



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, April 18, 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.
April 18, 2017

Board Members Present

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

Absent

Stephen Cobb

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 7:35 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

No visitors were in attendance.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Koop moved to accept the Minutes of the March 16, 2017 Board Meeting with the following correction: under the Director's Report, the date of the Night of 1,000 Stars should be *April 24*. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 20 Fines Village and Line 21 Fines Rosman are low, the lines are reduced in the proposed 2017-2018 budget. Line 22 Commissions and Line 25 Donations are low. Line 1456 Library Clerk FT is low, the employee was out on maternity leave. Line 1412 Librarian 1 FT is low, the employee retired last year. Line 1477 Custodial Overtime is high, the line is increased in the proposed 2017-2018 budget. Line 1481 Custodial Worker FT is low, the position was vacant for a short time. Line 1600 Books Adult and Line 1606 Standing Orders Adult are low, we are currently ordering. Line 1610 Audio Media Teens is low, it is possible charges have been incorrectly posted. Line 1625 Periodicals is high, there are no more bills coming. Line 1700 Processing is low, the line has been reduced in the proposed 2017-2018 budget. Line 1704 Tech Logic is low, there has been no maintenance on the automated check-in. Line 1706 Sewer Tax is high. Line 1715 Repair & Maintenance is high, the line is increased by \$12,000 in the proposed 2017-2018 budget. Line 1727 RCLS Membership Fee is low, we get billed in May. Line 1726 Equipment Replacement Fund is low, we have not received some bills yet, and the amount varies each year. Line 1822 Telephone Main is high, we are waiting for a rebate check. Line 1841 Accounting is high, we have 2 responses from our accountant search, both firms charge less than our current firm. Line 1852 Special Programs Teen is low, there are more programs during the Summer than during the school year. Line 1631 ANSER Equipment is low, we will check into it. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2016 through April 18, 2017 Report. Ms. Soto seconded. Vote unanimous.
2. Check #9157 Clean Eating is a magazine subscription. Check #9167 Know Buddy Resources is children's nonfiction books. Check #9182 Weston Woods Studios is children's DVDs. Check #9181 TD Card Services is the credit card. Check #9191 Nathan Gross is the adult cooking programs. Check #9206 CV Plumbing, Heating, & Air Conditioning is a deposit for the Village plumbing repairs. Checks #9213 Lift Tech Ltd. and check #9219 Thyssen Krupp Elevator Corp. is for the inspector and inspection of our elevators. Check #9228 RR Plumbing/Roto Rooter is for a service call and estimate of the Village plumbing repairs. Check #9243 NYS-OPRHP is a bus trip deposit. Ms. Kaiser

moved to accept the Check Warrant March 17, 2017 through April 18, 2017, in the amount of \$511,939.04. Ms. Soto 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 March 17, 2017 to April 18, 2017. Ms. Burgos Crannage seconded. Vote unanimous.

To approve the Payroll Warrants for March 29, 2017 and April 12, 2017. Mr. Balban seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

We received a donation of 100 new children's books from the Brownstone Book Fund. Ms. Depkin spoke about the PLA Leadership Academy she attended. She would like to develop an updated strategic plan for the Library, based on what residents of our community want now and in the future, for themselves and the community. Staff would reach out to residents at community centers, at meetings of local organizations, at school board meetings, etc., to start the conversation and get feedback. Ms. Depkin will speak with other libraries who have used this community-focused approach. The Board of Trustees gives its full support.

Ms. Soto moved to accept the April 18, 2017 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Ms. Burgos Crannage moved to appoint Craig Scott to the position of Librarian I FT. Ms. Kaiser seconded. Vote unanimous.

Ms. Burgos Crannage moved to appoint Richard Cohen to the position of Clerk Typist, Substitute. Ms. Soto seconded. Vote unanimous.

Policy

After the library budget vote the Committee will resume meetings.

Building & Grounds

We just discovered that the Village Branch is not connected to the Town sewers, and will contact the Town for a possible refund on taxes paid.

Top soil has been purchased for the Village Branch, needed after the sewage repair.

Custodian Tim Heinsman will be added to the morning emergency call list.

Budget

The Committee met at 7 pm on April 17 and at 6:30 pm, prior to the Board Meeting. Ms. Kaiser moved to accept the Proposed 2017-18 Operating Budget Draft v. 4, kept at the tax cap of 1.002%, with a tax increase of \$55,392.25, a 1.5% COLA, and a total appropriation amount of \$5,914,215. Ms. Soto seconded. Vote unanimous.

Ms. Depkin's contract will be approved at the May 9, 2017 Board Meeting.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

On June 7, 2017 RCLS will host a program on Intellectual Freedom, presented by James LaRue, Director of the ALA's Office of Intellectual Freedom.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:59 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, May 9, 2017, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board