



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, August 12, 2014
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.
August 12, 2014

Board Members Present

Richard Freeman
Gail Kaiser
Stephen Cobb
Patricia Soto

Absent

Kathleen Vandervoort
Bernadette Koop
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 7:36 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 July 15, 2014 Board Meeting. Mr. Cobb seconded. Vote unanimous.

V. COMMUNICATIONS

There were no communications.

VI. FINANCIAL REPORTS

1. Our revenue is good. Line 22 Commissions is monies from our vending and fax machines. Line 1477 Custodial Overtime is high, Tim Heinsman has been out on medical leave and other custodians have been filling in for him. Line 1827 Public Relations is high, bills for the September/October newsletter were paid today. Line 1707 Service Contracts is high, many of our contracts are paid in July. Line 1720 Inter Library Carrier is high due to mileage being paid to custodians for travel back and forth between the main and branch library buildings in Tim Heinsman's absence. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2014 - August 12 2014. Mr. Cobb seconded. Vote unanimous.
2. Check #6219 Avaya, Inc. is for our phone equipment. Check #6229 Synchrony Bank Amazon is for Amazon.com orders. Ms. Kaiser moved to accept the Check Warrant July 16, 2014 through August 7, 2014, in the amount of \$38,024.71. Ms. Soto seconded. Vote unanimous.
3. Ms. Kaiser moved to accept the Check Warrant August 8, 2014 through August 12, 2014, in the amount of \$56,269.41. 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, 2014 to August 12, 2014, as per audit. Mr. Cobb seconded. Vote unanimous.
To approve New York State Employee Health Insurance deduction for retirees Medical Insurance at 90% payment for Individuals and 75% for Family. The Library will bill retirees for the additional 5%. Ms. Soto seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin is waiting to hear from the Asst. District Attorney as to whether Jorge Ruiz accepted a plea deal.

OnForce Solar has told us that our project will be substantially completed by the end of August.

Phone lines in the Village Branch and in the neighborhood have been down quite a bit due to water in the lines. Verizon has recommended switching to fiber, which is more reliable but more expensive. We will look into pricing and into whether the grant money allocated for walkway and stair repair can be used for fiber lines instead.

No contractors came to the August 4 site visit for the walkway repair. Bids are due September 2.

Ms. Soto moved to accept the August 12, 2014 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to accept the resignation of Lisa Parrage, Page, effective August 6, 2014. Ms. Soto seconded. Vote unanimous.

Mr. Cobb moved to accept the resignation of Christina Martinez, Page, effective

August 22, 2014. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to accept the resignation of Anne Sullivan, Librarian I, effective August 29, 2014. Ms. Soto seconded. Vote unanimous.

Mr. Cobb moved to appoint Emmi Umback as Page, effective immediately. Ms. Kaiser seconded. Vote unanimous.

Policy

The Committee met at 7 pm prior to the Board Meeting. Policy 2.9, Social Media, was reviewed at a previous Board Meeting but was not voted on. Ms. Soto moved to approve Policy 2.9 Social Media. Ms Kaiser seconded. Vote unanimous.

The N.Y.S. Non-Profit Revitalization Act of 2013, which went into effect July 1, 2014, mandates that not-for-profits with more than 20 employees and annual revenue in excess of \$1,000,000 have a “whistle blower” policy. Ms. Soto moved to approve Policy 5.4 Whistle Blower. Mr. Cobb seconded. Vote unanimous.

The Committee will next meet at 7 pm prior to the September 9 Board Meeting.

Building & Grounds

Ms. Depkin will check rates offered by energy suppliers and will compare them to Hudson Energy’s.

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 8:16 pm. Ms. Soto seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board