



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, October 13, 2015
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. COMMUNICATIONS
- V. MINUTES
- 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
- XI. ADJOURNMENT



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
October 13, 2015

Board Members Present

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

Absent

Patricia Soto

Staff

Claudia Depkin, Director
Ann E. Hanus, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:30 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

Rose Memorial Library patron Michael Campos attended. He inquired about using our facilities for fundraising to help pay for repairs needed at Rose Memorial due to recent flooding. As our Community Room is not that large, it was suggested that a school facility

would be a better venue. Ms. Depkin will get in touch with the School District Superintendent on his behalf.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Kaiser moved to accept the Minutes of the September 8, 2015 Board Meeting. Ms. Burgos Crannage seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 1502 Workers Compensation is high, we are audited in October and pay what we owe. Line 1413 Librarian II FT is high. The employee is retiring in March 2016, and we budgeted accordingly. Line 1609 Standing Orders Electronic Databases is high, the databases are paid annually. Line 1604 Encumbered is at 100%, it is encumbered monies from last year's budget. Line 1725 NYS MTA Tax will be reimbursed. Line 1715 Repair & Maintenance is high, the building is aging and repairs are needed. Line 1840 Legal Fees is high, it includes last year's attorney bill and retainer. Line 1860 Miscellaneous Fees includes the new filing fee for non-profit organizations. Line 1835 Conferences is high, 3 employees are attending the NYLA Conference next week. Line 1624 Technology includes the cost of the security gates. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - October 13, 2015. Ms. Koop seconded. Vote unanimous.
2. Check #7424 N.A.D.A. Appraisal Guide is a used car guide. Check #7442 Orange & Rockland- Ramapo Rd. is high. Ms. Depkin has a meeting with OnForce Solar tomorrow. There is a connection problem between OnForce and Orange & Rockland. Once the problem is resolved, any monies owed to us will be reimbursed by OnForce. Check #7458 DeLeonardis Electric is for work done for the new security gates. Check #7478 Penworthy Company is for children's books. Check #7482 Rogue Bear Press is for a children's program. Check #7492 Thyssen Krupp Elevator is for an inspection. Ms. Kaiser moved to accept the Check Warrant September 9, 2015 through October 7, 2015, in the amount of \$149,185.38. Mr. Cobb seconded. Vote unanimous.
3. Check #7510 Signarama Nanuet is for the signage on our front doors. Check #7496 D & I Clocks, Ltd. Is for the repair of 4 clocks. Ms. Kaiser moved to accept the Check Warrant October 8, 2015 through October 13, 2015, in the amount of \$55,733.44. Ms. Vandervoort seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolutions as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from September 9, 2015 to October 13, 2015, as per audit. Ms. Burgos Crannage seconded. Vote unanimous.

To approve the Payroll Warrants for September 9, 2015 and September 30, 2015. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Circulation is down throughout New York State. One reason is that items can be checked out for a longer period of time, and that cuts down on renewal checkouts. Borrowing from other libraries is up, due to the lift of ILL restrictions on new books.

We hope to receive tax monies this week.

In Circulation Statistics "Public Computer Use - Main 2015" was left blank. The number will be provided at the next Board Meeting. Ms. Koop moved to accept the October 13, 2015 Director's Report, noting the omission. Ms. Vandervoort seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

The Committee met at 7 pm prior to the Board meeting.

Policy 4.3 Freedom of Information Law was updated in compliance with the New York Freedom of Information Law. The update includes a section on fees. Ms. Koop moved to approve Policy 4.3 Freedom of Information Law. Ms. Burgos Crannage seconded. Vote unanimous.

Our accountant reviewed and endorsed Policy 4.5 Capitalization of Fixed Assets. Ms. Kaiser moved to approve Policy 4.5 Capitalization of Fixed Assets. Mr. Cobb seconded. Vote unanimous.

The next Committee meeting will be November 10, 2015, 7 pm, prior to the Board meeting.

Building & Grounds

Nothing to report.

Budget

Nothing to report.

X. OLD BUSINESS

Nothing at this time.

XI. NEW BUSINESS

The North Rockland School Board and the Rose Memorial Library Board will be contacted with regard to fundraising for Rose Memorial.

XII. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:15 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, November 10, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board