



MINUTES  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
BOARD MEETING  
Main Library, Garnerville, N.Y.  
July 14, 2015

Board Members Present

Richard Freeman  
Bernadette Koop  
Patricia Soto  
Sonia Burgos Crannage

Absent

Kathleen Vandervoort  
Gail Kaiser  
Stephen Cobb

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 7:44 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.



**AGENDA**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
Main Library, Garnerville, N. Y.  
Tuesday, July 14, 2015  
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

**IV. MNUTES**

Ms. Soto moved to accept the Minutes of the June 9, 2015 Board Meeting. Ms. Burgos Crannage seconded. Vote unanimous.

**V. ORGANIZATIONAL MEETING**

Ms. Burgos Crannage moved to elect the following slate of officers for the 2015-2016 budget year:

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

Ms. Soto seconded. Vote unanimous.

Ms. Koop moved to designate the following for the 2015-2016 budget year:

- Cheryl Fellner as Clerk to the Board
- Korn, Rosenbaum, Phillips & Jauntig as accounting firm
- Keith Cornell as attorney
- TD Bank as official depository
- 2<sup>nd</sup> Tuesday of the month as official meeting date
- Journal News and Rockland County Times as official newspapers

Ms. Burgos Crannage seconded. Vote unanimous.

Ms. Soto moved to designate the following as check signees for the 2015-2016 budget year:

- Gail Kaiser, Financial Officer, first signee
- Richard Freeman, President, second signee
- Cheryl Fellner, Clerk to the Board, third signee, only in those instances when either Ms. Kaiser or Mr. Freeman are unavailable.

Ms. Koop seconded. Vote unanimous.

Designation of the Slate of Committees for the 2015-2016 budget year is tabled until the August 11, 2015 Board Meeting.

**VI. COMMUNICATIONS**

Email from Anne Sullivan, Library Media Specialist at James A. Farley Elementary School, thanking the library for sending Charlotte Von Hein and Carolina Abreu to the school's Parent Orientation Evening for ESL parents.

**VII. FINANCIAL REPORTS**

1. We have spent all the money we received. As of June 30, we have \$901,681 in the bank. Ms. Soto moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2014 - June 30, 2015. Ms. Burgos Crannage seconded. Vote unanimous.
2. Ms. Soto moved to approve the attached list of budget line transfers to balance the 2014-2015 budget year. Ms. Koop seconded. Vote unanimous.
3. Check #7222 Prime Auditors represents half of the refund they obtained for the library, from overcharges on our Broadview bills. Check #7197 Orange & Rockland is high, it was an estimated bill. Check #7208 Baker & Taylor is for books. Check #7174 A & N Rappaport Lock & Alarm ifs for the replacement of the lock in the staff entrance door. Ms. Soto moved to accept the Check Warrant June 10, 2015 through June 30, 2015, in the amount of \$98,151.71. Ms. Koop seconded. Vote unanimous.
4. Ms. Soto moved to encumber \$11,807.44 from the following lines in the 2014-2015 budget:

Books - Adult	\$3,568.48
Books - Teen	\$2,291.15
Books - Children	\$ 365.40
DVD - Adult	\$1,063.49
DVD - Teen	\$ 115.94
DVD - Children	\$1,047.32
Audio - Adult	\$1,418.00
Audio - Teen	\$ 65.19
Audio - Children	\$ 415.87
CD Rom - Teen	\$ 546.41
CD Rom - Children	\$ 19.95
Technology	\$ 890.24

Ms. Burgos Crannage seconded. Vote unanimous.
5. Ms. Soto moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - June 30, 2016. Ms. Koop seconded. Vote unanimous.
6. Ms. Soto moved to accept the Check Warrant July 1, 2015 through July 8, 2015, in the amount of \$27,952.39 and the Check Warrant July 8, 2015 through July 14, 2015, in the amount of \$62,719.39. Ms. Koop seconded. Vote unanimous.
7. The following Resolutions were moved:

Mr. Soto moved to approve the attached list of transfers made from TD Bank Sweep Account from June 10, 2015 to July 14, 2015 as per audit. Ms. Burgos Crannage seconded. Vote unanimous.

Ms. Soto moved to approve the Payroll Warrants for June 10, 2015, June 24, 2015, and July 7, 2015. Ms. Koop seconded. Vote unanimous.

## VIII. DIRECTOR'S REPORT

Ms. Depkin met with Ileana Eckart, Jim Johnston, and the school district's attorney. They are amenable to loaning us \$1.1 million this year, and will continue to follow the DASNY contract.

Ms. Burgos Crannage moved the following Resolution as amended:

Resolved, that the Board of Trustees of the Haverstraw King's Daughters Public Library will enter an agreement with the North Rockland Central School District wherein the School District shall advance the Library \$1.1 million on September 1, 2015, and the Library shall reimburse the school district in full by November 16, 2015.

Ms. Soto seconded. Vote unanimous.

There was positive response to the Staff Training held on June 18 and 19.

Ms. Depkin will be attending the NYLA Sustainability Initiative Retreat in Rensselaer.

We had a large signup for Summer Reading, and a large turnout for the first Summer Reading program.

Ms. Soto moved to accept the July 14, 2015 Director's Report with the following correction in **Personnel**: "Swapan Baksi was hired as a Clerk-Typist." Ms. Burgos Crannage seconded.

Vote unanimous.

## IX. COMMITTEE REPORTS

### **Personnel**

Ms. Burgos Crannage moved to accept, with regret, the resignation of Gerri Scheinin, effective June 27, 2015. Ms. Koop seconded. Vote unanimous.

Ms. Burgos Crannage moved to appoint the following individuals to the position of Page: Daniel Cooney; Zackary Cruger; Tyler Hervias; Elizabeth George; Angela Loyola; and Neha Mathew. Ms. Soto seconded. Vote unanimous.

Ms. Burgos Crannage moved to appoint Swapan Baksi to the position of Clerk-Typist Substitute. Ms. Soto seconded. Vote unanimous.

Ms. Burgos Crannage moved to appoint Liju Devasia to the position of Information Services Assistant full-time. Ms. Soto seconded. Vote unanimous.

### **Policy**

The Committee met at 7 pm, prior to the Board Meeting, and reviewed the draft of Policy 5.3 Workplace Violence Prevention. Minor changes in wording were made. Ms. Soto moved to approve Policy 5.3 Workplace Violence Prevention. Ms. Koop seconded. Vote unanimous. The next Committee meeting will be August 11, 2015, 7 pm, prior to the Board meeting.

### **Building & Grounds**

AAA Cooleration has been doing a lot of work in the Main Library.

### **Budget**

Nothing to report.

**X. OLD BUSINESS**

Nothing at this time.

**XI. NEW BUSINESS**

Nothing at this time.

**XII. ADJOURNMENT**

Ms. Burgos Crannage moved to adjourn the meeting at 8:48 pm. Ms. Koop seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board