

Moffat Library Board of Trustees

FINAL

Board Meeting Minutes

5/24/18 at 7 PM at the Moffat Library

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

Absent: Matt Davis.

Director: Carol McCrossen.

Friends Liaison: Sue Anne Vogelsberg

I. Call to order - 7:01 pm

II. Pledge of Allegiance - Recited

III. Public Comments (on agenda items only) Maryann Marrero presented a check for \$2500.00 – Funds from Author’s Luncheon.

IV. Friends Report (S. Vogelsberg)

- RCLS Program & Gathering – Hosted by FOML 6/14/18 5:30-7:30
- Staff Breakfast 6/8/18 –Held at the library and catered by Betty’s.
- Book Store profits from 3/22/18-5/22/18 - \$392.00
- Friends Board formed a By-Laws committee--By-Laws were reviewed by said committee, then presented to full Board for approval. Said By-Laws will be presented to general membership at annual meeting, October 24, 2018
- Load a Truck – made \$588.00
- Friends Membership – 94 Families
- Will present reviewed and updated By Laws to the Friends’ board and update the rest in October.
- Totes Fundraiser is in the planning stage.

V. Friends Discussion (M. Marrero)

Maryann Marrero presented to the Board the importance of the FOML to work together with the Library Board for the benefit of Moffat Library. She suggested meeting annually to discuss our goals, attend functions together and share ideas.

VI. Disposition of Minutes (B. Fitzpatrick) – 4/26/18

Motion made by Nancy Schneider, 2nd by Victoria Drake. Minutes accepted.

VII. Fiscal Officer’s Report (N. Schneider)

A. MOTION # 1-052418 – “To accept the Fiscal Officer’s Report for the period ending 5/22/18 as submitted”

Motion made by Nancy Schneider, 2nd by Victoria Drake. 10-0. Motion accepted with clarification.

- B. MOTION # 2-052418 – “To approve the **Operating Expenses** warrant for the period of **3/2/18-4/24/18** in the amount of \$675,027.36.
Motion made by Nancy Schneider, 2nd by Jeanne Versweyveld. 9-Yes, 1-No. Motion accepted.
- C. MOTION # 3-052418 – “To approve the warrant for **6 W Main Building Construction Soft Cost Expenses** for the period of **3/2/18-4/24/18** in the amount of \$4,764.58.”
Motion made by Nancy Schneider, 2nd by Jim Casazza. 10-0. Motion accepted.
- D. MOTION # 4-052418 – “To approve the warrant **for Carriage House Building Construction Soft Cost Expenses** for the period of **3/2/18-4/24/18** in the amount of \$650.00.”
Motion made by Nancy Schneider, 2nd by Jeanne Versweyveld. 10-0. Motion accepted.
- E. MOTION # 5-052418 – “To approve the **Operating Expenses** warrant for the period of **4/25/18-5/22/18** in the amount of \$75,455.34.”
Motion made by Nancy Schneider, 2nd by Victoria Drake. 10-0 Motion accepted.
- F. MOTION # 6-052418 – “To approve the warrant for **6 W Main Building Construction Soft Cost Expenses** for the period of **4/25/18-5/22/18** in the amount of \$120.00.”
Motion made by Nancy Schneider, 2nd by Jeanne Versweyveld. 10-0 Motion accepted.

VIII. Director's Report (C. McCrossen) See attached

IX. Standing Committee Reports

- A. **Personnel Committee Report** (B. Koller) Meeting will be held in September to discuss new and old policies.
- B. **Audit & Finance Committee Report** (N. Schneider) No Report.
- C. **Operational / Policies Committee Report** (N. Schneider) Meeting with Carol to discuss upgrading policies.

X. Ad hoc Committee Reports

- A. **6 W Main Building Committee Report** (C. Fox / R. Manyin) Village Board meeting rescheduled until 6/20/18 with reminder to Village to publish the notice.
Discussion ensued about hiring maintenance person and Lawn maintenance person (Possible combined position) and salary. Picture Rail installation was discussed and the work was not approved by the Board, however it was done by Standback.

XI. Unfinished Business

A. Legal Representation – Received attorney Will Frank’s proposal. Waiting for Rick Golden’s proposal.

XII. New Business –

- Nominating Committee presented Slate of Officers. Ballots were handed out, voting took place, ballots were collected and names were read by Jeanne Versweyveld.

President: Jim Casazza

Vice President: Dennis Barnett

Secretary: Chris Fox

Fiscal Officer: Luis Rivera

- Budget Vote: It was decided more advertising should be done before next Budget vote to promote more voter participation and keep the public informed. Bios of candidates should be published and Vote should be put on outside Bulletin Board well in advance of vote.
- Policy and public notice should be made to address no signs on lawn.
- Moffat Library was 1 of 3 to win Place Making award along with \$1,000.00 which will go towards the Jazz Festival. June 15th will be the placemaking event.
- It was suggested to omit the August Board meeting. It was discussed to change dates of Board meetings to the first Thursday of the month which would coordinate better with the timing of the Budget Finances Fiscal Report.
- Jazz Festival will be held on 8/11 with times to be decided.
- A party will be held to hang up the pictures on the picture rails, hooks and wires to be ordered.

XIII. Public Comments None

XIV. Roundtable Discussion

XV. Adjournment – Motion made by Jim Casazza, 2nd by Jeanne Versweyveld. Motion accepted.
Meeting Adjourned at 9:05 pm

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