



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, October 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 & Stephen Cobb, Co-Chairs
 - b. Policy Review – Patricia Soto, Chair
 - c. Building & Grounds – Kenneth Balban & 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.
October 10, 2017

Board Members Present

Richard Freeman
Stephen Cobb
Gail Kaiser
Bernadette Koop

Absent

Sonia Burgos Crannage
Patricia Soto

Staff

Claudia Depkin, Director
Casey Conlin, Asst. Director
Victor Contero, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:28 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

David Wemmer and Donalee Berard of Berard & Associates, CPAs attended. A draft budget for the year ending June 30, 2017 and letter to management were passed out to all in attendance. Mr. Wemmer and Ms. Berard give the library's financial statements a "clean opinion." They noted that we need to define where our surplus goes, and our biggest savings

is in personnel costs, due to retirees. Recommendations were made with regard to our cash disbursement and bank reconciliation processes. The accountants also recommended that we develop and maintain a fiscal policy and procedures manual. The final audit will be distributed prior to the November Board meeting.

IV. COMMUNICATIONS

Letter to Helen Rojas from Priscilla Blanco, Standards & Support Specialist at Child Care Resources of Rockland. Ms. Blanco thanked Helen and the library for our services that encourage children in center and home-based childcare to enjoy reading and story-telling. Letter to Patrice Gottfried from Carolyn Blashek, President of Operation Gratitude, thanking her for the donation of 24 paracord bracelets that will be included in care packages sent to our military and first responders, their children and caretakers. Letter to Patrice Gottfried from Jen Rubino, Executive Director of Cards for Hospitalized Kids, thanking her for the donation of handmade cards which will be distributed to hospitalized children.

V. MINUTES

Ms. Koop moved to accept the Minutes of the September 19, 2017 Board Meeting. Mr. Cobb seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 20 Fines-Village is high. Line 1507 Optical is low. Line 1455 Clerk Typist Spanish Speaking is high, it includes vacation pay to a retiree. Line 1465 Library Clerk/Typist Sub is for multiple employees. Library Materials lines are low, we were holding off paying bills until we received money from the school district, which we just received. Line 1715 Repair & Maintenance is high, \$13,000 is grant money. Line 1825 Postage is low, it does not include postage for the newsletter. Line 1828 Training is low, training opportunities are coming up. Line 1835 Conferences is high, it includes payment for the annual NYLA Conference. Lines 1631 ANSER and 1632 ANSER Equipment are low, billing is deferred and we haven't purchased any equipment. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through October 10, 2017 Report. Mr. Balban seconded. Vote unanimous.
2. Checks #9805, 9813, 9821, and 9781, all to AAA Cooleration Service, are for work on the cooling tower, unit #4, water treatment, replacement of parts, and service contract. Check #9847 Deluxe for Business is for checks. Check #9856 New York Library Association is for conference registration. Check #9661 Red Hawk Fire & Security is the quarterly alarm system monitor charge. Ms. Kaiser moved to accept the Check Warrant September 20, 2017 through October 6, 2017, in the amount of \$53,291.79. 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 September 20, 2017 through October 10, 2017. Ms. Koop seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of September 27, 2017 and October 11, 2017. Mr. Balban seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

We received \$214 from the Mary E. Van Orden Trust, Ms. Depkin sent an acknowledgement letter.

Patrons loved the adult watercolor classes, with permission, pictures of the classes will be placed on our website.

The RCLS Annual Legislative Breakfast was well attended.

Fines collected in late September and October will be donated to hurricane relief efforts.

We have a display board on the mid-level where wishes for Puerto Rico can be posted.

Ms. Kaiser moved to accept the October 10, 2017 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Rio Auceno received her MLS degree.

Mr. Cobb moved to appoint Jacklyn Gomez to the position of Librarian I full time, effective 10/11/2017. Ms. Koop seconded. Vote unanimous.

Mr. Cobb moved to appoint Carina Genova to the position of Clerk Typist I part time, substitute, effective 10/11/2017. Mr. Balban seconded. Vote unanimous.

Policy

The Committee met at 7 pm, prior to the Board Meeting. They will next meet at 7 pm on November 14, 2017, prior to the Board Meeting.

Building & Grounds

We are getting 3 estimates on replacing the Village windows.

We are getting an estimate on encasing the balcony in the Main Library with a glass wall.

Budget

The final audit will be included with the November Board Meeting packet.

IX. OLD BUSINESS

The Karen Weaver Children's Room dedication will be on November 18 at 2 pm. A notice was sent to the Rockland County Times.

X. NEW BUSINESS

Ms. Kaiser moved to approve the 2018 RCLS operating budget. Mr. Cobb seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:43 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, November 14, 2017, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board