



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, February 18, 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.
February 18, 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.

After the Pledge of Allegiance was recited a moment of silence was held, in memory of the Finkelstein Memorial Library security guard who lost her life after being attacked.

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 January 14, 2020 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be approximately 64% expended. Line 13 Copy Machine Village and line 14 Copy Machine Rosman are good. Money from Line 17 Grants RCLS has been moved to Capital Funds. Line 23 Passport Fees is at 0% and line 31 Community Room is low, deposits were recently made to both lines but we have not received the deposit tickets back yet. Line 1416 Network Administrator is low, the employee was out due to illness and is back working, but not yet at full time. Line 1465 Library Clerk Typist Sub is high, it is being used until line 1447 Library Clerk FT is filled. Line 1480 Custodial Worker PT is high, the employee in the line is filling in for the employee in line 1482 Custodial II FT, which is low. Line 1485 Security Aide is high, it may be increased in the 2020-2021 budget. Line 1490 Pages is a little high, we will check into why. Line 1610 Audio Visual Media Teens, line 1611 Audio Media Adult, line 1612 Audio Media Children, Line 1619 Visual Media Adult, and line 1620 Visual Media Children are all low, money in these lines may be moved into programming lines. Line 1700 Processing Is low, we'll look at decreasing the line in the 2020-2021 budget. Line 1701 Circulation is high, it includes the purchase of 300 library cards. Line 1707 service Contracts is high, contracts are renewed at different times throughout the year. Line 1710 Utilities Village and line 1711 Utilities Main are high, they include our water bills. Line 1715 Repair & Maintenance Main and line 1716 Repair & Maintenance Village are good. Line 1820 Office Expense is high. Line 1830 Travel is high, many times travel is to free training opportunities. The line may be increased in the 2020-2021 budget. Line 1840 Legal Fees is high. Line 1841 Accounting is high, it includes Paychex fees, audits, timekeeping software, and accountant fees. We may add another line just for accountant fees in the 2020-2021 budget. Line 1843 Dues is high, we just renewed our LARC membership. We may increase the line in the 2020-2021 budget. Total Programs is low, but summer program purchasing hasn't begun yet. Line 1624 Technology is low, we have upgraded wifi in the Village and will be upgrading wifi in the Main Library. The line includes computer replacement. Total Technology/Equipment is low, technology breaks down cyclically. Keeping that in mind, line 1624 may be

reduced in the 2020-2021 budget, but not drastically. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through February 18, 2020 Report and the Profit & Loss Previous Year Comparison July 1, 2019 through February 18, 2020 Report. Ms. Soto seconded. Vote unanimous.

2. Check #12718 Reforma is for a librarian's membership in this Spanish language organization. Check #12721 ABCorp is for library cards. Check #12726 Benefit Resources LLC is the monthly administration fee and the annual compliance fee for the FSA. Check #12741 Know Buddy Resources is for children's books. Check #12754 Wilma Glover Koomson, #12740 Barbara Karniol, #12753 Karen Romaner, #12756 Bea Sasin, #12757 Gerri Scheinin, #12760 Rita Shenkman, #12768 Yolanda White, and #12806 Joanne Sininsky are for Medicare reimbursements. Check #12771 AASLH is membership in the American Association for State and Local History. Check #12777 Catwatch is voided. Ms. Kaiser moved to accept the Check Warrant January 15, 2020 through February 14, 2020, in the amount of \$133,779.08. Mr. Cobb seconded. Vote unanimous.
3. Checks #12820, 12828, 12829, 12830, and 12831 Fran Roesemann, checks #12817, 12821, 12824, and 12827 Stacie Scollo, and check #12818 Mad Science of the Mid Hudson are all for children's programs. Ms. Kaiser moved to accept the Check Warrant February 14, 2020 through February 18, 2020, in the amount of \$14,024.47. Mr. Balban 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 January 15, 2020 through February 18, 2020. Ms. Koop seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of January 29, 2020 and February 12, 2020. Ms. Soto seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Koop moved to accept the February 18, 2020 Director's Report. Mr. Cobb seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

The Committee met at 6:30 pm, prior to the Board Meeting. The Committee recommends that for the 2020-2021 budget the Village security guard be made full time.

Mr. Cobb moved to withdraw the appointment of Dennis Sullivan to the position of Librarian I, made on January 14, 2020. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to approve the appointment of Jennifer Fratello to the position of Librarian I Substitute. Mr. Balban seconded. Vote unanimous.

Mr. Cobb moved to approve the appointment of Michael Madden to the position of Clerk Substitute. Ms. Koop seconded. Vote unanimous.

Mr. Cobb moved to regretfully accept the retirement of Cheryl Fellner, effective February 29,

2020. Seconded by the entire Board. Vote unanimous.

Policy

Copies of the policy revision approved at the January Board Meeting were distributed to the Trustees.

Building & Grounds

Nothing to report.

Budget

The Committee will meet on March 10 at 6:30 pm, prior to the Board Meeting, to start work on the 2020-2021 budget. Ms. Kaiser invited all Trustees to attend.

IX. OLD BUSINESS

Mr. Balban moved to accept the Annual Report for Public & Association Libraries for 2019. Ms. Kaiser seconded. Vote unanimous.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:35 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, March 10, 2020, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board