



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, January 14, 2020
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.
January 14, 2020

Board Members Present

Richard S. Freeman
Stephen Cobb
Gail Kaiser
Bernadette Koop
Kenneth Balban
Patricia Soto

Absent

Sonia Burgos Crannage

Staff

Claudia Depkin, Director
Nicola McDonald, Asst. Director
Victor Contero, Principal Account Clerk
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**

There were no visitors.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Soto moved to accept the Minutes of the December 10, 2019 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be approximately 54% expended. Line 23 Passport Fees is at 0%, we will start processing passports on January 25. We have signage and social media postings to alert the public. Line 31 Community Room does not include the Board of Elections payment for use of the room for elections, the check was just received today. Line 17 Grants RCLS is high, it includes the money received from Senator Skoufis, which will be moved into Capital Funds. Lines 13 Copy Machine Village and 14 Copy Machine Rosman are good. Line 1447 Library Clerk FT is at 0%, the employee in the line resigned and as there is no list yet, we haven't filled the position. Line 1465 Library Clerk Typist Sub is high, it is being used until 1447 is filed. Line 1474 Info Services Asst. I PT is low, we thought we would only need a part time employee but instead hired a full time employee. That employee is in line 1476 Info Services Asst. I FT. Line 1485 Security Aide is high, it may be increased in the 2020-2021 budget. Lines 1610 Audio Visual Media Teens, 1611 Audio Media Adult, 1612 Audio Media Children, 1619 Visual Media Adult, and 1620 Visual Media Children are all low, but they are higher than last month. Line 1706 Sewer Tax is high, garbage pickup for the Village Branch is included in the line. Line 1828 Training is low, staff is availing themselves of training but many workshops and webinars are free. Line 1835 Conferences is high, a few more conferences are scheduled in the Spring. Line 1842 Election is low, it will go up once budget vote work begins. Line 1849 Museum Passes is low, the passes are being used, renewals occur throughout the year. Line 1623 Internet Public is low, it is the internet cost on our Optimum bill. Line 1631 Anser Equipment is at 0%, RCLS hasn't billed us yet. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through January 14, 2020 Report and the Profit & Loss Previous Year Comparison July 1, 2019 through January 14, 2020 Report. Ms. Koop seconded. Vote unanimous.
2. Check #12616, 12621 and 12624 Exceptional Child & Home, Inc. are for Children's programs. Check #12642 Automatic Door Systems Inc. is for replacement of the motor for the accessible door on the entry level. Check #12646 CG Muse is a 3D animation program for teens. Check #12681 Vari Sales Corporation is for a standing desk. Ms. Kaiser moved to accept the Check Warrant December 11, 2019 through January 10, 2020, in the amount of \$135,224.70. Mr. Balban seconded. Vote unanimous.
3. Check #12691 Trane Service Group is for monthly maintenance. Ms. Kaiser moved to

accept the Check Warrant January 11, 2020 through January 14, 2020, in the amount of \$65,253.70. 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 December 11, 2019 through January 14, 2020. Ms. Soto seconded. Vote unanimous.

To approve the Payroll Warrants with the pay dates of December 18, 2019, December 31, 2019, and January 15, 2020. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

NYLA Advocacy Day is February 25 in Albany. Ms. Fellner will register Mr. Balban and Ms. Koop, and anyone else planning on going.

Ms. Depkin and Ms. McDonald met with Ron Kirsop, Executive Director of the Pioneer Library System, to discuss strategic planning for our library. He submitted a proposal for his work, and Ms. Depkin and Ms. McDonald would like to move forward with him. The proposal includes focus group meetings with the community, staff, and trustees. Ms. Soto moved to accept the strategic planning proposal from Ron Kirsop in the amount of \$5,000. Ms. Kaiser seconded. Vote unanimous.

On January 29 at 2:30 pm there is a planning committee meeting scheduled for HKDPL's 125th anniversary celebration. Setting aside money for anniversary programming will be discussed at an upcoming Budget Committee meeting. Mr. Cobb moved to celebrate the 125th anniversary of HKDPL. Mr. Balban seconded. Vote unanimous.

Ms. Koop moved to accept the January 14, 2020 Director's Report. Mr. Cobb seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to regretfully accept the resignation of Christina Martinez, effective January 23, 2020. Mr. Balban seconded. Vote unanimous.

Mr. Cobb moved to appoint Dennis Sullivan to the position of Librarian I. Ms. Soto seconded. Vote unanimous.

Jessie Moore is not back to work yet, he possibly will be back in February on light duty.

Policy

The Committee met at 7 pm, prior to the Board Meeting. A draft of Policy 2.9 Lending of Electronic Devices was reviewed. The draft clearly states our policy. Ms. Soto moved to approve Policy 2.9 Lending of Electronic Devices. Ms. Kaiser seconded. Vote unanimous.

Building & Grounds

Nothing to report.

Budget

The 2020 tax cap is 1.81%.

Ms. Kaiser moved to approve a Tax Cap Override Resolution as follows:

Whereas, the adoption of the 2020-2021 budget for the Haverstraw King's Daughters Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Haverstraw King's Daughters Public Library voted and approved to exceed the tax levy limit for 2020-2021 by at least the sixty percent of the board of trustees as required by state law on January 14, 2020.

Ms. Soto seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Meetings for work on the 2020-2021 budget were set as follows:

Personnel Committee - February 18, 6:30 pm (prior to Board Meeting)

Budget Committee - March 10, 6:30 pm (prior to Board Meeting)

Budget Committee - March 24, 6:30 pm

Budget Committee - April 13, 6:30 pm

Budget Committee - April 14, 6:30 pm (prior to Board Meeting)

Depending upon receipt of the NYS Retirement bill, the April meetings may be cancelled.

A "Chain of Command" at HKDPL was passed out to the Trustees.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:30 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, February 18, 2020, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board