

**Moffat Library Board of Trustees  
Final Board Meeting Minutes  
11/1/18 at 7 PM at the Moffat Library**

**Present: Trustees: Dennis Barnett, Beth Fitzpatrick, Jeanne Versweyveld, Victoria Drake, Luis Rivera, Ruth Manyin, Robert Borrebach, Michael Frisbee, Chris Fox, Barbara Koller.**

**Absent: James Casazza**

**Director: Carol McCrossen.**

**Friends Liaison: Mary Ann Marrero**

- I. Call to order: 7:02pm**
- II. Pledge of Allegiance: Recited**
- III. Public Comments** – Leanne Bucco and Rebecca Akers invited the library to join the community and use the common room for story hour during the Christmas Event being held on Saturday, December 1<sup>st</sup>. Follow up with email with more information will occur between Carol McCrossen and Rebecca Akers.
- IV. Attorney Interviews (Rick Golden @ 7 PM & Will Frank @ 7:30 PM)** Interviews between both prospective lawyers and the Board were conducted.
- V. FYE18 Audit Draft (Lorelei Pitt & Leonard Mires, Lorelei Pitt, CPA @ 8 PM)**  
Luis Rivera reported that report is on time. Finance Committee (Dennis Barnett, Luis Rivera, Jim Casazza) met and revisions are being sent to Auditing Firm. Motion to accept **FYE18 Audit Draft** as revised made by Luis Rivera, 2<sup>nd</sup> by Chris Fox. 10-Yes 0-No Motion accepted.
- VI. Friends Report (M. Marrero)**
  - 10/21 Bag of Books Sale – Profit of over \$360.00
  - 10/24 Annual meeting with presentation by Jeanne Versweyveld was filled to capacity and very successful.
  - Holiday Baskets to begin 11/18.
  - Holiday decorating of the Library will begin the week of 11/26.
  - Presented \$2,000.00 from the Used Book Store to the Annual Renewal of Ancestry.com and Family Fun Passes.
- VII. Disposition of Minutes (B. Fitzpatrick)** – 10/4/18. Motion to accept Minutes as corrected made by Luis Rivera, 2<sup>nd</sup> by Victoria Drake. 10-Yes 0-No Minutes accepted.
- VIII. Fiscal Officer's Report (L. Rivera).** Luis Rivera reported that adjustments of Bond was made in columns. Had a meeting with TD Bank and we will be receiving 1¼% interest on our bank accounts. Luis proposed Board members review Monthly Financial Packets on a

rotating basis before each Board meeting. New Bookkeeper, Amy Bolognese was hired.

- A. **MOTION # 1-110118** – “To accept the Fiscal Officer’s Report for the period ending 10/31/18 as submitted”. Motion to accept was made by Luis Rivera, 2<sup>nd</sup> by Ruth Manyin. 10-Yes 0-No Motion accepted.
- B. **MOTION # 2-110118** – “To approve the **Operating Expenses** warrant for the period of **10/1/18-10/31/18** in the amount of \$-167,010.27.” Motion to approve was made by Luis Rivera, 2<sup>nd</sup> by Michael Frisbee. 10-Yes 0-No Motion approved.

**IX. Director's Report** (C. McCrossen) See attached

**Highlights**

- Amy Bolognese was hired as new Bookkeeper. Resume will be sent to Board.
- Process of hiring new Maintenance person. Posted on Indeed.com and Luisa will post on website.
- Building Update: See page 2 of Director’s Report. Estimates for cameras will be sent out. No results yet in for additional bid for Attic cut-in HVAC System. New light fixture system for Belcher window expected Installation – Dec 2018-January 2019.
- Sexual Harassment Prevention Training for Trustees and Directors to be held on 11/14/18. Middletown RCLS
- Cybersecurity How it Relates to your Library - 11/14/18 Tappan Library Ruth Manyin said that this policy should be updated.
- Review of programs was presented. See Attached.

**X. Standing Committee Reports**

- A. **Personnel Committee Report** (B. Koller) Met with Carol. New meeting will be set up with Committee members.
- B. **Audit & Finance Committee Report** (L. Rivera) Luis stated Audit Report was presented in accordance to what we have to adhere to. Motion to adopt Auditor Report issued by Individual Auditor was made by Luis Rivera, 2<sup>nd</sup> by Barbara Koller. 10-Yes 0-No Motion was adopted. Reviewed Fiscal Report submitted by NY State Annual Financial Report.
- C. **Operational / Policies Committee Report** (M. Frisbee). No Report. Coordinating date to meet.
- D. **Bylaws Committee Report** (J. Casazza/C. Fox). Chris Fox reported that they have met 2 times. Working through Bylaws, restructuring our Bylaws by following other Libraries’ Bylaws and systematically streamlining.

**XI. Ad hoc Committee Reports**

- A. **6 W Main Building Committee Report** (C. Fox / R. Manyin). No Report. Ruth Manyin will follow up with Meghan regarding Carriage House status.

**XII. Unfinished Business**

**A. Legal Representation**

**XIII. New Business**

**A. Anti-Discrimination & Anti-Harrassment Policy:** Discussion ensued.

**MOTION: To revise the Anti-Discrimination & Anti-Harrassment Policy of the Moffat Library Personnel Policies as presented.** Motion to revise according to pursuant to the New York State mandate was made by Robert. Borreboch, 2<sup>nd</sup> by Ruth Manyin. 10-Yes 0-No Motion accepted.

**B. MOTION: To restructure the Moffat Library bank accounts to an all interest-bearing account structure.** Carol, Luis and Amy met with Representatives of TD Bank who recommended moving 5 accounts to 4 interest bearing accounts, 1 1/4 % with a fluctuating prime rate, with no finance charges and no minimum balance. Motion to restructure bank accounts was made by Luis Rivera, 2<sup>nd</sup> by Michael Frisbee. 10-Yes 0-No Motion accepted.

**XIV. Public Comments**

Elena Wakeham presented Work Based Learning Program from the Washingtonville High School asking for students from the high school to be able to work at the library once a week for an hour, accompanied by a teaching assistant. Board agreed to get back to them concerning their proposal.

**XV. Executive Session:** Motion to proceed to **Executive Session** made by Jeanne Versweyveld, 2<sup>nd</sup> by Victoria Drake at 9:10pm. **Executive Session** was held. Adjournment of **Executive Session** was made by Luis Rivera, 2<sup>nd</sup> by Victoria Drake at 9:46pm. Rick Golden was selected by the Board to become new Legal Representative for Moffat Library.

**XVI. Roundtable Discussion**

**XVII. Adjournment** motion was made by Luis Rivera, 2<sup>nd</sup> by Michael Frisbee. Meeting adjourned at 9:52 pm.