

**Moffat Library Board of Trustees  
Board Meeting Minutes  
5/2/19 at 7 PM at the Moffat Library**

**Present: Trustees: Dennis Barnett, Beth Fitzpatrick, Jeanne Versweyveld, Luis Rivera, Ruth Manyin, Robert Borreback, James Casazza, Michael Frisbee,  
Director: Carol McCrossen.  
Absent: Victoria Drake, Barbara Koller**

- I. Call to order: 7:13pm**
- II. Pledge of Allegiance: Recited**
- III. Public Comments: None**
- IV. FYE20 Budget Public Information Meeting:** Information about the Library Budget Vote and Trustee Election were posted on the website.
- V. Friends Report (M. Marrero):**
  - Meet the Authors Luncheon was held on 4/30/19. It was sold out with 100 guests. An estimated \$2000.00 proceeds to go to Adult/Children's Summer Reading Program.
  - Clothing Drive - Saturday 5/11/19 10:00-2:00. Accepting clothes, household items, toys.
  - Meet & Greet Friends Get Together- Wednesday 5/29/19 6:00-7:30. E-Invite will be sent out.
  - Annual Staff Appreciation Breakfast – 6/7/19 9:00-10:00
  - Bag of Books Sale – 6/9/19 12:30-3:30.
  - Budget Vote will be posted on Friends Facebook page.
- VI. Disposition of Minutes (B. Fitzpatrick) – 4/4/19.** Motion to accept Minutes made by James Casazza, 2<sup>nd</sup> by Robert Borreback. Minutes accepted 8-0.
- VII. Director's Report (C. McCrossen) See Attached Highlights**
  - Debbie Swift resigned from her position as a P/T clerk. Marylynn Auerfeld will be hired upon Board approval.

- Information about the Library Budget Vote and Trustee Election were posted on the website.
- Contacted Sage Engineer regarding broken boiler. Will update board on proposals received.
- Proposal for shelving repair will be emailed to the Board. Work will take 4 days to complete.
- Carriage House remains a secured area.
- Director asked for a revised budget from the Carriage House project as there are several changes made by the Building Committee. Please see attached.
- Circulation statistics – Increase of 18% from April 2018.
- Trustee Continuing Education programs offered by RCLS.

## **VIII. Standing Committee Reports**

**A. Personnel Committee Report** (B. Koller). No Report.

**B. Audit & Finance Committee Report** (L. Rivera) No Report.

**C. Operational / Policies Committee Report** (M. Frisbee)

- 1) Tutoring Policy – Discussion ensued. See below for Motion.
- 2) Rules Of Behavior For Use Of Library Facilities – See below for Motion.

## **IX. Ad hoc Committee Reports**

**A. 6 W Main Building Committee Report** (R. Manyin). James Casazza reported. Met with Standback – loaded clock which is under lock & key. Sealing floor, insulating roof, primer to be put on sheetrock, reframed left side window space to match right side, two new sashes upstairs, windows reframed, alcove to be done and door, cleaning out attic, putting in new staircase (wider), took off old shingles, new scalloped shingles to be put on. Phase 1 is done, Phase 2 is underway. Predicted finish should be end of July.

**X. Fiscal Officer's Report** (L. Rivera)

A. **MOTION # 1-050219** – “To accept the Fiscal Officer’s Report for the period ending 4/30/19 as submitted”. Motion made by Luis Rivera, 2<sup>nd</sup> by Beth Fitzpatrick. Motion accepted 8-0.

B. **MOTION # 2-050219** – “To approve the Operating Expenses warrant for the period of **4/1/19-4/30/19** in the amount of \$57,318.21.” Motion made by Luis Rivera, 2<sup>nd</sup> by James Casazza. Motion accepted 8-0.

**XI. Unfinished Business**

**XII. New Business** – Strategic Planning Committee to be formed. Nominating Committee to meet. Every Fiscal Year a confidentiality agreement is to be signed in July. Add executive session onto agenda at next meeting.

A. **MOTION # 3-050219** – “To approve hiring Marylyne Auerfeld as a part-time Circulation Clerk at Moffat Library” Motion made by James Casazza, 2<sup>nd</sup> by Luis Rivera. Motion accepted 8-0.

B. **MOTION # 4-050219** – “To approve Standback Change Order in the amount of \$6,921.00 to sprayfoam insulate the attic area of the Carriage House.” Motion made by James Casazza, 2<sup>nd</sup> by Michael Frisbee. Motion accepted 8-0.

C. **TUTORING POLICY** – Revised 5/2/19 draft – Discussed revision. Tabled

D. **RULES OF BEHAVIOR FOR USE OF LIBRARY FACILITIES POLICY** – Revised 5/2/19 draft - – Modified to include new Smoking Policy. Motion made by Michael Frisbee, 2<sup>nd</sup> by James Casazza. Policy accepted 8-0.

**XIII. Public Comments** None.

**XIV. Adjournment:** Motion to adjourn meeting made by Jeanne Versweyveld, 2<sup>nd</sup> by Robert Borrebach. Meeting adjourned 8-0 at 8:46pm.

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