AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, February 14, 2017
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.
February 14, 2017

Board Members Present	Absent
Richard Freeman	Sonia Burgos Crannage
Stephen Cobb	Kenneth Balban
Gail Kaiser	
Bernadette Koop	
Patricia Soto	

Staff

Claudia Depkin, Director
Victor Contero, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:43 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

No visitors were in attendance.

IV. COMMUNICATIONS

Letter addressed to Claudia Depkin and the HKDPL Board of Trustees from Wilma Glover-Koomson, President of the Staff Association, on behalf of the Staff Association. The Association commended and thanked Cheryl Fellner for her hard work performed after the sudden departure of Ann Hanus, Principal Account Clerk. On behalf of the Board of Trustees, Mr. Cobb moved to also thank and commend Ms. Fellner. Ms. Kaiser seconded. Vote unanimous.

V. MINUTES

In the Budget Committee's Report the tax cap for this year should be corrected to 1.26%. Ms. Soto moved to accept the Minutes of the January 10, 2017 Board Meeting as corrected. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. The Employee Salaries lines have been corrected on the Profit & Loss Report ending January 10, 2017. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual Report July 1, 2016 through January 10, 2017. Ms. Soto seconded. Vote unanimous.
2. Line 26 Donations is low. Line 1477 Custodial Overtime is high. Line 1700 Processing is low. Line 1706 Sewer Tax is high, this was just paid, the Line will be adjusted for next year. Line 1715 Repair & Maintenance is high. Line 1821 Telephone Village and Line 1822 Telephone Main are high, we will receive an $1,100 reimbursement from Optimum for switching to them, and going forward bills will be lower. Line 1850 Special Programs Adult, Line 1851 Special Programs Children, and Line 1852 Special Programs Teens are all low, despite the fact that all the departments have numerous programs. Ms. Depkin will speak with the Dept. Heads. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2016 through February 14, 2017 Report. Ms. Soto seconded. Vote unanimous.
3. Check #8903 Amazing Grace Circus Inc. is for a children's program. Check #8906 Awe is for early literacy learning computers. Check #8920 MG Trowell-Harris Chapter is for the Tuskegee Airmen program. Check #8973 Meet the Musicians is for an adult music program. Check #8989 Crimson Multimedia Distribution, Inc. is for teen video games. Check #9014 Bea Sasin is for Medicare Part B reimbursement. Check #9011 AAA Cooleration Service is for repair of an AC unit. Check #8937 AAA Cooleration Service is for parts. Check #9037 Bethel Woods is a museum pass. Ms. Kaiser moved to accept the Check Warrant January 11, 2017 through February 14, 2017, in the amount of $246,470.50 Ms. Koop seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolutions as follows:
   To approve the attached list of transfers made from TD Bank Sweep Account from January 11, 2017 to February 14, 2017. Mr. Cobb seconded. Vote unanimous.

To approve the Payroll Warrants for January 18, 2017 and February 18, 2017. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

We are working on a welcome packet that will be given to new patrons when they move into our area. We would also like to give them to realtors to distribute to new homeowners and renters, to the Board of Education, and other venues.
Circulation is up.
Mr. Cobb moved to accept the February 14, 2017 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel
The Committee met at 7 pm, prior to the Board meeting, to work on the 2017-2018 budget. They will next meet at 6 pm on March 14, prior to the Board meeting.
Mr. Cobb moved to appoint Janel Slade to the positon of Page. Ms. Koop seconded. Vote unanimous.
At 8:20 pm Ms. Soto moved to go into Executive Session to discuss a personnel matter. Ms. Kaiser seconded. Vote unanimous.
At 8:45 pm Ms. Koop moved to come out of Executive Session. Ms. Kaiser seconded. Vote unanimous.
Policy
Nothing to report.
Building & Grounds
We are waiting to hear about our grants.
Budget
The Committee will meet at 6:45 pm on March 14, after the Personnel Committee and prior to the Board Meeting.

IX. OLD BUSINESS

Ms. Kaiser moved to accept the Library Audit Report for the year ended June 30, 2016. Ms. Soto seconded. Vote unanimous.

X. NEW BUSINESS

Ms. Depkin distributed a draft letter to prospective accounting firms, asking for proposals, along with a list of 5 firms. She will ask at the next North Rockland Rotary meeting for more recommendations, and will then send the letter.
Mr. Soto moved to approve the Annual Report for Public and Association Libraries -2016. Ms.

Koop seconded. Vote unanimous.

NYLA Library Advocacy Day is March 1st. Six employees, along with Ms. Depkin, are attending.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:53 pm. Mr. Cobb seconded.
Vote unanimous.

Next regular scheduled meeting Tuesday, Mach 14, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board