

**Moffat Library Board of Trustees
May 25, 2017 Board Meeting Minutes**

A meeting of the Board of Trustees of the Moffat Library was held on Thursday May 25, 2017 Library at 3348 Route 208 Building #2 Suite #2 Campbell Hall NY

Present: Trustees- Dennis Barnett, Matt Davis, Ruth Manyin, Victoria Drake, Nancy Schneider, Jeanne Versweyeld, Jim Casazza, Beth Fitzpatrick and Luis Rivera

: Director – Carol McCrossen

: Friends – Sue Ann Vogelberg

Absent: Trustees – Linda Kean, Chris Fox and Barbara Koller

I. Call to Order: The meeting was called to order at 7:00 P.M.

II. Pledge of Allegiance recited

III. Celebration Writing Contest Winners recognized:

Elizabeth Wakeham

Abigal Fontana

Miranda Frisbee

Julia Ariano

Michaela Frisbee

Samantha Frisbee

IV. Mr. Pat Lyons, on site manager for Construction Manager U.W. Marx presented a report on progress on the 6 West Main building

- a. Estimated completion of construction late June early July
- b. Furniture delivery scheduled mid -July
- c. Cost estimates are within anticipated amounts

V. Ms. Lorelei Pitt CPA and Mr. Leonard Mires presented auditors final report for year ending June 30, 2016:

- a. “Unqualified Report”
- b. Pages 3-7 Libraries impression of our operation
- c. Pages 8-13 Financial Statements
- d. Pages 14-24 Notes to Financial Statement
- e. Page 25 Budget and comparison

f. Pages 26-27 Auditors report of internal controls – found to be generally good procedures.

Motion to accept: Jeanne Versweyveld

Second: Matt Davis Approved 9-0

VI. Friends report: Load-a-truck held in May. No final results at this time

April 8, 2018 Authors luncheon at Round Hill House

June 9, 2017 9:00 AM Staff appreciation at Library

VII. Disposition of Minutes:

Motion to accept: Nancy Schneider

Second: Victoria Drake Approved 9-0

VIII. Fiscal Officers Report:

The following motions were presented:

Motion #1-052717 By: Jeanne Versweyveld / Second: Matt Davis Approved 9-0

“to accept Fiscal Officers report”

Motion #2-052717 By; Nancy Schneider/ Second: Victoria Drake Approved 9-0

“approve warrant for Operating Expenses \$62,363.11”

Motion #3-052517 By: Nancy Schneider/ Second: Beth Fitzpatrick Approved 9-0

“approve warrant for 6 Main soft cost of \$22,240.34”

Motion # 4-052517 By: Nancy Schneider/ Second: Beth Fitzpatrick Approved 9-0

“approve warrant for 6 Main hard cost of \$311,365.42”

IX. Directors report: See *Attachment 1*

X. Standing Committee reports:

A. Personnel Committee (B. Koller)

No report

B. Audit & Finance Committee (N. Schneider)

No report

C. Operations / Policies Committee (N. Schneider)

No report

D. Public Relations / Marketing Committee (J Versweyveld)

Attend meeting Placemaking group

Community day 7-22-17 cost of \$25 per table will not participate

Will have table at Farmers Market periodically

XI. Ad Hoc Committee reports:

- A. 6 W Main Building committee (C. Fox / R. Manyin)
4-25-17 meeting Meghan Brennan by phone review technology consultant and installation of necessary wiring
- B. 6 West Main Fundraising committee (J. Versweyveld)
No time capsule yet
- C. Volunteer of Year Award (J. Versweyveld)
No comments
- D. 6 West Main Celebration Committee
Minutes distributed

XII. Unfinished Business:

No items

XIII. New Business:

Motion # 5-052517 By: Jim Casazza / Second Matt Davis Approved 9-0

“Approved Standback change order #2-010 in the amount of \$65,582.20 for miscellaneous carpentry and other work due to unforeseen circumstances”

Motion # 6-052517 By: Jim Casazza / Second Ruth Manyin Approved 9-0

“Approved Standback change order #2-012 in the amount of \$10,741 for insulation changes in the attic”

Motion #7-052517 By: Jim Casazza / Second Ruth Manyin Approved 9-0

“Approved Standback change order # 2-011 in the amount of \$35,675 for excavation and backfill trenches to Carriage House for water and gas lines and installation of sanitary line”

Motion # 8-052517 By: Jim Casazza / Second Victoria Drake Approved 9-0

“Approved TJ Kempton change order #3-002 in the amount of \$10,027.30 for rough in water and gas lines to Carriage House”

Motion# 9-052517 By: Jim Casazza / Second Matt Davis Approved 7-2

“Authorize U.W. Marx and Stanback to complete renovation of exterior and interior of Carriage House pursuant to plan of Butler, Rowland and Mays”

Motion #10-052517 By: Jim Casazza / Second Luis Rivera Approved 8-0 abstention 1

“ Total amount of expenditures to restore Carriage House as approved in Motion # 9 shall not exceed \$450,000”

XV Roundtable Discussion:

None

XVI. Motion to adjourn at 10:00 PM By: Matt Davis Second by Ruth Manyin Approved 9-0

Respectfully submitted,

James Casazza, Acting Secretary

Moffat Library Board of Trustees

Attachment 1

**DIRECTOR'S REPORT
5/25/17 BOARD MEETING**

DIRECTOR UPDATES:

Director Meetings/Events (April 28, 2017-May 25, 2017):

1. Conference call with tech consultant, Carson Block, architect, Meghan Brennen, and RCLS ANSER Manager, John Schneider, on 4/28/17 to review the technological aspects of building project.
2. Attended Construction meeting on 5/2/17 with Steve Rowland (BRM); Pat Lyons; and contractors to go over construction work
3. Oversaw the facilitation of the annual budget vote and trustee election on 5/2/17 with assistance from staff people, Denise Terzian and Maria Soltis.
4. Met with Celebration program committee member, Sue Anne Vogelsberg, to review options for the journal on 5/3/17
5. Attended Celebration Committee meeting on 5/4/17
6. Matthew Thorenz and I interviewed candidates for a part-time Sunday librarian position. Hired Vivian Milczarski (see resume)
7. Met with technology consultant, Carson Block, AV consultant, Leo Garrison, architect, Meghan Brennen, and John Schneider, RCLS Automation & Network Services Manager, to do a walk-thru of the 6 W Main building and discuss the placement and schedule for all aspects of the data, communications and power wiring and connections, as well as the physical hardware/software needed for various systems & installation timeline.
8. Met with the Gala Subcommittee on 5/16/17 and to discuss options for the Gala event. Followed up with Chair on additional tasks, such as obtaining one-day event insurance and putting chair in touch with bandleader.
9. Attended Celebration Committee meeting on 5/17/17 at St. Mary's Parish. Drafted Celebration Journal Sponsorship letter and form for Committee review; Followed up on Chair's request to set up a system for tracking Celebration activities costs and facilitated with the Library's bookkeeper, Maria Soltis. Discussed timelines. Re: Memorial Day Celebration table: Followed up with 6 W Main site manager, Pat Lyons, to move the fencing on the corner of the building and cut the grass so that a table could be set up for Friends and a couple of members of the Committee to sell Moffat t-shirts, signs and ornaments at the Memorial Day Parade.
10. Attended Washingtonville Placemaking Steering Committee meeting, along with Jeanne Versweyveld, on 5/22/17 to discuss moving the group forward and primary focus of the group right now with assignments
11. Attended Construction meeting on 5/23/17 with Steve Rowland (BRM); Pat Lyons; board members Ruth Manyin, Jeanne Versweyveld & Jim Casazza, as well as the contractors to go over construction work
12. As a Washingtonville Placemaking Subcommittee member, met with Village officials and community members to discuss the plan for the FEMA lots in Washingtonville on 5/23/17
13. Attended Construction Grant Review of Eligible Projects workshop with assistant, Maria Soltis, at RCLS on 5/24/17 presented by Stephen Hoefler, CFO of RCLS.
14. Attended the Board meeting on 5/25/17 and provided a monthly report on the activities of the library

General Director Updates:

FINANCIAL:

- **FYE18 BUDGET VOTE FACILITATION:** Facilitated with various staff members to post FYE budget vote information in the newsletter and on the website; facilitated with various staff members to put together materials and facilitate all areas of the vote, including getting the voting lists from the Board of Elections, mailing out the absentee ballots and instructing staff on handling questions about the vote and providing materials to the public; Facilitated follow-up paperwork with the school district and elected trustee.
- **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, 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. At the request of the board president, facilitated with the construction manager to present the budget to the board at the 5/25/17 board meeting.
- **FYE16 AUDIT:** Followed up with auditors on questions from the 4/26/17 Audit & Finance meeting. Worked with auditors, bookkeeper and various board members to provide the documentation to finalize the audit. A final draft copy was completed and sent out to all board members on 5/19/17 for their review before the meeting. Facilitated for the auditors to present the FYE16 audit at the 5/25/17 board meeting.

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 further details.

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 finalize the plan, design, implement and install 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 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, obtaining vendor quotes for gala celebration, developing graphics for branding of Library event items and working with committee to create the grand opening celebration journal.
- **FINAL FURNISHING SELECTIONS, WEEDING & MOVE PREPARATION:** Working with architects, staff and building committee to finalize the furniture selections and keying options in the 6 West Main building. Discussing re-use of items from current building. Coordinating with staff to weed 30% of the collection in anticipation of the move. About 70% 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).

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

CIRCULATION STATISTICS (April 2017):

- **April 2017 Circulation Statistics:** 2191 juvenile & teen print items circulated (as compared to 2340 in March 2016); 1290 adult print items circulated (as opposed to 1318 in April 2016); 456 juvenile & teen AV items circulated (as opposed to 407 in April 2016); 1151 adult AV items circulated (as opposed to 1456 in April 2016); 1,150 eBooks circulated in April 2017 (versus 896 in April 2016).
- Total April 2017 Circulation of physical items and ebooks was 6,238. Total in April 2016 was 6,417.

PROGRAMS (April 2017):

PROGRAM STATISTICS:

- **April 2017 Program Statistics:** 41 programs were presented (26 children's, teens & family programs and 15 adult programs) with 387 attendees.

DEPARTMENT REPORTS:

Reference and Adult Services Report for April 2017

Matthew Thorenz, Head of Adult Services

Programming:

- The library hosted a program on online scams and internet hoaxes Saturday, April 15th. Participants learned how to evaluate news sources using the CRAAP method: Currency, Relevance, Authority, Accuracy, Purpose, as well as fact-checking websites such as Snopes, and Politifact. A Powerpoint and

libguide were created to teach this class in the future. Participants received a whoopee cushion and goofy glasses to make the class fun and encourage registration.

- On Tuesday, April 25th, the library hosted a presentation on its World War One collection entitled “Over-There: Washingtonville and the First World War at 100”. Attendees learned what life was like in Washingtonville in 1917 and how ordinary people were swept up in this extraordinary historic event. Never before seen photographs, postcards, and letters from the library’s local history collection were used to put this historic event in the context of the Washingtonville and Blooming Grove Area.
- Our 6 part Italian Class concluded on April 27th. Participants expressed a need for more language classes for adults in the future, with many interested in re-taking the class again if offered in the fall.
- On April 20th I met with our Village Historian and members of the local AM Vets chapter, and Veterans of Foreign Wars chapters to discuss collaborative programming for the Fall; including participation in our October cemetery tour, and a book drive for soldiers currently stationed overseas. Both organizations are interested in working with the library once a timeframe for each program is set.

Local History:

- Our Blog “Stories from the Vault” ran a four-part series on Washingtonville and the First World War in honor of the centennial. The posts focused on the use of propaganda, the National Guard encampment in Salisbury Mills, the Washingtonville Home Defense Corps, and the role of local women in promoting the war effort. The posts used items from our local history collection, as well as information from our online databases and print collections; which we hope will encourage our patrons to use these resources to explore their community more. Our local history libguide received 221 page views for the month of April, with the bulk being on Thursdays when the articles are published.
- The letters of Richard Caldwell were scanned by Hudson Archival. The scanning and preservation effort of these letters from the War of 1812 are being funded by the Quassaick Chapter, DAR, who have also transcribed them for us. We will be putting them online on our local history page on hrvh.org once the transcriptions are finished.
- Eagle Scout Matthew Casey completed his timeline of the Moffat Library for his gold award. The timeline is divided into four framed panels, each representing a different period in American history, and using historic images and documents to tell the story of the library from its construction in 1887 to the completion of the library renovation and expansion in 2017. Mr. Casey has expressed an interest in holding his award ceremony at the library this fall.

Collections:

- We began updating our Audio/Visual collection by purchasing new audiobooks and DVDs.
- We started weeding and updating our Careers and Print Reference collection.
- New e-books were added to Overdrive.

Reference and Adult Services Report

Respectfully submitted by Matthew Thorenz, Head of Reference and Adult Services, 5/25/17

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

Programs:

Ice Cream Chemistry:

For our April Something Science program on April 8th, grade school students were taught about chemistry by making their own ice cream. 18 kids attended the event and learned how to make ice cream in plastic bags using salt, ice, cream, sugar, and vanilla. Several of the kids experimented with different flavors of ice cream using our toppings to create strawberry and chocolate ice cream instead. The kids had a blast making and eating the ice cream, and some asked to make extras to bring home to share with siblings.

Books and Babies:

The Books and Babies program has had a great patron turn out during the April-May session with about 16 babies and caregivers attending consistently throughout the weeks. We've been experimenting with new activities during the program such as the addition of egg shakers, scarves, and even a parachute day to our repertoire.

Summer Reading Preparation:

- Rewrote and planned the Summer Reading teen volunteer applications, outlines, and volunteer opportunities we will offer to teens during the Summer Reading Program.
- Booked, confirmed, and planned programs for youth Summer Reading events.
- Reorganized how SRP programs and rewards would work for this year with minutes spent reading as opposed to number of books.
- Edited and updated Summer Reading handouts for Early Literacy, Children's and Teen programs.
- Planned and began acquiring prizes and giveaways for teens and children.

Moffat Library Writing Contest:

April marked the final deadline for the Writing Contest for children and teens (grades 3-12). We received 22 entries across the different grade levels; our judges chose the following entries as winners and honorable mentions:

- Level A Winner: Elizabeth Wakeham, "A Place to Call Home"
- Level A Honorable Mention: Abigail Fontana, "The Library of Dreams"
- Level B Winner: Miranda Frisbee, "Moffat Library Was and Is: A Letter to My Younger Self"
- Level B Honorable Mention: Julia Ariano, "The Relationship Between Libraries and Memories"
- Level C Winner: Michaela Frisbee, "What does the Moffat Library mean to me?"
- Level C Honorable Mention: Samantha Frisbee, "The Moffat Library Is:"

Professional Development:

CLOUSC Meeting:

On April 24th I attended a CLOUSC meeting at the Monroe Free Library. The CLOUSC group heard from a VOX representative about audio-enabled picture books, and a Lego representative about Lego robotics products and competitions. The group discussed social media, braille books, upcoming professional development opportunities, the Y-2 Kids event, and more. RCLS attended the Y-2 Kids event at Stewart Airport, where a bag of books and other goodies was raffled off. The winner was a student from Little Britain Elementary School. Randy Enos of RCLS reported that kids in our community are very excited to be getting into our library's renovated building in the fall!

Teen Librarians Meeting:

On April 3rd I attended the Teen Librarians meeting at RCLS where the group discussed upcoming publications, Summer Reading strategies for programs/organization, SRP manuals, book topics (humor books and coding books) and Battle of the Books. Moffat Library will be organizing a team to compete in Battle of the Books on September 10th once again this year, and Moffat teens have already begun reading the assigned titles.

Youth Services Report

Respectfully submitted by Emily Kinney, Head of Youth Services, 5/25/17

P/R & WEB SERVICES DEPARTMENT REPORT FOR APRIL/MAY 2017 (L. Sabin-Kildiss, Head of P/R & Web Services):

APRIL/MAY 2017

PROMOTIONS

- FOML Load a Truck Clothing Drive
 - Flyer creation
 - Website promotion
 - Facebook

- Library Budget Vote
 - Website design
 - Facebook
 - Budget Vote logo creation
- Moffat Library Community Resource Guide
 - Added to website
 - promoted on FB
 - promoted in e-mail newsletter
- Volunteer of the Year Award
 - Photo collage creation
 - Write copy
 - website design
 - promoted in email newsletter
 - Create Press release for RCLS & Times Herald
- Moffat Library Writing Contest Winners
 - website design
 - Created copy
 - promoted on FB
 - promoted in email newsletter

SOCIAL MEDIA

- 24 Facebook Posts
 - Highlights Include:
 - Volunteer of the Year*
 - Mother's Day Flower Arranging*
 - Moffat Writing Contest*
 - Over There: Washingtonville & WWI*
- 11 Instagram Posts
 - Highlights
 - Photos of building project*

COLLECTION

- Selected 1 bi-monthly Overdrive Pool order following M. Thorenz's documentation
- Selected 2 Overdrive Marketplace carts (audio & e-books) using M. Thorenz's documentation.
- Created a selection of new DVD's listed in LJ for purchasing consideration from M. Thorenz

LIBRARY AWARE/ NEXT READ NEWSLETTERS

- Worked with M. Thorenz & E. Kinney to compile lists of new items to feature in our Library Aware / NEXT READS newsletters
- Created May, 2017 New DVD newsletter, May, 2017 New Children's Books, and May, 2017 New Adult Fiction newsletters in LibraryAware & an upcoming June, 2017 DVD newsletter.

FLICKR MOFFAT HISTORIC BUILDING

- Added 2017 Volunteer of the Year Album to photo collection.
- Added Visit to stained-glass restoration facility album to photo collections
 - Shot and added internal photographs of historic building restoration to a Moffat Library Construction Project May 2017 album in flickr.

P/R & Web Services Report

Respectfully submitted by Luisa Sabin-Kildiss, Head of P/R & Web Services, 5/25/17

April Activities (Beyond the everyday processing & circ duties):

- Continued DVD weeding with Matt
- Assisted with Volunteer of the year 2016 celebration by keeping track of responses made to library, printing out program, and helping with sound system.
- Obtained a ladder, then purchased and with the assistance of Emily, changed 26 fluorescent bulbs.
- Assisted with a **very successful** FOML "Authors Luncheon"

Technical Services Report

Respectfully submitted by Denise Terzian, Head of Technical Services, 5/25/17

TRUSTEE TRAINING & WORKSHOPS:

WHAT IS THE BIG DEAL ABOUT INTELLECTUAL FREEDOM: Wed, June 7 @ 6 PM

Since 1939, intellectual freedom has been a core value of librarianship. How did that happen, and does it still matter today? ALA's Office for Intellectual Freedom is on the front lines of support for free access to the intellectual content of our culture. This lively talk will highlight trends in library challenges, and stake out the claim that libraries are more important than ever. *Free buffet will be served at 5:30 PM. To register, go to: rcls.org and click on Calendar or go to: <http://rcls.evanced.info/signup/Calendar>*

5/25/17 DIRECTOR'S REPORT

Respectfully submitted, Carol McCrossen, Director