

Moffat Library Board of Trustees
Board Meeting Minutes
March 1, 2018 at 7 PM at the Moffat Library

Present: Trustees: Luis Rivera, Beth Fitzpatrick, Ruth Manyin, Jeanne Versweyveld, Barbara Koller, Chris Fox, Dennis Barnett, Victoria Drake, James Casazza, Matt Davis.

Absent: Nancy Schneider

Director: Carol McCrossen.

Friends Liaison: Sue Anne Vogelsberg

- I. Call to order -7:04pm**
- II. Pledge of Allegiance- Recited**
- III. Public Comments (on agenda items only) – None**
- IV. Presentation (Luisa Sabin-Kildiss) – Presentation on Reference material.**
- V. Friends Report (S. Vogelsberg)**
 - Authors Luncheon – April 8th at Round Hill. Trustees sponsored an ad in the journal.
 - Book Store is open 3 days a week. FOML is purging books and going through donations.
 - Teen Art Show- Sunday March 19th
 - Load a truck – May 12th
 - Jeanne Versweyveld and Sue Anne Vogelsberg attended Library Advocacy Day on February 28th. Met with James Skoufis and Bill Larkin and discussed reinstating library funding.
 - Summer reading program
- VI. Disposition of 1/25/18 Minutes – Motion to accept minutes: Ruth Manyin. Seconded: Victoria Drake. Yes-9. No-0 Minutes accepted.**
- VII. Fiscal Officer’s Report (N. Schneider)**
 - A. MOTION # 1-022218 – “To accept the Fiscal Officer’s Report for 3/1/18 as submitted” No Vote. Postponed for future review. Luis Rivera reported that Bond Service and Bond Debt will be separated from Operating Expenses.
 - B. MOTION # 2-022218 – “To approve the 3/1/18 warrant for Operating Expenses in the amount of -\$148,663.46. Motion made by James Casazza. Seconded by Matt Davis. Yes-9 No-0. Motion accepted.

- C. MOTION # 3-022218 – “To approve the 3/1/18 warrant for 6 W Main Building Hard Cost Expenses in the amount of \$215,867.22.” Motion made by James Casazza. Seconded by Matt Davis. Yes-9 No-0. Motion accepted.
- D. MOTION # 4-022218 – “To approve the 3/1/18 warrant for 6 W Main Building Soft Cost Expenses in the amount of \$11,825.00.” Motion made by James Casazza. Seconded by Matt Davis. Yes-9 No-0. Motion accepted.

VIII. Director’s Report (C. McCrossen) See Director’s Report.

- Hired 5 P/T clerks (4 Regular and 1 substitute). Carol is looking into hiring an Assistant, Maintenance person, and Bookkeeper. The Bookkeeper will be selected on 3/5/18. Carol explained the process of training new employees.
- Building Issues: Mechanical system - The heating system has broken 3 times. Engineers are researching the cause and will keep us updated. Plumbing problem was discussed with possibility of separating the Children’s Room bathroom and other bathrooms with another pipe. A new meeting is to be scheduled with Meghan to address building issues and get a new punch list.
- Jeanne discussed the need for a Disaster plan and an Adult Literacy program.

IX. Standing Committee Reports

- A. **Personnel Committee Report** (B. Koller) Personal Meeting was held. Increase in Use & Building size, increase in need for more personnel (2 P/T Librarians, 2 clerks, 1 Library assistant) and salary percent increases were discussed.
- B. **Audit & Finance Committee Report** (N. Schneider) – see **New Business**
- C. **Operational / Policies Committee Report** (N. Schneider) – No Report.

X. Ad hoc Committee Reports

- A. **6 W Main Building Committee Report** (C. Fox / R. Manyin)
 - Building Project – No Report.

XI. Unfinished Business – Ruth Manyin reported that the Cultural Events Committee was disbanded due to no need at this time.

XII. New Business

A. 2017 Annual Report

Resolution #1-030118: “Be it resolved that the Moffat Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2017 Annual Report was reviewed and accepted by the Board of Trustees of the Moffat Library.”

Yes X No _____ Motion made by Luis Rivera. Seconded: Matt Davis.
Yes-10 No-0. Motion accepted. ***Change in Vote-Barbara Koller is in attendance.**

B. FYE17 Audit

Motion #5-030118: To accept the FYE17 Annual Audit as presented. Motion made by Luis Rivera. Seconded: Matt Davis. Yes-10 No-0. Motion accepted.

C. Meeting Room Policy

Motion #6-030118: To adopt the Community Room Policy as presented/amended
Tabled

D. FYE19 Budget Proposal

Motion #7-030118: To approve the FYE19 budget proposal as presented/amended
Budget discussion. Motion made by Jim Casazza. Seconded: Barbara Koller. Yes-9
No-1. Motion accepted.

Resolution #2-030118: TAX CAP RESOLUTION AS IT RELATES TO THE BUDGET
OF MOFFAT LIBRARY:

Whereas, the adoption of the FYE 2019 budget for the Moffat Library of
Washingtonville may require a tax levy increase that exceeds the tax cap imposed by
state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to
override the tax levy limit by a resolution approved by a vote of sixty percent of
qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Moffat Library of Washingtonville voted
and approved to exceed the tax levy limit for FYE 2019 by at least the sixty percent
of the board of trustees as required by state law on March 1, 2018.

Motion made by Jim Casazza. Seconded: Luis Rivera. Yes-10 No-0. Motion
accepted.

Motion #8-030118: The Board shall vote to reduce the number of Trustees to the
current 12 to 11 and modify the policy to reflect such change.

Motion made by Jim Casazza. Seconded: Matt Davis. Yes-10 No-0. Motion
accepted.

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

XIV. Roundtable Discussion: Dennis Barnett reported that Rick Golden's firm does not have a lot of experience in area however Golden feels he can do the job. Matt Davis brought up selling the t-shirt at the bookstore however space is limited. Jeanne Versweyveld brought up the need to address plans for the Memorial parade, Nomination for the Volunteer of the Year, and Officers for the Nominating Committee to be addressed at next meeting.

XV. Adjournment: Ruth Manyin motioned to adjourn the meeting. Seconded by Victoria Drake. Yes-10 0-No. Motion accepted Meeting adjourned at 9:57 pm.

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