



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, September 10, 2019
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 10, 2019

Board Members Present

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

Absent

Sonia Burgos Crannage
Patricia Soto

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 7:35 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

Mr. Balban moved to accept the Minutes of the August 13, 2019 Board Meeting with the following correction: Under Financial Reports - Profit & Loss Budget vs Actual July 1, 2019 - August 13, 2019 - strike *other* from "Line 1492 Longevity is \$500 paid every other year". Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be approximately 19% expended. Payroll is a little high, there were 3 pay periods in July. Line 1477 Custodial Overtime is low. Line 1602 Books Teens and line 1619 Visual Media Adult are low, materials are on order and payment is deferred. Line 1700 Processing is very low, we have put off purchasing of materials. Line 1710 Utilities Village is high. Line 1820 Office Expense is very high, we will check into why. Line 1828 Training is high, there are many training opportunities in the Fall that staff are taking advantage of. Line 1840 Legal Fees is low. Purchases will be made in June 2020 for the 2020 Children's and Teen Summer Reading programs. Line 1850 Special Programs Adult is high, it includes purchases for King Con. Line 1630 ANSER and line 1632 Anser Telecommunications are high, we are billed quarterly. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through September 10, 2019 Report and the Profit & Loss Previous Year Comparison July 1, 2019 through September 10, 2019 Report. Mr. Cobb seconded. Vote unanimous.
2. Check #12216 Infogroup is for directories. Check #12241 Value Line Publishing is a financial information database. Check #12266 Your Ideal Body Inc. is an Adult program. Ms. Kaiser moved to accept the Check Warrant August 14, 2019 through September 5, 2019, in the amount of \$71,835.54. Ms. Koop seconded. Vote unanimous.
3. Check #12271 and #12272 Exceptional Child & Home Inc. is a music program for children. Check #12281 Allied Universal is for our security guards. Ms. Kaiser moved to accept the Check Warrant September 7, 2019 through September 10, 2019, in the amount of \$9,654.41. 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 August 13, 2019 through September 10, 2019. Mr. Cobb seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of August 28 and September 11, 2019. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

The Trustees enjoyed seeing the King Con pictures in the Report.

The *Sound Recording* program series was well attended.

Drag Queen Story Hour and *Breakerspace* are nominated for the RCLS Children's Program of the Year Award.

Staff on the Green Team took a tour of the Solid Waste Recycling Facility in Hillburn.

Mr. Balban moved to accept the September 10, 2019 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to appoint Rio Aucena to the position of Information Services Assistant I, effective 9/24/2019. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to appoint Erin Power to the position of Librarian I, effective 9/24/2019. Ms. Koop seconded. Vote unanimous.

Policy

The Committee met at 7 pm, prior to the Board Meeting. The Environmental Policy Draft was reviewed, some changes in language were made to make it more understandable.

What constitutes a "catastrophic emergency" per Section 409 of the Personnel Manual, *Leave with Pay - Catastrophic Emergency Other than Bereavement*, was discussed. We will check with other libraries' policies.

The Committee will next meet October 8, 2019, 7 pm, prior to the Board Meeting.

Building & Grounds

The Village Branch steps have been repaired.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

The annual RCLS Budget needs to be approved by December 6. Budget information will be included in the next Board packet. Budget hearings are being held on September 13 at the RCLS Annual Meeting and on October 2, 7 pm, at the Suffern Library. Ms. Fellner will register those wanting to attend.

A small claims lawsuit has been filed naming Ms. Depkin and custodian Timothy Heinsman. Our attorney will be consulted.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:09 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, October 8, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board