



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, April 10, 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.  
April 10, 2018

Board Members Present

Richard S. Freeman  
Stephen Cobb  
Sonia Burgos Crannage  
Bernadette Koop  
Patricia Soto

Absent

Kenneth Balban  
Gail Kaiser

Staff

Claudia Depkin, Director  
Victor Contero, Principal Account Clerk  
Cheryl Fellner, Clerk to the Board

**I. CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:20 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. Soto moved to accept the Minutes of the March 13, 2018 Board Meeting. Ms. Koop seconded. Vote unanimous.

**VI. FINANCIAL REPORTS**

1. Line 27 Appropriated Fund Balance has not been used yet. The School District owes us 10% of our tax money. Line 1810 Contingency has not been used yet. Line 1474 Info Services Asst. I PT is low, one employee in the line is now full time. Line 1606 Standing Orders Adult is low, we are still receiving items. Line 1815 Debt Service Trustee is the DASNY administration fee. Line 1727 RCLS Membership Fee is low, bills are going out in May. Line 1842 Election is low, it will go up after our June budget vote. Line 1855 Summer Reading Children is low, items are being ordered now. Line 1630 ANSER and 1632 ANSER Telecommunications are high, bills were just paid. Ms. Koop moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through April 10, 2018 Report. Mr. Cobb seconded. Vote unanimous.
2. Check #10444 The Hartford is the renewal of our liability insurance. Check #10470 Suffern Library is payment for a lost book. Check #10435 A Cook in My Kitchen LLC is for an adult program. Check #10489 Custom Woodworking Shop is for cabinets in the Circulation office. Check #10495 Haverstraw Stony Point Central School District is the retirement bill. Check #10519 Thyssen Krupp Elevator Corp. is the annual maintenance contract. Check #10511 Post Office Monsey is postage for the newsletter. Mr. Cobb moved to accept the Check Warrant March 14, 2018 through April 6, 2018, in the amount of \$428,676.44. Ms. Burgos Crannage seconded. Vote unanimous.
3. Check #10528 and #10531 Ramapo Catskill Library System General are for ANSER fees and telecomm charges for both library buildings. Check #10536 Ramapo Catskill Library System General is for ebooks. Ms. Soto moved to accept the Check Warrant April 7, 2018 through April 10, 2018, in the amount of \$28,948.97. Ms. Koop 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 March 14, 2018 through April 10, 2018. Mr. Cobb seconded. Vote unanimous.  
To approve the Payroll Warrants with the pay dates of March 28, 2018 and April 11, 2018. Ms. Burgos Crannage seconded. Vote unanimous.

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

The Fines Free Trial has been pushed back to allow for the implementation of automatic renewal of items. Different materials will have different extension times, items with holds will not be automatically renewed. An email will be sent notifying patrons of renewal. Patrons without emails will be notified verbally, or possibly with a note on their account. Ms. Depkin has received approval from the management company for changing the landscape to make mid-level emergency exits accessible to all. The Trustees will take a look at the exits. With approval from the Board, Ms. Depkin will speak with the Town building inspector and then get estimates. We will apply for grant money from the NYS Education Dept., the application deadline is August. For the application we need one estimate and a letter stating we will have access to the changes for 10 years.

Our March 9 Turning Outward session went well. Our next session will be on Customer Service. Starting in May, we will invite library program attendees and parents of children who attend programs.

Ms. Soto moved to accept the April 10, 2018 Director's Report. Ms. Burgos Crannage seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

### **Personnel**

The Staff Association will be notified of changes made in the proposed budget after approval by the Board of Trustees.

### **Policy**

The Committee will next meet on June 12 at 7 pm, prior to the Board Meeting.

### **Building & Grounds**

Ms. Koop moved to explore and study the feasibility of improving emergency egress on the mid-level. Mr. Cobb seconded. Vote unanimous.

### **Budget**

The Committee met on Saturday, April 7, and has a proposed budget. The proposed budget includes a 1.5% COLA and a 2.002% tax increase. Line 1500 NYS Retirement is decreased. Line 1505 Medical Insurance is increased. Line 1609 Electronic Databases has been increased, the increase coming from Line 1606 Standing Orders Adult. Line 27 Appropriated Fund Balance is increased. Line 1842 Election is increased. We may use paper ballots for the 2019-2020 Budget Vote. Ms. Koop moved to approve the proposed 2018-2019 Operating Budget of \$6,078,532.93, which includes a tax increase of \$111,763.75. Ms. Soto seconded. Vote unanimous.

## **IX. OLD BUSINESS**

Nothing at this time.

**X. NEW BUSINESS**

Mr. Cobb moved that the 2018-2019 Budget Vote and Trustee Election be held on June 7, 2018, from 9 am to 8 pm, and that Public Information Sessions be held on Monday, May 7, 2018, 7 pm, in the Village Branch and Tuesday, May 8, 2018, 7 pm, in the Main Library. Ms. Koop seconded. Vote unanimous.

LARC has partnered with the Westchester Library System to have an annual conference on May 4 in Westchester. Early Bird registration ends April 15.

**XI. ADJOURNMENT**

Ms. Koop moved to adjourn the meeting at 8:05 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, May 8, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board