

Moffat Library Board of Trustees
Board Meeting
8/5/21 at 7:00 PM

PRESENT: Trustees: Dennis Barnett, Luis Rivera, Victoria Drake, Jim Amend, Robert Borrebach, Jeanne Versweyveld, Beth Fitzpatrick, Sue Anne Vogelsberg

ABSENT: Trustees: James Casazza, Tanya Bray, John Stegenga Jr.

FOML: Mary Ann Marrero

Director: Carol McCrossen

Assistant to Director: Joanne Deluca

Attorney: Rick Golden

I. Call to order: 7:01pm

II. Pledge of Allegiance: Recited

III. Friends Report (M. Marrero)

- Book Store reopened with same hours of operation. They are accepting donations one bag at a time and need to recruit volunteers to work at the Book Store.
- Big Band Concert will be held on 8/14/21 4:00-6:00 at Vern Allen Park.
- Home delivery service is growing with 8 patrons currently being serviced by the FOML.

Trustee: Robert Borrebach joined meeting.

IV. Disposition of Minutes (B. Fitzpatrick) – 7/1/21 Motion made to accept Minutes as corrected by Luis Rivera, 2nd by Jeanne Versweyveld.

Motion accepted 8- Yes, 0-No.

V. Public Forum: None

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

A. MOTION # 1-080521 – “To accept the Fiscal Officer’s Report for the period ending 7/31/21 as submitted/amended.” Motion made by Luis Rivera, 2nd by Jeanne Versweyeld. Motion accepted 8-0.

B. MOTION # 2-080521 – “To approve the **Operating Expenses** warrant for the period of **7/1/21-7/31/21** in the amount of **\$104,987.00.**” Motion made by Luis Rivera, 2nd by Victoria Drake. Motion approved 8-0.

VI. Director's Report (C. McCrossen): See Attached.

Highlights

- Carol researched voting procedures with other libraries and gave materials to Sue Anne Vogelsberg for review.
- Summer Reading Program going well with more traffic in library.
- Seal coating was done on parking lot, lines will be added.
- Interviewed new maintenance person and hired new PT clerk.
- Fire alarm has a better connection. A second cellular line was added.
- HVAC system is being adjusted and working better.
- Chamber of Commerce is hosting a get together on August 11th at 6:00pm. Trustees are welcome to attend.
- Trustee training are available online through Zoom in September, October & November.

VIII. Standing Committee Reports

A. Audit & Finance Committee Report (L. Rivera): Received engagement from auditors, will commence process in September.

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

(Rick Golden joined meeting)

- c. **Policies Committee Report** (R. Borreback): Reviewed and revised Remote Work Policy, sent to James Casazza for review. Worked on the Loan & Reserve Policies with plans to update and combine into one policy.

Capital Projects & Facilities Management Committee (J. Casazza): The building committee met on July 13, 2021 with Steve Rowland of Butler Rowland and Mays. Present for the committee were James Amend, Jeanne Versweyveld, John Stegenga, Ruth Manyin. Also present were Carol McCrossen and Matt Thorenz on behalf of the Library.

The group discussed the item raised by the Washingtonville Building inspector after his visits in 2020. Mr. Rowland felt quite confident that he can address these items. We also discussed what we need to do to finish the lower level interior for the proposed uses. Ie. Floor covering, bathroom buildout, and crosswalks and signs.

Mr. Rowland will also investigate what we can do to allow for storage space on the second floor. He will examine load factors and potential floor covering.

Also discussed was a proposed solution for handicap access to the building.

Mr. Rowland will contact the Building Inspector and get back to us with a proposed plan and some cost estimates.

As of August 5, neither Carol nor I have heard from Mr. Rowland, however Carol will contact him today. (August 5). Carol has also opened discussion with Metro Sound Pro concerning data lines and camera location in the carriage house.

IX. Unfinished Business

X. New Business

- A. **Motion # 3-080521:** To hire George Foreman as part-time Maintenance Mechanic at \$20.00 per hour. Motion made by Jeanne Versweyveld, 2nd by Beth Fitzpatrick. Motion approved 8-0.

B. MOTION # 4-080521: To adopt the Ramapo Catskill Library System Free Direct Access Plan 2022-2026. Motion made by Jeanne Versweyveld 2nd by Victoria Drake. Motion approved 8-0.

C. MOTION # 5-080521: To hire Isabella Blauvelt-Mercado as part-time library clerk at a rate of \$12.50 per hour. Motion made by Sue Anne Vogelsberg, 2nd Jeanne Versweyveld. Motion approved 8-0.

C. Loan & Reserve Policy – DRAFT – Robert Borrebach will send out Policy to Board for review.

XI. Public Forum: None

XII. Adjournment: Motion to adjourn meeting made by Jeanne Versweyveld, 2nd by Luis Rivera. Motion accepted 8-0. Meeting was adjourned at 8:26pm.

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