

**Moffat Library Board of Trustees**  
**Board Meeting Minutes**  
**12/14/23 at 7 PM**

Present: Victoria Drake, Tanya Bray, Luis Rivera, John Stegenga, James Casazza, Dennis Barnett, Bob Borreback, Kathleen Amend  
FOML Representative: Vance Consalvo  
Director: Carol McCrossen  
Assistant to Director: Joanne Deluca  
Absent: Jim Amend

- I. Call to order 7pm**
- II. Pledge Of Allegiance**
- III. Public Comments (on agenda items only)** – if necessary (Limited to 2 minutes/person)  
Reilly Brown, Keturah Jordan and Victoria Jordan were present. Keturah updated us on the Teen magazine and expressed their Board’s thanks for the Library Board’s help.
- IV. Friends Report (V. Consalvo)**  
Holiday Baskets: Drawing on Sunday December 17<sup>th</sup> 2pm  
Membership Drive ongoing  
Author’s Luncheon: Sunday April 7<sup>th</sup>, 2024, last one at Round Hill House  
David Michaels and Jody Rosen guests  
Successful Centerpiece workshops with Cornell Cooperative Extension, and hosting holiday parade warming station.
- V. Disposition of Minutes (T. Bray) – 11/2/23**  
Motion made to accept minutes as amended by Jim C 2nd by Dennis  
8-Yes 0-No 1-Abstention by Bob  
Motion passed.
- VI. Fiscal Officer’s Report (J. Stegenga)**
  - A. MOTION # 1-121423** – “To accept the Fiscal Officer’s Report for the period OF 11/1/23-11/30/23 as submitted”  
Made by John 2<sup>nd</sup> by Dennis  
8-Yes 0-No  
Motion passed.
  - B. MOTION # 2-121423** – “To approve the Operating Expenses warrant for the period of 11/1/23-11/30/23 in the amount of \$178,565.25.”  
Motion made by John 2nd by Jim C  
8-yes 0-no  
Motion passed.
- VII. Director's Report (C. McCrossen)**  
Whoville storytime and Holiday parade warming station big successes  
Food Drive through the end of December

Reminder of 2 hours of Trustee Training required by Trustees yearly

A wedding took place in the library

Laurisa Sampson from the Health Department coordinated with Carol to supply COVID test kits.  
Planning a vaccines for seniors educational presentation at the library through the OC Dept of Health.

## **VIII. Standing Committee Reports**

### **A. Audit & Finance Committee Report (J. Stegenga)**

Met Nov 30<sup>th</sup> and discussed audit led by Justin Wood from Nugent & Haessler

### **B. Personnel Committee Report (J. Casazza)**

Will meet in Jan. to discuss minimum wage increase its impact on the budget and other wage rates.

### **C. Policies Committee Report (R. Borrebach)**

Working on Material Selections policy

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

Ongoing

## **IX. Unfinished Business**

## **X. New Business**

### **A. FYE23 Audit –**

MOTION TO ACCEPT FYE23 Audit made by John 2nd by Jim C

8-yes 0-no

Motion passed.

B. MOTION to hire Elizabeth Gannon as a part-time circulation clerk made by

Tanya 2<sup>nd</sup> by Kathleen

8-yes 0-no

Motion passed.

## **XI. Public Comments (on any non-agenda items) – if necessary (Limited to 2 minutes/person)**

## **XII. Roundtable**

## **XIII. Adjournment 7:45pm**

-Motion to adjourn made by Jim C. 2nd by Bob

8-Yes 0-No

Motion passed.

Respectfully submitted,

Tanya Bray, Secretary

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