



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, October 14, 2014
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
 - a. RCLS Operating Budget for 2015
- XI. ADJOURNMENT



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
October 14, 2014

Board Members Present

Richard Freeman
Gail Kaiser
Kathleen Vandervoort
Bernadette Koop
Sonia Burgos Crannage

Absent

Stephen Cobb
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 7:40 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

IV. COMMUNICATIONS

Letter to the Director from patron Pedro Crespo, praising and thanking Debbie DiBernardo for waiving fines accrued by Mr. Pedro's son. The fines were due to items lost as a result of a traumatic accident suffered by Mr. Pedro's son.

V. MINUTES

Under Financial Reports, item #1, line "39" should be corrected to line "38."

Under Director's Report, second sentence, "10%" angle should be corrected to "10°."

Ms. Kaiser moved to accept the Minutes of the September 9, 2014 Board Meeting with the above corrections. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 1477 Custodial Overtime is high, custodians were working extra hours while Tim Heinsman was out. Line 1720 Inter Library Carrier is high, during Tim Heinsman's absence, custodians were travelling back and forth to the Village Branch. Line 1612 Audio Media-Children's is high, it includes an order from June that was not encumbered because we did not have the paperwork. Line 1821 Telephone-Village is high, we will check into it. Line 1825 Postage is high, both meters were just filled. Line 1704 Tech Logic is high, a bill for maintenance was just paid. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2014 - October 14, 2014. Ms. Vandervoort seconded. Vote unanimous.
2. Check #6277 Diane Cypkin is for an Adult program. Check #6293 Cavendish Square is for library materials. Check #6297 Findaway World, LLC is for Children's Playaways. Check #6303 Motion Picture Licensing Corp. is the yearly fee. Check #6325 Value Line Publishing, Inc. is for Morningstar Reports. Check #6349 Madava Farms is for a bus trip. Check #6345 Madava Farms was voided. Check #6364 Keystone Manufacturing is for library cards. Checks #6366 James Lazzarini and #6380 Avram Pengas are for Adult programs. Check #6385 Sirsidynix is the maintenance fee for our self-checkout. Ms. Kaiser moved to accept the Check Warrant September 10, 2014 through October 8, 2014, in the amount of \$229,952.36. Mr. Cobb seconded. Vote unanimous.
3. Check #6395 DTM Installations Corp. is for additional cameras for the Village Branch. Check #6409 DTM Installations Corp. is half the cost for additional cameras for the Main Library. Ms. Kaiser moved to accept the Check Warrant October 9, 2014 through October 14, 2014, in the amount of \$38,636.34. Ms. Koop seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolution as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from September 9, 2014 to October 14, 2014, as per audit. Ms. Vandervoort seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

The electrician working on the solar panels is waiting for a part, he expects 5 days of work left.

Our contract with DTM ends November 30, 2014. When DTM has to call in Red Hawk Fire & Security to take care of issues such as the updating of parts, we pay Red Hawk their non-contract rate. We have received 3 annual maintenance proposals from Red Hawk. Before making a decision, we will check on the hourly cost we have been paying them, and will check on the cost of annunciators and monitor parts.

The exterminator will be called to make sure the bees by the lower level offices are gone. Ms. Burgos Crannage moved to accept the October 14, 2014 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

The Committee met at 7 pm prior to the Board Meeting. Four policies were reviewed and will be presented to the Board for approval at the next Board meeting.

The Committee will next meet at 7 pm prior to the November 11 Board Meeting.

Building & Grounds

We will ask All American Masonry if the front slates that are being removed can possibly be sold.

Budget

Nothing to report.

IX. OLD BUSINESS

The money advanced to us by the School District must be paid back by November 10, 2014. We are hoping to have all our tax money by October 30, which is when we received it last year. After this year's tax money is received the Library Board will schedule a meeting with the School District Board to discuss receipt of our tax money going forward.

X. NEW BUSINESS

The RCLS service fees in their proposed 2015 budget are lower. RCLS is funding 50% of their shortfall from fees, the balance is coming from their fund balance. Ms. Kaiser moved to approve the RCLS operating budget for 2015 as per Ms. Soto's prior recommendation. Ms.

Burgos Crannage seconded. Vote unanimous.

Ms. Hanus and Ms. Depkin are attending the annual NYSHIP information meeting tomorrow, October 15.

Ms. Burgos Crannage attended the Legislative Breakfast at RCLS and said the presentation was extraordinary.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:38pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, November 11, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board