



## AGENDA

### HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY

Main Library, Garnerville, N. Y.

Tuesday, July 12, 2016

7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. MINUTES
- V. ORGANIZATIONAL MEETING
- VI. COMMUNICATIONS
- VII. FINANCIAL REPORTS
- VIII. DIRECTOR'S REPORT
- IX. 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
- X. OLD BUSINESS
- XI. NEW BUSINESS
- XII. ADJOURNMENT



MINUTES  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
BOARD MEETING  
Main Library, Garnerville, N.Y.  
July 12, 2016

Board Members Present

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

Absent

Kenneth Balban

Staff

Claudia Depkin, Director  
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:39 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

**IV. MINUTES**

Ms. Soto moved to accept the Minutes of the June 14, 2016 Board Meeting. Ms. Koop seconded. Vote unanimous.

**V. ORGANIZATIONAL MEETING**

Ms. Soto moved to nominate the following Slate of Officers for the 2016-2017 budget year:

- Richard Freeman - President
- Stephen Cobb - Vice President
- Gail Kaiser - Financial Officer
- Bernadette Koop - Secretary

Ms. Burgos Crannage seconded. Vote unanimous.

Ms. Burgos Crannage moved to designate the following for the 2016-2017 budget year:

- Cheryl Fellner as Clerk to the Board
- Richard Freeman and Gail Kaiser as check signees, with Cheryl Fellner as third signee when either Mr. Freeman or Ms. Kaiser are unavailable
- Korn, Rosenbaum, Phillips & Jauntig as accounting firm
- Keith Cornell as attorney
- TD Bank as official depository
- The 2<sup>nd</sup> Tuesday of the month as the official meeting date
- The Journal News and the Rockland County Times as official newspapers

Ms. Kaiser seconded. Vote unanimous.

Ms. Koop moved to designate the following Slate of Committees for the 2016-2017 budget year:

**Personnel**

- Sonia Burgos Crannage, Co-chair
- Stephen Cobb, Co-chair
- Gail Kaiser
- Patricia Soto

**Budget**

- Gail Kaiser, Chair
- Patricia Soto
- Bernadette Koop
- Kenneth Balban

**Buildings & Grounds**

- Stephen Cobb, Co-chair
- Bernadette Koop, Co-chair
- Sonia Burgos Crannage
- Kenneth Balban

**Policy Review**

- Patricia Soto, Chair
- Gail Kaiser
- Stephen Cobb
- Bernadette Koop

The President of the Board is ex-officio member of **all** committees.  
Ms. Burgos Crannage seconded. Vote unanimous.

## **VI. COMMUNICATIONS**

There were no communications.

## **VII. FINANCIAL REPORTS**

1. Line 1502 Workers Compensation is high, it fluctuates every month. Line 1477 Custodial Overtime is high, one of our custodial workers resigned. Line 1611 Audio Media - Adult and line 1619 Visual Media - Adult are both very low. The Board as a whole and Ms. Kaiser in particular expressed their displeasure on these lines being underspent, and want this job responsibility assigned to another employee. Line 1828 Training is low, but line 1830 Travel and line 1835 Conferences are high. Ms. Depkin will check on why line 1828 is low, and will check with the Principal Account Clerk on whether or not lines 1830 and 1835 can be combined into a Professional Development line. Line 1843 Dues is high, individual NYLA memberships have been combined into one organizational membership, paid once a year. Line 1850 Special Programs - Adult is high, it includes payment for a bus trip in August. Line 1852 Summer Programs - Teens is high, it includes payment for the teen summer reading finale program. Line 1856 Summer Reading Teens is low and line 1640 Office Equipment is high, Ms. Depkin will check with the Principal Account Clerk as to what is included in these lines. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - June 30, 2016. Ms. Soto seconded. Vote unanimous.
2. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Adjusted Budget July 1, 2015 - June 30, 2016. Mr. Cobb seconded. Vote unanimous.
3. Check #8283 AAA Cooleration Service is for repair of the two boilers. Check #8288 David Engel is for Children's programs. Check #8293 Jester Jim is for a Children's Summer Reading Club program. Check #8301 Annadora Pedro is travel reimbursement. Checks #8307, 8314, 8318 and 8319 Eileen Stelljes are for Children's Summer Reading Club programs. Check #8315 Chorus of the Tappan Zee is for an Adult program. Ms. Kaiser moved to accept the Check Warrant June 15, 2016 through June 30, 2016 in the amount of \$40,752.03. Ms. Koop seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2016 - July 12, 2016. Ms. Soto seconded. Vote unanimous.
5. Check #8333 American Museum of Natural History and check #8340 Intrepid Sea Air and Space Museum are for museum memberships. Check #8353 Red Hawk Fire & Security is for our monitoring contract. Check #8362 Thyssen Krupp Elevator Corp. is our elevator maintenance contract. Check #8363 Trane Service Group is for a service call, there was an issue with the pump. Ms. Kaiser moved to accept the Check Warrant July 1, 2016 through July 12, 2016 in the amount of \$78,298.08. Mr. Cobb seconded. Vote unanimous.
6. Ms. Kaiser moved to accept the Resolutions as follows:  
To approve the attached list of transfers made from TD Bank Sweep Account from June 14, 2016 to July 12, 2016. Mr. Cobb seconded. Vote unanimous.

To approve the Payroll Warrants for June 22, 2016 and July 6, 2016. Ms. Burgos Crannage 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 2015-2016 budget year, subject to Board approval. Ms. Soto seconded. Vote unanimous.

To encumber \$7,678.67 from the following 2015-2016 budget lines:

Books - Adult	\$3,252.95
Children	521.79
Teen	1,191.09
Audio Media - Adult	978.66
Children	181.93
Teen	175.21
Visual Media - Children	90.21
Teen	1,276.80

Ms. Koop seconded. Vote unanimous.

## **VIII. DIRECTOR'S REPORT**

Custodial worker Jean Latoure and part-time library clerk Angela Masterlone have resigned. The clerk position will be filled with a sub position.

The \$10,000 grant we received does not have to be matched, but it must be used for technology and/or building upgrades. Possible uses are replacing our fire panel, purchasing a 3-D printer, and enclosing the upstairs balcony.

We are applying for the NYS Construction Grant, applications are due to RCLS September 1, 2016. We want to replace the windows in the Village Branch, and are getting quotes.

The annual RCLS Legislative Breakfast & Annual Meeting is on September 16 at the Bear Mountain Inn. Ms. Fellner will register those wanting to attend. At this time Ms. Depkin, Ms. Koop, Ms. Burgos Crannage, Mr. Freeman, and Ms. Soto will attend.

The Literacy Through Photography program was a big success, we plan to have it again in the Fall.

We have 21 applications for teen volunteers.

Ms. Soto moved to accept the Director's Report of July 12, 2016. Mr. Cobb seconded. Vote unanimous.

## **IX. COMMITTEE REPORTS**

### **Personnel**

Mr. Cobb moved to accept the resignation of Angela Masterlone, Library Clerk part-time. Ms. Burgos Crannage seconded. Vote unanimous.

Mr. Cobb moved to accept the verbal resignation of Jean Latoure, Custodial Worker full-time. Ms. Koop seconded. Vote unanimous.

Mr. Cobb read a letter he wrote and addressed to Ms. Depkin, acknowledging the kindness and caring he witnessed as Library Clerk Ceyda Paul helped an elderly patron out of the building, to his car. He asked that a copy of the letter be placed in Ms. Paul's personnel file.

**Policy**

The Committee met at 7 pm prior to the Board Meeting. The community rooms use policy was reviewed. Suggestions were made, the policy will be re-drafted and presented at the next Board Meeting. The Committee will next meet on August 9, 7 pm, prior to the Board Meeting.

**Buildings & Grounds**

Prospective projects are being looked at for use of the \$10,000 grant.

**Budget**

We are waiting for our tax money.

**X. OLD BUSINESS**

Nothing at this time.

**XI. NEW BUSINESS**

Larry Kigler is presenting Monday night's (July 18) library program *Haverstraw 400 - Then and Now Through Postcards*.

**XII. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:45 pm. Ms. Burgos Crannage seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board