



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, November 11, 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
- XI. ADJOURNMENT



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
November 11, 2014

Board Members Present

Richard Freeman
Patricia Soto
Gail Kaiser
Stephen Cobb
Bernadette Koop

Absent

Kathleen Vandervoort
Sonia Burgos Crannage

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 7:34 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

David Wemmer, from Korn Rosenbaum LLP Certified Public Accounts, attended to discuss our audit for the year ended June 30, 2014. The Draft Audit Report was distributed. He stated that there were no issues and our audit report is clean. Our fund statements show that we are budgeting and controlling costs well. Mr. Wemmer stated that we need to hire an

actuary to determine our retiree health insurance costs, and the Library should have a capitalization policy. The Draft Audit Report will be reviewed by the Trustees for approval at the December Board Meeting.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Koop moved to accept the Minutes of the October 14, 2014 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Revenue is good. Fines revenue is low, possibly due to more patrons signing up for email notification of items coming due. Line 1821 Telephone-Village is high, we will check into it. Line 1704 Tech Logic is high, we just received and paid for replacement parts. Line 1720 Inter Library Carrier is high, it should stabilize now that Tim Heinsman is back to work. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2014 - November 10, 2014. Mr. Cobb seconded. Vote unanimous.
2. Check #6431 Avaya Inc. is for our telephone equipment. Check #6435 Haverstraw Stony Point Central School District is the repayment of our loan. Check #6450 DTM Installations is for half the cost of the Main Library's additional cameras. Check #6454 Information Today is an annual subscription for a reference book. Check #6459 Mergent is a standing order. Check #6474 World Book is for the print edition. Check #6470 Tech Logic Corporation is for replacement parts. Ms. Kaiser moved to accept the Check Warrant October 15, 2014 through November 5, 2014, in the amount of \$1,226,777.35. Ms. Soto seconded. Vote unanimous.
3. Check # 6481 DeLeonardis Electric is for replacement of ballasts. Ms. Kaiser moved to accept the Check Warrant November 6, 2014 through November 10, 2014, in the amount of \$8,384.69. Mr. Cobb 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 October 15, 2014 to November 11, 2014, as per audit. Ms. Koop seconded.
Vote unanimous.

VII. DIRECTOR'S REPORT

The solar panels are installed, all the work is complete. We are waiting for an inspection by Orange & Rockland.

With regard to a fire system maintenance contract with Red Hawk Fire & Security, they have panels in stock and charge \$120/hour for labor. DTM cannot service the panel. Red Hawk's Safeguard maintenance plan includes all testing, inspections, cleaning, labor, and parts. We are waiting for \$1, 557,974 in tax monies from the school district. On October 29 OnForce electricians hit a wire, cutting electric to parts of the lower level. The work done by All American Masonry looks great. A new mobile checkout unit obtained by RCLS was used by Children's Services at an event at W. Haverstraw Elementary. It works great, we plan on using it again. Circulation for October 2014 was up as compared to October 2013. Ms. Soto moved to accept the November 11, 2014 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

The Committee met at 7 pm prior to the Board Meeting. Seven policies were reviewed.

Policy 1.1 Library Bill of Rights was reviewed, no changes. Ms. Soto moved to approve Policy 1.1 Library Bill of Rights. Ms. Kaiser seconded. Vote unanimous.

Policy 1.2 Freedom to Read Statement was reviewed and amended. Ms. Soto moved to approve Policy 1.2 Freedom to Read Statement as amended. Ms. Kaiser seconded. Vote unanimous.

Policy 1.3 Freedom to View and Hear Statement was reviewed, no changes. Ms. Soto moved to approve Policy 1.3 Freedom to View and Hear Statement. Ms. Kaiser seconded. Vote unanimous.

Policy 1.10 Disposition of Library Material and Property was reviewed and amended. Ms. Soto moved to approve Policy 1.10 Disposition of Library Material and Property as amended. Mr. Cobb seconded. Vote unanimous.

Policy 2.2 Confidentiality of Library Records was reviewed, no changes. Ms Soto moved to approve Policy 2.2 Confidentiality of Library Records. Ms. Koop seconded. Vote unanimous.

Policy 4.2 Purchasing was reviewed and amended. Ms. Soto moved to approve Policy 4.2 Purchasing as amended. Ms Koop seconded. Vote unanimous.

Policy 4.4 Records Retention was reviewed, no changes. Ms. Soto moved to approve Policy 4.4 Records Retention. Ms. Kaiser seconded. Vote unanimous.

The Committee will next meet on December 9 at 7 pm, prior to the Board Meeting.

Building & Grounds

Mr. Cobb moved to accept the Red Hawk Fire & Security Safeguard Plan maintenance contract in the amount of \$8,881 per year. Ms. Koop seconded. Vote unanimous.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Jane Foreman, one of the artists participating in the HKDPL Senior Art Show in October, donated one of her paintings to the Library. It is a picture of St. Peter's Church, looking from Bowline. We will hang the painting in the Village Branch, and send a thank you letter to Ms. Foreman. Ms Foreman is hosting her own art exhibit here in December of 2015.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:40 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, December 9, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board