



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, September 19, 2017
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. COMMITTEE REPORTS
 - a. Personnel –Sonia Burgos Crannage & Stephen Cobb, Co-Chairs
 - b. Policy Review – Patricia Soto, Chair
 - c. Building & Grounds – Kenneth Balban & 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 19, 2017

Board Members Present

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

Absent

Kenneth Balban

Staff

Claudia Depkin, Director
Casey Conlin, Asst. Director
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:30 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

Mr. Roy Smolarz attended. A longtime resident of Haverstraw, he stated that it was a terrible decision on the Library's part to close on the Saturday of Labor Day weekend, insomuch as the North Rockland School District is not listed as a top performer in the County,

and students were denied the use of the Library days before the start of the school year. Mr. Freeman stated that the decision to close was based on usage, in past years very few patrons come in on that Saturday. Five libraries in the County are closed on the Saturday before Labor Day, 12 are open. Ms. Depkin will check on usage at those that are open. Mr. Smolarz wants our policy of closing on that Saturday changed in the future.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Soto moved to accept the Minutes of the August 8, 2017 Board Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Lines 16 and 17, Grants Misc. and Grants RCLS are high, we've received our first installment of grant money. Lines 13 and 14, Copy Machine Village and Copy Machine Rosman are high. Total Employee Salaries is a little high, it includes 3 pay periods as the Board Meeting was rescheduled for a week later than usual. Line 1609 Standing Orders Electronic Databases is high, we are billed once a year. Line 1715 Repair & Maintenance is high, approximately \$13,000 is grant money received for the replacement of the fire panel. Line 1860 Miscellaneous Fees is high, it includes the boiler inspection fee. As there are a number of inspection fees, we'll start a separate budget line for them. Line 1624 Technology is a little high, it includes the Surface Pro tablets. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through September 19, 2017 Report. Mr. Cobb seconded. Vote unanimous.
2. Check #9684 AAA Cooleration is for repair of the steam heat in the Village. Check #9686 Allied Universal is our security firm. Check #9709 Trane Service Group is our service contract for the cooling tower software. Check #9711 AAA Cooleration is for replacement of a bearing in the Main Library. Check #9695 Kind News is a children's magazine. Check #9722 Crimson Multimedia Distribution is for teen video games. Check #9721 Jayne Conti is for an adult watercolor class program. Check #9724 E.A. Morse & Co. is for custodial supplies. Check #9736 MPLC is a movie licensing fee. Ms. Kaiser moved to accept the Check Warrant August 9, 2017 through September 15, 2017, in the amount of \$179,736.61. Ms. Burgos Crannage seconded. Vote unanimous.
3. Check #9762 AAA Cooleration is for cleaning out the sand filter and condenser tubes, which took 4 days. Check #9769 Ducey Agency is our insurance. Check #9776 Penworthy Company is for children's books. Ms. Kaiser moved to accept the Check Warrant September 16, 2017 through September 19, 2017, in the amount of \$22,661.14. Ms. Burgos Crannage 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 August 9, 2017 to September 19, 2017. Mr. Cobb seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of August 16, 2017, August 30, 2017, and September 13, 2017. Ms. Soto seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

600 people attended our Solar Eclipse Viewing Parties at both buildings, everyone had an outstanding time.

We received \$900,000 from the NRCSD on September 1st, it must be paid back by November 15th. We expect to receive more money in mid-October.

There is a RCLS budget hearing at the Suffern Library September 26 at 7:30 pm.

Our annual audit was started, the accountants will attend our October Board Meeting with a draft audit.

Ms. Soto moved to accept the September 19, 2017 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Casey Conlin, our new Assistant Director, spoke about himself and his background. The Trustees gave him a warm welcome.

Policy

The Committee met at 7 pm, prior to the Board Meeting. The New York Paid Family Leave Program, effective January 1, 2018, was discussed. The program is mandatory for private employers, public employers may opt in. All employees would be covered, paid for by employees with a deduction from their paycheck. Employees cannot opt out. The Policy Committee recommends opting into the Program. Ms. Soto moved to opt into the New York Paid Family Leave Program. Ms. Kaiser seconded. Vote unanimous.

The Committee will next meet on October 10, 2017, 7 pm, prior to the Board Meeting.

Building & Grounds

We are getting estimates on replacing the Village windows.

We are getting estimates on encasing the balcony in the Main Library, possibly with a glass wall or screening.

Budget

Nothing to report.

IX. OLD BUSINESS

Ms. Depkin emailed Karen Weaver's family a picture of the sign to be painted in the Children's storytime room. Karen's daughter, Allison, will get back to Ms. Depkin with dates for the

dedication.

X. NEW BUSINESS

We received an annual report from the Bank of New York. Years ago the Library received some stock, which was subsequently cashed in.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:33 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, October 10, 2017, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board