



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, May 8, 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.
May 8, 2018

Board Members Present

Richard S. Freeman
Stephen Cobb
Sonia Burgos Crannage
Kenneth Balban
Patricia Soto

Absent

Gail Kaiser
Bernadette Koop

Staff

Claudia Depkin, Director
Casey Conlin, Asst. Director
Victor Contero, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

Prior to the start of the Board Meeting, Ms. Soto moved that if members of the public arrived for the Budget Vote Public Information Session, it would be reopened at the close of the Board Meeting. Mr. Balban seconded. Vote unanimous.

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:31 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 April 10, 2018 Board Meeting. At this point in the Meeting Mr. Balban was the only Trustee present besides Ms. Soto and Mr. Freeman. As Mr. Balban was not in attendance at the April 10, 2018 meeting, Mr. Freeman seconded.

VI. FINANCIAL REPORTS

1. Line 27 Appropriated Fund Balance has not been drawn from yet, so Total Income will not reach 100%. Line 1465 Library Clerk/Typist Sub is high, we are using the line more this year. The line is increased in the 2018-2019 budget. The Board requested to see utility costs before and after the solar panel installation, to monitor our savings. Line 1707 Service Contracts is high, it includes elevator maintenance. Line 1726 Equipment Replacement Fund does not include the automated return system. Line 1860 Miscellaneous Fees is high, it includes the fire inspection fee and elevator inspection fee. Line 1828 Training and line 1836 Conferences are both high. The Training line includes staff attended workshops, generally more hands-on than Conferences. Line 1810 Contingency is low. Line 1641 Furniture & Fixtures is high, it includes shelving, and chairs for the Village Branch. We are getting pricing for the replacement of chairs on the mid-level of the Main Library. Mr. Balban moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through May 8, 2018 Report. Ms. Burgos Crannage seconded. Vote unanimous.
2. Check #10553, 10562, and 10578 Svetlana Ferdinandova, and check #10558, 10577 and 10595 Milgar Tabasares are for children's programs that we have cancelled. The checks will be voided. Check #10572 ITSavvy LLC is for 4 Microsoft Surface tablets and 2 Dell Latitude PCs. Two tablets are staff purchases that will be reimbursed to the library. Check #10583 Mad Science of the Mid-Hudson is for a children's program. Check #10658 Avaya Inc. is a quarterly bill. Mr. Cobb moved to accept the Check Warrant April 11, 2018 through May 4, 2018, in the amount of \$143,817.40. Ms. Burgos Crannage seconded. Vote unanimous.
3. Check #10670 Ramapo Catskill Library System is our annual service fee for 2018. Ms. Soto moved to accept the Check Warrant May 5, 2018 through May 8, 2018, in the amount of \$21,026.21. Mr. Cobb seconded. Vote unanimous.

4. Ms. Burgos Crannage moved to accept the Resolutions as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from April 11, 2018 through May 8, 2018. Mr. Balban seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of April 25, 2018 and May 9, 2018. Mr. Balban seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

After staff found a bed bug in a returned book, Dana K-9 Specialist was called to the Village Branch to inspect for bed bugs. None were found.

Ms. Soto moved to accept the May 8, 2018 Director's Report. Ms. Burgos Crannage seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

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

Building & Grounds

The new windows were installed in the Village Branch. Ms. Depkin is submitting the final section of the grant application, deadline is June 30. We will receive approximately \$9,000.

Budget

No one attended either session of the Budget Vote Public Information Session. Petitions to run for Trustee were due today, Sonia Burgos Crannage, Patricia Soto, and Susan Stanley will be on the ballot. Absentee ballots are available, we will add the information to our budget vote "don't forget" signage.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Soto moved to adjourn the meeting at 8:07 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, June 12, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board