



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, January 12, 2016
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 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.
January 12, 2016

Board Members Present

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

Absent

Kathleen Vandervoort

Staff

Claudia Depkin, 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**

There were no visitors.

IV. COMMUNICATIONS

Ms. Koop communicated that former Trustee Karen Weaver, who suffered a stroke, is being moved from Helen Hayes Hospital to a nursing home in Norwood, NJ.

V. MINUTES

Ms. Soto moved to accept the Minutes of the December 8, 2015 Board Meeting. Mr. Cobb seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be 52 ½% expended. Line 4 Interest Income is low, interest rates are down. Line 1507 Optical is low, we are self-insured. Line 1600 Books-Adult and line 1619 Visual Media-Adult are low, we had held off on spending while waiting for our tax monies. Line 1825 Postage is high. \$2,000 was just added to the meter in the Main library, and \$1,162.32 was incorrectly posted to this line, it will be moved to 1827 Public Relations. Line 1715 Repair & Maintenance continues to be high. Line 1706 Sewer Tax is high. Line 1851 Special Programs-Children is low. The number of programs and participation has not changed, we will check into why. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - January 12, 2016. Mr. Cobb seconded. Vote unanimous.
2. Checks #7700 and #7735 AAA Cooleration Service are for repair of the blower for the Florida heat pump, reinforcement of the attached cabinet, repair of the water intake unit, and boiler repairs. Check #7710 Orange & Rockland is high, we are still working on resolving our billing issue. Check #7751 EA Morse is for custodial paper supplies. Ms. Kaiser moved to accept the Check Warrant December 16, 2015 through January 7, 2016 in the amount of \$84,338.27. Ms. Koop seconded. Vote unanimous.
3. Check #7761 Adult Reading Round Table is for an employee's participation in a discussion group. Check #7773 Peterson's is for adult reference material. Ms. Kaiser moved to accept the Check Warrant January 8, 2016 through January 12, 2016 in the amount of \$59,263.79. 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 15, 2015 to January 12, 2016. Ms. Koop seconded. Vote unanimous.
To approve the Payroll Warrants for December 23, 2015 and January 6, 2016. Ms. Soto seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

The current instructor of the AARP Defensive Driving daytime classes is retiring, we are

looking for a replacement.

The tutor room on the mid-level next to the Teen Room has been converted into a Teen Services office for department head Patrice Gottfried. No construction was needed.

Ms. Burgos Crannage moved to accept the January 12, 2016 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Nothing to report.

Policy

The Committee met at 7 pm prior to the Board meeting. Policy 3.1 Security Camera Usage was restated in a user-friendly fashion. Ms. Soto moved to approve Policy 3.1 Security Camera Usage as amended. Ms. Kaiser seconded. Vote unanimous. The Committee will next meet on February 9, 2016 at 7 pm, prior to the Board meeting.

Building & Grounds

We continue to follow up with Orange & Rockland for our utilities refund.

Budget

In preparation for work on our 2016-2017 budget, the Personnel Committee will meet on February 16, 2016, at 7 pm. Requests from both Staff Associations are expected by the end of January. Budget Committee meetings will be scheduled at the February 9 Board meeting.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

LARC is looking for a Trustee to be on their Executive Board. Ms. Soto is interested.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:08 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, February 9, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board