

**Moffat Library Board of Trustees  
Board Meeting Minutes  
7/11/19 at 7 PM at the Moffat Library**

**Present: Trustees: Dennis Barnett, James Casazza, Luis Rivera, Beth Fitzpatrick, Ruth Manyin, Robert Borreback, Victoria Drake, Barbara Koller, Michael Frisbee, Abigail Petersen.  
Director: Carol McCrossen, (FOML Rep) Mary Ann Marrero  
Absent: Jeanne Versweyveld**

- I. Call to order: 7:04pm**
- II. Pledge of Allegiance: Recited**
- III. Public Comments (on agenda items only): None**
- IV. Friends Report (M. Marrero):**
  - Book Store: Saturdays will be closed from 6/29/19 – After Labor Day weekend. Tuesday 10:15- 2:00 & Thursday 2:00-7:30.
  - 6/9/19 Bag of Books Sale – profit of \$593.00
  - 10/20/19 Next Bag of Books Sale
  - 8/14/19 Bus Trip to Harriet Beecher Stowe Center & Mark Twain’s Museum.
  - 10/23 Save the Date- Annual Meeting. 7:00 Business, 7:30 Program with Linda Zimmerman
  - Cultural Program: Requested afternoon programming for seniors.
- V. Disposition of Minutes (B. Fitzpatrick) – 6/6/19**

Motion to accept the minutes as corrected made by James Casazza, 2<sup>nd</sup> by Victoria Drake. Minutes accepted 10-0.

## **VI. Fiscal Officer's Report (L. Rivera)**

A. **MOTION # 1-071119** – “To accept the Fiscal Officer's Report for the period ending 6/30/19 as submitted”. Motion made by Luis Rivera, 2<sup>nd</sup> by Michael Frisbee. Motion accepted 10-0.

B. **MOTION # 2-071119** – “To approve the Operating Expenses warrant for the period of **5/1/19-5/31/19** in the amount of \$47,207.52.” (Motion was tabled at 6/6/19 meeting) Motion made by Luis Rivera, 2<sup>nd</sup> by James Casazza. Motion accepted 10-0.

C. **MOTION # 3-071119** – “To approve the Operating Expenses warrant for the period of **6/1/19-6/30/19** in the amount of \$84,490.21.” Motion made by Luis Rivera, 2<sup>nd</sup> by James Casazza. Motion accepted 10-0.

D. **MOTION # 4-071119** – “To approve the Carriage House Capital Project Expenses warrant for the period of 6/1/19-6/30/19 in the amount of \$56,941.11.” Motion made by Luis Rivera, 2<sup>nd</sup> by Beth Fitzpatrick. Motion accepted 10-0.

## **VII. Director's Report (C. McCrossen) See attached. Highlights**

- Amy Bolognese (PT Bookkeeper) and Polly Giragosian (PT Librarian) resigned. David Sadoff (PT Librarian), was interviewed and recommended for hire. Maria Palaia Arias (Bookkeeper), was interviewed and recommended for hire.
- Sara Giardina fulfilling internship and assisting Emily with Summer Reading program and activities.
- Restructured standing committees.
- Reviewed evaluation and Carol would like Board Trustees to introduce themselves at Library functions to support Carol.

- Building updates:
  - A. Jeff West drafted a letter to MDS regarding boiler system. Rick Golden is reviewing and Carol will send to the board when she receives it back from him.
  - B. Replaced correct sealant in HVAC system.
  - C. Teen Room light fixture out again. Library's Custodial Worker, Christian Courtney, contacted Fanshawe-waiting for reply. He will contact again.
  - D. Surround fence was installed on 7/2/19.
  - E. Waiting for installation date for shelving-contacted several times.
- RCLS Legislative Breakfast & Annual Meeting-Friday September 18, 2019 @ 8:00am at the Sullivan Event Center, Rock Hill, NY.
- New Custodial Worker, Christian Courtney, started on 6/7/19 and is an asset to Moffat Library.

## **VIII. Standing Committee Reports**

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

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

Library will be contacting Lorelei Pitt Accounting firm for the current year engagement. We will begin soliciting and getting proposals for other firms next April.

**C. Operational / Policies Committee Report (M. Frisbee) No Report.**

1. Tutoring Policy – final in packet - inserted in Trustee Notebooks.

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

**A. 6 W Main Building Committee Report (James Casazza)**

James Casazza reported that the inside of the Carriage House is being finished. Once the door is secured the clock will be moved. The door will arrive in 6-8 weeks.

## **X. Unfinished Business**

**A. Conflict Of Interest Policy / Disclosure Form:** All trustees signed and handed in.

**B. (Ad hoc) Strategic Planning Committee (new) – Pioneer Library System – Simply Strategic** document in your packet. Compose and plan for future 5-year plan. Committee will be open to public. Maryann will check for interested parties at her meeting and Grace will present it.

## **XI. New Business**

### **A. Nominating Committee Report (V. Drake)**

**FYE20 Officers Election:** Victoria Drake held proceedings.

**“Motion to approval to adopt Moffat Library Fiscal Election 6.6.19”** made by Victoria Drake, 2<sup>nd</sup> by Barbara Koller.

**Approved 10-0.**

- **Motion to elect Dennis Barnett as President made by Robert Borrebach, 2<sup>nd</sup> by James Casazza. President: Dennis Barnett. 10-0.**
- **Motion to elect James Casazza as Vice President made by Michael Frisbee, 2<sup>nd</sup> by Beth Fitzpatrick. Vice President: James Casazza 10-0.**
- **Motion to elect Luis Rivera as Fiscal Officer made by James Casazza, 2<sup>nd</sup> by Michael Frisbee. Fiscal Officer: Luis Rivera 10-0.**

- **Motion to elect Beth Fitzpatrick as Secretary made by James Casazza, 2<sup>nd</sup> by Robert Borrebach. Secretary: Beth Fitzpatrick 10-0.**

**A. Standing Committees – annual reorganization.**

**B. MOTION #5-071119:** To hire Maria Palaia Arias to the position of part-time Bookkeeper position at a rate of \$23 per hour. Motion made by Ruth Manyin, 2<sup>nd</sup> by James Casazza. Motion accepted 9-0. (Robert Borrebach excused himself from meeting prior to vote.)

**B. MOTION #6-071119:** To hire David Sadoff to the position of part-time Librarian I at a rate of \$20 per hour. Motion made by Ruth Manyin, 2<sup>nd</sup> by Michael Frisbee. Motion accepted 9-0.

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

**XIII. Adjournment:** Motion to adjourn meeting made by James Casazza, 2<sup>nd</sup> by Victoria Drake. Meeting adjourned 8:54pm 9-0.

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