

**Moffat Library Board of Trustees
Final Board Meeting Minutes
September 5, 2019**

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

- I. Call to order: 7:00 pm**
- II. Pledge of Allegiance: Recited**
- III. Public Comments: None**
- IV. Friends Report (M. Marrero):**
 - August Bus trip to Harriet Beecher Stowe Center and Mark Twain’s Museum was successful.**
 - 11/16/19 New Bus trip FOML approved. “Street of Shops” in Lewisburg, Pennsylvania. Departing 7:30 am from St Mary’s. \$45 pp.**
 - 9/13/19 RCSL Breakfast: 3 FOML members attending.**

- **9/1-9/30/19 Membership Drive for Membership year 10/1/19-9/30/20.**
- **10/23/19: Annual FOML Board meeting – 7:00pm Business Meeting. 7:30pm Program: Haunted Objects (Linda Zimmerman).**
- **Strategic Planning Committee: Requested FOML members**
- **9/10/19 Meeting: 6:30-7:30 Consideration of using Carriage House as Book Store/Friends Bookstore needs volunteer staffing.**

V. Special Guest: RCLS Interim Director, Grace Riario – Strategic Planning: Presented. 2021 New York state requirement to keep charter. In summary: Form Strategic Planning Committee, send out surveys to focus groups, reach out to their community leaders. Plan of service based on ‘the community’s wants and what the library can actually do.’

VI. Disposition of Minutes (James Casazza) – 8/1/19. Motion to accept Minutes as corrected made by Luis Rivera, 2nd by Victoria Drake. Minutes accepted 9-0.

VII. Fiscal Officer’s Report (L. Rivera)

A. MOTION # 1-090519 – “To accept the Fiscal Officer’s Report for the period ending 8/31/19 as submitted” made by Luis Rivera, 2nd by James Casazza. Motion accepted 9-0.

B. MOTION # 2-090519 – “To approve the Operating Expenses warrant for the period of **8/1/19-8/31/19** in the amount of \$91,459.06” made by Luis Rivera, 2nd by Beth Fitzpatrick. Motion accepted 9-0.

C. MOTION # 3-090519 – “To approve the Carriage House Capital Project Expenses warrant for the period of 8/1/19-8/31/19 in the amount of \$26,250.87” made by Luis Rivera, 2nd by Michael Frisbee. Motion accepted 9-0.

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

IX. Standing Committee Reports

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

B. Audit & Finance Committee Report (L. Rivera)
RFP audit services to engage firms, obtain proposals, share and choose at the next board meeting.

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

X. Ad hoc Committee Reports

A. 6 W Main Building/Carriage House Committee Report (J. Casazza/R. Manyin)

- **James Casazza reported that Standback said that the hold up on work was due to two small windows above the larger windows were not**

delivered. New windows will be installed before siding is completed.

- Armisted Electrical connecting heating and AC, insulation and sheetrock are done, hanging ceiling to be put in, fresh air unit to be exposed.**
- Reinterpretation of use of building from “Accessory Use” to “Incidental Use”. James Casazza will be addressing town board to interpret zoning code at next meeting on 10/7/19.**

XI. Unfinished Business

A. (Ad hoc) Strategic Planning Committee: Form committee along with FOML members, Mary Ann Marrero and Kelly Lynch-Moloney.

B. Standing Committees – Procedure/Reporting

Document No Discussion

C. Hiring an auditor – RFP (L. Rivera) No Report

XII. New Business

- RCLS Budget to be addressed.**
- Disclosure of Information policy was discussed on signing up for programs on the website.**
- Staffing for Christmas Parade on 12/7/19 5:00-7:00pm discussed.**

XIII. Public Comments: None

**XIV. Adjournment: Motion to adjourn made by Ruth Manyin,
2nd by Luis Rivera. Meeting adjourned at 8:59pm 9-0.**

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