

**Moffat Library Board of Trustees**  
**DRAFT**  
**Board Meeting**  
**September 28, 2017 at 7 PM at the Moffat Library**

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

- I. Call to order - 7:04 pm**
- II. Pledge of Allegiance - Recited**
- III. Public Comments (on agenda items only) – None**
- IV. Building Project Report (P. Lyons - on phone)** Discussion ensued concerning current issues. Millworks, stage clock, wood trim, end walls, restoration, painting redone outside. Sidewalk (separate) - drainage, higher costs - \$71,163.50 over budget does not include carriage house improvements which total \$363,291.45. Clock - (separate contractor) Casing, acrylic cover for clock - awaiting change order proposal for the clockworks base. Shrubs, trees moved (cost), watering grass, holes in pavement, Signage, speed bumps (separate contract) 2-3 at \$2,000-\$3,000 each - tabled. Macadam rerolled ¾" wide holes in driveway/parking lot. Change orders - cleaning the clockworks (\$3680) and modifications to the 65 feet of sidewalk/curbing-required for final CO (\$18,785.85) - these modifications are included in the \$71,163.50 figure. See attached. Carriage House approval - will be addressed at the October planning board meeting.
- V. Friends Report (S. Vogelsberg)**
  - Newsletter
  - Calendar of events
  - 10/18 Annual meeting
  - Bookstore planning
  - Nametags
  - Holiday Baskets
  - Ornament Fundraiser
  - Membership has increased
- VI. Disposition of 8/31/17 Minutes – Motion to accept minutes: Ruth Manyin. Seconded: Nancy Schneider. 10-Yes 0-No Minutes approved**
- VII. Fiscal Officer's Report (N. Schneider)**

- A. MOTION # 1-092817 – “To accept the Fiscal Officer’s Report for 9/28/17 as submitted” Tabled until income (Tickets and Contributions) and expenses from the Gala and Opening can be designated accordingly.
- B. MOTION # 2-092817 – “To approve the 9/28/17 warrant for Operating Expenses in the amount of \$47,267.15. Motion made by Beth Fitzpatrick. Seconded by Victoria Drake. 9-Yes 1-No
- C. MOTION # 3-092817 – “To approve the 9/28/17 warrant for 6 W Main Building Soft Cost Expenses in the amount of \$41,142.92.” Motion made by Jeanne Versweyveld. Seconded by Barbara Koller. 10-Yes 0-No

**VIII. Director's Report** (C. McCrossen) : Carol updated Board on moving process, emptying old building, Completed & submitted DLD Grant paperwork for Carriage House project - requesting 50% matching grant. Since opening the staff are hearing positive feedback from the community – 1000 New Patron library cards issued within the first two weeks of opening. Got two estimates for cleaning. In addition, got some quotes for security system. Work is still being done on electrical, IT, wiring, lighting, and other areas. Staff are compiling a list of items that need to be addressed and submitting to the architect and the construction manager for review. Sent out job ads for 2 PT clerks and 2 PT Librarians, with a deadline of mid-October.

**IX. Standing Committee Reports**

- A. **Personnel Committee Report** (B. Koller) No Report
- B. **Audit & Finance Committee Report** (N. Schneider) Financial Reports amended - Audit
- C. **Operational / Policies Committee Report** (N. Schneider) – Requested an estimate for Signage at entrance of drive-thru (‘No Thru Traffic’); The need for a new Meeting Room/Conference Room/Grounds policy was discussed. Will look into.
- D. **Public Relations/Marketing Committee Report** (J. Versweyveld) – No Report

**X. Ad hoc Committee Reports**

- A. **6 W Main Building Committee Report** (C. Fox / R. Manyin) No further report.
- B. **6 W Main Building Project Fundraising Committee Report** (J. Versweyveld) \$100 donation made by David Moffat’s cousin. Signs & T-shirts are still available.
- C. **6 W Main Building Celebration Committee Report** (J. Versweyveld) Discussed Thank You letters to be done by Victoria Drake. Video tape. Replica of Washingtonville RR Station Depot – photos available. Results of Gala were discussed – overall satisfaction by members of the Board.

**XI. Unfinished Business**

**XII. New Business**

**XIII. Public Comments (on any non-agenda items) None**

**XIV. Roundtable Discussion**

James Casazza discussed issue of Bollenbach's property and the fencing that was taken down. A letter between Moffat Library and Bollenbach was submitted to the Planning Board stating that Bollenbach had agreed that instead of a new fence, it was okay for the library to plant trees and/or shrubs in that area. The Library has agreed to doing the planting and maintaining the landscaping in that area. Building Committee planning meeting to meet and address these issues.

**XV. Adjournment:** Jeanne Versweyveld motioned to adjourn the meeting. Seconded by James Casazza. Meeting adjourned at 9:47 pm.

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