



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, June 10, 2014  
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.  
June 10, 2014

Board Members Present

Richard Freeman  
Gail Kaiser  
Stephen Cobb  
Patricia Soto  
Bernadette Koop

Absent

Sonia Burgos Crannage  
Kathleen Vandervoort

Staff

Claudia Depkin, Director  
Ann E. Hanus, 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**

Mr. Mark Moran from U.S. Gas & Electric, Inc., an energy supply company, attended. He spoke about his company and how using it as our energy supplier would reduce our energy costs.

Mr. Richard Morbeth, a Librarian, attended and distributed his resume. He spoke about our library district having an influx of patrons who do not speak English, in particular Haitians, and how he would be an asset to our Library in being able to serve that community.

#### **IV. MINUTES**

Mr. Cobb moved to accept the Minutes of the May 12, 2014 Public Information Session. Ms. Kaiser seconded. Vote unanimous.

Ms. Koop, who acted as poll watcher for our budget vote, was questioned by some patrons as to why we don't have the library's budget vote with the North Rockland School District's budget vote. We will address this in our newsletter.

Ms. Koop moved to accept the Minutes of the May 13, 2014 Board Meeting. Ms. Soto seconded. Vote unanimous.

Ms Soto moved to accept the Minutes of the June 5, 2014 Special Board Meeting. Ms. Kaiser seconded. Vote unanimous.

#### **V. COMMUNICATIONS**

Letter from Ava Sona stating how much she and her granddaughter enjoy Cheryl Baker and the Mommy & Me program.

#### **VI. FINANCIAL REPORTS**

1. Line 1503 Unemployment Insurance is high, we have not had anyone on unemployment, but we were assessed. Total Library Materials is low, we have materials on order, monies will be encumbered. Line 1835 Conferences is high, staff has been attending conferences beneficial to multiple departments. This line is increased for 2014-2015. Line 1828 Training is low. Line 1856 Summer Reading Teens is low, we are waiting for bills to come in. Line 1715 Repair & Maintenance is high due to repairs on HVAC and boilers. Line 1727 RCLS Membership Fee is high, we'll check into the reason. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2013 - June 10, 2014. Ms. Soto seconded. Vote unanimous.
2. Check #5994 Orkin is high, it includes 5 months of bills. Check #6007 Better Graphics is for flyers for the children's summer reading program, for our library and 2 others. Check #6011 Demco is for bookends. Check #6014 Evanced Solutions is for online program registration software, billed annually. Check #6019 Hookmarks is for metal bookmarks, prizes for the Adult Summer Reading Club. Check #6025 Penworthy Company is for children's books. Check #6025 is for tables for ipads in Children's Services. Ms. Kaiser moved to accept the Check Warrant May 14, 2014 through June 3, 2014, in the amount of \$87,679.07. Mr Cobb seconded. Vote unanimous.
3. Check #6054 Mad Science of the Mid Hudson is for a children's program. Ms. Kaiser moved to accept the Check Warrant June 4, 2014 through June 10, 2014, in the amount of \$21,983.06. 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 May 13, 2014 through June 10, 2014, as per audit. Ms. Koop seconded. Vote unanimous.
  - To authorize the Principal Account Clerk to make necessary account transfers to balance expense accounts in order to close accounts for the year 2013-2014, ultimately subject to Board approval. Mr. Cobb seconded. Vote unanimous.

**VII. DIRECTOR'S REPORT**

There has been an increase in attendance at Adult programs.  
The Library has a wonderful selection of Children's programs.  
Teen fiction circulation is up.

Ms. Soto moved to accept the June 10, 2014 Director's Report. Ms. Kaiser seconded. Vote unanimous.

**VII. COMMITTEE REPORTS**

**Personnel**

Mr. Cobb moved to accept the resignation of Sahn Siongco, Library Clerk-Typist, effective May 22, 2014. Ms. Soto seconded. Vote unanimous. The Board thanks Ms. Siongco for her service.

Mr. Cobb moved to hire Tom Wainwright as Librarian I, substitute, effective June 10, 2014. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to abolish the following 5 positions: two Clerk Typist FT; one Clerk Typist, Spanish Speaking; one Clerk Typist LFT; and one Library Clerk Typist II FT. Ms. Soto seconded. Vote unanimous.

Mr. Cobb moved to establish the following 4 positions: two Library Clerk I FT; and two Library Clerk I PT. Ms. Koop seconded. Vote unanimous.

**Policy**

The Committee met prior to the Board meeting. The Conflict of Interest Policy was reviewed, and a Conflict of Interest Acknowledgement form, to be signed by all new employees and new Board members, was drafted. The major change to policy is under section K, which now reads "Under certain circumstances and on a case-by-case basis, exceptions may be made by the Board of Trustees if at least three (3) written bids have been received for goods or service and the lowest bid, submitted by a party that may otherwise be deemed in conflict, results in a financial benefit to the Library."

Ms. Soto moved to approve the Conflict of Interest Policy as drafted and the Conflict of Interest Acknowledgement form as drafted. Ms Koop seconded. Vote unanimous.

**Building & Grounds**

The Board will follow up with Mr. Moran.

Neil Weiss from OnForce Solar met with Ms. Depkin. Building inspectors will be here next Tuesday or Wednesday, and work will start around June 25. Work should be completed by the end of July. Our grant has been extended through December 31, 2014. Extra grant monies can be used for sidewalk improvements.

**Budget**

The budget passed and Mr. Cobb was re-elected to a 5 year term. Ms. Kaiser thanked everyone for their hard work in getting the budget passed, and in particular thanked Ms. Depkin and Ms. Hanus.

**IX. OLD BUSINESS**

Nothing at this time.

**X. NEW BUSINESS**

The July Board meeting has been changed from July 8 to July 15.

Ms. Kaiser moved to close the Library on Saturday, August 30, for the Labor Day holiday. Mr. Cobb seconded. Vote unanimous.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 9:00 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, July 15, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board