



**AGENDA**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
Main Library, Garnerville, N. Y.  
Tuesday, October 15, 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
  - a. Approve RCLS 2020 Operating Budget
- X. NEW BUSINESS
- XI. ADJOURNMENT



MINUTES  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
BOARD MEETING  
Main Library, Garnerville, N.Y.  
October 15, 2019

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.

III. RECEPTION OF VISITORS

There were no visitors.

#### IV. COMMUNICATIONS

We received two letters from Catholic Charities Community Services; one from LuAnn Kelley, Associate Director, thanking us for our donation of 6 bags of food in June, the other from Daniel Eudene, Executive Director, thanking us for our donation of 6 bags of food in August.

#### V. MINUTES

Ms. Kaiser moved to accept the Minutes of the September 10, 2019 Board Meeting. Mr. Cobb seconded. Vote unanimous.

#### VI. FINANCIAL REPORTS

1. We should be approximately 29% expended. Revenue is a little low. We just received our certificate designating us as a Passport Acceptance Facility, this service will start now. Line 1416 Network Administrator is low, the employee started in August. Line 1465 Library Clerk/Typist Sub is a little high. Line 1474 Info Services Asst. I PT is low, the department is in flux, subs have been filling in. Line 1485 Security Aide is slightly high. Line 1600 Books Adult and 1601 Books Children are a little high. Line 1700 Processing is low. Line 1715 Repair & Maintenance Main is low. Line 1820 Office Expense is high. Line 1841 Accounting is low, we'll check into it. Line 1860 Miscellaneous Fees is high, it includes the annual fee for the credit cards. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through October 15, 2019 Report and the Profit & Loss Previous Year Comparison July 1, 2019 through October 15, 2019 Report. Mr. Balban seconded. Vote unanimous.
2. Check #12304 Penworthy Company is children's books. Check #12315 JJ Stanis & Company is the final payment for the self-funded dental plan. Check #12318 JJ Stanis & Company is payment for the new dental plan and vision plan. Check #12325 Anthem EEP is the Employee Assistance Program. Check #12327 Broad Reach is children books. Check #12284 AAA Cooleration Service is for water tower line repair. Check #12323 AAA Cooleration Service is for replacement of a flushometer and water closet repair. Check #12344 Jill Rosenfeld is the mah jong class instructor. Ms. Kaiser moved to accept the Check Warrant September 11, 2019 through October 11, 2019, in the amount of \$122,225.57. Ms. Koop seconded. Vote unanimous.
3. Check #12357 AAA Cooleration Service is for a new boiler valve. Ms. Kaiser moved to accept the Check Warrant October 12, 2019 through October 15, 2019, in the amount of \$89,403.26. Ms. Soto 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 September 10, 2019 through October 15, 2019. Mr. Cobb seconded. Vote unanimous.  
To approve the Payroll Warrants with the pay dates of September 25 and October 9, 2019. Mr. Balban seconded. Vote unanimous.

## VII. DIRECTOR'S REPORT

A boiler unit in the Main Library required a new valve, AAA Cooleration Service performed the work.

The Teen Room has been busy. Many teens wrote book reviews.

Weeded books and donated books that are not usable are being sent to Better World Books, who donates, sells, or recycles them. BWB provides boxes for and pays for shipping, and 10% of the price of any books sold is deposited into our Baker & Taylor account.

Mr. Balban moved to accept the October 15, 2019 Director's Report. Ms. Koop seconded.

Vote unanimous.

## VIII. COMMITTEE REPORTS

### **Personnel**

Mr. Cobb moved to appoint Janis Kowalski to the position of Clerk Typist substitute. Ms. Soto seconded. Vote unanimous.

Mr. Cobb moved to appoint Darcy Louis to the position of Custodial Worker substitute. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to accept the resignation of Amanda Birro from the position of Librarian I substitute. Mr. Balban seconded. Vote unanimous.

Mr. Cobb moved to regretfully accept the resignation of Rio Aucena from the position of Information Services Assistant I, effective November 12, 2019. Ms. Koop seconded. Vote unanimous.

### **Policy**

The Committee met at 7 pm, prior to the Board Meeting. The Environmental Policy draft was updated to include an education component. A final copy will be distributed at the next Board Meeting.

Ms. Soto moved to amend the following sections of the Personnel Manual (changes are underlined):

413(e). Professional Staff - Full-time professional staff members shall receive 140 hours of Vacation Leave during the first three years of service; 154 hours of Vacation Leave during the fourth through ninth year; 175 hours **at the start of** 10 years. Vacation Leave is accrued monthly\*.

413(f). Clerical Staff - Full-time clerical staff shall receive 70 hours of Vacation Leave during the first three years of service; 105 hours of Vacation Leave during the fourth through ninth year; 140 hours **at the start of** 10 years; 175 hours **at the start of** 15 years. Vacation Leave is accrued monthly\*.

413(g). Custodial Staff - Full-time custodial staff shall receive 80 hours of Vacation Leave during the first three years of service; 120 hours of Vacation Leave during the fourth through ninth year; 160 hours **at the start of** 10 years; 200 hours **at the start of** 15 years. Vacation Leave is accrued monthly\*.

Ms. Kaiser seconded. Vote unanimous.

The Committee will next meet November 12, 2019, 7 pm, prior to the Board Meeting.

**Building & Grounds**

The small claims lawsuit filed naming Ms. Depkin and custodian Timothy Heinsman, scheduled for October 17, was rescheduled to November 14. Ms. Depkin will be out of town on that date so it is tentatively rescheduled for December 12.

**Budget**

Nothing to report.

**IX. OLD BUSINESS**

Our RCLS service fee in the proposed 2020 budget is down from last year. Ms. Kaiser moved to approve the RCLS 2020 Operating Budget. Ms. Soto seconded. Vote unanimous. Jessie Moore may be back to work around Thanksgiving.

**X. NEW BUSINESS**

Nothing at this time.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:32 pm. Ms. Koop seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board