

**Moffat Library Board of Trustees**  
**Board Meeting Minutes**  
**2/1/24 at 7:00 PM**

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

- I. Call to order 7:02**
- II. Pledge Of Allegiance**
- III. Public Comments (on agenda items only) – if necessary (Limited to 2 minutes/person)**
- IV. Friends Report (V. Consalvo)**  
Author’s Luncheon: Sunday April 7th, 2024 at Round Hill House  
David Michaels and Abigail Thomas guests  
Holiday Baskets raised \$1000  
\$535 donations earmarked for Carriage House  
More holiday centerpiece workshops because it was so popular
- V. Disposition of Minutes (T. Bray) – 1/4/24**  
-Motion made to accept minutes as amended by Bob 2nd by Dennis  
5-Yes 0-No 2-Abstention by Luis and John  
Motion passed.
- VI. Fiscal Officer’s Report (J. Stegenga)**
  - A. MOTION # 1-010424** – “To accept the Fiscal Officer’s Report for the period OF 12/1/23-12/31/23 as submitted”  
-Motion to adjourn made by John, 2nd by Jim A  
7-Yes 0-No  
Motion passed.
  - B. MOTION # 2-010424** – “To approve the **Operating Expenses** warrant for the period of **12/1/23-12/31/23** in the amount of **\_\$87,117.84\_.**”  
-Motion to adjourn made by John, 2nd by Bob  
7-Yes 0-No  
Motion passed.
  - C. MOTION # 1-20124** – “To accept the Fiscal Officer’s Report for the period OF 1/1/24-1/31/24 as submitted”  
-Motion to adjourn made by John, 2nd by Jim A  
7-Yes 0-No  
Motion passed.

D. **MOTION # 2-020124** – “To approve the **Operating Expenses** warrant for the period of **1/1/24-1/31/24** in the amount of \$122,197.48.”

-Motion to adjourn made by John, 2nd by Dennis

7-Yes 0-No

Motion passed.

**VII. Director's Report** (C. McCrossen)

Annual Report is due

Inventory continues

Advocacy Day in Albany this month

New flooring is needed for meeting room, old floor has issues

Theresa has been trained for Digital Navigators and is meeting with people one on one to help them.

**VIII. Standing Committee Reports**

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

Will meet this month

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

Met to review Draft of Personnel Budget 2024

Went over personnel minimum wage increase and effect on other raises which have been re-worked and put in budget.

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

Dress Code Guidelines focus for meeting this Thursday for March meeting.

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

Waiting on architect for Carriage House

Interior of building is being painted.

Received estimate on windows in teen room

**IX. Unfinished Business**

**X. New Business**

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

**XII. Roundtable**

**XIII. Adjournment 7:51pm**

-Motion to adjourn made by Jim, 2nd by Dennis

6-Yes 0-No

Motion passed.

Respectfully submitted,

Tanya Bray, Secretary

Moffat Library Board of Trustees