



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, March 13, 2018
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 & Stephen Cobb, Co-Chairs
 - b. Policy Review – Patricia Soto, Chair
 - c. Building & Grounds – Kenneth Balban & 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.
March 13, 2018

Board Members Present

Richard Freeman
Stephen Cobb
Gail Kaiser
Bernadette Koop
Patricia Soto

Absent

Kenneth Balban
Sonia Burgos Crannage

Staff

Claudia Depkin, Director
Casey Conlin, Asst. Director
Victor Contero, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

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

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

IV. COMMUNICATIONS

Mr. Cobb read the communications.

Letter to the Library from Cards for Hospitalized Kids, thanking us for the handmade cards sent to them, made by children and teens in the library. The cards mean a great deal to the children and their families, and are sent to hospitals in all 50 states.

Letter to the Library from Catholic Charities Community Services, thanking us for our donation of 5 bags of food in February.

V. MINUTES

Ms. Soto moved to accept the Minutes of the February 22, 2018 Board Meeting. Mr. Cobb seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 04 Interest Income is high. Line 16 Grants Misc. and line 17 Grants RCLS are high. Line 1471 Library Aide Children's PT is low, the employee had been on vacation. Line 1455 Clerk Typist Spanish Speaking is an employee who came from another place of employment with the same title. Line 1474 Info Services Asst. I PT is low, the employee is now full time. Line 1477 Custodial Overtime is low. Line 1610 Audio-Visual Media Teens and line 1611 Audio Media Adult are both low, line 1611 has been reduced in the proposed 2018-2019 budget. Line 1625 Periodicals is high, the majority of bills have been received and paid. Line 1704 Tech Logic is low, it has been reduced in the proposed 2018-2019 budget. Line 1714 Custodial Supplies is high, we order in bulk, the line has been increased in the proposed 2018-2019 budget. Line 1718 Insurance is low, this is our building insurance and we have not been billed yet. We will change the name of the line for the 2018-2019 budget to specify which insurance. Line 1825 Postage is low, it has been reduced in the proposed 2018-2019 budget. Line 1860 Miscellaneous Fees includes the fire inspection fee. Line 1855 Summer Reading - Children is low, materials haven't been ordered yet. Line 1852 Special Programs Teens is lower than line 1852 Special Programs Adult, checks for presenters of multiple Adult programs are cut at one time, but are disbursed at each program. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through March 13, 2018 Report. Ms. Koop seconded. Vote unanimous.
2. Check #10376 Carole Brill is for a meditation program. Check #10408 Rouge Bear Press is for a Children's program. Check #10410 JJ Stanis & Company is a monthly insurance bill. Check #10411 JJ Stanis & Company is for the self-funded dental insurance. Ms. Kaiser moved to accept the Check Warrant February 23, 2018 through March 9, 2018, in the amount of \$25,913.45. Mr. Cobb seconded. Vote unanimous.

3. Check #10417 Elm USA Inc. is for processing materials. Check #10413 American Minutemen Sewer & Drain Service is for the unclogging of a downstairs drain, the clog resulted in a sewage spill. Ms. Kaiser moved to accept the Check Warrant February 23, 2018 through March 13, 2018, in the amount of \$75,012.87. 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 February 23, 2018 through March 13, 2018. Mr. Cobb seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of February 27, 2018 and March 14, 2018. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

The firm of Cornell & Cornell has dissolved. James Birnbaum, our new attorney, is now working at Reda, Composto & Birnbaum. Mr. Cobb moved to correct the name of the Library's attorney's firm to Reda, Composto & Birnbaum. Ms. Soto seconded. Vote unanimous.

We have three estimates for the replacement of the automated material handling system, aka, the Beast. All estimates are high. The average life span of the system is 10 years, ours is in its 12th year. Many items cannot use the Beast and must be checked in manually: materials from the Village Branch; materials from libraries that don't use RFID tags; items stored in cases, such as DVDs, CDs, Video games, books on DVD; and magazines. If we do not replace the system, patrons will still be able to use the outside book drop.

We lend more materials through ILL than we borrow, that is factored in to the RCLS fee schedule.

The Friday morning Playtime Storytimes are very popular.

We are using Facebook, Instagram, and Twitter to advertise our programs.

Several staff members attended a Narcan Training session at the Haverstraw Center.

Ms. Soto moved to accept the March 13, 2018 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

The Committee will again meet after work on the budget has been completed.

Building & Grounds

The Board reviewed and discussed bids from three vendors for the replacement and/or upgrading of the automated material handling system, and decided to not move forward with either option at this time.

Budget

The Committee met at 6:30 pm prior to the Board meeting. The next meeting will be Saturday, April 7, 2018, at 9:30 am.

Ms. Kaiser moved the following:

Whereas, the adoption of the 2018-2019 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 2018-2019 by at least the sixty percent of the board of trustees as required by state law on March 13, 2018.

Ms. Koop seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:21 pm. Ms. Soto seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, April 10, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board