



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, November 13, 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.
November 13, 2018

Board Members Present

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

Absent

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. Koop moved to accept the Minutes of the October 9, 2018 Board Meeting. Ms. Soto seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 13 Copy Machine - Village is low, even though Library usage in the Village is high. Line 14 Copy Machine - Rosman Road is high. It would be helpful to compare this to last year's usage. Going forward Mr. Contero will include SPLY (Same Period Last Year) in the Profit & Loss Budget vs. Actual reports. Line 16 Grants Misc. is low, we are waiting for the construction grant money. Line 22 Commissions is low, it includes vending and fax machine money. Line 1503 Unemployment Insurance is low. Line 1507 Optical is negative, we will check into why. Line 1447 Library Clerk FT is high, the employee has been working weekends, assisting with programs. Line 1474 Info Services Asst. I PT is low, it includes multiple employees. We will be hiring another person in this position. Line 1485 Security Aide is high, the Aide works in the Village Branch and his hours have been increased. Line 1490 Pages is high, a number of Pages are from the Rockland Youth Bureau, we will be reimbursed. Line 1492 Longevity is a payment to employees who have been here 20+ years, the payment is made every other year. Line 1612 Audio Media - Children is low, we are paying vendors now. Line 1700 Processing is low, it includes book and DVD covers. Line 1701 Circulation is for promotional materials distributed by Circulation. Line 1718 Insurance is low, it is the building insurance, paid quarterly. Line 1710 Utilities - Village is higher than Line 1711 Utilities - Main. The Village Branch is an old building and does not have solar panels. We expect to see savings now that the Village windows have been replaced. Line 1727 RCLS Membership is our service fee, paid late in the year. The fee has gone up, we may increase the line in our 2019-2020 budget. Line 1825 Postage is low. Line 1827 Public Relations is high, it includes the newsletter cost. Line 1843 Dues is small organization dues, usually paid in January and February. Line 1860 Miscellaneous Fees is high, it is for inspection fees. Line 1849 Museum Passes is for 12 museums, the passes are well-used. Line 1852 Special Programs - Teens is high, it includes the King Con and drone programs, both well-attended. Line 1631 Anser Equipment and Line 1640 Office Equipment are low, equipment is replaced on a cyclical basis. Line 1630 Anser and Line 1632 Anser Telecommunications are paid quarterly to RCLS. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through November 13, 2018 Report. Mr. Balban seconded. Vote unanimous.

2. Check #11145 AAA Cooleration Service is for boiler exhaust system repair. Check #11150 AAA Cooleration Service is for downspout repair of the staff room sink. Checks #11171 and 11179 Omni Financial Group is for the annuity, payments are made every payroll. Checks #11158 and 11160 Nathan Gross are for Children's cooking programs. Checks #11193 and 11223 Wondergy are for the Teen drone program; the first check had an incorrect address and was voided. Check #111208 Orange & Rockland - Ramapo Road is for electric service, #111212 Orange & Rockland - Ramapo Road is for gas service. Check #111218 Penworthy Company is for children's books. Check #111228 Carole Brill is for 4 meditation programs for Adults. Ms. Kaiser moved to accept the Check Warrant October 10, 2018 through November 9, 2018, in the amount of \$147,285.24. Ms. Burgos Crannage seconded. Vote unanimous.
3. Check #111269 World Book Inc. is for sets of books on different topics, the books are kept as reference books for one year, after which they can be checked out. A question arose about database costs, costs are based on the population of the service area. Ms. Kaiser moved to accept the Check Warrant November 10, 2018 through November 13, 2018, in the amount of \$39,575.58. 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 10, 2018 through November 13, 2018. Ms. Soto seconded. Vote unanimous.
 To approve the Payroll Warrants with the pay dates of October 24, 2018 and November 7, 2018. Mr. Balban seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

The meeting with the Board of Education is scheduled for November 20.

The Village steps have been repaired temporarily. The permanent repair will be in the Spring.

The Teen Services *Henna* program was very popular.

Circulation is up.

Ms. Depkin will forward staff Halloween pictures to the Trustees.

Mr. Cobb moved to accept the November 13, 2018 Director's Report. Ms. Koop seconded.

Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to appoint Rio Aucena Librarian I FT. Ms. Soto seconded. Vote unanimous.

Policy

The Committee met at 7 pm, prior to the Board Meeting. A draft Environmental Use policy was reviewed. The Committee will next meet on December 11, 7 pm, prior to the Board Meeting.

Building & Grounds

A temporary repair was made to the Village steps.

Budget

Nothing to report.

IX. OLD BUSINESS

Ms. Soto moved to approve the 2019 RCLS operating budget. Ms. Kaiser seconded. Vote unanimous.

X. NEW BUSINESS

Library Advocacy Day is February 27, 2019.

Claudia will call the school district to confirm the time and place for the Board of Education meeting, scheduled for December 20. New York State Law Section 259 Library Taxes states that if the Library requests our tax money, it must be given when requested, on time. Our attorney will give the school attorney a copy of the Law. We just repaid the \$900,000 loaned to us from the school district.

New Library Trustee Handbooks were passed out to the Trustees.

We have had positive and negative feedback on the *Drag Queen Story Hour* program scheduled for December 9. We are the first library in RCLS to present the program. The program includes a story, craft, and songs.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:35 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, December 11, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board