



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, April 8, 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.
April 8, 2014

Board Members Present

Richard Freeman
Gail Kaiser
Patricia Soto
Stephen Cobb
Bernadette Koop
Kathleen Vandervoort

Absent

Sonia Burgos Crannage

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 7:30 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

Mr. Kenneth Balban, who is running for Library Trustee this year, attended.

IV. **MINUTES**

Ms. Soto moved to accept the Minutes of the March 11, 2014 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

V. COMMUNICATIONS

Letter from Eileen Persico addressed to the Board, announcing her retirement on March 31, 2014 and stating that it was privilege working at HKDPL for 19 years.

Letter from North Rockland High School, thanking the library for awarding the Kay Freeman Scholarship to senior Sean MacShane, and inviting us to attend the awards ceremony on May 19, 2014.

VI. FINANCIAL REPORTS

1. We are approximately 76% expended. Today we received the remainder of our tax money from the school district, \$347,000. Our retirement bill for this year was again higher than expected. Line 1502 Workers Compensation and Line 1503 Unemployment Insurance are high, rates are set by NYS. Line 1477 Custodial Overtime is high due to past snow removal, it will not increase. Line 1480 Custodian I FT is at 100%, money from this line has been moved into Line 1481 Custodial Worker FT. Line 1624 Technology is high, we are updating computers. We hope to donate some of our older computers to the Haverstraw Center. Line 1860 Miscellaneous Fees is high, it includes fees for County waste disposal paperwork. Line 1715 Repair & Maintenance is high, it includes repairs on a leaking pump. In light of all of our repairs to HVAC, we will establish a separate budget line for HVAC Repair. Line 1718 Insurance is high, we just paid a large bill, there will be no more bills for this budget year. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2013 - April 8, 2014. Ms. Koop seconded. Vote unanimous.
2. Check #5785 Metropolitan Life is staff contribution. Check #5780 Overdrive is a voided check. Check #5783 is not listed in the Warrant, Ms. Hanus will check into it. Check #5815 Global Computers Supplies is for computers. Check #5819 Hudson Microimaging is for digitizing and storage of the Rockland County Times. Ms. Kaiser moved to accept the Check Warrant March 12, 2014 through April 2, 2014, in the amount of \$571,028.99. Ms. Vandervoort seconded. Vote unanimous.
3. Ms. Kaiser moved to accept the Check Warrant April 3, 2014 through April 8, 2014, in the amount of \$32,476.21. Ms. Soto seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolution as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from March 12, 2014 through April 8, 2014, as per audit. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin attended a Trane workshop to gain a better understanding of our equipment. The Board would like Jessie Moore to attend the next workshop, when available. The 2014-2015 NYS budget includes grant opportunities for libraries. OnForce Solar is waiting for necessary permits from the Town and Orange & Rockland. Adult programming attendance is up 47%. Knitting group attendance continues to grow. We are obtaining proposals for retrofitting the mid-level tutor room into an office for Patrice Gottfried. The room is used by the public. The possibility of building another tutor room

across from the Teen Room was brought up. The Board and Ms Depkin will look at available space on the mid-level after the Board meeting.

The Board expressed their happiness with Children's programming.

Ms. Soto moved to accept the April 8, 2014 Director's Report. Mr. Cobb seconded. Vote unanimous.

VII. COMMITTEE REPORTS

Personnel

Ms. Soto moved on behalf of the Board to accept with regret the retirement of Eileen Persico. Ms Koop seconded. Vote unanimous.

Policy

The Committee met at 7 pm prior to the Board meeting. Policy 2.1 Rules of Conduct was reviewed. Items amended are as follows:

#11 to now read "Bringing bicycles or other similar devices inside the premises."

#12 to now read "Operating roller skates, skateboards, scooters, or other similar devices in or on the premises."

#14 to now read "Smoking or other use of tobacco or smoking substitutes, including, but not limited to cigarettes, cigars, pipes, e-cigarettes, and chewing tobacco."

#22 to now read "Entering the premises with bare feet, bare-chested or wearing clothing that insufficiently ensures the modesty of the wearer."

Ms. Soto moved to approve Policy 2.1 Rules of Conduct as amended. Ms. Kaiser seconded. Vote unanimous.

The Code of Ethics is being reviewed and will be finalized at the next Committee meeting on May 13, 7 pm, prior to the Board meeting.

Building & Grounds

Two companies were called to inspect the Florida Heat Pump compressor and give us a proposal on its replacement. Both companies stated that filter driers should have been installed and the compressor may not have to be replaced. We have repair estimates of \$5,000, \$7,000, and are waiting for a third estimate.

Budget

The Committee met at 6:30 pm prior to the Policy Committee. As with last year, we had a large unanticipated increase in the retirement bill. The Committee does not want to go over the 1.46% tax cap and does not want to reduce COLA for staff. The Committee suggests making adjustments to the appropriated fund balance and retirement lines.

Ms. Kaiser moved that in light of the increase in the retirement bill for this year adjustments to the appropriated fund balance and retirement lines should be made, keeping the proposed 2014-2015 budget at a 1.46% tax increase of \$74,051. Ms. Soto seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

There is a Trustee Workshop at RCLS this Thursday, April 10. Flyers were distributed. The large pothole between Dunkin Donuts and the NY Sports Club was repaired but has reappeared. The management company will be called.

The Library Trustees Association of NY is holding a 2014 Trustee Institute at the Westchester Marriott in Tarrytown on May 2 & 3. Information was distributed. RCLS is offering a rebate for the first 20 trustees who register.

Prior to adjournment Mr. Balban asked the Board questions about grant writing, obtaining bids for work done in the library, and the tax cap. He also advised that the library be cautious about the wording and enforcing of dress codes.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:23 pm. Ms. Vandervoort seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, May 13, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board