



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, January 8, 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.  
January 8, 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  
Victor Contero, Principal Account Clerk  
Cheryl Fellner, Clerk to the Board

**I. CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:32 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. Koop moved to accept the Minutes of the December 11, 2018 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

At this time all in attendance moved into the small meeting room, where Children's Services Librarian Mark Zaino demonstrated how Makey Makey kits work, and what children can create with them. Everyone loved the demonstration. Following the demonstration everyone moved back into the Board Room.

#### **VI. FINANCIAL REPORTS**

1. We should be approximately 52% expended. Line 7 Miscellaneous is low, we may not need the line in the 2019 budget. Line 13 Copy Machine Village is low. Line 16 Grants Misc. is low, it includes money from the Van Orden Trust. Line 1 Taxes Received General is high, we last received money in November, before Thanksgiving. Line 22 Commissions is low, it includes vending machine and Paypal money. Line 25 Donations is low. Line 27 Appropriated Fund Balance is at 0%, we use money from the line if necessary. Line 1507 Optical is very low, we are checking with the insurance company. Line 1414 Librarian II FT and line 1401 Asst. Library Director III will see increases with the next payroll. The employees have retired and resigned, and benefit monies owed will be included in their next and final check. Line 1430 Librarian I Substitute is low, we have just hired 3 subs. Line 1447 Library Clerk FT is high, the employee has been working at extra Library events. Line 1474 Info Services Asst. I PT is low, we are hiring another person. Line 1492 Longevity is low, the benefit was paid in January 2018. Line 1602 Books Teens is low, some books are on order. The Teen collection is circulating well, and books are in good condition so there is no need for weeding. The line may not hit 100% and may be decreased in the 2019 budget. Line 1612 Audio Media Children is low, the line will be decreased in the 2019 budget. Line 1622 Microform is low, it is not used much but the money is there if we need it. Line 1701 Circulation is low, it includes library cards. The line will be looked at for 2019. Line 1715 Repair & Maintenance Main and line 1716 Repair & Maintenance Village are good. Line 1718 Insurance is low, we are expecting bills. Line 1720 Inter Library Carrier is low, it is for travel back and forth between buildings and is usually spent. Line 1726 Equipment Replacement Fund is low, our new large laminator is being delivered tomorrow. Line 1825 Postage is very low, we'll check into it. Line 1827 Public Relations includes postage for the newsletter. Line 1830 Travel is high. Line 1835 Conferences is high. Library Advocacy Day this year is February 27, and Ms. Depkin is attending the Mid-Winter ALA Conference the end of this month. Line 1840 Legal Fees is high, we have been engaged with a labor law firm. Line 1843 Dues is

low, NYLA dues are paid in March. Line 1860 Miscellaneous fees is at 0%, which is correct. Line 1623 Internet Public is low, it is for Cablevision and may be adjusted in 2019. The Library is not exempt from tax fees on phone and cable bills. Line 1624 Technology is high, it includes staff purchases which will be reimbursed to the Library. Line 1630 Anser and line 1631 Anser Equipment are bills from RCLS. Line 1640 Office Equipment and line 1641 Furniture & Fixtures are low, purchases were made in the last budget year, the lines may be adjusted in 2019. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through January 8, 2018 Report and the Profit & Loss Previous Year Comparison July 1, 2018 through January 8, 2018 Report. Mr. Balban seconded. Vote unanimous.

2. Ms. Kaiser moved to accept the Check Warrant December 12, 2018 through January 4, 2019, in the amount of \$80,165.17. Mr. Cobb seconded. Vote unanimous.
3. Checks #11424 and #11429 Omni Financial Group are for the annuity for two payrolls. Check #11441 Move! The Band is an adult Sunday Concert program. Check #11436 TD Card Services includes a charge to Simone's Cleaners. The charge, which is discounted, is for the cleaning of prom dresses that have been donated to Teen Services. The dresses will be sold to area residents, possibly to HKDPL cardholders first, for \$10 each. Ms. Kaiser moved to accept the Check Warrant December 5, 2018 through December 8, 2018, in the amount of \$70,538.02. Ms. Koop 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, 2018 through January 8, 2019. Mr. Cobb seconded. Vote unanimous.  
To approve the Payroll Warrants with the pay dates of December 19, 2018 and January 3, 2019. Mr. Balban seconded. Vote unanimous.

## **VII. DIRECTOR'S REPORT**

The location of the cooling tower sensor was moved to get more exposure from the elements.

\$400, collected from table fees for the Holiday Craft Fair, was donated to People to People.

Library Trustees stated that they like the diversity and creativity of our programs.

Ms. Depkin has received two responses so far for the Assistant Library Director position.

Mr. Cobb moved to accept the January 8, 2019 Director's Report. Ms. Kaiser seconded.

Vote unanimous.

## **VIII. COMMITTEE REPORTS**

### **Personnel**

Ms. Koop moved to appoint Amanda Birro, Danielle Dyroff, and Jaclyn Lyons to the position of Librarian I substitute. Mr. Cobb seconded. Vote unanimous.

**Policy**

The Committee met at 7 pm, prior to the Board Meeting. Health insurance calculation information was passed out. The Committee will next meet on February 12, 7 pm, prior to the Board Meeting.

**Building & Grounds**

Nothing to report.

**Budget**

Ms. Depkin has requested 2019 budget requests from the department heads. A Staff Association meeting is being held on January 14, their requests will then be given to Ms. Depkin. If the budget vote is held on June 6, consistent with past budget vote dates, the first legal notice must appear in the newspapers on April 22. Budget Committee meetings have been scheduled as follows: Saturday, March 9, 10 am; Tuesday, March 12 (prior to the Board Meeting), 6:30 pm; and Tuesday, April 9 (prior to the Board Meeting), 6:30 pm.

**IX. OLD BUSINESS**

Nothing at this time.

**X. NEW BUSINESS**

Nothing at this time.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:46 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, February 12, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board