



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, December 9, 2014
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
 - a. Board Meeting Packets for Trustees
- XI. ADJOURNMENT



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
December 9, 2014

Board Members Present

Richard Freeman
Patricia Soto
Gail Kaiser
Stephen Cobb
Bernadette Koop
Kathleen Vandervoort

Absent

Sonia Burgos Crannage

Staff

Claudia Depkin, Director
Ann E. Hanus, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:34 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. Kaiser moved to accept the Minutes of the November 11, 2014 Board Meeting. Ms. Soto seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 1502 Workers Compensation is based on a percentage of an employee's salary. Line 1477 Custodial Overtime is high, there were after-hours problems in the building that Jessie Moore attended to. Line 1821 Telephone-Village is high, the rates were raised. Line 1623 Internet Public is high, the annual bill for Evanced was just paid. Line 1825 Postage is high, the postage meters were just refilled. Line 1860 Miscellaneous Fees is high, it includes the NYS Non-Profit fee that was just paid. There was discussion as to whether a separate budget line should be made for government fees. Line 1715 Repair & Maintenance is high. There was discussion as to whether Repair and Maintenance should have separate budget lines. A decision was made to have a separate line for HVAC Repair & Maintenance, effective with next year's budget. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2014 -December 9, 2014. Ms. Vandervoort seconded. Vote unanimous.
2. Check #6506 NYS Dept. of Law is the NYS Non-Profit fee. Check #6533 Demco is for processing materials. Check #6536 EDC Educational Services is for children's books. Check #6537 Entertainment on Wheels is for the video game trailer program for teens on December 20. Ms. Kaiser moved to accept the Check Warrant November 12, 2014 through December 3, 2014, in the amount of \$105,046.84. Ms. Koop seconded. Vote unanimous.
3. Check # 6585 Sebco Books is for children's books. Ms. Kaiser moved to accept the Check Warrant December 4, 2014 through December 9, 2014, in the amount of \$20,124.09. Ms. Soto seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolution as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from November 11, 2014 to December 9, 2014, as per audit. Ms. Vandervoort seconded.
Vote unanimous.

VII. DIRECTOR'S REPORT

OnForce Solar has not yet repaired the wires they damaged in October. They had done a temporary fix. They will not receive final payment until the repairs are made. Ms. Depkin

will contact New York State to give them an update and ask if it's possible we make the repairs ourselves.

Health insurance cost has increased as anticipated, we budgeted for an increase.

We will contact Jim Johnston to see when the School Board and the Library Board can meet.

In January we will start using Square Register on iPads, at the Circulation desk in both buildings. This will allow patrons to pay for fines, etc. with credit cards. All credit cards incur a 2.76% fee. A cash drawer, receipt printer, and revolving stand for the iPad are included.

We are waiting for a heat tracer for the repair of the AC in the Main building.

The Village branch lost power for a while. A leaning telephone pole by the Haverstraw Post Office hit a flag pole, the flag became tangled and caused a short.

Mr. Cobb moved to accept the December 9, 2014 Director's Report. Ms. Kaiser seconded.

Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

The Committee met at 7 pm prior to the Board Meeting. The focus of the meeting was on Ms. Depkin's Addendum to the Director's Report, outlining points made by Jerry Nichols in his Public Library Finance & the Trustee's Fiduciary Responsibilities webinar. Mr. Nichols states that the Treasurer of the Board should not be a voting member, and is responsible for bank reconciliation. At the Board's Organizational Meeting in July, in addition to electing officers, a Treasurer will be appointed. Ms. Depkin will prepare a draft of updated By-Laws and mail them separately from the Board packet, for review. She will also advise the Board the date of Mr. Nichol's next webinar.

The Committee will next meet on January 13 at 7 pm, prior to the Board Meeting. The Capitalization of Fixed Assets Policy draft will be reviewed at that time.

Building & Grounds

Masonry work is complete. The solar panel work is complete, we are waiting for the third party electric inspection.

Budget

Nothing to report.

IX. OLD BUSINESS

Ms. Kaiser moved to accept as presented the Financial Statements and Schedules Audit Report for the year ending June 30, 2014, as prepared by Korn Rosenbaum LLP. Mr. Cobb seconded. Vote unanimous.

X. NEW BUSINESS

In an effort to save on postage, going forward Trustees will pick up their Board Meeting packets at the Circulation Desk, in lieu of having them mailed. Ms. Fellner will email the Trustees when the packets are ready.

At the January Board Meeting, dates will be set for the Budget Committee to meet to begin work on next year's budget.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:24 pm. Ms. Koop seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board