



## AGENDA

### HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY

Main Library, Garnerville, N. Y.

Tuesday, July 15, 2014

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 15, 2014

Board Members Present

Richard Freeman  
Sonia Burgos Crannage  
Stephen Cobb  
Patricia Soto  
Bernadette Koop

Absent

Kathleen Vandervoort  
Gail Kaiser

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 7:37 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

Mr. Freeman, President of the Board, swore in Mr. Cobb as Library Trustee, for the term July 2014 through June 2019.

III. **RECEPTION OF VISITORS**

There were no visitors.

**IV. ORGANIZATIONAL MEETING**

Mr. Freeman moved to elect the following slate of officers for the 2014-2015 budget year:

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

Ms. Koop, Secretary, cast one vote for Board approval. Mr. Cobb seconded. Vote unanimous.

Mr. Freeman moved to designate the following for the 2014-2015 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

Mr. Cobb seconded. Vote unanimous.

Ms. Soto moved to approve the following Slate of Committees for the 2014-2015 budget year:

**Personnel**

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

**Budget**

- Gail Kaiser, Chair
- Patricia Soto
- Bernadette Koop
- Kathleen Vandervoort

**Buildings & Grounds**

- Stephen Cobb, Co-chair
- Bernadette Koop, Co-chair
- Sonia Burgos Crannage
- Kathleen Vandervoort

**Policy Review**

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

The President of the Board is ex-officio member of **all** committees.

Ms. Koop seconded. Vote unanimous.

**V. MINUTES**

Ms. Koop moved to accept the Minutes of the June 10, 2014 Board Meeting. Mr. Cobb seconded. Vote unanimous.

**VI. COMMUNICATIONS**

Letter from Elvira Caccioppoli to the Board of Trustees, notifying the Board of her retirement effective June 22, 2014, and wishing staff the best in all future endeavors.

**VII. FINANCIAL REPORTS**

1. Line 04 Interest Income is interest on our bond, which DASNY holds and gives us once a year. Ms. Soto moved to accept the Adjusted Profit & Loss Budget vs. Actual Report July 1, 2013 - June 30, 2014. Mr. Cobb seconded. Vote unanimous.
2. Ms. Soto moved to accept the Resolutions as follows:  
To make budget line transfers as per attached list to balance the 2013-2014 budget year. Mr. Cobb seconded. Vote unanimous.  
To encumber a total of \$24,309.78 from the following lines in the 2013-2014 budget:  
Total encumbered -

Salaries	\$3,931.20
Books-Children	\$2,926.64
Books-Adult	\$3,508.64
Audio-Children	\$1,668.33
Audio-Teen	\$ 206.58
DVD-Adult	\$2,327.17
DVD-Children	\$2,872.00
DVD-Teen	\$2,783.55

  
Mr. Cobb seconded. Vote unanimous.
3. Ms. Soto moved to accept the Check Warrant June 11, 2014 through June 30, 2014, in the amount of \$112,594.99. Ms. Koop seconded. Vote unanimous.
4. RCLS is allowing us to hold off paying our ANSER and related fees until October. Mr. Cobb moved to accept the Profit & Loss Budget vs. Actual Report June 2014 - June 2015. Ms. Burgos Crannage seconded. Vote unanimous.
5. Check #6191 Korn, Rosenbaum is for our accountants, they are paid 4 times a year. Check #6203 Red Hawk Security is for a software upgrade for our alarm system. Mr. Cobb moved to accept the Check Warrant July 1, 2014 through July 15, 2014, in the amount of \$80,324.08. Ms. Burgos Crannage seconded. Vote unanimous.
6. Ms. Soto moved to accept the Resolution as follows:  
To approve the attached list of transfers made from TD Bank Sweep Account from June 11, 2014 to July 15, 2014, as per audit. Ms. Koop seconded. Vote unanimous.

**VIII. DIRECTOR'S REPORT**

Ms. Depkin spoke at length with OnForce Solar's project manager, and made it clear that we are dissatisfied with the delay in getting the project started. Ms. Depkin was told that the delay is due to not being able to find prevailing wage installers.  
Ms. Burgos Crannage moved to accept the July 15, 2014 Director's Report. Ms. Koop seconded. Vote unanimous.

**IX. COMMITTEE REPORTS**

**Personnel**

Mr. Cobb moved to accept the resignation of Elvira Caccioppoli, Library Clerk PT. Ms. Soto seconded. Vote unanimous.  
Mr. Cobb moved to appoint Amy Hanus and Carina Genova as Library Clerk PT. Ms. Soto seconded. Vote unanimous.  
Mr. Cobb moved to appoint Isabella Sessa as Page. Ms. Burgos Crannage seconded. Vote

unanimous.

**Policy**

Ms. Soto moved to approve Policy 3.6 Posting on Bulletin Boards and Policy 3.6a Submission Form for Posting on Bulletin Boards. Ms. Koop seconded. Vote unanimous. The Committee will meet at 7 pm prior to the August 12 Board Meeting, to discuss a Purchasing Policy draft.

**Building & Grounds**

We have four estimates for the repair of the sidewalk at the Main Library. Two of the estimates do not include the entire scope of work. Of the remaining two estimates, one is significantly lower than the other. We'll ask that vendor to itemize the work, and we will put a RFP in the Rockland County Times to obtain other bids.

**Budget**

We are asking Baker & Taylor and Midwest Tape if we can defer our payments until October. They allowed us to do so last year.

**X. OLD BUSINESS**

If we switch energy suppliers, we would hold off on our electric for the Main Library until the solar panels have been running for a year. Based on our past year's gas usage in both buildings, and based on current rates, if we switched from Energy Plus to Hudson Energy, we could see an approximate savings of \$1,500 per year. If we switched our electric for the Village Branch, we could see an approximate savings of \$1,076 per year. We will obtain bids from other energy suppliers.

**XI. NEW BUSINESS**

July 9, 2015 is the 120<sup>th</sup> anniversary of the Library. We will plan a celebration. Ms. Koop stated that she and Ms. Kaiser spoke about a library friends association, and possibly contacting Kenneth Balban to see if he would be interested in organizing one.

**XII. ADJOURNMENT**

Ms. Burgos Crannage moved to adjourn the meeting at 8:35 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, August 12, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board