

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, September 10, 2013
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. MINUTES
- V. COMMUNICATIONS
- 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.
September 17, 2013 (*rescheduled from September 10, 2013*)

Board Members Present

Richard Freeman
Gail Kaiser
Patricia Soto
Stephen Cobb
Bernadette Koop

Absent

Sonia Burgos Crannage
Kathleen Vandervoort

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 7:32 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

No visitors were in attendance.

IV. **MINUTES**

Ms. Depkin responded to Ms. Scollo, the patron who believes our meeting rooms should be available free of charge to for-profit businesses. Ms Scollo replied in turn, stating she understood our policy. Ms. Soto moved to accept the Minutes of the August 13, 2013 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

V. COMMUNICATIONS

Thank you card from Moira O'Brien to the Board, thanking the Board for the flowers and note.

VI. FINANCIAL REPORTS

1. We received the solar panel grant check. Line 1430 Librarian I, Substitute is high, additional librarians were scheduled during the very busy Summer Reading Club months. Line 1632 ANSER Telecommunications reflects our quarterly payment. Line 1835 Conferences includes 3 registrations for this month's NYLA Conference. Line 1860 Miscellaneous Fees is high due to the payment of an annual TD Bank corporate credit card fee, mandated by VISA. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2013 - September 17, 2013. Mr. Cobb seconded. Vote unanimous.
2. Check #5174 Lois Morton is for an Adult program. Check #5176 Quill is for copy paper. Ms. Kaiser moved to accept the Check Warrant August 14, 2013 through September 5, 2013, in the amount of \$46,890.74. Ms. Koop seconded. Vote unanimous.
3. Check #5201 Motion Picture Licensing Corp. is for our license to show movies in the library. Check #5198 AAA Cooleration is for repair of the Community Room Florida heat pump. Check #5202 NADA Appraisal Guide is an automobile appraisal book. Ms. Kaiser moved to accept the Check Warrant September 6, 2013 through September 17, 2013, in the amount of \$64,019.21. Ms. Soto seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolution as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from August 14, 2013 to September 17, 2013, as per audit. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

A political sign had been placed in front of the Village Branch on library property, which was subsequently removed. An article that appeared in the Rockland County Times about political signs in general included a picture of the sign and library. Baker & Taylor has agreed to defer billing for orders placed. Youth Services Dept. Head Tara Morris and Teen Services Dept. Head Patrice Gottfried met with Ms. Depkin to discuss the coordination of teen volunteers for youth services programs. For next year different procedures will be put in place, including not making volunteer orientation mandatory. Ms. Koop moved to accept the September 10, 2013 Director's Report. Ms. Soto seconded. Vote unanimous.

VII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

Ms. Depkin passed out a Library Policies Overview to the Board. All policies will be reviewed

in order of priority. The Policy Committee will meet at 7 pm prior to the next Board Meeting, October 8, to start the review.

The revised Personnel Manual was distributed to the Board. Ms. Soto moved to adopt the Personnel Manual. Ms. Koop seconded. Vote unanimous.

Building & Grounds

The Solar Panel Proposals Summary was redistributed to the Board, now including Monolith information. Monolith's proposed system size is much larger than the other three vendors'. OnForce is the only vendor offering a maintenance contract, the other vendors state a contract is not necessary. Ms. Depkin will contact the vendors for references.

Budget

Due to an error, employee Terry Eagle was placed on the Salary Schedule B. She became full-time after July 1, 2012, but was on staff prior to that and should have been placed on Salary Schedule A. A correction is needed to adjust her salary for this fiscal year by \$2,418.54, to the amount of \$56,365.40. Ms. Kaiser moved to adjust Terry Eagle's salary to \$56,365.40 for the 2013-2014 fiscal year. Ms. Soto seconded. Vote unanimous.

IX. OLD BUSINESS

After contacting references, a decision on a solar panel vendor will be made.

X. NEW BUSINESS

The RCLS Legislative Breakfast and Annual Meeting is Friday, September 20. Ms. Koop, Ms. Soto, and Ms. Depkin will attend.

The RCLS 2014 proposed budget and a Budget Highlights Reference Guide was distributed to the Board. New York State aid to RCLS continues to decrease, making it necessary for RCLS to use its fund balance. In the proposed 2014 budget, service fees to member libraries will not be increased. Our library's fee will be a little less than what we had budgeted. Every library has a vote on the RCLS budget, if it is not passed, the budget remains frozen. Ms. Soto moved to approve the resolution to accept the 2014 RCLS budget as presented. Mr. Cobb seconded. Vote unanimous.

The Haverstraw Village Street Fair is Sunday, September 22. We will have a booth.

A "Save the Date" card for "Assuming Responsibility for Tomorrow", a program for library trustees and directors at RCLS on October 23, was distributed.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:34 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, October 8, 7:30 p.m. at the Main Library.

Submitted by: Cheryl L. Fellner, Clerk to the Board