

Moffat Library Board of Trustees
Board Meeting Minutes
10/7/21 at 7:00 PM

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

ABSENT: Trustee: Jim Amend, FOML President Mary Ann Marrero

Director: Carol McCrossen

Assistant to Director: Joanne Deluca

I. Call to order: 7:00 pm

II. Pledge of Allegiance: Recited

III. Friends Report M. Marrero – Absent. Carol McCrossen presented.

- 10/2/21: Clothing Drive was held.
- 10/20/21: FOML Annual Meeting via Zoom at 7:00pm. Matthew Thorenz will present his new book, 'Images of America: Blooming Grove and Washingtonville'.
- FOML Membership Drive: Please send in application.
- \$5 Bag of Books: Store hours during the month of October.

IV. Disposition of Minutes (J. Casazza): **9/2/21** Motion made to accept Minutes by Luis Rivera, 2nd by Jeanne Versweyveld. Motion accepted 8- Yes, 0-No, 2-Abstain.

V. Public Forum (on Agenda Items only): None

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

A. **MOTION # 100721-1** – “To accept the Fiscal Officer’s Report for the period ending 9/30/21 as submitted/amended”. Motion made by Luis Rivera, 2nd by Victoria Drake. Motion accepted 10-0.

B. **MOTION # 100721-2** – “To approve the **Operating Expenses** warrant for the period of **9/1/21-9/30/21** in the amount of **\$127,458.29.**” Motion made by Luis Rivera, 2nd by Jeanne Versweyveld. Motion approved 10-0.

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

- New P/T clerk to be hired.
- Ongoing search for Maintenance position. (.)
- 9/16/21: Commenced working on Audit.
- 9/15/21: Matthew Thoreau received two awards for his book, ‘Images of America: Blooming Grove and Washingtonville’, a Historic Preservation Recognition Award from NSDR and a Certificate of Achievement & Appreciation from the Village of Washingtonville.
- 10/19/21 5:00pm: Trustee Zoom Presentation: ‘Duties & Responsibilities’.

VIII. Standing Committee Reports

A. **Audit & Finance Committee Report** (L. Rivera): Audit has commenced, draft will be presented at November meeting.

B. **Personnel Committee Report** (J. Casazza): Explained process of wage increases to the board. James Casazza discussed and recommended to speak to the Washingtonville School District concerning a sharing services agreement for the Maintenance and IT Tech positions.

C. **Policies Committee Report** (R. Borrebach): Continued working on Loan & Reserve policies.

D. Capital Projects & Facilities Management Committee (J. Casazza): J Casazza spoke to architect S. Rowland and Attorney Golden concerning Carriage House. Plans should be available for the build out of the interior in about two weeks. At that time the full Board will review and authorize work.

IX. Unfinished Business

A. **MOTION # 100721-3** – Robert Borrebach made motion to combine into one policy, '**Loan & Reserve Policy**', 2nd by Sue Anne Vogelsberg. Motion accepted 10-0.

X. New Business

A. **MOTION # 100721-4** Robert Borrebach made motion to adopt '**Remote Work Policy**', 2nd by Victoria Drake. Motion adopted 10-0.

B. **MOTION # 100721-5**: To hire Felicia Caruso to the position of part-time circulation clerk at a rate of \$13.00 per hour. Motion made by James Casazza, 2nd by Beth Fitzpatrick. Motion accepted 10-0.

XI. Public Forum (on non-agenda items only): None

XII. Roundtable

XIII.Adjournment: Motion to adjourn meeting made by James Casazza, 2nd by Jeanne Versweyveld. Motion accepted 8-0. Meeting was adjourned at 8:06pm.

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

