



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, October 18, 2016
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 18, 2016

Board Members Present

Richard Freeman
Stephen Cobb
Gail Kaiser
Bernadette Koop
Patricia Soto
Sonia Burgos Crannage
Kenneth Balban

Absent

Staff

Claudia Depkin, Director
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:39 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors present.

IV. COMMUNICATIONS

Letter from Ann E. Hanus, Principal Account Clerk, to Claudia Depkin and the Board of Trustees, announcing her retirement effective October 15, 2016. Ms. Hanus states that she submits the letter with a heavy heart. She thanked all for the years of friendship and laughter and said she will miss everyone.

V. MINUTES

Ms. Soto moved to accept the Minutes of the September 13, 2016 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 1412 Librarian II FT is low, it is the line for Karen Romaner, who retired. Debra Garcia-McDermott, working part-time until the Principal Account Clerk position is filled, is being paid from the service contract line. Line 1464 Library Clerk Adult PT, line 1480 Custodial Worker FT, and line 1603 Books Staff are at 100%, we will check into them. Line 1860 Miscellaneous Fees is at 505%, possibly because we have extra inspection fees, we will check into it. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - October 18, 2016. Ms. Burgos Crannage seconded. Vote unanimous.
2. Check #8469 A & N Rappaport Lock & Alarm was voided. Check #8488 Orange & Rockland is for the main building, an engineer from On Force Solar was here and our bills have been reduced. Check #8493 JJ Stanis and Company is for dental and vision insurance. Check #8511 AAA Cooleration Service is for replacement of valves on the cooling tower, and repair of the Florida heat pump, toilets, and water fountain. Check #8570 Post Office Monsey is for the newsletter mailing. Check #8563 NADA Appraisal Guides is an automobile guide. Check #8575 RU Airborne, Inc. is for books. Check #8589 Mark Zaino is for reimbursement of supplies. Ms. Kaiser moved to accept the Check Warrant September 14, 2016 through October 18, 2016 in the amount of \$204,369.89. Mr. Balban seconded. Vote unanimous.
3. Ms. Kaiser moved to accept the Resolutions as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from September 27, 2016 to October 18, 2016. Mr. Cobb seconded. Vote unanimous.
To approve the Payroll Warrants for September 28, 2016 and October 12, 2016. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin interviewed six candidates for the Principal Account Clerk position and will make an offer to one.

Ms. Soto moved to accept the October 18, 2016 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to regretfully accept the retirement of Principal Account Clerk Ann E. Hanus. Seconded by the entire Board. Motion reluctantly accepted and approved by the entire Board.

Mr. Cobb moved to appoint Cristal Martinez to the position of Page. Seconded by Ms. Burgos Crannage. Vote unanimous.

Mr. Cobb moved to appoint Lori Salotto to the position of Librarian I, Substitute. Seconded by Sonia Burgos Crannage. Vote unanimous.

Mr. Cobb moved to appoint Suzanne Schwartz to the position of Librarian I Substitute. Seconded by Ms. Kaiser. Vote unanimous.

Policy

The Committee met prior to the Board Meeting, and reviewed drafts of Policy 3.4 Exhibits & Displays and Form 3.4a Exhibit & Display Request Application. Ms. Soto moved that Policy 3.4 Exhibits & Displays and Form 3.4a Exhibit & Display Request Application be approved. Ms. Koop seconded. Vote unanimous. The Committee will next meet on November 8 at 7 pm, prior to the Board Meeting.

Building & Grounds

New sidewalks are being built in the Village of Haverstraw by the Village Branch.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Because the NYS Legislature is not fully funding libraries, there is a short fall in the RCLS budget. The RCLS service fee covers 100% of the short fall. Ms. Kaiser moved to accept the Ramapo Catskill Library System 2017 budget as presented. Ms. Soto seconded. Vote unanimous.

Recommendations were made that handouts be given to visitors attending Board Meetings. A packet including the newsletter and a list of budgetary savings made through the years was suggested. The Policy Committee is devising a public comment form which must be signed by visitors and includes rules for the public comment period of the Board meeting. Going forward, only the President of the Board will address any visitors.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:27 pm. Mr. Cobb seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, November 8, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board