



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, March 8, 2016  
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.  
March 8, 2016

Board Members Present

Richard Freeman  
Stephen Cobb  
Patricia Soto  
Bernadette Koop  
Gail Kaiser

Absent

Kathleen Vandervoort  
Sonia Burgos Crannage

Staff

Claudia Depkin, Director  
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:30 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

#### IV. COMMUNICATIONS

Letter from Trustee Kathleen Vandervoort to Board President Richard Freeman and the Board of Trustees, tendering her resignation, effective immediately. Ms. Vandervoort stated that it was an honor to serve on the Board. Ms. Soto moved to accept with regret Ms. Vandervoort's resignation. Ms. Kaiser seconded. Vote unanimous.

Thank you card from Jessica Munich to Tara Morris, thanking HKDPL and Mark Zaino and Justine Ciorra in particular, for participating in the Rockland Read-In.

#### V. MINUTES

Ms. Koop moved to accept the Minutes of the February 9, 2016 Board Meeting, with the following change: under **Committee Reports - Budget** - \$64,635.70 to be corrected to \$6,463.57. Ms. Kaiser seconded. Vote unanimous.

#### VI. FINANCIAL REPORTS

1. We should be approximately 69% expended. Line 07 Miscellaneous is low, we will check into what goes into the line. Line 13 Copy Machine Village is low, patrons may not be using it much. Line 1433 Librarian I Saturday and Line 1434 Librarian I Sunday are both low, on Saturdays there is a full time librarian scheduled, we'll check about Sundays. Line 1455 Clerk Typist Spanish Speaking is high, we'll check into why. Line 1474 Information Services Asst. I PT is low, we have a third full time assistant now. The line needs to be adjusted. Line 1727 RCLS Membership Fee is low, we haven't been billed yet. Lines 1611 and 1619 Audio Media Adult and Visual Media Adult are low, items have been preordered but have not been paid for, the money has been encumbered. Line 1620 Visual Media Children is low, we are now spending. Line 1715 Repair & Maintenance continues to be high. Line 1718 Insurance is low, it hasn't been paid yet. Line 1726 Equipment Replacement Fund is low, we'll check into why. Line 1821 Telephone Village is low, we can decrease the line. Line 1835 Conferences is over budget, conferences are finished for this year, we increased the line for next year. Line 1623 Internet Public and Line 1624 Technology are both low, we will check into why. Line 1631 ANSER Equipment is low, bills are now coming in. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - March 8, 2016. Mr. Cobb seconded. Vote unanimous.
2. Check #7881 AASLH is a subscription to the American Association for State and Local History. Checks #7894 and 7901 Suez Water New York are water bills. Check #7905 Baking Coach is for a teen program. Check #7910 Affordable Alternatives, Inc. is for processing stickers. Check #7916 Findaway World LLC is for Playaways. Check #7933 Sons of the Revolution in the State of NY is for a bus trip. On the previous Check Warrant there was an unnumbered check to United Water, with no amount. We will check into that. Ms. Kaiser moved to accept the Check Warrant February 10, 2016 through March 3, 2016 in the amount of \$117,663.17. Ms. Koop seconded. Vote unanimous.

3. Check #7944 AAA Cooleration is for a water reducing valve. Ms. Kaiser moved to accept the Check Warrant March 4, 2016 through March 8, 2016 in the amount of \$12,182.43. 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 10, 2016 to March 8, 2016. Mr. Cobb seconded. Vote unanimous.  
To approve the Payroll Warrants for February 16, 2016 and March 2, 2016. Ms. Soto seconded. Vote unanimous.

## **VII. DIRECTOR'S REPORT**

At the last staff meeting, staff mentioned that they would like to get to know the Trustees. The Trustees would like to meet with staff, we'll plan on having a morning coffee/get together in the Summer.

We have a proposal from DTM for panic buttons, but using them does not connect us to the police. If pressed, DTM calls us and asks us if we want them to call the police. Panic buttons have been in the Village Branch for years but have never been used. We'll check with some of the other larger libraries to see what they have for emergency use.

Ms. Soto moved to accept the March 8, 2016 Director's Report. Ms. Koop seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

### **Personnel**

Nothing to report.

### **Policy**

The Committee will next meet at 7 pm on April 12, before the Board Meeting, if the Budget Committee does not meet.

### **Building & Grounds**

Our automatic check-in is fixed and running.

### **Budget**

The Committee has met twice and has drafted a reasonable budget, with a 1 ½% COLA and 3 ⅓% increase, which is less than last year's increase. We are waiting for the retirement numbers to arrive, which should be around April 1<sup>st</sup>. Budget vote date is June 9, registration date is June 4. If necessary, the Budget Committee will meet again on April 12, prior to the Board Meeting.

## **IX. OLD BUSINESS**

The RCLS Direct Access Plan 2017-2021 was reviewed. There are no major changes from the previous plan. Mr. Cobb moved to approve the RCLS Direct Access Plan 2017-2021. Ms. Kaiser seconded. Vote unanimous.

**X. NEW BUSINESS**

Kenneth Balban ran for Trustee in our 2014 election. In light of Ms. Vandervoort's resignation, Mr. Freeman contacted Mr. Balban and asked if he was interested in running again. He is, and was planning on attending tonight's meeting but was taken ill. He will attend April's meeting, at which time the Board expects to appoint him Trustee to fill the position vacated by Ms. Vandervoort.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:30 pm. Ms. Koop seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board