



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, May 9, 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.
May 9, 2017

Board Members Present

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

Absent

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 7:30 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. Soto moved to accept the Minutes of the April 18, 2017 Board Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 16 Grants Misc. Is low, the number and amount of grants we receive varies from year to year. Line 7 Miscellaneous includes the sale of flash drives to patrons. Line 1413 Librarian II FT, line 1422 Librarian I FR, line 1441 Library Clerk II FT, line 1447 Library Clerk FT, and line 1455 Clerk Typist Spanish Speaking are all slightly over, due to staff working more than 35 hours, at special library programs. Line 1477 Custodial Overtime is high, the line is increased in the proposed 2017-2018 budget. Line 1600 Books Adult and line 1602 Books Teens are low. Line 1612 Audio Media Children is low, the line is decreased in the proposed 2017-2018 budget. Line 1706 Sewer Tax is high. Line 1720 Inter Library Carrier is staff going back and forth between our two buildings. Line 1822 Telephone Main is high. We are waiting for our rebate from Optimum and have dropped two lines, subsequent bills should be reduced by about \$60. Line 1828 Training and line 1835 Conferences are high, they include Ms. Depkin's participation in the PLA Leadership Academy in Portland, and attendance of 11 employees at the LARC Conference. Line 1860 Miscellaneous Fees is high, it includes payment of the yearly town fire inspection fee. Line 1631 ANSER Equipment Is low, equipment is on a replacement schedule which fluctuates. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2016 through May 9, 2017 Report. Mr. Balban seconded. Vote unanimous.
2. Check #9281 Affordable Alternatives Inc. is for processing materials. Check #9303 Iron Cross Productions Inc. is for the sound engineers at the Loud Noises concert. Check #9317 JJ Stanis & Company is for disability and dental insurance. Check #9319 Steinlauf & Stoller Inc. is for children's books. Check #9334 Sue Freeman is for an adult program about crystals. Check #9280 AAA Cooleration Service is for a service contract. Ms. Kaiser moved to accept the Check Warrant April 19, 2017 through May 4, 2017, in the amount of \$40,317.92. Mr. Cobb seconded. Vote unanimous.
3. Check #9342 Avaya, Inc. is for our voice mail system. Check #9345 Children's Plus Inc. is for books. Check #9341 AAA Cooleration Service is for repairs. Ms. Kaiser moved to accept the Check Warrant May 5, 2017 through May 9, 2017, in the amount of \$23,190.74. Ms. Soto 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 April 19, 2017 to May 9, 2017. Ms. Koop seconded. Vote unanimous.

To approve the Payroll Warrants with the respective distribution dates of April 26, 2017 and May 10, 2017. Ms. Burgos Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

The Night of 1,000 Stars was not as well attended this year as it has been in past years. Next year we will publicize it more, one idea is to print English/Spanish bookmarks and give them to every parent checking out items.

Ms. Koop moved to accept the May 9, 2017 Director's Report. Mr. Balban seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to appoint Harriet Wollenberg to the position of Librarian I PT, sub. Ms. Burgos Crannage seconded. Vote unanimous.

Policy

After the library budget vote the Committee will resume meetings.

Building & Grounds

Ms. Depkin has spoken with the Town about the Village Branch not being connected to the Town sewers. They are investigating. Mr. Freeman remarked that a Town of Haverstraw ordinance was passed in 1990, ordering all buildings to be connected to the sewer system. We will obtain a copy of this legislation and speak with the Town.

Budget

No one from the public attended either budget Public Information Session.

Accounting firm applications are due May 15, Ms. Depkin has received 4 so far, with another forthcoming. All the firms charge less than what we are currently paying. She will have a breakdown ready at the June Board Meeting.

IX. OLD BUSINESS

The Director's contract will be approved at the June 13 Board Meeting.

X. NEW BUSINESS

Karen Weaver, long time Library Trustee, recently passed away. Mr. Cobb and Ms. Kaiser proposed naming the children's room in her honor. They proposed having a ceremony during which her name would be placed over the doorway and a plaque would be hung. Mr. Cobb moved to name the children's room in the Main Library in Garnerville in honor of Louise Karen Weaver. Ms. Kaiser seconded. Vote unanimous. Mr. Cobb will get in touch with Karen's

relatives to arrange a date for the ceremony.

Ms. Koop commended librarian Wilma Glover Koomson on the wonderful job she did filling in for the presenter of the Tea Tasting program, who cancelled at the last minute.

Rose Memorial Library will be putting forward a resolution to patrons for a budget increase, allowing for the expansion of the library. NYS Education Law 259 dictates that all residents of the N. Rockland Central School District vote on the resolution, not just residents of their library district. If the resolution is passed, the subsequent tax increase would be paid by all residents, including HKDPL's taxpayers. A meeting of the school administration and the Rose Memorial Library Board is tentatively scheduled for May 30 to discuss the matter. Ms. Depkin will try to get the meeting scheduled for after June 8, our budget vote date, and she will be in touch with our attorney. Two HKDPL Trustees will attend the proposed meeting. The HKDPL Board of Trustees is in agreement that while they support the expansion of the Rose Memorial Library, they feel it is an undue burden on our taxpayers.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:38 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, June 13, 2017, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board