



**AGENDA**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
Main Library, Garnerville, N. Y.  
Tuesday, December 13, 2016  
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.  
December 13, 2016

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 7:30 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

No visitors were in attendance.

#### **IV. COMMUNICATIONS**

Letter from Martha Robles, Executive Director of Catholic Charities Community Services of Rockland, thanking the Library for our generous donation of food in November.

#### **V. MINUTES**

Ms. Burgos Crannage moved to accept the Minutes of the November 8, 2016 Board Meeting. Ms. Koop seconded. Vote unanimous.

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

1. Principal Account Clerk Victor Contero introduced himself to the Trustees, spoke of his background, and thanked the Board for the opportunity to work at the Library. The Trustees introduced themselves.
2. Line 13 Copy Machine-Village and Line 14 Copy Machine-Rosman are high. Line 17 Grants-RCLS is high, it includes the \$10,000 grant we received from Senator Larkin. Line 29 E Rate Refund is high, it will be lower next year. Line 1500 NYS Retirement is at a negative, an employee borrowed from retirement and overpaid his repayment. Line 1464 Library Clerk, Adult PT is an unfunded position, that money should be moved into Line 1465 Library Clerk/Typist Sub. Line 1477 Custodial Overtime is high. There are two Lines 1481 Custodial Worker FT, they will be combined. Custodial Worker Juan Portes started in September. Line 1474 Info Services Asst. I PT was moved to the FT line, the PT line will be adjusted next fiscal year. Lines 1610 Audio Media Teens and 1612 Audio Media Children are low, materials are being weeded and then orders will be placed. Line 1607 Standing Orders-Children is high, this is reference materials ordered once a year. Line 1715 Repair & Maintenance is slightly high. Line 1710 Utilities Village and 1711 Utilities Main are about the same. Line 1821 Telephone-Village and Line 1822 Telephone-Main are high, Optimum will be here on Friday to install their equipment. Our savings from the switch from Broadview to Optimum will be approximately \$1,000/month. Line 1835 Conferences is high, 6 employees attended the annual NYLA Conference. Line 1841 Accounting is for our accountant. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - December 13, 2016. Ms. Soto seconded. Vote unanimous.
3. Check #240 NYS Employees' Health Insurance reflects the premium increase. Check #8672 Debra Garcia-McDermott is the part-time employee filling in for the Principal Account Clerk. Check #8716 AAA Cooleration Service is for a triple valve and toilet repair. Check #8729 Foster & Foster Inc. is for the valuation of our post-retirement benefits. The valuation was last done 5 years ago. Check #8752 Art Kids Rule LLC is for an Adult program. Check #8770 Specialty Mower Repair is for snow blower maintenance. Check #8797 Allied Universal is for our security guards. Ms. Kaiser moved to accept the Check Warrant November 9, 2016 through December 13, 2016 in the amount of \$211,727.30. Ms. Burgos Crannage seconded. Vote unanimous.

4. Ms. Kaiser moved to accept the Resolutions as follows:  
To approve the attached list of transfers made from TD Bank Sweep Account from November 9, 2016 to December 13, 2016. Mr. Cobb seconded. Vote unanimous.  
To approve the Payroll Warrants for November 23, 2016 and December 7, 2016. Mr. Balban seconded. Vote unanimous.

**VII. DIRECTOR'S REPORT**

Grace Riario, Asst. Director at RCLS, will attend our January meeting. She will distribute the new edition of the Trustee Handbook and speak about library boards.

Ms. Depkin was accepted into the PLA Leadership Academy. The Board congratulated Ms. Depkin on this accomplishment, and are excited for her.

Circulation of checked-out items is down, circulation of downloaded items is up.

Ms. Soto moved to accept the December 13, 2016 Director's Report. Ms. Koop 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**

The Committee met prior to the Board Meeting and reviewed two sections of the Personnel Manual.

Section 502 Work Schedule did not clearly define work schedules. The Section was reworded and amended as follows:

“Full-time clerical or professional employees work 35 hours each week. Full-time custodial employees work 40 hours each week. Part-time employees should not work more than 17.5 hours each week, as per Civil Service regulations. No employee shall work overtime without prior authorization of the Library Director.

An employee may be assigned to work nights, Saturdays or Sundays (see COMPENSATION Section 208) on a rotating basis. The employee must be given equivalent time off during the work week, so that the total number of hours worked does not exceed his/her regular weekly schedule.

502(a). A full-time clerical or professional employee who is asked to work more than his/her scheduled number of hours will be paid according to the New York State Department of Labor Minimum Wage Orders, which covers overtime requirements:

Employees receive the straight hourly rate for hours worked up to 40 hours per week.

Employees receive the time-and-a-half hourly rate for hours worked above 40

hours per week. This is referred to as the “overtime rate.”

Additionally, for a full-time clerical or professional employee who works more than his/her 35 hour schedule, the Library will give straight comp time for the time worked between 35 and 40 hours.

502(b). A full-time custodial employee who works over the regular schedule of 40 hours per week is paid at the time-and-a-half (overtime) rate for those additional hours.”

Ms. Soto moved to approve the amended Section 502. Ms. Kaiser seconded. Vote unanimous.

Section 707 Business Travel Expenses was amended with the addition of the following to the last paragraph:

Employees are expected to limit expenses to reasonable amounts, “not to exceed \$50 per day. Covered meals are breakfast and dinner, exempting alcoholic beverages.”

Ms. Soto moved to approve the amended Section 707. Ms. Kaiser seconded. Vote unanimous.

**Building & Grounds**

Nothing to report.

**Budget**

Nothing to report.

**IX. OLD BUSINESS**

The final Audit Report for the year ended June 30, 2016 was emailed to Ms. Depkin from the accountant. The audit is due to the NYS Comptroller December 14, 2016. Ms. Depkin will email the audit to the Comptroller and to the Trustees. If changes are needed, the audit will be amended at the January 10 Board meeting, and a motion will be made for its approval. Korn Rosenbaum LLP is being sold to Berard & Associates, we will continue with them through the end of the budget year.

**X. NEW BUSINESS**

Nancy Casey, wife of past Library Board President and Town of Haverstraw Historian Thomas F.X. Casey, has numerous historical books she would like to donate to the Library. The books will be placed in our Local History Room, which is dedicated to Mr. Casey, and we will have a special presentation. In addition, the Town of Haverstraw has a book on the W. Haverstraw railroad station, we will ask Supervisor Phillips if we can have it for the Local History Room.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:39 pm. Ms. Sonia Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, January 10, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board