

AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, September 11, 2012
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.
September 11, 2012

Board Members Present

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

Absent

Kathleen Vandervoort

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 7:34 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited. A moment of silence was held in memory of all those lost on 9/11, and for all responders subsequently lost.

III. RECEPTION OF VISITORS

Mr. Ilan Shulein attended. He and his family are long-time patrons. One film in our recent film series was rated R. Mr. Shulein feels that showing R-rated movies in a public library is inappropriate, and he's concerned that minors might be present. The Board assured him that staff is on hand to make sure that does not happen, and we disclose the ratings in our press releases. Going forward we will also place a sign on the Community Room door.

IV. MINUTES

Ms. Soto moved to accept the Minutes of the 8/14/12 Board Meeting. Mr. Cobb seconded. Vote unanimous.

V. COMMUNICATIONS

There were no communications.

VI. FINANCIAL REPORTS

1. Line 22, Commissions, is money from our vending machines, the public fax, and from the Board of Elections, for their use of our Community Room for voting.
Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1 - September 11, 2012. Ms. Burgos-Crannage seconded. Vote unanimous.
2. Check #3992 is for books. Check #4029 is for databases.
Ms. Kaiser moved to accept the Check Warrant August 15, 2012 through September 6, 2012, in the amount of \$56,323.85. Ms. Koop seconded. Vote unanimous.
3. Ms. Kaiser moved to accept the Check Warrant August 15, 2012 through September 11, 2012, in the amount of \$4,222.15. Mr. Cobb seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolution as follows:
 1. To approve the attached list of transfers made from TD Bank Sweep Account from August 15 2012 to September 11, 2012, as per audit. Ms. Burgos-Crannage seconded. Vote unanimous.
5. Ms. Kaiser moved to accept the BTOP Profit & Loss Budget vs. Actual Report July 1, 2010 through September 11, 2012. Ms. Soto seconded Vote unanimous.
6. Ms. Kaiser moved to accept the BTOP Check Warrant August 15, 2012 through September 11, 2012, in the amount of \$3,461.52. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

1. Our recent staff meeting centered on what staff believes to be the purpose of a library and our definition of customer service. The meeting was productive.
2. The ANSER Agreement needs to be approved by the Board and sent to RCLS by December.
3. The RCLS 2013 operating budget includes increased library service fees. State funding for RCLS has not increased, and RCLS anticipates a revenue shortfall. If member libraries do not approve the budget, there will be cuts in services. On September 27 RCLS will hold a budget hearing at the Valley Cottage Library at 7 pm.
4. Barry Brooks, a patron, would like to create a permanent exhibit or display for the Library, memorializing Civil War soldiers from Haverstraw. He has inquired as to whether the Board would be interested; the Board is interested.
5. Ms. Koop moved to accept the Director's Report. Ms. Kaiser seconded. Vote unanimous.

VII. COMMITTEE REPORTS

Personnel

The Personnel Committee met at 7 pm.

1. Mr. Cobb moved to appoint Andy Cruz as Security Assistant, Part Time. Ms. Soto

seconded. Vote unanimous.

2. Ms. Soto moved to establish a Librarian I position for Adult Services, to be funded from the Librarian II line #1412. Ms. Kaiser seconded. Vote unanimous. The Librarian I will be appointed from the Civil Service list. The Librarian II position will not be abolished.
3. Ms. Burgos-Crannage moved to establish an Information Services Assistant, Part Time, position, to be funded from line #1412, funds being moved to line #1474. Mr. Cobb seconded. Vote unanimous.
4. If the Village Coordinator position is established, a decision must be made as to whether to add a separate line to the budget, and whether the increase in salary should be a percentage of the employee's current salary or a set amount.
Ms. Soto, for the Personnel Committee, moved to recommend to the Budget Committee that the position of Village Coordinator be established and a separate budget line be established for the position, with monies from line #1412 used to fund the position. Ms. Koop seconded. Vote unanimous.
Ms. Kaiser, for the Budget Committee, moved to accept the Personnel Committee's motion, and moved to set \$1500 as the amount of compensation for the Village Coordinator position. Ms. Soto seconded. Vote unanimous
Mr. Cobb moved to appoint Charlotte Von Hein as Village Coordinator, effective September 12, 2012. Ms Burgos-Crannage seconded. Vote unanimous.

Policy Review

The Committee will next meet at 7 pm, October 9, 2012, prior to the Board meeting.

Building & Grounds

Nothing to report.

Budget

Nothing to report.

At 8:50 pm Mr. Cobb moved to go into Executive Session to discuss a personnel matter. Ms. Burgos-Crannage seconded. Vote unanimous.

At 8:58 pm Mr. Cobb moved to come out of Executive Session. Ms. Burgos-Crannage seconded. Vote unanimous.

IX. OLD BUSINESS

We are waiting for the Town of Haverstraw to obtain a stand for the Civil War flag.

X. NEW BUSINESS

All trustees will receive a letter and questionnaire from our accountant with regard to expenses. This is part of our annual audit.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 9:10 pm. Ms. Burgos-Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, October 9, 7:30 p.m. at Rosman.

Submitted by: Cheryl L. Fellner