



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, August 11, 2015  
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. DESIGNATION OF COMMITTEES
- 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.  
August 11, 2015

Board Members Present

Richard Freeman  
Stephen Cobb  
Bernadette Koop  
Gail Kaiser

Absent

Kathleen Vandervoort  
Patricia Soto  
Sonia Burgos Crannage

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 7:49 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

Prior to the reading of communications, Mr. Freeman swore in Ms. Kaiser as Library Trustee for the 2015-2016 budget year.

#### **IV. COMMUNICATIONS**

Letter from Assemblyman Kenneth Zebrowski to Ms. Depkin, asking us to let his office know of our funding needs.

Card to Tara Morris from the staff of Aunt Helen's Closet, praising Childrens Services' employees, in particular Herbert Koomson, and the wonderful environment the Library affords to children.

Letter from Catholic Charities Community Services to the Library, thanking us for our generous food drive donation.

Letter from Marylu Perchak, Librarian from West Haverstraw Elementary School to Tara Morris, thanking Tara for allowing her students to participate in Reading Adventures, and praising the Summer Reading Club.

Letter from Daniel Petigrow of Thomas, Drohan, Wasman, Petigrow & Mayle, LLP, counsel to the North Rockland Central School District, to Keith Cornell, giving notice of a library tax chargeback for tax certiorari refunds.

#### **V. MINUTES**

Ms. Koop moved to accept the Minutes of the July 14, 2015 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

#### **VI. FINANCIAL REPORTS**

1. Lines 1503 Unemployment Insurance, 1480 Custodian I FT, and 1482 Custodian II FT are inaccurate due to a problem with Quickbooks. The lines will be corrected. Line 1604 Encumbered is at 100%, encumbered bills from the last budget year have been paid. Lines 1606 Standing Orders - Adult and 1625 Periodicals are high, bills were paid this month. Line 1704 Tech Logic is high, it includes payment for the new security gates, a portion of the cost will be moved to Line 1624 Technology. Line 1714 Custodial Supplies is high, an order was just placed. Supplies are ordered once a quarter. Line 1715 Repair & Maintenance is high due to HVAC repairs. Line 1725 NYS MTA Tax is high, monies paid will be refunded to us next year. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - August 11, 2015. Ms. Koop seconded. Vote unanimous.
2. Check #7275 Academic Superstore is for computer software. Check #7285 E.A. Morse is for custodial supplies. Check #7298 Venite Pizza is for the teen volunteer party. Check #7274 AAA Cooleration Service is for replacement of the breakers inside the cooling tower and the driveshaft on the heat pump. Check #7290 Orkin- Elmsford is for pest control. Ms. Kaiser moved to accept the Check Warrant July 15, 2015 through August 6, 2015, in the amount of \$34,945.34. Mr. Cobb seconded. Vote unanimous.
3. Check #7301 AAA Cooleration Services is for the replacement of the breakers inside the cooling tower and the driveshaft on the heat pump. Ms. Kaiser moved to accept the

Check Warrant August 7, 2015 through August 11, 2015, in the amount of \$10,591.86.

Mr. Cobb 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 July 15, 2015 to August 11, 2015, as per audit. Ms. Koop seconded. Vote unanimous.

To approve the Payroll Warrants for July 22, 2015 and August 5, 2015. Mr. Cobb seconded. Vote unanimous.

## VII. DIRECTOR'S REPORT

Donna Sopalsky has been out sick, the Facilities and Circulation Statistics information will be reported in next month's Director's Report.

Ms. Depkin is meeting with Assemblyman Kenneth Zebrowski and other Library Directors tomorrow to discuss funding needs.

Mr. Cobb moved to accept the August 11, 2015 Director's Report. Ms. Kaiser seconded. Vote unanimous.

## VIII. DESIGNATION OF COMMITTEES

Ms. Koop moved to approve the following Slate of Committees for the 2015-2016 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

### **Buildings & 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

The President of the Board is ex-officio member of **all** committees.  
Mr. Cobb seconded. Vote unanimous.

Per Open Meetings Law, public notice will be given of all Committee meetings, and meetings will be open to the public.

## IX. COMMITTEE REPORTS

### **Personnel**

Nothing to report.

**Policy**

The Committee met at 7 pm, prior to the Board Meeting. The following draft policies will be brought to the Board for approval at the September Board meeting: FOIA Policy; Unattended Child Policy; Workplace Violence Prevention Policy; and Use of Computers & Internet by Staff Policy. Discussion on the Capitalization Policy will continue.

The next Committee meeting will be September 8, 2015, 7 pm, prior to the Board meeting.

**Building & Grounds**

Mr. Cobb moved to close the Library on Saturday, September 5, for an extended Labor Day weekend. Ms. Koop seconded. Vote unanimous.

**Budget**

Nothing to report.

**X. OLD BUSINESS**

Nothing at this time.

**XI. NEW BUSINESS**

The letter from the school district’s counsel to Keith Cornell was discussed. Longstanding Board members remembered that a similar issue arose years ago, and at that time it was determined that the Library was not responsible for any tax chargebacks. We will look for these records. Money in the budget will have to be set aside for chargebacks ,if we are found liable.

**XII. ADJOURNMENT**

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

Next regular scheduled meeting Tuesday, September 8, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board