

**Moffat Library Board of Trustees
Board Meeting Agenda
12/5/19 at 7:00 PM
at the Moffat Library**

Present: Trustees: Dennis Barnett, Beth Fitzpatrick, Victoria Drake, Ruth Manyin, James Casazza, Jeanne Versweyveld, Michael Frisbee, Abigail Peterson, Luis Rivera, Jim Amend.

Director: Carol McCrossen.

FOML Rep: Mary Ann Marrero

Absent: Robert Borrebach.

I. Call to order: 7:00pm

II. Pledge of Allegiance: Recited

III. Public Comments: None

IV. Friends Report (M. Marrero)

- **11/16/19 - Bus trip to Street of Shops was successful.**
- **Library was decorated for the holidays. Holiday Baskets displayed – Drawings 12/18/19**
- **11/30 Book Store will be open. Holiday weeks closed. Reopen 1/4/20**
- **Membership Drive ongoing.**
- **Annual Meeting was held. Total Book Store profits \$3, 144.84. Book Store profits of \$2800.00 to go to Wish List.**
 - 1. Archival Program-\$850.00**
 - 2. Renew Ancestry.com-\$1405.00**
 - 3. Art Gallery Hanging System-\$154.00**
 - 4. Early Literacy Program-\$727.00**
 - 5. Memorial Contribution-\$90.00**
 - 6. Other-\$254.00**

V. Disposition of Minutes (J.Casazza) – 11/7/19- Motion to accept Minutes as corrected made by Jeanne Versweyveld. 2nd by Victoria Drake. Minutes accepted 10-0.

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

- A. **MOTION # 1-120519** – “To accept the Fiscal Officer’s Report for the period ending 11/30/19 as submitted” Motion to accept report made by Luis Rivera, 2nd by James Casazza. Report accepted 10-0.
- B. **MOTION # 2-120519** – “To approve the **Operating Expenses** warrant for the period of **9/1/19-9/30/19** in the amount of **\$79,030.50.**” Motion to approve made by Luis Rivera, 2nd by Jeanne Versweyveld. Motion accepted 10-0.
- C. **MOTION # 3-120519** – “To approve the **Carriage House Capital Project Expenses** warrant for the period of **9/1/19-9/30/19** in the amount of **\$26,744.56.**” Motion to approve made by Luis Rivera, 2nd by Beth Fitzpatrick. Motion accepted 10-0.
- D. **MOTION # 4-120519** – “To approve the **Operating Expenses** warrant for the period of **10/1/19-10/31/19** in the amount of **\$121,368.24.**” Motion to approve made by Luis Rivera, 2nd by Michael Frisbee. Motion accepted 10-0.
- E. **MOTION # 5-120519** – “To approve the **Operating Expenses** warrant for the period of **11/1/19-11/30/19** in the amount of **\$129,641.05.**” Motion to approve made by Luis Rivera, 2nd by Abigail Peterson. Motion accepted 10-0.
- F. **MOTION # 6-120519** – “To approve the **Carriage House Capital Project Expenses** warrant for the period of **11/1/19-11/30/19** in the amount of **\$26,420.08.**” Motion to approve made by Luis Rivera, 2nd by James Casazza. Motion accepted 10-0.

Abigail Peterson excused from meeting at 7:25 pm.

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

VIII. Standing Committee Reports

- A. **Personnel Committee Report** (TBD) James Casazza will chair committee. Jeanne Versweyveld will join committee. Meeting to be set.
- B. **Audit & Finance Committee Report** (L. Rivera) Draft received and nicely presented. Meeting will be set.
- C. **Operational / Policies Committee Report** (M. Frisbee) No Report.

IX. Ad hoc Committee Reports

- A. 6 W Main Building/Carriage House Committee Report** (J. Casazza/R. Manyin)
Reconstruction completed. Will be moving in clock and begin clock restoration. Punch list being done. Jim Amend will join Building Committee.
- B. (Ad hoc) Strategic Planning Committee** (A. Peterson/J. Versweyveld) Held meeting 6:00pm this evening. Task sheet was handed out ‘Moffat Library in a perfect world what would you like it to be?’ Involve staff and board with input, Information & Resource Center, Expand and enrich hours, Literacy Program, Blind, Elderly, Immigrants, etc. Form focus groups of different ages and roles, reach general public through media. Add to agenda to develop and send out surveys, get non-library users involved.

X. Unfinished Business

- A. Standing Committees – Procedure/Reporting Document** – Purchase of tablets to be used by Board members discussed.

“Motion made by Ruth Manyin to purchase tablets for every Board member to use to keep documentation at every board meeting.” 2nd by Jeanne Versweyveld. Motion accepted 9-0.

- XI. New Business** – Letter to RCLS approved to be sent out. Jim Amend discussed getting detailed bids for Landscaping and Snow removal at correct timing. Moffat Library Logo will be developed. Attorney Richard Golden will meet with Village Attorney to discuss zoning for Carriage House. The next board meeting will be held on January 9, 2020. A Nominative Committee will be set up.

- XII. Public Comments** – None.

- XIII. Adjournment** - Motion made by Jeanne Versweyveld, 2nd by James Casazza. Motion accepted 9-0. Meeting adjourned at 8:41pm.

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

