

AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, April 9, 2013  
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 9, 2013

Board Members Present

Richard Freeman  
Gail Kaiser  
Bernadette Koop  
Patricia Soto  
Sonia Burgos Crannage  
Stephen Cobb

Absent

Kathleen Vandervoort

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 8:12 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 March 12, 2013 Board Meeting with the following correction: under Committee Reports / Budget - "Mr. Vandervoort" be changed to "Ms. Vandervoort." Mr. Cobb seconded. Vote unanimous.

**V. COMMUNICATIONS**

There were no communications.

**VI. FINANCIAL REPORTS**

1. Line #22 Commissions is monies from our vending and fax machines. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2012 - April 9, 2013. Ms. Soto seconded. Vote unanimous.
2. Check #4664 AAA Cooleration is for repair of a water fountain and hot water check valves. Check #4684 Children's Plus Inc. is for children's audio. Check #4698 Jester Jim Inc. is for a children's program. Check #4711 Proquest is for a database. Ms. Kaiser moved to accept the Check Warrant March 13, 2013 through April 3, 2013, in the amount of \$147,569.40. Mr. Cobb seconded. Vote unanimous.
3. Ms. Kaiser moved to accept the Check Warrant April 3, 2013 through April 9, 2013, in the amount of \$447,568.79. 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, 2013 to April 9, 2013, as per audit. Mr. Cobb seconded. Vote unanimous.
5. Ms. Kaiser moved to approve the application for a TD Bank Haverstraw King's Daughters Public Library credit card for Claudia Depkin and Cheryl Fellner. Ms. Burgos Crannage seconded. Vote unanimous.

**VII. DIRECTOR'S REPORT**

Water was found in the pit of the staff elevator during Lift Tech's annual inspection. The water will be removed and metal covers will be placed over the pit.

Ms Soto moved to accept the April 9, 2013 Director's Report. Ms. Koop seconded. Vote unanimous.

**VII. COMMITTEE REPORTS**

**Personnel**

Mr. Cobb moved to appoint Pina DiBiase as Library Clerk I Substitute part time, effective April 9, 2013. Ms. Burgos Crannage seconded. Vote unanimous.

**Policy Review**

Ms. Soto moved to approve the Annual Report to New York State for the fiscal year ending June 30, 2012, with the following corrections:

1. Line 11.6 Federal Aid Thru the System - added \$300 from line 11.18 Other, for LSTA Summer Reading funds from RCLS.
2. Line 12.22 Professional Fees - added \$6,000 from Line 12.23 Other Misc. for professional auditor's fees. This is a new line.
3. Line 12.42 Date of Last Audit - corrected to October 31, 2012.

Ms. Kaiser seconded. Vote unanimous.

Ms. Kaiser moved to approve the Financial Statements and Schedules Audit Report for the year ended June 30, 2012, as prepared by Korn Rosenbaum LLP. Ms. Burgos Crannage seconded. Vote unanimous.

### **Building & Grounds**

We obtained three proposals for an awning to cover the automated exterior book drop at the Main Library. Tech Logic indicated that some problems we've been having may be attributed to the weather. Mr. Cobb moved to accept the bid from Dean Custom Awnings for a 6' wide x 3' projection x 2'drop x 1" truss awning in the amount of \$750. Ms. Kaiser seconded. Vote unanimous.

The Village Branch roof is leaking. Repair work includes removing roof surface and insulation, replacing insulation, covering with fiberglass base sheet, installing rubber roofing material over parapet, new pipe collar on plumbing vent, seal protrusions and edging with 3-way flashing system of roof cement embedded in a layer of fabric membrane, and final application of roof cement. We obtained two proposals, one from Construction by Allison, from which we obtained a proposal in December 2010. The company said they would honor that proposal. Ms. Koop moved to accept the bid from Construction by Allison for repair of the Village Branch roof in the amount of \$5,000. Mr. Cobb seconded. Vote unanimous.

The Maser engineering service proposal for solar panels is \$8,000, plus possibly 2 site visits, and does not include developing the specifications for the system. Specs would be done by the contractor. The Savin engineering service proposal is \$39,688, and includes 7 site visits and developing the specifications. We want to see how much is charged for developing the specifications, and will contact Savin for a detailed proposal.

### **Budget**

The Budget Committee met at 7 pm prior to the Board meeting. As a result of a large increase in our NYS Retirement bill, the budget for 2013-2014 is being reworked. We will most likely have to exceed the 2% cap. The Budget Committee will meet again on Tuesday, April 16, at 7 pm, followed by a special meeting of the Board of Trustees.

## **IX. OLD BUSINESS**

As a result of Library Advocacy Day in Albany on March 5<sup>th</sup>, the State Assembly voted to put \$4 million back into library aid.

## **X. NEW BUSINESS**

We received a \$1,000 check from the NYLA Disaster Relief Fund for damage incurred from Hurricane Sandy.

We will receive a \$7,957 rebate from MTA tax paid in 2012.

The LARC Conference is April 25.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:45 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, May 14, 7:30 p.m. at the Main Library.

Submitted by: Cheryl L. Fellner, Clerk to the Board