



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, October 9, 2018
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 9, 2018

Board Members Present

Richard S. Freeman
Stephen Cobb
Kenneth Balban
Patricia Soto
Bernadette Koop

Absent

Sonia Burgos Crannage
Gail Kaiser

Staff

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

I. CALL TO ORDER

Ms. Depkin requested an earlier start to the Meeting. Mr. Freeman called the meeting to order at 7:24 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

Letter from RCLS Board President Martha Anderson to Richard Freeman and Claudia Depkin, stating that RCLS Trustees are committed to visiting member library board meetings in order to improve communications between Trustees.

Letter from Bank of NY Mellon re: the Library's mutual funds. The letter will be passed on to our accountant.

Copy of a Facebook posting by *No Animal Left Behind* on their Facebook page, thanking the Library's teen volunteers for their donation of sock dolls.

V. MINUTES

Mr. Balban moved to accept the Minutes of the September 13, 2018 Board Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 17 Grants RCLS is federal grant money we receive through RCLS. Line 1852 Special Programs Teens is high, it includes materials for King Con. The Garnerville branch of TD Bank is closing. Mr. Contero will check on current bank interest rates. Ms. Soto moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through October 9, 2018 Report. Mr. Balban seconded. Vote unanimous.
2. There are numerous checks payable to Midwest Tape and Baker & Taylor. These vendors allowed us to defer payment until we received our tax money. Check #11105 Omni Financial Group is for the employee funded annuity. Check #11106 Onforce Solar is for annual maintenance to monitor the system. Check #11098 IT Savvy LLC is for computer replacement. Ms. Koop moved to accept the Check Warrant September 14, 2018 through October 5, 2018, in the amount of \$157,624.46. Mr. Balban seconded. Vote unanimous.
3. Ms. Soto moved to accept the Check Warrant October 6, 2018 through October 9, 2018, in the amount of \$5,788.87. Ms. Koop seconded. Vote unanimous.
4. Ms. Soto moved to accept the Resolutions as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from September 14, 2018 through October 9, 2018. Ms. Koop seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of September 26, 2018 and October 10, 2018. Mr. Balban seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

We are looking for another substitute Custodial Worker as Otis Alston took another position. Ms. Depkin spoke with our attorney with regard to our tax pledge agreement with the school district. The agreement has a schedule of when taxpayers pay the school, not of when the

school pays the Library. Ms. Depkin will check with other special district libraries to see how they collect their money and with RCLS for their input. She will also speak with the New York State Division of Library Development, and check with the Town of Haverstraw on whether or not the Town can send separate bills to taxpayers, one for the school and one for the Library. Another possibility is the Library sending out the tax bill. The School Board is scheduled to meet on November 20 at 6 pm, our loan will be discussed.

September was Library Card Signup Month, staff went to many local businesses signing up patrons. 346 new cards were issued.

Mr. Cobb mentioned that the Historical Society has a cider press that could be used for the next Apple Mania program.

Mr. Cobb moved to accept the October 9, 2018 Director's Report. Ms. Soto seconded.

Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report

Policy

The Committee met at 7 pm, prior to the Board Meeting. Policy 5.5 Sexual Harassment Complaint Policy and Policy 5.5a Sexual Harassment Complaint Form were reviewed. Ms. Soto moved that the Board approve Policy 5.5 Sexual Harassment Complaint Policy and Policy 5.5a Sexual Harassment Complaint Form. Ms. Koop seconded. Vote unanimous.

Policy 2.10 Fees for Faxing, Photocopying & Printing was reviewed. Ms. Soto moved that the Board approve Policy 2.10 Fees for Faxing, Photocopying & Printing. Mr. Balban seconded. Vote unanimous.

The Committee will next meet on November 13, 7 pm, prior to the Board Meeting.

Building & Grounds

RCLS will approve our construction grant application for the repair of the Village Library steps on October 15. The application next goes to New York State, and then we can get bids. The Village of Haverstraw has not responded to our letter re: the lack of parking at the Village Branch.

Budget

All of our current bills have been paid.

IX. OLD BUSINESS

The RCLS operating budget must be voted on by the Library Board no later than December 7. Budget information is on the RCLS website. Ms. Depkin will email the link with information to the Trustees.

The RCLS Annual Meeting and Legislative Breakfast was well attended.

X. NEW BUSINESS

Someone has been ripping all of our new magazines. There is no security camera in the magazine area. Another DVR set up would be needed if we want to install an additional camera. We may move an existing camera, or move the Security Guard's desk.

Mr. Freeman mentioned that there is a wasp nest at the back of the building, visible from the Adult Services Desk. We will have it removed.

XI. ADJOURNMENT

Mr. Cobb moved to adjourn the meeting at 8:05 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, November 13, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board