

Moffat Library Board of Trustees
Board Meeting Agenda
****8/8/22 at 7:00 PM**

PRESENT: Trustees: Victoria Drake, Robert Borrebach, Luis Rivera, Jim Amend, John Stegenga, Tanya Bray
FOML President Mary Ann Marrero
Director: Carol McCrossen
Assistant to Director: Joanne Deluca
Absent: Jeanne Versweyveld, Dennis Barnett, Beth Fitzpatrick, James Casazza,

I. Call to order 7:01pm

-Motion to open the meeting made by Bob Borrebach, 2nd by Tanya Bray

II. Pledge Of Allegiance

III. Friends Report (M. Marrero)

-The Friends of Moffat Library officially made Vance Consalvo library Board Liaison. Mary Ann stepping down after 14 years in the role and 3 additional years of being the temporary liaison.

-The Big Band Sound Concert: Saturday, August 27, 2022 from 5 to 7pm at Vern Allen Park in Washingtonville. Free. Bring your chair or blanket and enjoy a concert, sponsored by the Friends and the Moffat Library. Rain date is Sunday, August 28, 2022.

-Bag of Books Sale: September 18th noon to 3pm.

IV. Disposition of Minutes (B. Fitzpatrick) – 7/7/22

-Small edit made

-Motion to accept minutes John Stegenga, 2nd Jim Amend 6 – Yes 0 – No
Motion Passed

V. Fiscal Officer’s Report (L. Rivera)

A. **MOTION # 1-080822** – “To accept the Fiscal Officer’s Report for the period ending 7/30/22 as submitted”

-Presented by John Stegenga 2nd by Jim Amend 6 – Yes 0 – No
Motion Passed

B. **MOTION # 2-080822** – “To approve the Operating Expenses warrant for the period of 7/1/22-7/31/22 in the amount of _\$84,837.13_.”

-Presented by John Stegenga 2nd by Tanya Bray 6 – Yes 0 – No
Motion Passed

C. **MOTION # 3-080822** - “To approve the Carriage House Building Soft Cost Expenses warrant in the amount of \$6,606.25.”

-Presented by John Stegenga 2nd by Jim Amend 6 – Yes 0 - No

Motion Passed

VI. Director's Report (C. McCrossen)

-The Director is hiring several new people (see motions under new business)

-Reinstating in the fall unaccompanied minors need to show library card when entering library

-Considering adding photos of teens for safety. Photo would only be located in our secure system not on their card. Carol will be consulting with the school superintendent, other library directors and Moffat's law firm. The how and why of the policy reinstatement, will be outlined in the quarterly newsletter and social media for parents of minors to review

VII. Standing Committee Reports

A. Audit & Finance Committee Report (L. Rivera)

-No report

B. Personnel Committee Report (J. Casazza)

-No report

C. Policies Committee Report (R. Borrebach)

-Reviewing notary policy since banks have discontinued notary services and the library is being inundated with requests.

D. Capital Projects & Facilities Management Committee (J. Amend)

-Jim Amend is following up on carriage house approvals with the town.

VIII. Unfinished Business

A. Trustee Bylaws – term limits

-Motion to strike clause “d.” under Article IV made by Luis Rivera 2nd by Bob Borrebach 6 – Yes 0 – No

Motion Passed

B. MOTION: “To engage Nugent & Haeussler, P.C., to perform the library’s FYE22 audit & NYS AUD filing for the sum of \$10,750.”

-Motion made by John Stegenga 2nd by Jim Amend 6 – Yes 0 – No

Motion Passed

C. Standing Committees – membership review & reorg

-On hold due to missing four Trustees. More discussion needed.

D. RCLS ILS & IT 2023 Contracts – DISCUSSION/MOTION: “To accept the Fully Supported *RCLS Information Technology Services Contract + Agreement For Integrated Library System Participation* contract that will begin on January 1, 2023.”

Motion made by Jim Amend 2nd by Victoria Drake 6 – Yes 0 - No

IX. New Business

A. MOTION: To engage the newly-created firm Naughton & Torre, LLP, as the library's legal representative and under the same terms as stated in the Retainer Agreement dated 11/12/18 with Burke, Miele, Golden & Naughton, LLP. – *see letter dated 5/19/22 from Naughton & Torre, LLP.*

-Motion made by Victoria Drake 2nd Bob Borrebach 6 – Yes 0 - No

B. MOTION: To hire Esther Liann Ramirez, Nicholas Ruth, and Joanne Harda as part-time library clerks at a rate of \$14.00/hour.

-Motion made by Tanya Bray, 2nd by John Stegenga 6 – Yes 0 - No

C. MOTION: To hire AnneMarie VanOrden as part-time Teen Room Information Specialist at a rate of \$19.00/hour.

-Motion made by Tanya Bray, 2nd by Jim Amend 6 – Yes 0 - No

X. Roundtable

XI. Adjournment 7:56pm

Motion made by Victoria Drake 2nd Bob Borrebach 6 – Yes 0 - No

Respectfully Submitted,
Tanya Bray, Secretary
Moffat Library Board of Trustees