated teen volunteers for the Summer Reading Program, who assisted the library with logging patrons’ reading, registering Summer Reading participants, handing out prizes, and helping with children’s programs throughout the summer. Not only does this program greatly assist the library in running the Summer Reading Program as smoothly as possible, but it also gives the teens valuable work experience to use on job, college, and scholarship applications.

WEEDING: Continuing on weeding collections in anticipation of move in August.

Youth Services Report

Respectfully submitted by Emily Kinney, Head of Youth Services, 7/27/17

7/27/17 DIRECTOR'S REPORT
Respectfully submitted, Carol McCrossen, Director