



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, February 10, 2015
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.
February 10, 2015

Board Members Present

Richard Freeman
Patricia Soto
Stephen Cobb
Bernadette Koop
Sonia Burgos Crannage

Absent

Kathleen Vandervoort
Gail Kaiser

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 7:35 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

We received the annual Mary Van Orden Trust Statement. It will be reviewed and discussed at the next Board meeting.

V. MINUTES

Ms. Soto moved to accept the Minutes of the January 13, 2005 Board Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 1477 Custodial Overtime continues to be high, due to the winter weather and coverage for custodians who have been out. Ms. Soto moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2014 – February 10, 2015. Mr. Cobb seconded. Vote unanimous.
2. Ms. Soto moved to accept the Check Warrant January 9, 2015 through February 4, 2015, in the amount of \$112,145.86. Ms. Burgos Crannage seconded. Vote unanimous.
3. Ms. Soto moved to accept the Check Warrant February 5, 2015 through February 10, 2015, in the amount of \$8,471.71. Ms. Burgos Crannage 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 January 14, 2015 to February 10, 2015, as per audit. Ms. Burgos Crannage seconded. Vote unanimous.
To approve the Payroll Warrants for January 21, 2015 and February 4, 2015. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

We received the Jorge Ruiz restitution check.

Library Advocacy Day is February 25. Ms. Koop and Ms. Depkin are attending, along with 5 staff members.

Both boilers are working now.

The alarm went off at the Main building on Friday, February 6, at 5:35 pm. A patron was still in the building after the alarm was set, when reset the alarm went off.

We are ending the Lobby Librarian project, it was not utilized enough by patrons. Elvira Caccioppolo will continue to volunteer three times a week.

Mr. Cobb moved to accept the February 10, 2015 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

At 8:03 pm Ms. Soto moved to go into Executive Session to discuss a personnel matter. Mr. Cobb seconded. Vote unanimous.

At 8:11 pm Ms. Koop moved to come out of Executive Session. Ms. Burgos Crannage seconded. Vote unanimous.

As part of the budget process, Ms. Depkin asks Dept. Heads for their personnel requests. She is waiting to hear from all the departments.

Mr. Cobb moved to appoint Arlene Sandner Librarian I Substitute. Ms. Soto seconded. Vote unanimous.

Mr. Cobb moved to appoint Alice Generalow, Karl Kenneth, and George Varghese Clerk Typist Substitute. Ms. Burgos Crannage seconded. Vote unanimous.

Policy

The Committee met at 7 pm prior to the Board Meeting. Draft 2 of the By-Laws was reviewed. In Article 2, the Committee is including the first paragraph in section 6, as it gives more leeway to the Board than the second paragraph. The Committee is recommending adoption of Draft Version 2, Trustees believe it is up to date per the legal workshops that Ms. Depkin has attended. Ms. Soto moved to adopt the Draft Version 2 of the By-Laws, dated January 30, 2015. Ms. Koop seconded. Vote unanimous.

Building & Grounds

Ms. Depkin has contacted OnForce Solar's insurance company and faxed the DeLeonardis Electric proposal to them. She is waiting to hear if they will cover the cost of the electric repairs.

We are waiting for bids on constructing a Teen Dept. Head office.

Budget

Meetings are scheduled to work on the 2015--2016 budget: as follows:

February 17, 7 pm - Personnel Committee

February 21, 10 am - Budget Committee

February 28, 10 am - Budget Committee

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Koop moved to adjourn the meeting at 8:22 pm in memory of Mary Curran, Treasurer of Rose Memorial Library, and to honor her in her passing. The entire Board seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board