



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, June 13, 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.
June 13, 2017

Board Members Present

Richard Freeman
Gail Kaiser
Patricia Soto
Kenneth Balban

Absent

Sonia Burgos Crannage
Bernadette Koop
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 7:32 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

Roslyn Hurwitz, RCLS Trustee, attended. Each RCLS Trustee has been visiting 2 libraries. Ms. Hurwitz complimented our building and staff. She stressed the importance of going to Albany and meeting with our Senators on Advocacy Day. She meets regularly with Senator Carlucci. Mr. Freeman mentioned an email Board Presidents received from RCLS about the

High Need Community Project, and asked Ms. Hurwitz for more information. She will get back to Ms. Depkin with the information.

IV. COMMUNICATIONS

Email from Jill Halpern, Site Director of the West Street Child Care Learning Center, to Tara Morris, praising our L.O.V.E. program and Yolanda White.

V. MINUTES

Ms. Soto moved to accept the Minutes of the May 8 / May 9, 2017 Budget Vote Public Information Session. Ms. Kaiser seconded. Vote unanimous.

Ms. Soto moved to accept the Minutes of the May 9, 2017 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

Ms. Kaiser moved to accept the Minutes of the June 8, 2017 Special Board Meeting and moved that the Budget vote result of 122 Yea and 87 Nay, and Trustee vote result of Richard S. Freeman 95 Yea, Bernadette Koop 108 Yea, and Susan Stanley 79 Yea, as reported by the Clerk to the Board, be certified by the Board. Ms. Soto seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 1507 Optical is low. Line 1456 Library Clerk FT is low, the employee was out on maternity leave. Line 1433 Librarian 1 Saturday and line 1434 Librarian I Sunday are low, overtime tracking on Quickbooks and Paychex is different. The Payroll Warrant is accurate. Line 1477 Custodial Overtime is high, the line is increased in the 2017-2018 budget. Line 1481 Custodial Worker FT is low, the employee is new. Line 1600 Books Adult is low, summer books are not in yet. Line 1606 Standing Orders Adult is low, it includes cyclical items. Line 1610 Audio Media Teens, line 1611 Audio Media Adult, and line 1612 Audio Media Children are all low, patrons are not checking out audio media as much as in the past. This will be discussed at the Dept. Heads meeting tomorrow. These lines may be changed in the 2018-2019 budget. Line 1822 Telephone Main is high, we are still waiting for our rebate check from Optimum. Line 1860 is high, it includes the Town fire inspection fee. Line 1855 Summer Reading Children and line 1856 Summer Reading Teen are low, summer reading materials have just been ordered or are being ordered now. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2016 through June 13, 2017 Report. Ms. Soto seconded. Vote unanimous.
2. Check #9375 A.R. Kropp Co. & Sons is for bookcases. Check #9376 AAA Cooleration is for service. Check #9378 and check #9408 Art Kids Rule LLC are for the adult paint night programs. Check #9386 E.A. Morse & Co. is for custodial supplies. Check #9411 MJ Industries Inc. is for shelving. Check #9417 Academic Superstore is for software. Check #9421 Amazing Grace Circus, #9448 Sciencetellers, and #9451, #9459, #9462, & #9464 Eileen Stelljes, are for children's summer reading club programs. Check #9445 Pop

Branding LLC is for popsockets. Check #9466 and #9467 On Time Contracting are for beam and roof repair. Ms. Kaiser moved to accept the Check Warrant May 10, 2017 through June 8, 2017, in the amount of \$151,140.29. Mr. Balban seconded. Vote unanimous.

3. Check #9481 Findaway World, LLC is for launch pads for children. Ms. Kaiser moved to accept the Check Warrant June 9, 2017 through June 13, 2017, in the amount of \$75,473.58. 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 10, 2017 to June 13, 2017. Mr. Balban seconded. Vote unanimous.

To approve the Payroll Warrants with the distribution dates of May 24, 2017 and June 7, 2017. Ms. Soto seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin is on the Haverstraw Village Chair Factory Steering Committee. She passed around pictures of the 7 acres of vacant property in Haverstraw that will be developed. The Committee is discussing what type of development would best serve the Village.

With regard to the sewer line at the Village Branch, in the 1930s sewer lines were dug, but the Village septic tank was working fine so a concrete plug was put in the line. This was the Library's choice. The line was never opened. We will need an excavator to dig and pull the plug.

Mr. Balban moved to accept the June 13, 2017 Director's Report. Ms. Soto seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

Nothing to report.

Building & Grounds

Nothing to report.

Budget

Nothing to report.

IX. OLD BUSINESS

Four accounting firms responded to our request for bids for auditing services, the merits of all were discussed. Mr. Soto moved to select the accounting firm of Berard & Associates, CPAs, to perform the Library's independent annual audit for the fiscal years ending 2017, 2018, and 2019. Ms. Kaiser seconded. Vote unanimous. We will request deadlines be included in the

contract.

The Personnel Committee approved a Director's contract to be brought to the Board. Ms. Kaiser read the Director's Contract effective July 1, 2017, and moved that the Board approve it as written. Mr. Balban seconded. Vote unanimous.

X. NEW BUSINESS

Ms. Soto moved to close the Library on Saturday, September 2, 2017, in observance of Labor Day. Ms. Kaiser seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 9:05 pm. Ms. Soto seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, July 11, 2017, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board