



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, December 12, 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.
December 12, 2017

Board Members Present

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

Absent

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

Mr. Freeman called the meeting to order at 7:30 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Soto moved to accept the Minutes of the November 14, 2017 Board meeting. Mr. Balban seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. A proposed Custodian III position is not allowable by Civil Service rules, we are not large enough. The salary amount will be put into line 1482 Custodian II FT. Line 1841 Accounting is high, the audit is done. Line 1640 Office Equipment is low. Ms. Soto moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through December 12, 2017 Report. Ms. Koop seconded. Vote unanimous.
2. Check #10036 and #10054 Metropolitan Life is for the annuity that staff can contribute to. Check #10041 Proquest is for databases. Check #10044, #10063, #10065, and #10071 Fran Rosemann is for children's programs. Mr. Cobb moved to accept the Check Warrant November 9, 2017 through December 8, 2017, in the amount of \$1,004,648.50. Ms. Soto seconded. Vote unanimous.
3. Check #10093 and #10106 Ivy Omere is for children's programs. Check #10091 Midwest Tape is for Hoopla. Ms. Soto moved to accept the Check Warrant December 9, 2017 through December 12, 2017, in the amount of \$21,690.21. Mr. Balban seconded. Vote unanimous.
4. Ms. Koop moved to accept the Resolutions as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from November 15, 2017 through December 12, 2017. Mr. Cobb seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of November 22, 2017 and December 6, 2017. Ms. Burgos Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

We received more money from the North Rockland Central School District, \$458,000 is still owed.

We are requesting the hire of 3 substitute librarians, all will be on the same budget line. The children's department's Breakerspace program was a huge hit, it will be scheduled again. Using free software from RCLS, Casey Conlin has launched an e-newsletter. There is a link on our website for sign up and new patrons will be asked if they want to receive it. It is a monthly newsletter, augmenting our bi-monthly print newsletter.

Library programs are being highlighted on our Facebook page, resulting in more people attending programs.

There was a large turnout at the Karen Weaver Children's Room dedication, the family was appreciative.

18 people attending a Haverstraw ESL class applied for library cards.

Ms. Depkin, on behalf of the North Rockland Rotary, passed out dictionaries at Willow Grove elementary school. She talked about library cards and students were very excited about the prospect of getting one.

Mr. Cobb moved to accept the December 12, 2017 Director's Report. Ms. Burgos Crannage seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to appoint Tim Tetreault, Alice Koziol, and Kelly Povero to the position of Librarian I, sub. Ms. Sonia Burgos Crannage seconded. Vote unanimous.

Policy

The Committee met at 7 pm prior to the Board Meeting. Our investment policy was discussed, currently it is brief, we want to expand it. Also discussed was the election to waive medical benefits. The policy will remain the same but the wording will be changed. Longevity Benefits will not be added to the Personnel Manual, but the practice will be kept. The Committee will next meet on January 9, 2018, 7 pm, prior to the Board Meeting.

Building & Grounds

We have 3 bids for window replacement in the Village. The bids range from \$12,500 to \$22,400, each bidder using different types of windows. We need and will get more information on the windows, warranties, etc., before making a decision.

Budget

The Committee will meet in February to start work on the 2018-2019 budget.

IX. OLD BUSINESS

As Keith Cornell has been elected Rockland County Surrogate Judge, we must hire a new attorney. We have been in touch with 4 attorneys, one of whom works at Cornell & Cornell. We want to hire an attorney who is local, with library experience. A decision will be made at the January Board meeting.

X. NEW BUSINESS

February 28, 2018 is Library Advocacy Day in Albany. RCLS will again be running buses.

XI. ADJOURNMENT

Ms. Koop moved to adjourn the meeting at 8:10 pm. Mr. Cobb seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, January 9, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board