

**Moffat Library Board of Trustees
Board Meeting Minutes
1/3/19 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, James Casazza
Director: Carol McCrossen.
Friends Liaison: Christine Frisbee**

- I. Call to order:** 7:00pm
- II. Pledge of Allegiance:** Recited
- III. Public Comments:** Boy Scout, Daniel Diaz, from Troop 64 in Vails Gate, earning his Citizen & Community Merit Badge, by attending a Board meeting.
- IV. Friends Report** (Christine Frisbee)
 - Holiday Baskets Fundraiser was successful. All proceeds to go to Teen Art Show.
 - Authors Luncheon to be held on 4/7/19.
 - March 7th Friends and Board to meet 6:00pm for a get together.
- V. Disposition of Minutes** (J. Casazza) – 12/5/18. Motion made by Jeanne Versweyveld to accept Minutes as corrected. 2nd by Victoria Drake. Minutes accepted. 11-0
11/1/18 – Motion made by Ruth Manyin to accept Minutes as corrected. 2nd by Barbara Koller. Minutes accepted. 10-0. James Casazza - Abstain due to absence from meeting.
- VI. Fiscal Officer's Report** (L. Rivera). Luis stated that by next meeting he will have organize a schedule of Board members to review expenditures before each board meeting.
 - A. MOTION # 1-010319** – “To accept the Fiscal Officer’s Report for the period ending 12/31/18 as submitted”. Motion made by James Casazza, 2nd by Michael Frisbee – Motion accepted. 11-0

B. **MOTION # 2-010319** – “To approve the **Operating Expenses** warrant for the period of **12/1/18-12/31/18** in the amount of \$114,424.65.”
Motion made by James Casazza, 2nd by Ruth Manyin – Motion approved.
11-0

VII. Director's Report (C. McCrossen) See Attached. Highlights

- Staff Overview
- Building update: Fanshawe rep met with Carol on 12/18/18 to go over 3 outstanding issues.
 1. Angle of light fixture to light the clockface on roof needs to be shifted. Will follow up with Fanshawe.
 2. Floor outlets installed in meeting room need to be replaced in some fashion. Waiting for an acceptable solution.
 3. Two lamps in the Teen Room pendant fixtures went out simultaneously. One was replaced, still waiting for 2nd replacement.
- Other Building Issues
 1. Obtaining proposals for attic cut-in HVAC system. Received spec from Architect.
 2. Waiting for Installation date for Bollard system to cover the extruding piping on the side of the building.
 3. Waiting for installation date of the new light fixture system for the Belcher window.

VIII. Standing Committee Reports

- A. **Personnel Committee Report** (B. Koller). Met this evening. Did not finish. Will meet again 1/10/19.
- B. **Audit & Finance Committee Report** (L. Rivera) Will schedule a date to meet.
- C. **Operational / Policies Committee Report** (M. Frisbee) Scheduled to meet 1/24/19.

IX. Ad hoc Committee Reports

- A. **6 W Main Building Committee Report** (C. Fox / R. Manyin)

Jim Casazza stated that a meeting is to be scheduled, verifying date with Building Committee, Construction firm and contractors.

B. **Bylaws Committee Report** (J. Casazza/C. Fox). Chris Fox stated that they are meeting on 1/9/19 to peruse the entire ByLaws. Their aim is to review, draft, revise and submit for the board to review by the February or possible March Board Meeting.

X. **Unfinished Business** – Jeanne Versweyveld stated that the Policy committee needs to update the public’s use of the Community/Meeting rooms and consider allowing meetings during hours after the library closes.

XI. **New Business** - Discussion ensued about the ramifications of opening library to solicitation with exception of the FOML. Policy will be implemented to address fundraising from outside entities.

XII. **Public Comments** – Boy Scout, Daniel Diaz, stated that he enjoys the library’s activities and has made new friends from attending these events.

XIII. **Adjournment** - Motion made by James Casazza to adjourn meeting, 2nd by Michael Frisbee. 11- Yes, 0-No Meeting adjourned at 8:04 pm