AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, August 13, 2013
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 13, 2013

| Board Members Present | Absent |
| --- | --- |
| Richard Freeman | Sonia Burgos Crannage |
| Gail Kaiser | |
| Patricia Soto | |
| Kathleen Vandervoort | |
| Stephen Cobb | |
| Bernadette Koop | |

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

No visitors were in attendance.

## IV. MINUTES

Ms. Kaiser moved to accept the Minutes of the July 9, 2013 Board Meeting. Ms. Soto seconded. Vote unanimous.

## V. COMMUNICATIONS

Letter from Stacie Scollo, Garnerville resident, addressed to Mr. Freeman and the Board. In the letter Ms. Scollo expresses her dissatisfaction with the Library's policy of charging $75 per hour for the use of our Community and Board Rooms by for-profit businesses. She feels that as a patron and taxpayer, the rooms should be available free of charge. The Board discussed her concerns but is standing by Library policy. Ms. Depkin will respond to Ms. Scollo.

## VI. FINANCIAL REPORTS

1. Line 04 Interest Income is bond interest. Line 1630 ANSER includes fees due in July. Line 1842 Election includes expenses incurred for our June 2013 budget vote. Line 1860 Miscellaneous Fees is high, we will check into it. Line 1710 Utilities Village is high most likely due to cooling the building during the recent heat wave. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2013 - August 13, 2013. Mr. Cobb seconded. Vote unanimous.
2. Check #5099 and #5130 Wondergy is for a teen program. Check #5135 Rockland County Board of Elections is for the scanners, ballots, etc. for our June 2013 budget vote. Ms. Kaiser moved to accept the Check Warrant July 10, 2013 through August 7, 2013, in the amount of $94, 682.94. Ms. Koop seconded. Vote unanimous.
3. Check #5152 Brodart is for processing materials. Check #5154 Caesar's Way is a magazine subscription. Check #5148 Shell Ann Printing is for our newsletter. Ms. Kaiser moved to accept the Check Warrant July 10, 2013 through August 13, 2013, in the amount of $62,941.39. Ms. Vandervoort seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolution as follows:
   To approve the attached list of transfers made from TD Bank Sweep Account from July 10, 2013 to August 13, 2013, as per audit. Ms. Soto seconded. Vote unanimous.
5. As of today we have $434,000 cash on hand, which covers 3 payrolls. 50% of our tax money is due to us from the school district on October 1st, the balance due on October 15. Ms. Depkin will speak with Ileana Eckert, Superintendent of Schools, about receiving our money on time. She will also contact Orange & Rockland Utilities on the possibility of paying our bill late.

## VII. DIRECTOR'S REPORT

We have solar panel proposals from 4 companies. Real Goods is the company that RCLS and Tomkins Cove used. Monolith, based in Syracuse, may have overestimated the system size as they have not been on site. OnForce recommends a maintenance contract, the other companies do not, stating that warranties offered are sufficient. Ms. Depkin distributed a Solar Panel Proposals Summary to Board members, who will review it and discuss at the next Board meeting.

LARC will no longer be contributing to the digitization of the Rockland County Times. 86 cartons are left to be done. Ms. Depkin has requested an application for funding from the New NY Bridge Community Benefits Program but has not heard back from them.

Youth Services Dept. Head Tara Morris and Teen Services Dept. Head Patrice Gottfried will meet with Ms. Depkin to discuss the coordination of teen volunteers for youth services programs.

Ms. Vandervoort moved to accept the August 13, 2013 Director's Report. Ms. Kaiser seconded. Vote unanimous.

## VII. COMMITTEE REPORTS

**Personnel**
Moira O'Brien has retired, for the time being her position will not be filled.

**Policy**
The Committee met prior to the Board Meeting to go over the revised Personnel Manual. Some editorial changes were made. Ms. Soto moved that the Board accept the Personnel Manual as presented. Ms. Koop seconded. Vote unanimous. Ms. Kaiser thanked Ms. Fellner on behalf of the Board for her work done on revising the Manual.
Next on the agenda for the Committee is the review of all library policies.

**Building & Grounds**
Solar panel proposals will be discussed at the next Board meeting.

**Budget**
We have had a problem with receiving our tax monies from the school district on time. 50% of our money is due to us on October 1. If we have not received it by that date, Library Board Trustees will attend the next school board meeting.

## IX. OLD BUSINESS

Ms. Vandervoort reiterated her desire that the Board as a whole give a gift to employees who have a grave illness and to employees who are retiring. Board members have in the past been invited to staff-sponsored retirement parties. Ms. Soto moved to send flowers to Moira O'Brien, with best wishes on her retirement and wishes for a speedy recovery. Mr. Cobb seconded. Vote unanimous. Going forward, at the request of the Board, Ms. Depkin will notify the trustees of employees out due to grave illness.

## X. NEW BUSINESS

Ms. Vandervoort stated that DVDs she had checked out from the Village Branch were in such bad shape that they were unwatchable. We have a machine that cleans disks, Ms. Depkin will check on our schedule for cleaning.

## XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:55 pm. Mr. Cobb seconded. Vote unanimous.

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

Submitted by: Cheryl L. Fellner, Clerk to the Board