

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

**Present: Trustees: Luis Rivera, Beth Fitzpatrick, Ruth Manyin, Jeanne Versweyveld, Barbara Koller, , Chris Fox, Dennis Barnett, Nancy Schneider**

**Absent: Victoria Drake, James Casazza, Matt Davis**

**Director: Carol McCrossen.**

**Friends Liaison: Sue Anne Vogelsberg**

- I. Call to order - 7:04 pm**
- II. Pledge of Allegiance - Recited**
- III. Presentation on Building Project (M. Brennen & P. Lyons)**  
Discussion of Building Project and Budget. See attached
- IV. Public Comments (on agenda items only)**
- V. Friends Report (S. Vogelsberg)**
  - Book Store has been open for two months (November & December). Additional shelving might be ordered. It is open Tuesday, Thursday and Saturday and accepts donations at those times. More volunteers are needed to work the bookstore. A profit of \$150.00 was made in November.
  - Members of the FOML and Board volunteered with the Christmas Tree Lighting.
  - 1/11/18 Meeting will be held to discuss the Author's Luncheon.
  - FOML decorated the library for the holidays. They will dismantle decorations on 1/3/18
- VI. Disposition of 11/16/17 Minutes.**  
Motion to accept Minutes: Nancy Schneider. Seconded: Ruth Manyin. 8-Yes 0-No Minutes accepted.
- VII. Fiscal Officer's Report (N. Schneider)**
  - A. MOTION # 1-122817 - "To approve the 12/28/17 warrant for 6 W Main Building Hard Cost Expenses in the amount of \$143,876.28."  
Motion made by Nancy Schneider. Seconded: Beth Fitzpatrick 8-Yes 0-No Motion accepted.  
No report.  
Tabled October & November Audit/Finance Report. Meeting to be held 1/4/18 6:00 pm.
- VIII. Director's Report (C. McCrossen) See attached.**
- IX. Standing Committee Reports**

- A. **Personnel Committee Report** (B. Koller) No Report
- B. **Audit & Finance Committee Report** (N. Schneider) No Report. Meeting to be held 1/4/18.
- C. **Operational / Policies Committee Report** (N. Schneider) No Report. Meeting to be held 1/11/18.
- 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) Discussion was held earlier in meeting (See III.) with Pat Lyons and Meghan Brennan.

**XI. Unfinished Business**

Jeanne Versweyveld reminded the Board that Standing Committees need to be addressed.

**XII. New Business**

- A. **Personnel Policies** – See attached  
Motion made by Nancy Schneider. Seconded by Jeanne Versweyveld 8-Yes 0-No  
Motion accepted.
- B. **Rules of Behavior for Use of Library Facilities Policy** – See attached  
Motion made by Ruth Manyin. Seconded by Nancy Schneider 8-Yes 0-NO  
Motion accepted.
- C. **Holidays Policy** – See attached  
Motion Made by Jeanne Versweyveld. Seconded by Nancy Schneider 8-Yes 0-No  
Motion accepted.

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

**XIV. Roundtable Discussion**

**XV. Adjournment:** Nancy Schneider motioned to adjourn the meeting. Luis Rivera seconded.

8-Yes 0-NO Meeting adjourned at 9:34 pm

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