

**Moffat Library Board of Trustees**  
**FINAL**  
**Board Meeting Agenda**  
**November 17, 2017 at 7 PM**

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

- I. Call to order 7:03pm**
- II. Pledge of Allegiance recited**
- III. Public Comments: NONE**
- IV. Building Project Update: Pat Lyons presented. (See Attached & New Business)**  
Pat Lyons reviewed where we are on the 6 W Main building project as far as the budget is concerned. The library will be donating a cross walk to the municipal parking lot to provide additional parking.
- V. Friends Report (Sue Anne Vogelsberg & Mary Ann Marrero)**  
Mary Ann Marrero reported on the NYLA Conference in Saratoga with the ‘Get out the Vote’ campaign and brought up the possibility of hosting a Friends of Orange County Libraries luncheon – ‘working together as a team’. Carol McCrossen was honored at the NYLA meeting with an award. Ruth Manyin, Christine Frisbee, Mary Ann Marrero and Kelly Lynch Maloney were in attendance.
  - FOML has 66 members
  - Book Store opened 11/2/17. Three days as follows Tuesdays and Saturdays 10:00-2:00, Thursdays 3:00-7:30 2 people per 2 hour shifts. Possibility of making it one person per shift.
  - 12/3 Holiday Open House/Story Hour will be held.
  - 11/18 Basket Assembly and book wrapping will be held.
  - Baskets will be displayed in Moffat Hall. Tickets bought at circulation desk.
  - Ornaments have not sold. Discussed possibility of passing them to the Corner Candle Store and increase advertising.
  - Annual Meeting was held in October.
  - 4/8 Author’s Luncheon scheduled. Advertising for the luncheon will begin in January.
- VI. Disposition of 9/28/17 & 10/27/16 Minutes**  
9/28/17 Minutes tabled – revisions requested.  
10/27 Minutes: Motion to accept minutes: Jeanne Versweyveld. Seconded: James Casazza. 8-Yes 0-No. Minutes approved.

**VII. Fiscal Officer's Report (N. Schneider)**

- A. MOTION # 1 – “To accept the Fiscal Officer's Report for 11/16/16 as submitted” Tabled
- B. MOTION # 2 – “To approve the 11/16/16 warrant for Operating Expenses in the amount of \$100,488.42. Motion made by James Casazza. Seconded by Jeanne Versweyveld. 8-Yes 0-No. Motion Approved.
- C. MOTION # 3 – “To approve the 11/16/16 warrant for 6 W Main Building Soft Cost Expenses in the amount of \$1,848.80.” Motion made by Jeanne Versweyveld. Seconded by Ruth Manyin. 8-Yes 0-No Motion Approved.
- D. MOTION #5 – “To approve the RCLS Service Fee Approval in the amount of \$2195.28. Resolution to accept motion RCLS 2018 as presented. Motion made by James Casazza. Seconded by Luis Rivera. 8-Yes 0-No. Motion Approved.

**VIII. Director's Report (C. McCrossen)**

Carol reported they are buttoning up last things with contractors and slowly getting things done. Jim C. and Ruth M. have the list. Pat Lyons will get current list to Carol and she will submit to board. They have hired 2 clerks and they are currently being trained. They are hoping to hire a new Librarian soon and have in mind, Emily, who was a previous employee and is now a Librarian. Jim C. discussed the possibility of donating shelving to the Thrift Store and Food Pantry and offered to store shelving, chairs, etc. Carol updated board and discussion ensued about storage, computers, security system, wall hangings, and inadequate staffing. There is high after school student traffic between 2:30 and 5:00. Police have been contacted and are monitoring the situation with security. Carol will pursue security time frame with Metro Sound and possibly other sources and she will contact Megan about security. Discussion was had about hiring handyman/grounds person – Carol will look into prospects for employment. We will remain with current law firm until Carol investigates other Law Firms who have experience in municipal law. Vanguard Cleaning Service contract and invoices will be submitted to the board.

**IX. Standing Committee Reports**

- A. Personnel Committee Report (B. Koller) No Report.**
- B. **Audit & Finance Committee Report (N. Schneider)** Audit Report was questioned. Luis will follow up with auditors and arrange a meeting with Finance Committee after Thanksgiving and before next board meeting.
- C. **Operational / Policies Committee Report (N. Schneider) Meeting** to be held implementing Meeting Room and Grounds Polices.
- D. Public Relations/Marketing Committee Report (J. Versweyveld) No Report.**

**X. Ad hoc Committee Reports**

- A. **6 W Main Building Maintenance Report (J. Casazza / C. Fox)** No further Discussion

- B. 6 W Main Building Committee Report (C. Fox / R. Manyin) No Report**
- C. 6 W Main Building Project Fundraising Committee Report (J. Versweyveld) No Report.**
- D. Volunteer of the Year Award Committee Report (J. Versweyveld) No Report.**

**XI. Unfinished Business**

- A. Financial Policies (see attached)**

**XII. New Business**

- A. MOTION: To approve spending up to \$30,000 for architectural fees involved in additional work on carriage house**
- B. MOTION: To approve Change Order #2-002:** Additive Change Order for various site work items required by the Village of Washingtonville Planning Board, the NYS Department of Transportation as conditions for their approval and the revised routing of the new electrical service to the building as directed by Orange and Rockland Utilities. The six (6) individual additional scope items are as follows:
  - Additional on-site storm water mitigation measures: \$33,708.54 subtotal add
  - Additional trenching for electrical service: \$15,337.72 subtotal add
  - Additional catch basin: \$3,885.56 subtotal add
  - Revise curbs, sidewalks and parking: \$13,185.36 subtotal add
  - Added drainage swale: \$2,470.40 subtotal add
  - Re-survey improvements: \$1,500.00
  - Subtotal: \$70,087.58
  - Overhead and Profit (15%): \$10,513.14
  - Total add this Change Order: \$80,600.72**
- C. MOTION: To approve Change Order #2-003:** Additive Change Order for foundation concrete work required due to discovered existing conditions. Foundations at Column Lines "1" and "C" needed to extend deeper than anticipated in order to align with existing foundation depths; the existing foundation wall adjacent the fireplace in the new Teen Room was completely deteriorated and required complete reconstruction; foundations at the south side of the new west addition needed to extend deeper to align with existing and to extend below unsuitable fill discovered below grade; and, two existing brick foundation piers were deteriorated and required new concrete bulkheads for reinforcement.
  - Total add this Change Order: \$11,872.60**

- XIII. Roundtable Discussion** – Dec 2<sup>nd</sup> parade was discussed. Moffat will be open for the public for bathroom accessibility and refreshments. Jeanne Versweyveld, Barbara Koller, Sue Anne Vogelsberg and Luis Rivera volunteered to participate. Photos of Gala were distributed by Jeanne Versweyveld. Paul Mays asked for a letter of recommendation. John Moffat sent a letter

of recognition via email. Ruth Manyin mentioned that policies need to be addressed. Jeanne Versweyveld said that current and out of date committees need to be restructured.

- XIV. **Adjournment** – Jeanne Versweyveld motioned to adjourn the meeting. Seconded by James Casazza. Meeting adjourned at 8:50 pm.

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