

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, June 11, 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.
June 11, 2013

Board Members Present

Richard Freeman
Gail Kaiser
Patricia Soto
Kathleen Vandervoort
Stephen Cobb

Absent

Sonia Burgos Crannage
Bernadette Koop

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 7:32 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

No visitors were in attendance.

IV. **MINUTES**

Ms. Soto moved to accept the Minutes of the May 13, 2013 Board Meeting. Mr. Cobb seconded. Vote unanimous.

Ms. Soto moved to accept the Minutes of the May 14 2013 Board Meeting. Mr. Cobb seconded. Vote unanimous.

Ms. Kaiser moved to accept the Minutes of the June 6, 2013 Special Board Meeting. Ms. Vandervoort seconded. Vote unanimous.

Mr. Cobb moved to amend the motion of acceptance of the Minutes of the June 6, 2013 Special Board Meeting to reflect the corrected vote counts as follows:

Budget Vote	Budget Vote		
District #1	District #2		
<u>Haverstraw</u>	<u>Garnerville</u>	<u>Absentee Ballots</u>	<u>Total</u>
16 Yes	93 Yes	15 Yes	124 Yes
7 No	95 No	0 No	102 No

	Trustee Vote	Trustee Vote		
	District #1	District #2		
	<u>Haverstraw</u>	<u>Garnerville</u>	<u>Absentee Ballots</u>	<u>Total</u>
Patricia Soto	18	121	14	153
Sonia Burgos Crannage	19	113	13	145

Notice of the certified results of the vote will be sent to the Haverstraw-Stony Point School District as required by law.

Ms. Vandervoort seconded. Vote unanimous.

V. COMMUNICATIONS

There were no communications.

VI. FINANCIAL REPORTS

1. Line 01 Taxes Received General is 2% short due to adjustments in assessments. Line 1850 Special Programs Adult is high due to a deposit made for an October bus trip. Line 1474 Information Services Asst. I, PT is high due to the hiring of an assistant, the position to be funded in Line 1412 Librarian II, FT. Line 1623 Internet Public, Line 1727 RCLS Membership Fee, and Line 1843 Dues are high, we will check into the reasons. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2012 - June 11, 2013. Ms. Vandervoort seconded. Vote unanimous.
2. Check #4928 Construction By Allison is for the Village roof repair. The charge was lower than anticipated. Check #4956 Thomson Reuters-West if for a law database. Checks #4886, 4906, and 4941 Mad Science are for Youth Services programs. Ms. Kaiser moved to accept the Check Warrant May 15, 2013 through June 5, 2013, in the amount of \$63,926.02. Mr. Cobb seconded. Vote unanimous.
3. Ms. Kaiser moved to accept the Check Warrant June 6, 2013 through June 11, 2013, in the amount of \$23,433.92. Ms. Soto seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolutions as follows:
 To approve the attached list of transfers made from TD Bank Sweep Account from May 14, 2013 to June 11, 2013, as per audit. Mr. Cobb seconded. Vote unanimous.
 To authorize Principal Account Clerk to make necessary account transfers to balance expense accounts in order to close accounts for year 2012-2013, ultimately subject to Board approval. Ms. Vandervoort seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

In the Village, a RCLS driver set off the alarm and also forgot to lock the back door. Going forward, Andy Cruz will double-check that the back door is locked in addition to setting the alarm.

Maser Consulting decided not go forward with our solar panel process, stating that the project scope had changed. RCLS had solar panels installed a few years ago. They had no RFP process and instead brought in contractors, got estimates, and engineers did the assessment only. We will go the same route. Ms. Depkin has three meetings set up with vendors. Ms. Kaiser moved to accept the June 11, 2013 Director's Report. Ms. Vandervoort seconded. Vote unanimous.

VII. COMMITTEE REPORTS

Personnel

Ms. Depkin passed out a list of her goals for the coming year, which were discussed with the Board. Goals include completing the solar panel project, staff development, having a closer working relationship with NRCSD, and election to the NYLA Council.

Policy

The Committee has finished reviewing and revising the Personnel Manual. A draft manual will be ready for Board approval at the July Board meeting. The Committee will meet 7 pm prior to the meeting.

Building & Grounds

Nothing to report.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

In keeping with past tradition, Mr. Cobb moved to close the Library the Saturday of Labor Day weekend, August 31, 2013. Ms. Kaiser seconded. Vote unanimous.

Mr. Freeman, authorized as President of the Board, swore in Ms. Soto as Library Trustee for a term of 5 years.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:30 pm. Ms. Vandervoort seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, July 9, 7:30 p.m. at the Main Library.

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