

**Moffat Library Board of Trustees**  
**Board Meeting Minutes**  
**7/1/21 at 7:00 PM**

PRESENT: Trustees: Dennis Barnett, Luis Rivera, Tanya Bray, Victoria Drake, Jim Amend, Robert Borrebach, Jeanne Versweyveld, Beth Fitzpatrick, John Stegenga Jr., Sue Anne Vogelsberg

ABSENT: Trustee: James Casazza

FOML: Mary Ann Marrero

Director: Carol McCrossen

Assistant to Director: Joanne Deluca

Moffat Attorney: Rick Golden

**Oath Of Office:** Swearing in of New Trustees – John Stegenga Jr., Sue Anne Vogelsberg.

**I. Call to order:** 7:16pm

**II. Pledge of Allegiance:** Recited

**FYE22 Election of Officers:** Robert Borrebach announced the nominated Officers' positions. He asked for other nominations with no response from Trustees.

Motion were made for electing officers:

**President: Dennis Barnett** 8-Yes, 1-No (Sue Anne Vogelsberg), 1-Abstain (Jeanne Versweyveld)

**Vice- President: James Casazza** 8-Yes, 1-No (Sue Anne Vogelsberg), 1- Abstain (Jeanne Versweyveld)

**Fiscal Officer: Luis Rivera** 8-Yes, 1-No (Sue Anne Vogelsberg), 1-Abstain (Jeanne Versweyveld)

**Secretary: Beth Fitzpatrick** 8-Yes, 1-No (Sue Anne Vogelsberg), 1-Abstain (Jeanne Versweyveld)

**III. Friends Report** (M. Marrero):

- 6/5/21 Book Sale netted a \$393.00 profit.

- The Friends Book Store is scheduled to reopen on Tuesday, August 3. The hours for the book store will be: Tuesdays: 10:15am to 2pm; Thursdays: 2 to 7:30pm; Saturdays: 11am to 3pm.
- On Saturday, August 14, from 4 to 6pm at Vern Allen Park in Washingtonville, the Big Band Sound orchestra will perform. This concert is being hosted by the Friends of the Moffat Library and the Moffat Library. The concert is part of the Hudson Valley Jazz Festival.
- Annual Meeting for the Friends of the Moffat Library will be Wednesday, October 20, 2021, at 7pm in the library. The speaker will be Matt Thorenz, Adult Services Librarian at the Moffat Library. Matt will share with us his book from the Images of America series: Blooming Grove and Washingtonville. The book is available at the circulation desk at the Moffat Library for purchase for \$21.99. Proceeds will benefit the FOML.

**IV. Disposition of Minutes** (B. Fitzpatrick) – 6/3/21. Motion made by Robert Borrebach, 2<sup>nd</sup> by Luis Rivera. Motion accepted 10- Yes, 0-No.

**V. Fiscal Officer’s Report** (L. Rivera): Explained financial process to the Board & new Trustees.

A. **MOTION # 1-070121** – To accept the Fiscal Officer’s Report for the period ending 6/30/21 as submitted/amended. Motion made by Luis Rivera, 2<sup>nd</sup> by Jim Amend. Motion accepted 10-0.

B. **MOTION # 2-070121** – To approve the **Operating Expenses** warrant for the period of **6/1/21-6/30/21** in the amount of **\$70,856.58**. Motion made by Luis Rivera, 2<sup>nd</sup> by Jeanne Versweyveld. Motion approved 10-0.

**VI. Director’s Report** (C. McCrossen). See Attached. Highlights

- Custodian resigned. Searching for suitable replacement.

- Armistead, Butler, Rowland & Mays working on air conditioning system.
- Summer Reading Program is underway.
- Proceeds from Matthew Thorenz Book are being donated to FOML.

## **VII.Standing Committee Reports**

**A. Audit & Finance Committee Report (L. Rivera):** Audit will be finalized by Nugent & Haeussler, P.C. that will be retained once approved by the Board.

Committee Members: Luis Rivera, Jim Amend, John Stegenga Jr.

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

Committee Members: James Casazza, Beth Fitzpatrick, Sue Anne Vogelsberg, Luis Rivera, Victoria Drake

**C. Policies Committee Report (R. Borrebach):** No Report.

Committee Members: Robert Borrebach, Tanya Bray, Sue Anne Vogelsberg

**D. Capital Projects & Facilities Management Committee (J.**

Casazza): Meeting will be held on July 13<sup>th</sup> at 11:00am at the Carriage House with Butler & Rowlands to review, discuss and plan completion of work for the Carriage House.

Committee Members: James Casazza, Jim Amend, John Stegenga Jr., Jeanne Versweyveld

## **VIII.Unfinished Business**

**A. Materials Selection Policy – AMENDED DRAFT (Policies Committee).** Motion to accept draft as amended made by Robert Borrebach, 2<sup>nd</sup> by Victoria Drake. Policy accepted 10-0.

**B. Rules of Behavior Policy – AMENDED DRAFT** (Policies Committee). Motion to accept draft as corrected made by Robert Borrebach, 2<sup>nd</sup> by Sue Anne Vogelsberg. Policy (as corrected) accepted 10-0.

**C. Confidentiality of Library Records Policy – AMENDED DRAFT** (Policies Committee). Motion to accept draft as amended made by Robert Borrebach, 2<sup>nd</sup> by Jeanne Versweyveld. Policy accepted 10-0.

## **IX. New Business**

**A. MOTION:** To accept Nugent & Haeussler, P.C. as the Library's auditor to perform the library's FYE21 financial audit. Motion made by Luis Rivera, 2<sup>nd</sup> by Jim Amend. Motion accepted 10-0.

**B. Annual Library Budget Vote & Trustee Election** (S. Vogelsburg): Discussion ensued regarding process of Library vote elections. Discussion led to the agreement that protocols of procedures need to be researched through the Board of elections with the following issues addressed.

- Ballots numbered with double check of ballots submitted.
- Absentee ballots protocol.
- Invalid ballots (Not following directions)
- Outside overseer.
- Audit of ballot count.
- Formation of Adjunct Committee with set rules.
- Sue Anne Vogelsberg & Jeanne Versweyveld expressed an interest to serve on Adjunct Committee to be formed.

**C. President Dennis Barnett reviewed codes of Trustee Expectations.**

As a unified Board, representing the Moffat Library, we will maintain expected norms of a Board of Trustees.

Protocols include respect of fellow Trustees, maintaining privacy of of business matters within the board, representing a clear depiction of the clarity of our mission to serve the community, speak on behalf of our board's mission within the community, and maintain a 'Oneness' with one voice clearly representing Moffat Library and our mission to improve, develop and maintain our place in the community serving the public.

**X. Adjournment: Adjournment:** Motion to adjourn meeting made by Jeanne Versweyveld, 2<sup>nd</sup> by Robert Borrebach. Motion accepted 10-0. Meeting was adjourned at 9:08pm.

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