

Moffat Library Board of Trustees
Board Meeting Minutes
6/3/21 at 7:00 PM
Via Zoom

PRESENT: Trustees: Dennis Barnett, James Casazza, Luis Rivera, Tanya Bray, Victoria Drake, Jim Amend, Robert Borrebach, Jeanne Versweyveld, Beth Fitzpatrick, Ruth Manyin

FOML: Mary Ann Marrero

Director: Carol McCrossen

Assistant to Director: Joanne Deluca

I. Call to order: 7:06pm

II. Pledge of Allegiance: Recited

III. Friends Report (M. Marrero): Book Sale 6/5/21
11:00am-3:00pm

IV. Disposition of Minutes (B. Fitzpatrick) – 5/6/21 4/1/21
Motion made by Ruth Manyin, 2nd by Luis Rivera. Motion
accepted 10- Yes, 0-No.

V. Public Forum: New Trustees introduced and welcomed to the
Board – John Stegenga Jr., Sue Anne Vogelsberg.

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

A. **MOTION # 1-060321** – To accept the Fiscal Officer's Report for
the period ending 5/31/21 as submitted made by Luis Rivera,
2nd by Jim Amend. Motion accepted 10-0.

B. **MOTION # 2-060321** – To approve the Operating Expenses
warrant for the period of 5/1/21-5/31/21 in the amount of
\$72,355.19 made by Luis Rivera, 2nd by Jeanne Versweyveld.
Motion accepted 10-0.

Luis Rivera excused from meeting.

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

- Denise is now semi-retired. New Circulation Clerk was hired upon approval from Board.
- Resubmitted Carriage House grant. Revision was accepted. Last 10% will be received from DOD Construction Grant.
- Received \$1600.00 from Federal Grant through RCLS to cover Covid 19 expenses.
- Stage 5 Reopening. One hour in house patron visits, added 2 computers (4 are now available to public), safety measures remain in place.
- Pandemic Response Plan in place which Board will vote on in meeting this evening.
- New Trustee contacts and new Board meeting dates will be sent out.

VIII. Standing Committee Reports

A. Audit & Finance Committee Report (L. Rivera): Contacted Accountant-Beginning Audit process.

B. Personnel Committee Report (J. Casazza): No Report

C. Policies Committee Report (R. Borrebach): Three policies have been revised to be reviewed by the Board.

Capital Projects & Facilities Management Committee (J. Casazza/ R. Manyin): Received proposal for Carriage House revision. James Casazza will set up meeting to go over revisions.

MOTION 5-060321 - To accept the proposal from the firm of Butler, Rowland and Mays Architects LLP, dated May 6, 2021, for services to finish the construction of the Carriage House. Motion made by James Casazza, 2nd by Victoria Drake. Motion accepted 9-0.

D. Nominating Committee Report (Robert Borrebach, Victoria Drake, Jim Amend): Slate of Officers presented. Robert Borrebach asked for any other nominations within the Board. Motion was made by Robert Borrebach to accept the proposed Slate of Officers for 2021/2022 Fiscal year. Motion was accepted by the Board 9-0.

President: Dennis Barnett

Vice-President: James Casazza

Fiscal Officer: Luis Rivera

Secretary: Beth Fitzpatrick

IX. Unfinished Business

A. **MOTION # 3-060321** – To accept the *Pandemic Response Plan* as presented/amended. Motion made by Tanya Bray, 2nd by James Casazza. Motion accepted 9-0.

X. New Business: Outside benches' condition was discussed & the possible need for any treatment. Jim Amend explained teak wood weathers naturally and suggested a light power wash as the best course of treatment.

A. **MOTION # 4-060321** - To hire Gabrielle Passick as a part-time circulation clerk at a rate of \$12.50 per hour. Motion made by James Casazza, 2nd by Jim Amend. Motion accepted 9-0.

B. **Materials Selection Policy** – DRAFT – review (Policies Committee): Reviewed & Tabled

C. **Rules of Behavior Policy** – DRAFT – review (Policies Committee): Reviewed & Tabled

D. **Confidentiality of Library Records Policy** – DRAFT – review (Policies Committee): Reviewed & Tabled

E. **FYE22 Slate of Officers** – discussion (Nominating Committee): Nominating Committee recommended Slate of Officers for the Moffat Board for the 2021-2022 Fiscal year.

F. FYE22 Board Meeting Dates – New Dates will be sent out.

XI. Public Forum: No comments.

XII. Adjournment: Motion to adjourn meeting made by Ruth Manyin, 2nd by James Casazza. Motion accepted 9-0. Meeting was adjourned at 8:10pm.

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