

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Rosman Center, Garnerville, N. Y.
Tuesday, June 12, 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.
June 12, 2012

Board Members Present

Richard Freeman
Stephen Cobb
Gail Kaiser
Sonia Burgos-Crannage
Kathleen Vandervoort

Absent

Patricia Soto- excused
Bernadette Koop - 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 7:37 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

IV. **MINUTES**

Ms. Kaiser moved to accept the Minutes of the 5/15/12 Board Meeting. Mr. Cobb seconded. Vote unanimous.
Mr. Freeman read the results of the Annual Trustee Election and Budget Vote held on May 31, 2012, as listed in the Minutes of the Special Board Meeting on May 31, 2012. Ms. Burgos-

Crannage moved to certify the results and accept the Minutes of the May 31, 2012 Special Board Meeting. Ms. Vandervoort seconded. Vote unanimous.

V. COMMUNICATIONS

There were no communications.

VI. FINANCIAL REPORTS

1. At about 11 ½ months into the year, we should be about 96% expended. We are 91.1% expended.

Line 22, Commissions, is money from our vending machines and public fax machine. In past years some money from Commissions has been used for Kay Freeman Award \$100 scholarships, awarded to our pages graduating high school and going on to college. Ms. Kaiser moved that for this year all the Commissions money be moved to the Kay Freeman Award. Ms. Burgos-Crannage seconded. Vote unanimous. This motion will be reviewed each year.

Line 1852, Special Programs - Teens, is under spent. We are not getting great attendance at our teen programs. The possibility of again holding Loud Noises band nights was discussed.

Line 1715, Repair & Maintenance, continues to be high.

Line 1704, Tech Logic, is high. The automated check-in needs a complete overhaul.

Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2011 through June 12, 2012. Ms. Vandervoort seconded. Vote unanimous.

2. Ms. Kaiser moved to accept the Check Warrant May 16, 2012 through June 6, 2012, in the amount of \$78,925.81. Mr. Cobb seconded. Vote unanimous.

3. The NYS Employees Health Insurance check in the amount of \$43,967.27 is reduced by approximately \$6,000 of employee contributions. Ms. Kaiser moved to accept the Check Warrant June 7, 2012 through June 12, 2012, in the amount of \$61,010.77. Ms. Burgos-Crannage 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 15, 2012 to June 12, 2012, as per audit. Mr. Cobb seconded. Vote unanimous.

To authorize the Principal Account Clerk to make necessary account transfers to balance expense accounts in order to close accounts for year 2011-2012, ultimately subject to Board approval. Ms. Burgos-Crannage seconded. Vote unanimous.

5. Ms. Kaiser moved to accept the BTOP Profit & Loss Budget vs. Actual Report July 1, 2010 through June 12, 2012. Ms. Burgos-Crannage seconded. Vote unanimous.

6. Ms. Kaiser moved to accept the BTOP Check Warrant May 15, 2012 through June 12, 2012, in the amount of \$4,733.74. Ms. Vandervoort seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

1. Village Branch air conditioning unit #2 needs to be replaced, we have a proposal from Reiner Group Inc. After it is replaced we will have an air quality test done in the building.

2. At the May 25 staff meeting the summer dress code was discussed, including footwear and hem lengths. Flip flops are not allowed. Per the Personnel Manual, any employee who

reports to work wearing something against policy will be sent home to change, and will not be compensated for his/her time away from work. The Board of Trustees is inclined to not allow any open toe shoes in the workplace, for safety reasons, but that motion will be put on hold for the time being.

3. A George White painting was found in the Village branch basement, it has been hung in Ms. Depkin's office.
3. Effective July 1 the work schedule for all full-time Circulation & Technical Services employees will be rearranged. All employees will work Saturdays and nights, making it more equitable. Scheduling is done 18 weeks in advance.
4. Ms. Kaiser moved to accept the Director's Report. Mr. Cobb seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to approve the appointment of Gesenia Baré to the position of Library Clerk I, effective July 1, 2012, and the appointment of Ceyda Paul to the position of Library Clerk I, effective July 1, 2012. Ms. Burgos-Crannage seconded. Vote unanimous.

Ms. Burgos-Crannage moved to approve the appointment of John Aiello to the position of Library Assistant, PT, Substitute, effective immediately. Mr. Cobb seconded. Vote unanimous.

Mr. Cobb moved to approve the appointments of the following persons to the position of Librarian I, PT, Substitute, all effective immediately:

Louis Antonietti
Terry Eagle
Emily Hernandez
Lisa Hewel
Stephen Koller
David Phillips

Ms. Vandervoort seconded. Vote unanimous.

Policy Review

Policy Committee did not meet tonight. It will meet July 10, 7 pm, prior to the Board meeting.

Building & Grounds

Mr. Cobb moved to accept the proposal from Reiner Group Inc. for the replacement of the air conditioning unit #2 in the Village Branch in the amount of \$7,024. Ms. Kaiser seconded. Vote unanimous.

We will look into the possibility of installing solar panels at the Village Branch to save on electric costs.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:50 pm. Ms. Burgos-Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, July 10, 7:30 p.m. at Rosman.

Submitted by: Cheryl L. Fellner