



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, December 8, 2015
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. COMMUNICATIONS
- V. NOVEMBER 17, 2015 AGENDA ITEMS
 - A. MINUTES
 - B. FINANCIAL REPORTS
 - C. DIRECTOR'S REPORT
- VI. MINUTES
- VII. FINANCIAL REPORTS
- VIII. DIRECTOR'S REPORT
- IX. 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
- X. OLD BUSINESS
- XI. NEW BUSINESS
- XII. ADJOURNMENT



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
December 8, 2015

Board Members Present

Richard Freeman
Stephen Cobb
Patricia Soto
Bernadette Koop
Gail Kaiser

Absent

Sonia Burgos Crannage
Kathleen Vandervoort

Staff

Claudia Depkin, Director
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:35 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

IV. COMMUNICATIONS

Letter from Library Clerk Gesenia Baré, notifying the Board that she is pregnant and will be taking 6 to 8 weeks maternity leave.

Note from Ed AuPont, thanking Ms. Fellner for her help and thanking the Library for all our services.

Email from Kathleen Costello to Mr. Freeman, noting her displeasure with having children and their tutors in the Adult Reference area.

Librarian Karen Romaner informed the Board that Jane Foreman, December's artist, is donating 2 of her paintings to the Library. She has also offered to repair the George White painting that is currently in the Village branch.

V. NOVEMBER 7, 2015 AGENDA ITEMS

MINUTES

Mr. Cobb moved to accept the Minutes of the October 13, 2015 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

FINANCIAL REPORTS

1. Line 1413 Librarian II FT is high, the employee is retiring in March, 2016, and we budgeted accordingly. Line 1450 Clerk Typist FT is low, the employee retired in July, 2015. Line 1451 Library Clerk FT is low, the position has not been filled. Line 1474 Information Services Asst. I PT is low, the employee has not been working many hours. Line 1725 MTA Tax has ended, we will get a refund. Line 1710 Utilities Village is high, we'll check into why. Line 1711 Utilities Rosman Center is high, we are still waiting for a refund from Orange & Rockland for solar panel savings. Line 1820 Office Expense is high, it includes calendars for 2016. Line 1840 Legal Fees is high, it includes 2 years of billing. Line 1860 Miscellaneous Fees is high, it includes the \$150 annual fee for the library credit card. We may move this fee into another budget line. Line 1624 Technology is high, it includes bills for our self-checkout. Line 1632 Anser Telecommunications is high, the bill is paid quarterly. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - November 17, 2015. Ms. Koop seconded. Vote unanimous.
2. Check #7560 Littlebits Electronics is an electronic LEGO-type building game. Check #7552 Childcare Resources of Rockland is for a babysitting workshop. Check #7535 D & I Clocks is for repair of our clocks. All clocks have been repaired, there will be no more bills. Check #7574 World Book is for a print edition of the encyclopedia, which the Children's Dept. frequently uses. Ms. Kaiser moved to accept the Check Warrant October 14, 2015 through November 5, 2015, in the amount of \$99,672.76. Mr. Cobb seconded. Vote unanimous.

3. Check #7602 Dormitory Authority of the State of NY is one half of our annual fee. Check numbers 7545 through 7574, totaling \$61,253.73, were listed on the previous Check Warrant and were also erroneously listed on the warrant November 5, 2015 through November 17, 2015. Minus the duplicate checks, the corrected amount of Check Warrant November 5, 2015 through November 17, 2015 is \$1,269,333.31. Ms. Kaiser moved to accept Check Warrant November 5, 2015 through November 17, 2015, corrected to the amount of \$1,269,333.31. Ms. Koop 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 October 14, 2015 to November 17, 2015, as per audit. Ms. Soto seconded. Vote unanimous.
To approve the Payroll Warrants for October 14, 2015, October 28, 2015, and November 11, 2015. Mr. Cobb seconded. Vote unanimous.

DIRECTOR'S REPORT

We have heard nothing yet from Orange & Rockland about our anticipated refund. Ms. Soto moved to accept the November 10, 2015 Director's Report. Ms. Koop seconded. Vote unanimous.

VI. MINUTES

Mr. Cobb moved to accept the Minutes of the November 17, 2015 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

VII. FINANCIAL REPORTS

1. Line 1458 Branch Coordinator Stipend is high, the last paycheck did not include the stipend, we then over-adjusted. The next statement will be accurate. Line 1835 Conferences is high, we do not anticipate any conference attendance for the rest of the budget year. Line 1841 Accounting is at 50%, we will receive another bill when the audit is approved. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - December 15, 2015. Ms. Koop seconded. Vote unanimous.
2. Check #7633 Gerald Barros is for a program. Check #7639 Children's Plus Inc. is for children's books. Checks #7620 and 7641 Joanne DeGaglia is for programs. Check #7654 MJ Industries is for shelving. Ms. Kaiser moved to accept the Check Warrant November 18, 2015 through December 3, 2015 in the amount of \$49,186.73. Ms. Soto seconded. Vote unanimous.
3. Check #7695 Sirsidynix has been voided, it was for a duplicate invoice. Ms. Kaiser moved to accept the Check Warrant December 4, 2015 through December 15, 2015 in the amount of \$63,740.31. Ms. Soto 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 12, 2015 to December 15, 2015. Mr. Cobb seconded. Vote unanimous.
To approve the Payroll Warrants for November 24, 2015 and December 9, 2015. Mr. Cobb seconded. Vote unanimous.

VIII. DIRECTOR'S REPORT

We received a \$1,000 grant from the Kurz Family Foundation.
Ms. Soto thanked Ms. Depkin for her testimony on funding public libraries in New York State to the Assembly Standing Committee on Libraries & Education Technology.
Ms. Soto moved to accept the December 8, 2015 Director's Report with the following change: the date of the N. Rockland High School Interact meeting is corrected from 1/9/15 to 11/19/15. Ms. Koop seconded. Vote unanimous.

IX. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to appoint Yahira Berrios to the position of Library Clerk Substitute PT, effective immediately. Ms. Koop seconded. Vote unanimous.

Policy

Policy 4.1 Open Meetings Policy was amended, clarifying our existing policy. Ms. Soto moved to approve amended Policy 4.1 Open Meetings Policy. Ms. Kaiser seconded. Vote unanimous. The Committee will next meet at 7 pm on January 12, prior to the Board Meeting.

Building & Grounds

We continue to follow up with OnForce Solar and Orange & Rockland for our utilities refund.

Budget

The Library Audit Report for the year ended June 30, 2015 was distributed. We are waiting for the accountant to determine whether we need to comply with new pension disclosure requirements. Ms. Kaiser moved to accept the Library Audit Report for the year ended June 30, 2015, while waiting to hear from the accountant. Ms. Soto seconded. Vote unanimous.

X. OLD BUSINESS

A majority of RCLS libraries moved to approve the 2016 RCLS Budget. Ms. Kaiser moved to approve the 2016 RCLS Budget. Ms. Koop seconded. Vote unanimous.

XI. NEW BUSINESS

Librarian Cheryl Baker attended a Racial Injustice Workshop at RCLS.

XII. ADJOURNMENT

In Adjournment Mr. Freeman moved to congratulate and commend Joel Santana on his public service as he joins the Rescue Hook & Ladder Co. #1. Seconded by the entire Board. Ms. Kaiser wished everyone happy holidays and a happy new year, and moved to adjourn the meeting at 8:45 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, January 12, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board