

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Rosman Center, Garnerville, N. Y.
Tuesday, January 10, 2012
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. MINUTES
- V. COMMUNICATIONS
- VI. FINANCIAL REPORTS
- VII. DIRECTOR'S REPORT
- VIII. COMMITTEE REPORTS
 - a. Personnel –Sonia Burgos Crannage and Stephen Cobb, Co-Chairs
 - b. Policy Review – Patricia Soto, Chair
 - c. Building & Grounds – Stephen Cobb & Bernadette Koop, Co- Chairs
 - d. Budget - Gail Kaiser, Chair
- IX. OLD BUSINESS
- X. NEW BUSINESS
 - RCLS Board Visitation / Discussion
- XI. ADJOURNMENT

MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Rosman Center, Garnerville, N.Y.
January 10, 2012

Board Members Present

Richard Freeman
Stephen Cobb
Gail Kaiser
Bernadette Koop
Sonia Burgos-Crannage
Kathleen Vandervoort

Absent

Patricia Soto- excused

Staff

Donna Sopalsky, Asst. Director
Ann E. Hanus, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

I. CALL TO ORDER

Richard called the meeting to order at 7:39 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

Claudia Depkin attended.

David Wemmer, accountant from Korn Rosenbaum LLP attended. He reviewed the Library's audit report for the year ending June 30, 2011. David stated that no material weaknesses were found, and it is a good audit.

IV. MINUTES

Stephen moved to accept the Minutes of the 12/13/11 Board Meeting with the correction of two spelling errors. Bonnie seconded. Vote unanimous.

V. COMMUNICATIONS

Thank you letter from the Freedom to Read Association, for our donation.

VI. FINANCIAL REPORTS

1. Line 1491 “Tenured Incentive” covers Rita Shenkman’s unused sick time pay, and salary paid to Deborah DiBernardo for training prior to her effective date of employment. Line 1492 “Salaries/Tenured Incentive” will be removed. Gail moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2011 through January 10, 2012. Sonia seconded. .Vote unanimous.
 2. Our elevator maintenance contract with ThyssenKrupp is \$571.52 per month. It was suggested that we contact Orange County Elevators for a service contract quote. Gail moved to accept the Check Warrant December 14, 2011 through January 5, 2012, in the amount of \$102,107.23. Stephen seconded. Vote unanimous.
 3. Gail moved to accept the Check Warrant January 5 through January 10, 2012, in the amount of \$18,610.29. Kathy seconded. Vote unanimous.
 4. Gail moved to accept the Resolutions as follows:
 1. To approve the attached list of transfers made from TD Bank Sweep Account from December 14, 2011 to January 10, 2012, as per audit. Stephen seconded. Vote unanimous.
 5. The question was raised as to how many laptops have been purchased for the BTOP grant program. We will have the answer for the February meeting. Gail moved to accept the BTOP Profit & Loss Budget vs. Actual Report July 1, 2010 through January 11, 2012. Sonia seconded. Vote unanimous.
 6. Gail moved to accept the BTOP Check Warrant December 14, 2011 through January 11, 2012, in the amount of \$6,955.83. Sonia seconded. Vote unanimous.
- Gail moved to accept the HKDPL 2010-2011 audit. Bonnie seconded. Vote unanimous.

VII. ASST. DIRECTOR’S REPORT

Personnel requests from the Staff Associations for the 2012-2013 budget have been received by Donna and will be forwarded to the new Director and Personnel Committee. All replacement parts for our automated check-in system have been received and installed, and it is working. Kathy moved to accept the Asst. Director’s Report. Stephen seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

A motion to approve the appointment of Rosemary Amabile, Librarian sub, will be made at the February meeting.

Members of the Board received a letter from employees in the Circulation/Technical Services Dept., asking the Board to address grievances. The Personnel Committee met to discuss their request. A letter will be sent to these employees stating that staff must follow the direction set in our Personnel Manual for Grievance Procedures, found on page 29. The first step is to contact your immediate supervisor.

At 9 pm Sonia moved to go into Executive Session to discuss a personnel matter. Stephen seconded. Vote unanimous.

At 9:10 pm Sonia moved to come out of Executive Session. Bonnie seconded. Vote unanimous.

Gail moved to officially approve the appointment of Claudia Depkin, Director of Haverstraw King's Daughters Public Library, effective January 23, 2012. Seconded by the full Board. Vote unanimous.

Policy Review

The Policy Committee meeting scheduled for tonight is rescheduled to February 14, 7 pm, prior to the Board meeting.

Building & Grounds

We own a small piece of vacant land across the street from the Village Branch and are paying sewer tax on it. We will check into the possibility of donating the property to the Village.

Budget

Budget meetings are scheduled as follows:

Personnel Committee - Saturday, February 4, 9:30 am

Budget Committee - Saturday, February 11, 9:30 am

Tuesday, February 14, 6 pm

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

The Board will host a "Meet and Greet" reception for Claudia and staff on January 23, starting at 9 am.

XI. ADJOURNMENT

Gail moved to adjourn the meeting at 9:30 pm. Stephen seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, February 14, 7:30 p.m. at Rosman.

Submitted by: Cheryl L. Fellner