

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Rosman Center, Garnerville, N. Y.
Tuesday, May 15, 2012
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
Rosman Center, Garnerville, N.Y.
May 15, 2012

Board Members Present

Richard Freeman
Patricia Soto
Gail Kaiser
Sonia Burgos-Crannage
Stephen Cobb

Absent

Bernadette Koop- excused
Kathleen Vandervoort - excused

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 7:35 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

IV. **MINUTES**

Ms. Soto moved to accept the Minutes of the 4/10/12 Board Meeting. Mr. Cobb seconded. Vote unanimous.

Ms. Soto moved to accept the Minutes of the 5/10/12 Public Information Session held at the Village Branch. Mr. Cobb seconded. Vote unanimous.

V. COMMUNICATIONS

There were no communications.

VI. FINANCIAL REPORTS

1. At 10 ½ months into the year, we should be 87.5% expended. We are 83.1% expended.
Line 1433, Librarian I Saturday, is a substitute line.
Line 1471, Library Aide Children's PT, is under spent. The employee previously in the position was paid at a higher rate than the current employee.
Line 1491, Tenured Incentive, is at 100%, representing final pay to Rita Shenkman and Joanne Sininsky.
Line 1841, Accounting, includes fees to Paychex.
Line 1715, Repair & Maintenance, continues to be high. Ms. Depkin will be meeting with a representative from Trane to discuss our service contract.
Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2011 through May 15, 2012. Mr. Cobb seconded. Vote unanimous.
2. Ms. Kaiser moved to accept the Check Warrant April 11, 2012 through May 15 2012, in the amount of \$202,513.26. Ms. Soto seconded. Vote unanimous.
3. Ms. Kaiser moved to accept the Resolution as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from April 11, 2012 to May 15, 2012, as per audit. Ms. Soto seconded. Vote unanimous.
4. The laptop line in the BTOP Profit & Loss report includes peripherals. Ms. Kaiser moved to accept the BTOP Profit & Loss Budget vs. Actual Report July 1, 2010 through May 15, 2012. Ms Soto seconded. Vote unanimous.
6. Ms. Kaiser moved to accept the BTOP Check Warrant April 11, 2012 through May 15, 2012, in the amount of \$7,056.97. Mr. Cobb seconded. Vote unanimous.

Ms. Soto moved to reopen the Public Information Session at 8 pm. Ms. Kaiser seconded. Vote unanimous.

Seeing no members of the public present, Mr. Cobb moved to adjourn the Public Information Session at 8:20 pm. Ms. Burgos-Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

1. We have a proposal from Reiner Group to replace the Village Branch air conditioning unit. Ms. Depkin will check to see if they will also service the unit.
2. We are developing an electronic newsletter that will be emailed to subscribers. It will target programs at the library, with links for more information. It is not a replacement for our paper newsletter.
3. To comply with a newly enacted section of the NYS Open Meetings Law, effective with our January 2012 Board meeting, meeting Agendas and approved Minutes will be posted on our website. Members of the public attending Board meetings will be given a copy of that night's agenda.
4. Ms. Kaiser moved to accept the Director's Report. Mr. Cobb seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

The Personnel Committee will meet June 12 at 6:30 pm.

Policy Review

Policy Committee did not meet tonight. It will meet June 12, 7 pm, prior to the Board meeting.

Building & Grounds

Mr. Cobb moved to accept the proposal from Reiner Group for the replacement of the air conditioning unit in the Village Branch in the amount of \$7,024. Ms. Burgos-Crannage seconded. Vote unanimous.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Election ballots now require a signature from a person “responsible for the ballot” to validate the election. Mr. Freeman’s signature was to be used, but upon learning from the Rockland County Board of Elections that the signature is usually that of the District Clerk or the Clerk to the Board, the Board decided that Cheryl Fellner’s signature will be used, as Clerk to the Board.

Mr Cobb reported that Larry Kigler has 750 postcards of Haverstraw on a disc. Mr. Kigler offered to copy the disc for us. Mr. Cobb will follow-up.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:38 pm. Ms. Burgos-Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, June 12, 7:30 p.m. at Rosman.

Submitted by: Cheryl L. Fellner