



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, November 12, 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.  
November 12, 2019

Board Members Present

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

Absent

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 7:29 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. Kaiser moved to accept the Minutes of the October 15, 2019 Board Meeting with the following correction: under Financial Reports, section 2 - check #12325 Anthem EEP should read Anthem EAP. Ms. Koop seconded. Vote unanimous.

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

1. We should be approximately 38% expended. Line 14 Copy Machine Rosman Road is high. Line 22 Commissions is low. Line 1503 Unemployment Insurance is low. Line 23 Passport Fees is at 0%, we haven't started processing passports yet. Line 1465 Library Clerk Typist Sub is high, we are using this line until we hire for line 1447 Library Clerk FT, which is currently at 0%. Line 1485 Security Aide is high, the line may be increased in next year's budget. Line 1490 Pages is high, we utilize more pages during the summer when school is closed. Line 1610, 1611, 1612, 1619, and 1620, Audio Visual Media Teens, Audio Media Adult, Audio Media Children, Visual Media Adult, and Visual Media Children, are all low. The lines may be revised in next year's budget. Line 1715 and 1716, Repair & Maintenance Main and Repair & Maintenance Village are both low. Line 1825 Postage is low. Line 1820 Office Expense is high. Line 1840 Legal Fees is low, we haven't received a bill yet from our attorney. Line 1841 Accounting is low, we will be billed upon the completion of our audit. The accountants will be at our December Board meeting. Line 1860 Miscellaneous Fees is high, it includes the recent fire inspection fee. We may create another line for inspection fees, increase the line in next year's budget, or move the charges into line 1715 Repair & Maintenance Main. Line 1852 Special Programs Teens is low, we have babysitting workshops coming up, and programs planned for the winter school break. Line 1624 Technology is low, we will be increasing the wifi in the Main Library. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through November 12, 2019 Report and the Profit & Loss Previous Year Comparison July 1, 2019 through November 12, 2019 Report. Mr. Balban seconded. Vote unanimous.
2. Checks #12422 through 12426 Ingram Library Services, checks #12440 through 12455 Midwest Tape, and checks #12456 through 12488 Baker & Taylor are for the vendors who allowed us to defer billing. Ms. Depkin thanked their representatives at the recent Library Journal Directors Summit in Tulsa, and will do so again at the annual NYLA Conference this week. Ms. Kaiser moved to accept the Check Warrant October 16, 2019 through November 7, 2019, in the amount of \$84,261.79. Ms. Burgos Crannage seconded. Vote unanimous.
3. Check #12489 Haverstraw-Stony Point Central School District is repayment of the money

we borrowed. Check #12490 Suez Water New York is partial payment of the current bill, which is \$4,000. A new water meter was installed In June, a technician from Suez will be here on Friday to check the meter. Ms. Kaiser moved to accept the Check Warrant November 8, 2019 through November 12, 2019, in the amount of \$901,415.68. 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 October 16, 2019 through November 12, 2019. Ms. Burgos Crannage seconded. Vote unanimous.

To approve the Payroll Warrants with the pay dates of October 23 and November 6, 2019. Mr. Cobb seconded. Vote unanimous.

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

We received \$12,555 of the grant money for the repair of the Village Branch steps, we will receive the balance shortly.

On behalf of the N. Rockland Rotary, Ms. Depkin has been distributing dictionaries to local elementary school students. Students are asked if they have, or would like, a library card. Ms. Burgos Crannage moved to accept the November 12, 2019 Director's Report. Ms. Koop seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

### **Personnel**

Kevin Suggs has been back to work a few times, for a few hours a day.

Jessie Moore expects to be back to work before year's end.

### **Policy**

The Committee met at 7 pm, prior to the Board Meeting. The Environmental Use Policy draft and Library Cards Policy draft were reviewed, and the Library Policies Table of Contents was revised.

Ms. Kaiser moved to approve Library Cards Policy 2.4. Mr. Balban seconded. Vote unanimous.

Ms. Koop moved to accept Environmental Use Policy 3.6, using the actions listed. Mr. Balban seconded. Vote unanimous.

A revised Table of Contents was distributed to the Trustees.

The Committee will next meet December 10, 2019, 7 pm, prior to the Board Meeting.

### **Building & Grounds**

Grant application paperwork for LED lighting conversion installation has been submitted.

### **Budget**

Suggestions made during the Financial Reports portion of Board Meetings, on possible changes to budget lines, are being noted. They will be reviewed when work on the 2020-2021 budget begins.

**IX. OLD BUSINESS**

Nothing at this time.

**X. NEW BUSINESS**

Nothing at this time.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:20 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, December 10, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board