

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, November 12, 2013
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
- XI. ADJOURNMENT



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
November 12, 2013

Board Members Present

Richard Freeman
Gail Kaiser
Patricia Soto

Absent

Sonia Burgos Crannage
Kathleen Vandervoort
Bernadette Koop
Stephen Cobb

Staff

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

In the absence of a quorum, all motions were tabled and held for the December 10 Board Meeting.

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:32 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

Dave Wemmer, our accountant from Korn Rosenbaum LLP, attended to review the Library's audit report for the year ending June 30, 2013. He stated it was a clean audit with no issues with regard to laws or regulations, and that the Board planned well. We will need to contact actuaries for a new valuation, this should be done every 3 years.

Neil Weiss from OnForce Solar attended. He spoke about solar energy in general and OnForce in particular. OnForce uses its own installers, and takes care of all fees. (We have

been in contact with the Town of Haverstraw to waive fees.) NYSERDA electricians would check the installations prior to inspections. OnForce has a maintenance agreement available. Panels would take approximately a week to install. Cutover with Orange & Rockland would be arranged when the library is closed. The contract from OnForce has been forwarded to Keith Cornell for review.

IV. MINUTES

The Minutes of the October 8, 2013 Board Meeting were reviewed, no changes noted.

V. COMMUNICATIONS

Letter to Tara Morris from Jennifer Gannon, Education Supervisor of Head Start, thanking her for the Library's participation at the Haverstraw Head Start Harvest Festival.

VI. FINANCIAL REPORTS

1. Profit & Loss Budget vs. Actual Report July 1, 2013 - November 12, 2013:
Line 1505 Medical Insurance is high, the insurance is paid through the end of November.
Line 1477 Custodial Overtime is high, Jorge Ruiz was out sick for a few weeks and our other custodians covered for him. Line 1623 Internet Public is high, the Evanced maintenance fee was moved to that line. Line 1710 Utilities Village is high, we'll check into the reason.
Line 1726 Equipment Replacement Fund is high, we have been replacing computers.
2. Check Warrant October 9, 2012 through November 6, 2013:
Check #5325 & #5336 Gates Flag Company are for American flags, one outside flag for our flagpole and one inside flag for our Community Room. Check #5349 Heinsman Cleaning Service is for carpet cleaning in the Village branch. Check #5374 Bureau of Education & Research is for a conference Tara Morris will attend. Check #5389 David Scotti is for an Adult Services program.
3. Check Warrant November 7, 2013 through November 12, 2013:
Check #5408 IT Savvy LLC is for computers. Check #5418 Red Hawk Fire & Security is for repair of the fire panel in HA2, which kept tripping.

VII. DIRECTOR'S REPORT

We will be hosting a health care program in the Village Branch. Information on affordable health care will be available. The program will be conducted in Spanish.
Dusty lists were requested for Village Spanish non-fiction. Dusty lists are books that don't circulate, are outdated, or are possibly misfiled.

VII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

The Committee met at 7 pm prior to the Board meeting and reviewed our Conflict of Interest policy.

Building & Grounds

We are waiting Keith Cornell's review of the OnForce contract.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 9 pm. Ms. Soto seconded. Vote unanimous.

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

Submitted by: Cheryl L. Fellner, Clerk to the Board