

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, February 11, 2014
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. MINUTES
- V. COMMUNICATIONS
- 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 11, 2014

Board Members Present

Richard Freeman
Gail Kaiser
Sonia Burgos Crannage
Bernadette Koop
Stephen Cobb
Kathleen Vandervoort

Absent

Patricia Soto

Staff

Claudia Depkin, Director
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:40 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

No visitors were in attendance.

IV. **MINUTES**

Ms. Koop moved to accept the Minutes of the January 14, 2014 Board Meeting. Mr. Cobb seconded. Vote unanimous.

V. COMMUNICATIONS

Letter from Diane Serratore, Executive Director of People to People, thanking the library for its contribution of \$350 worth of toys for their Joy Store.

VI. FINANCIAL REPORTS

1. At almost 7 ½ months into the year we should be 58% expended. Line 1477 Custodial Overtime is high. Extra custodians have been called in on the weekends to clear snow, and Jessie Moore stayed until 3 am the night of the water main break, to make sure everything was okay. Our total revenue is high. Line 1630 ANSER and line 1632 ANSER Telecommunications are high, but we'll only receive one more bill. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2013 - February 11, 2014. Ms. Burgos Crannage seconded. Vote unanimous.
2. Check #5645 Marcia Johnson is for a Children's program. Ms. Kaiser moved to accept the Check Warrant January 15, 2014 through February 6, 2014, in the amount of \$78,082.89. Mr. Cobb seconded. Vote unanimous.
3. Check #5696 DTM Installations is for DTM coming to the building when our alarms went off due to the water main break in Garnerville. We will check to see if insurance will cover the bill. Ms. Kaiser moved to accept the Check Warrant February 7, 2014 through February 11, 2014, in the amount of \$8,712.72. Ms. Vandervoort seconded. Vote unanimous.
6. Ms. Kaiser moved to accept the Resolution as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from January 14, 2014 through February 11, 2014, as per audit. Ms. Koop seconded. Vote unanimous.
7. Ms. Kaiser thanked Ms. Hanus, in absentia, for her work on the financial reports.

VII. DIRECTOR'S REPORT

Police investigation into the theft is ongoing, staff have yet to be interviewed. The solar contract with OnForce Solar has been signed. Permits have been sent to the Town. Correct use of telephone functions was discussed at the Staff Meeting. Ms. Depkin will send an email to staff, clarifying their proper use so everyone is on the same page. We'd like to install additional security cameras in the Village Branch, in particular one that would give us another view of the circulation desk. That requires another zone. If we want more than 4 cameras, we would have to upgrade to 8. Ms. Koop moved to accept the February 11, 2014 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VII. COMMITTEE REPORTS

Personnel

Tonight's meeting was cancelled. The Committee will meet March 4 at 7 pm, for budget discussion.

Policy

Policy Committee meetings will be put on hold until after the budget is finalized.

Building & Grounds

We will send a letter to the Town, requesting the waiving of permit fees for the installation of our solar panels.

Budget

60% of the Board of Trustees must approve the possibility of the Library putting to public vote a budget that exceeds the 1.46% tax increase cap.

Ms. Kaiser moved the following:

Whereas, the adoption for the 2014-15 budget for the Haverstraw King’s Daughters Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the Library Board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified Board members; now therefore be it

Resolved, that the Board of Trustees of the Haverstraw King’s Daughters Public Library voted and approved to exceed the tax levy limit for 2014-15 by at least the sixty percent of the Board of Trustees as required by state law on February 11, 2014.

Seconded by Ms. Koop. Vote unanimous.

Budget Committee meetings for work on the 2014-15 budget are set as following:

March 11, 6:30 pm, prior to the Board Meeting;

March 19, 6:30 pm;

March 25, 6:30 pm (if needed).

A tentative budget vote date of June 5 has been set, to be approved at a later Board meeting.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

The NYS Annual Report for Public & Association Libraries is due to RCLS by February 18, 2014.

Ms. Burgos Crannage moved to approve the Haverstraw King’s Daughters Public Library Annual Report for Public and Association Libraries for the fiscal year 2013. Ms. Kaiser seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:35 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, March 11, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board