

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, July 10, 2012
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. MINUTES
- V. ORGANIZATIONAL MEETING
- VI. COMMUNICATIONS
- VII. FINANCIAL REPORTS
- VIII. DIRECTOR'S REPORT
- IX. 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
- X. OLD BUSINESS
- XI. NEW BUSINESS
- XII. ADJOURNMENT



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
July 10, 2012

Board Members Present

Richard Freeman
Stephen Cobb
Gail Kaiser
Bernadette Koop
Patricia Soto
Sonia Burgos-Crannage
Kathleen Vandervoort

Absent

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 7:43 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 6/12/12 Board Meeting with the following change: in the Director's report, #2, the last sentence should read "Some of the Board

Trustees are inclined to not allow any open toe shoes in the workplace, for safety reasons, but the discussion will be put on hold for the time being.” Ms. Kaiser seconded. Vote unanimous.

V. ORGANIZATIONAL MEETING

Mr. Freeman moved to elect the following slate of officers for the 2012-2013 budget year:

- Richard Freeman - President
- Stephen Cobb - Vice President
- Gail Kaiser - Financial Officer
- Bernadette Koop - Secretary

The Secretary cast one vote for approval.

Mr. Cobb moved to designate the following for the 2012-2013 budget year:

- Cheryl Fellner as Clerk to the Board
- Korn, Rosenbaum, Phillips & Jauntig as accounting firm
- Keith Cornell as attorney
- TD Bank as official depository
- 2nd Tuesday of the month as official meeting date
- Journal News and Rockland County Times as official newspapers

Ms. Vandervoort seconded. Vote unanimous.

Mr. Cobb moved to approve the following Slate of Committees for the 2012-2013 budget year:

Personnel

- Sonia Burgos-Crannage, Co-chair
- Stephen Cobb, Co-chair
- Gail Kaiser
- Patricia Soto

Budget

- Gail Kaiser, Chair
- Patricia Soto
- Bernadette Koop
- Kathleen Vandervoort

Building & Grounds

- Stephen Cobb, Co-chair
- Bernadette Koop, Co-chair
- Sonia Burgos-Crannage
- Kathleen Vandervoort

Policy Review

- Patricia Soto, Chair
- Gail Kaiser
- Stephen Cobb
- Bernadette Koop
- Sonia Burgos-Crannage

Ms. Burgos-Crannage seconded. Vote unanimous.

VI. COMMUNICATIONS

There were no communications.

At 7:50 pm Ms. Soto moved to go into Executive Session to discuss a payroll matter. Ms. Burgos-Crannage seconded. Vote unanimous.

At 7:53 pm Ms. Soto moved to come out of Executive Session. Ms. Kaiser seconded. Vote unanimous.

VII. FINANCIAL REPORTS

1. The Adult Audio Media and Periodical lines are low. Some items are on a 2 year renewal and some magazines have stopped publishing.
Ms. Kaiser moved to accept the Adjusted Profit & Loss Budget vs. Actual Report July 2011 through June 2012. Mr. Cobb seconded. Vote unanimous.
2. Figures in the Profit & Loss Budget vs. Actual Report July 1 - July 10, 2012 are incorrect, as the report is for a partial month. The report will be redone for a full month and distributed at the next Board Meeting. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1 - July 10, 2012. Ms. Koop seconded. Vote unanimous.
3. Check #3833 is for a scanner for photographs. Ms. Kaiser moved to accept the Check Warrant June 13, 2012 through June 30, 2012, in the amount of \$74,247.71. Ms. Burgos-Crannage seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Check Warrant July 1, 2012 through July 10, 2012, in the amount of \$29,931.82. Ms. Vandervoort seconded. Vote unanimous.
5. The Bilingual Trainers line on the BTOP Profit & Loss Report is high because additional classes are being held. Ms. Kaiser moved to accept the BTOP Profit & Loss Budget vs. Actual Report July 1, 2010 through July 10, 2012. Mr. Cobb seconded. Vote unanimous.
6. Ms. Kaiser moved to accept the BTOP Check Warrant June 13, 2012 through July 10, 2012, in the amount of \$4,478.84. Ms. Burgos-Crannage seconded. Vote unanimous.
7. Ms. Kaiser moved to accept the Resolutions as follows:
 1. To approve the attached list of transfers made from TD Bank Sweep Account from June 13, 2012 to July 10, 2012, as per audit. Ms. Soto seconded. Vote unanimous.
 2. To authorize the Principal Account Clerk to make budget line transfers as per attached list to balance the 2011-2012 budget year. Ms. Burgos-Crannage seconded. Vote unanimous.
 3. To encumber the following funds from the 2011-2012 budget:

Books - Children	\$9,500.00
Audio Media - Adult	\$6,700.00

Ms. Koop seconded. Vote unanimous.

VIII. DIRECTOR'S REPORT

1. Town Supervisor Howard Phillips contacted us about displaying a Civil War flag in the library. The flag, which was carried in battle, is now at the Fire Training Center in Pomona, and it isn't seen much. The Town will obtain a stand, and the flag will be displayed on our mid-level by the microfilm reader. We will look into programming ideas that incorporate the flag and the Civil War.
2. We haven't yet received a reimbursement for the permit fees paid to the Village of Haverstraw for the AC installation in the Village Branch. We will follow up.
3. HNST Mold Inspections did an inspection in the Village Branch and no problems were found. We will schedule another inspection in the fall.
4. Ms. Kaiser moved to accept the Director's Report. Ms. Koop seconded. Vote unanimous.

IX. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to amend the June 12, 2012 Personnel motion as follows: to approve the

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

Policy Review

The Committee met tonight at 7 pm and will next meet on August 14, 2012, 7 pm, prior to the Board meeting.

Building & Grounds

Mr. Vandervoort moved to accept a bid to install a security camera on the lower level of the Main Library, from DTM Installations, in the amount of \$810.93. Ms. Koop seconded. Vote unanimous.

Mr. Cobb moved to approve the closing of both library sites on Saturday, September 1st, In observance of the Labor Day holiday. Ms. Soto seconded. Vote unanimous.

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 8:43 pm. Ms. Burgos-Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, August 14, 7:30 p.m. at Rosman.

Submitted by: Cheryl L. Fellner