



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, June 12, 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.
June 12, 2018

Board Members Present

Richard S. Freeman
Stephen Cobb
Gail Kaiser
Kenneth Balban
Patricia Soto
Bernadette Koop

Absent

Sonia Burgos Crannage

Staff

Claudia Depkin, Director
Casey Conlin, Asst. Director
Victor Contero, 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

There were no visitors.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Soto moved to accept the Minutes of the May 7, 2018 Budget Public Information Session.

Mr. Freeman seconded. Vote unanimous.

Mr. Balban moved to accept the Minutes of the May 8, 2018 Budget Public Information Session. Ms. Soto seconded. Vote unanimous.

Mr. Balban moved to accept the Minutes of the May 8, 2018 Board Meeting. Ms. Soto seconded. Vote unanimous.

Ms. Soto moved to accept the Special Board Meeting Minutes of the June 7, 2018 Annual Trustee Election & Budget Vote. Mr. Balban seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Many of the revenue lines are over 100%. Line 22 Commissions is high, it includes the vending and fax machines. Line 31 Community Room is low, few for-profit organizations have reserved the room. Line 1471 Library Aide Children's PT is low, the employee has worked less this year. Line 1474 Info Services Asst. I PT is low, we are adding another employee to this line next year. Line 1477 Custodial Overtime is low. Line 1606 Standing Orders - Adult is low, it is for reference materials, the line has been adjusted for next year. Line 1609 Standing Orders - Electronic Databases is low, databases bill at different times during the year. Line 1611 Audio Media - Adult is low, the line has been adjusted for next year. Line 1625 Periodicals includes annual subscription renewals. Line 1707 Service Contracts is high, contracts bill at different times during the year. Line 1714 Custodial Supplies is high, we have restocked supplies to carry us through the summer. Line 1825 Postage is low, overdue notices are no longer sent in the mail. Line 1827 Public Relations is high, it includes the newsletter. Line 1828 Training and line 1835 Conferences are high, the lines have been adjusted for next year. Line 1860 Miscellaneous Fees is high, it includes the fire inspection fee and the elevator inspection fee. Line 1850 Special Programs Adult, line 1851 Special Programs Children, and Line 1852 Special Programs Teens are high, some programmers and vendors have been paid through October. All programs have been well-attended. Line 1623 Internet Public is the Optimum fee for the Village Branch and the Main Library. Line 1631 Anser equipment is low, machines are replaced sporadically, some years more than others. Line 1640 Office Equipment is low. Line 1641 Furniture & Fixtures is high, chairs have been replaced and shelving added. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through June 12, 2018 Report. Mr. Cobb seconded. Vote unanimous.

2. Check #10681 and #10715 AAA Cooleration Service is for Village maintenance and repair of a women's bathroom faucet. Check #10695 Omni Financial Group is the third party

annuity administrator. Check #10716 ABCorp is for library cards with chips. Check #10723 Findaway World LLC is for Playaways. Check #10731 Information Today, Inc. is an adult directory standing order. Check #10747 JJ Stanis and Company is for our dental and vision insurance. Ms. Kaiser moved to accept the Check Warrant May 9, 2018 through June 6, 2018, in the amount of \$114,786.83. Ms. Soto seconded. Vote unanimous.

3. Check #10757 Allied Universal is for the security guards. Check #10770 Red Hawk Fire & Security is the service contract. Check #10763 E.A. Morse & Co., Inc. is for custodial supplies. Ms. Kaiser moved to accept the Check Warrant June 7, 2018 through June 12, 2018, in the amount of \$13,740.89. Mr. Balban 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 9, 2018 through June 12, 2018. Mr. Cobb seconded. Vote unanimous.

To approve the Payroll Warrants with the pay dates of May 23, 2018 and June 6, 2018.

Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Yolanda White is retiring July 31st. She will be missed.

We have a lot of regular maintenance scheduled in both buildings.

Items checked out are down from last year, but downloaded items and computer and Wi-fi use is up.

Mr. Cobb moved to accept the June 12, 2018 Director's Report. Mr. Balban seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to thank Yolanda White for her dedicated service to the Library, and to wish her well in retirement. Seconded by the entire Board. Vote unanimous.

Policy

The Committee met at 7 pm, prior to the Board Meeting. A draft investment policy for non-profits was reviewed. Our accountant suggested that our current policy should be more detailed. The Committee recommends that the Board approves the draft policy. Ms. Soto moved that Policy 4.7 Investment Policy be approved. Ms. Kaiser seconded. Vote unanimous. The Committee will next meet July 10, 7 pm, prior to the Board Meeting.

Building & Grounds

We are applying for a New York State construction grant, for repair of the Main Library's emergency egress from the mid-level and the Village Branch outside stairs. The cement is wearing away, making it a safety issue.

Budget

The budget passed by 65.5%, and Ms. Soto and Ms. Burgos Crannage were re-elected Trustees to five-year terms.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

The LARC Annual Meeting is this Friday, June 15, 9 am at the New City Library.

Ms. Depkin is again holding a picnic at her home for staff and Trustees, on August 12. An email with more information will be sent.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:23 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, July 10, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board