



**AGENDA**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
Main Library, Garnerville, N. Y.  
Tuesday, January 10, 2017  
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



MINUTES  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
BOARD MEETING  
Main Library, Garnerville, N.Y.  
January 10, 2017

Board Members Present

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

Absent

Staff

Claudia Depkin, Director  
Victor Contero, Principal Account Clerk  
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:33 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

Grace Riario, Asst. Director of RCLS, attended. She handed out the 2015 edition of the "Library Handbook for Trustees" along with a handout of recent changes. The current

updated handbook can be accessed online. Ms. Riario suggested that Trustees read the sections on Library Laws and Budgets and Finance, and reminded the Board that Trustees should come from diverse backgrounds and have the best interest of the Library at heart.

#### **IV. COMMUNICATIONS**

There were no communications.

#### **V. MINUTES**

There were two corrections to the Minutes: page 3, Section VII, second paragraph, “are excited for her” should read “is excited for her”; and page 4, second line, “fa” should be corrected to “a”. Ms. Soto moved to accept the Minutes of the December 13, 2016 Board Meeting as corrected. Ms. Burgos Crannage seconded. Vote unanimous.

#### **VI. FINANCIAL REPORTS**

1. Line 16 Grants Misc. is low, the construction grant money we receive in April will be posted to this line. We will check how this line ended in June, 2016. Line 20 Fines - Village and line 21 Fines - Rosman are monies collected from patrons for late and/or lost items. Line 1508 AFLAC should not be listed as an expense, it is paid in full by employees. Line 1433 Librarian I Saturday and Line 1434 Librarian I Sunday should be moved into line 1430 Librarian I Substitute in next year’s budget. Line 1458 Branch Coordinator Stipend is high, it had been overpaid in error and will not be paid again until April, 2017. There are two lines 1481 Custodial Worker FT, they will be combined. Line 1610 Audio Media Teens is low, we just changed the way we are purchasing audio media for teens. Line 1821 Telephone - Village and line 1822 Telephone - Main are high, we will check into it. Optimum completed all the work needed for the switchover from Broadview. Line 1715 Repair & Maintenance is high, we replaced a triple valve to the tower, it was an expensive part and because water had to be shut off, the work was done on a Sunday when we were not open. Line 1835 Conferences is high, six employees went to the NYLA conference last year. Line 1860 Miscellaneous Fees is high, it reflects an adjustment made in the journal entry by the accountant. Line 1851 Special Programs Children is low, we have many programs scheduled and will check into why the line is low. Line 1641 Furniture & Fixtures is low, we will be purchasing shelving and a desk. As the Employee Salaries lines have not changed since the last Profit & Loss Budget vs. Actual Report, ending December 13, 2016, we will check into why and table approval of the report until the next Board meeting, February 14.
2. Check #8838 Proquest is adult materials. Check #8852 Crestline Specialties, Inc. is for 2 tablecloths imprinted with the library logo, to be used when we are at farmer’s markets, school events, etc. Check #8853 Crimson Multimedia Distribution, Inc. is for teen video games. Check #8870 Bulldog Communications, Inc. is for the company who connected

the new Optimum equipment in the Main library. Ms. Depkin will ask for a reimbursement from Optimum. Check #8892 Jancz-Urban, Velya is for an adult program. Check #8902 Allied Universal is for our security guards. Ms. Kaiser moved to accept the Check Warrant December 14, 2016 through January 10, 2017, in the amount of \$79,111.68. Mr. Cobb seconded. Vote unanimous.

3. Ms. Kaiser moved to accept the Resolutions as follows:

To approve the attached list of transfers made from TD Bank Sweep Account from December 14, 2016 to January 10, 2017. Mr. Balban seconded. Vote unanimous.

To approve the Payroll Warrants for December 21, 2016 and January 4, 2017. Ms. Koop seconded. Vote unanimous.

## **VII. DIRECTOR'S REPORT**

Ms. Depkin met with a location scout for an upcoming movie. He is interested in using the interior of the Village Branch for the movie. Shooting would take up to 9 days, the Branch would have to be closed. The Library would be compensated. Ms. Depkin will get more specifics and inquire about having a shuttle bus bring Village patrons to the Main Library while the Branch is closed.

The blood drive did not have as many donors as usual, possibly because there were other drives taking place and because of the date of the drive (between Christmas and New Year's). Ms. Soto moved to accept the January 10, 2017 Director's Report. Ms. Kaiser seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

### **Personnel**

The Committee will meet on February 14, 2017 at 7 pm, prior to the Board meeting, to start work on the 2017-2018 budget.

### **Policy**

Nothing to report.

### **Building & Grounds**

Nothing to report.

### **Budget**

The tax cap this year is 1.6%.

Ms. Kaiser moved to approve a Tax Cap Override Resolution as follows:

Whereas, the adoption of the 2017-2018 budget for the Haverstraw King's Daughters Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and  
Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Haverstraw King's Daughters Public Library voted and approved to exceed the tax levy limit for 2017-18 by at least the sixty percent of the board of trustees as required by state law on January 10, 2017.

Ms. Burgos Crannage seconded. Vote unanimous. *The 60% mandate is met.*

Ms. Soto moved to set June 8, 2017 as the date of the Haverstraw King's Daughters Public Library's annual budget vote and trustee election. Ms. Koop seconded. Vote unanimous

In order to allow sufficient time to work on the 2017-2018 budget, it was suggested that the April Board meeting be pushed back. Ms. Soto moved to change the date of the April Board meeting from April 11 to April 18, 2017. Ms. Koop seconded. Vote unanimous.

**IX. OLD BUSINESS**

We will send out requests for proposals to accounting firms, including Berard & Associates. We have not yet received a hard copy of our 2015-2016 audit.

**X. NEW BUSINESS**

Nothing at this time.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:57 pm. Mr. Cobb seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board