



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
June 9, 2015

Board Members Present

Richard Freeman
Stephen Cobb
Patricia Soto
Sonia Burgos Crannage

Absent

Kathleen Vandervoort
Gail Kaiser
Bernadette Koop

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 7:43 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

IV. COMMUNICATIONS

Thank you card from Virginia Ramos, thanking the Board for awarding her the Kay H. Freeman Memorial Scholarship.

Trustee Education Questionnaire card with a link for Trustees to complete an anonymous survey on a number of trustee related issues.

V. MINUTES

Ms. Soto moved to accept the Minutes of the May 12, 2015 Board Meeting. Mr. Cobb seconded. Vote unanimous.

Ms. Soto moved to accept the Minutes of the Special Board Meeting on June 4, 2015. Mr. Cobb seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Baker & Taylor, Midwest Tape, and RCLS are allowing us to hold off on paying them until October. Line 1828 Training is high, it includes payment made for a staff training program June 18 and 19. Ms. Burgos Crannage moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2014 - June 9, 2015. Ms. Soto seconded. Vote unanimous.
2. Check #7135 AAA Cooleration Service is for the replacement of oil cups and repair of the drive shaft in the cooling tower. Check #7102 Journal News is for our budget vote legal notice placed in the newspaper. Mr. Cobb moved to accept the Check Warrant May 13, 2015 through June 4, 2015, in the amount of \$61,195.62. Ms. Burgos Crannage seconded. Vote unanimous.
3. Check #7142 AAA Cooleration Service is for intake screens on the cooling tower. Check #7148 Journal News is for our subscription. Check #7157 Rockland County Board of Elections is for the budget vote equipment. Ms. Soto moved to accept the Check Warrant June 5, 2015 through June 9, 2015, in the amount of \$11,632.16. Ms. Burgos Crannage seconded. Vote unanimous.
4. The following Resolutions were moved:
Ms. Burgos Crannage moved to authorize the Principal Account Clerk to make necessary account transfers to balance expense accounts in order to close accounts for year 2014-2015, ultimately subject to Board approval. Mr. Cobb seconded. Vote unanimous.
Mr. Cobb moved to approve the attached list of transfers made from TD Bank Sweep Account from May 13, 2015 to June 9, 2015, as per audit. Ms. Soto seconded. Vote unanimous.
Ms. Soto moved to approve the Payroll Warrants for May 11, 2015 and May 26, 2015.
Ms. Burgos Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

We have received all our tax money from the School District.

All solar panel bills have been paid.

Staff training is June 18 and June 19. On June 18 (full day training) the Main Library will open at 5 pm, the Branch will be closed. On June 19 (half day training) the Main Library will be open all day, the Branch will open at 1 pm.

The emergency preparedness training that staff participated in will be offered to the public. Circulation is down at HKDPL and is down throughout RCLS, the Mid-Hudson Library System, and the Capital District Library System.

Mr. Cobb moved to accept the June 9, 2015 Director's Report. Ms. Burgos Crannage seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Gerri Scheinin is retiring on June 30, 2015.

Policy

The Committee met at 7 pm, prior to the Board Meeting, to review a Credit Card Policy draft. This policy is separate from our Purchasing Policy. The Committee added to the draft a spending limit of \$2,500, with expenditures over that amount subject to Board approval. Ms. Soto moved to approve Policy 4.6 Credit Card Use and Policy 4.6a Credit Card Use Policy Employee Acknowledgement Form. Mr. Cobb seconded. Vote unanimous.

The next Committee meeting will be July 14, 2015, 7 pm, prior to the Board meeting.

Building & Grounds

Nothing to report.

Budget

The budget passed, 109 yes to 46 no, and Ms. Kaiser was re-elected to a 5 year term.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Burgos Crannage moved to adjourn the meeting at 8:10 pm. Mr. Cobb seconded. Vote unanimous.



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, June 9, 2015
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

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

Submitted by: Cheryl Fellner, Clerk to the Board