



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, November 8, 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.
November 8, 2016

Board Members Present

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

Absent

Patricia Soto

Staff

Claudia Depkin, Director
Cheryl Fellner, Clerk to the Board

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

Our accountant, David Wemmer, from Korn Rosenbaum LLP, attended. A draft audit for the year ended June 30, 2016 was handed out. Mr. Wemmer stated that it was a clean audit, and pointed out a few items. The summarized fund statement shows our revenues are greater than our expenditures. There is no activity in the BTOP Grant and Insurance Recoveries lines,

they can be removed. Compensated absences needs to be added to the audit. Mr. Wemmer will have the final audit ready shortly, it must be sent to the State before Thanksgiving.

IV. COMMUNICATIONS

Letter from Joan Karasik, Service Coordinator for Camp Venture, to Debbie DiBernardo, thanking her and the Library for all we are doing to make the library resourceful and inclusive to people with all kinds of disabilities, and their families.

V. MINUTES

Ms. Kaiser moved to accept the Minutes of the October 18, 2016 Board Meeting. Ms. Burgos Crannage seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 17 Grants RCLS is high. Line 16 Grants Miscellaneous is negative, we will check into it. Line 1477 Custodial Overtime is high, repair work was done on Sundays when the library was closed. Lines 1610 Audio Media Teens and 1612 Audio Media Children are very low, we will check into them. Line 1625 Periodicals is high, the bill is paid annually. On last month's Profit & Loss Report line 1860 Miscellaneous Fees was high, included expenses should have been posted to line 1810 Contingency ,the correction has been made. Lines 1821 Telephone Village and 1822 Telephone Rosman are negative, we received our e-rate refund. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - November 8, 2016. Mr. Cobb seconded. Vote unanimous.
2. Check #8628 and #8688 E. A. Morse & Co. are for custodial supplies. Check #8637 Orange & Rockland Ramapo Rd. is low, reflecting solar panel savings. Check #8655 Debra Garcia-McDermott is the part-time employee filling in for the Principal Account Clerk. A question was raised as to how the charge to World Book Inc. is calculated (check #8694). Mr. Cobb stated that schools are charged per student. We will check into that. Check #8693 Weston Woods Studios is for children's videos. Ms. Kaiser moved to accept the Check Warrant October 19, 2016 through November 8, 2016 in the amount of \$1,094,818.27. 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 October 25, 2016 to November 8, 2016. Ms.Koop seconded. Vote unanimous.
To approve the Payroll Warrants for October 26, 2016 and November 9, 2016. Ms. Burgos Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

The Teen Pumpkin Carving Contest was covered in the Rockland County Times.

Ms. Burgos Crannage moved to accept the November 8, 2016 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to appoint Victor Contero to the position of Principal Account Clerk. Ms. Burgos Crannage seconded. Vote unanimous.

Mr. Cobb moved to appoint Allison Cruger to the position of Page. Ms. Burgos Crannage seconded. Vote unanimous.

Mr. Cobb moved to appoint Emily Wells to the position of Librarian I Substitute. Ms. Burgos Crannage seconded. Vote unanimous.

Mr. Cobb moved to appoint Jessica Scheuler to the position of Librarian I Substitute. Ms. Burgos Crannage seconded. Vote unanimous.

Policy

The Committee met prior to the Board Meeting and reviewed Section 402 of the Personnel Manual, Leave With Pay - Holidays. Ms. Koop moved to amend Section 402 Leave With Pay - Holidays as follows:

Under Legal Holidays - first paragraph - remove "and LFT staff"

Under Library Holidays - first paragraph - replace "staff" with "full-time or regularly scheduled part-time employees"

Under Comp Days - list of days - add Rosh Hashanah (2 days) and Yom Kippur

Under Comp Days - first paragraph - replace "LFT staff" with "regularly scheduled part-time employees"

Ms. Kaiser seconded. Vote unanimous.

The Committee will next meet on December 13 at 7 pm, prior to the Board Meeting.

Building & Grounds

Both grant applications were approved, but not at a 50% match, due to a record number of applications.

Budget

Nothing to report.

IX. OLD BUSINESS

Mr. Balban put together a packet of information for patrons. The handout gives an overview of what the Library does and has to offer.

X. NEW BUSINESS

David Wemmer, our accountant, notified the Board that he will be retiring and Korn Rosenbaum LLP is being sold to Berard & Associates, located in Suffern, NY. The firm works with other libraries. Mr. Wemmer will continue to work with them for the time being. The

Board will vote next month on whether or not to use Berard & Associates as the Library's accounting firm.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:34 pm. Ms. Sonia Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, December 13, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board