



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, January 9, 2018  
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 9, 2018

Board Members Present

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

Absent

Kenneth Balban

Staff

Claudia Depkin, Director  
Casey Conlin, 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 12, 2017 Board Meeting with the following change: under Committee Reports - Policy - wording of the fifth sentence should be changed from “the practice will be kept” to “the practice will remain the same.” Ms. Koop seconded. Vote unanimous.

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

1. At 6 ½ months we should be approximately 53% expended. Line 1621 Visual Media Teen is high, items in the line should be in line 1610 Audio Visual Media Teens, this will be corrected. Line 04 Interest Income, line 16 Grants Misc., and line 17 Grants RCLS are high. Line 31 Community Room is high, it includes payment from the Board of Elections. Line 1503 Unemployment Insurance and line 1504 Disability Insurance are low. Some salary lines are slightly high, due to straight overtime. Line 1465 Library Clerk Typist Sub is high, a number of employees are in this line. Line 1601 Books Children is low, books are on order. Line 1602 Books Teens, line 1606 Standing Orders Adult, line 1619 Visual Media Adult, and line 1620 Visual Media Children are low, Ms. Depkin will check into why. Line 1607 Standing Orders Children is high, the line includes large purchases, such as a set of encyclopedia. Line 1612 Audio Media Children is low, we are not ordering much audio for children and will look into lowering the line in the 2018-2019 budget. Line 1710 Utilities Village and line 1711 Utilities Main are low, and line 1715 Repair & Maintenance is at 55%, which is good. Line 1822 Training and line 1835 Conferences are high, we have sent staff to a lot of professional development. We'll look into raising those lines in the 2018-2019 budget. Line 1840 Legal Fees and line 1841 Accounting are high, attorney fees and the audit bill have been paid for the year. Line 1843 Dues is high, it includes museum passes. Line 1860 Miscellaneous Fees is high, it includes the fire inspection fee. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through January 9, 2018 Report. Ms. Burgos Crannage seconded. Vote unanimous.
2. Check #10117 D & G Electrical is for light bulbs. Check #101114 Allied Universal is for our security guards. Ms. Kaiser moved to accept the Check Warrant December 13, 2017 through January 5, 2018, in the amount of \$25,741.08. Ms. Soto seconded. Vote unanimous.
3. Check #10167 Orange & Rockland Ramapo Road is higher than usual. Gas and electric usage was estimated, gas was overestimated, we then received a credit, and electric was underestimated and then corrected. Check #10184 Zugibe & Son Hardware is for bolts, etc. Check #10174 South Central Regional Library Council is for a training webinar. Ms.

Kaiser moved to accept the Check Warrant January 5, 2018 through January 9, 2018, in the amount of \$55,772.50. 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 13, 2017 through January 9, 2018. Ms. Koop seconded. Vote unanimous.

To approve the Payroll Warrants with the pay dates of December 20, 2017 and January 3, 2018. Ms. Burgos Crannage seconded. Vote unanimous.

**VII. DIRECTOR'S REPORT**

A number of libraries have made children's and teen's materials "fine free." Ms. Depkin is meeting with staff from the Mid York Library System to see how this is working out for them. We currently have 20% of children's accounts blocked (items cannot be checked out) because of fines, and another 40% of accounts with fines, but not blocked.

AAA Cooleration Service was at the Main Library a few times for issues related to the cooling tower.

Adult Services' Tea programs have been well received and attended.

Mr. Cobb moved to accept the January 9, 2018 Director's Report. Ms. Koop seconded. Vote unanimous.

**VIII. COMMITTEE REPORTS**

**Personnel**

The Committee will meet at 6:30 pm on February 13, 2018, prior to the Board meeting, to work on the 2018-2019 budget.

**Policy**

The Committee met at 7:15 pm, prior to the Board Meeting. The Committee reworded the Election to Waive Medical Benefits policy to make it clearer, and recommends that the reworded policy be approved by the Board.

Ms. Soto moved to approve the Election to Waive Medical Benefits policy 303(a) as follows: "Eligible, active full-time employees may elect to waive medical benefits coverage (New York State Employees Health Insurance) and receive monetary incentive. Employees who elect to waive medical coverage will be reimbursed at the following rate:

- Individual Coverage 50% of current library cost
- Family Plan 50% of current library cost

Employees choosing to take the incentive or re-enroll in coverage must notify the Library Director and the Principal Account Clerk by December 15 for the following calendar year. Re-enrollment during the year is only permitted if an employee experiences a qualifying event as defined by NYSHIP. If an employee needs to re-enroll the incentive will be prorated.

Employees will be paid the incentive in two payments, one in July of the waived year and one in January of the following year. Employees should submit a Check Request Form in June and

December for 50% of the Library's applicable cost for six months. All payments are taxable and subject to legal payroll deductions.

Employees planning to retire with medical benefits must be enrolled one month (1) prior to retirement."

Ms. Kaiser seconded. Vote unanimous.

### **Building & Grounds**

The Committee met at 6:45 pm, prior to the Board meeting, to discuss the Village window replacement bids. As requested, vendors provided more detailed information. Marquise Construction is not reachable. DJC Enterprises, Inc., in W. Haverstraw, will remove and replace 9 windows with Anderson Series 100 windows, low E., and paint/stain as required for \$12,509.48, with a 20 year warranty on glass, 10 year warranty on parts, and 1 year warranty on labor. The Committee recommends that based on price, window type, and warranties, the Board hire DJC Enterprises, Inc. Ms. Koop moved that the Board hire DJC Enterprises, W. Haverstraw, for the replacement of Village windows, with the contract including beginning and end job dates and penalties attached if the job is not completed on time. Mr. Cobb seconded. Vote unanimous.

### **Budget**

The Budget Committee will meet at 6:30 pm on March 13, 6:30 pm, prior to the Board meeting, to work on the 2018-2019 budget.

## **IX. OLD BUSINESS**

Nothing at this time.

## **X. NEW BUSINESS**

February 28, 2018 is Library Advocacy Day in Albany. Ms. Depkin will send out bus information when it's available.

## **XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:24 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, February 13, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board