



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, November 14, 2017  
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 14, 2017

Board Members Present

Richard Freeman  
Stephen Cobb  
Gail Kaiser  
Bernadette Koop  
Kenneth Balban  
Patricia Soto

Absent

Sonia Burgos Crannage

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 7:35 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

Prior to the start of business, a moment of silence was observed, in the memories of Donna Sopalsky and Ann Hanus.

### III. RECEPTION OF VISITORS

There were no visitors.

### IV. COMMUNICATIONS

Letter to Ms. Depkin from Yervi Cruz, stating how much she and her sons enjoy the library and in particular, how much they enjoyed the Star Wars program. She also thanked library employees Ceyda, Stephanie, Christina, Craig, Elyse, Jackie, Rio, Mark, Helen, and Patrice for making Star Wars Day so much fun.

### V. MINUTES

Mr. Balban moved to accept the Minutes of the October 10, 2017 Board Meeting with the following correction: adding Kenneth Balban to the list of Board Members Present. Ms. Koop seconded. Vote unanimous.

### VI. FINANCIAL REPORTS

1. We should be approximately 38% expended. Under Revenue, line 7 Miscellaneous is at 0%, we haven't received anything yet. The budgeted amount is based on last year's amount. Line 25 Donations is low. Line 21 Fines Rosman is low. October fines, in the amount of \$2,442.18, were donated to hurricane relief. A discussion ensued on eliminating fines or instituting longer hold periods, which might bring more people into the library. Rochester and Syracuse libraries have eliminated fines on children's and teen materials, resulting in more patrons. Line 1465 Library Clerk Typist Sub is for multiple people. Line 1477 Custodial Overtime is low. Line 1715 Repair & Maintenance is a little high. Line 1710 Utilities Village is a little high. Line 1840 Legal Fees is high, it includes the retainer for our attorney. On a side note, our attorney Keith Cornell was just elected Rockland County Surrogate Court Judge. Ms. Depkin will speak with him to determine if this is a conflict of interest, and if he will be readily available to us in the future. Line 1860 Miscellaneous Fees is high, it includes the fire inspection fee. This line will be broken out in our next budget. Line 1851 Special Programs - Children is low. This line includes payments to outside performers. Many of our programs are run by staff. Line 1630 ANSER is high, we budgeted knowing the fee would increase. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through November 14, 2017 Report. Mr. Cobb seconded. Vote unanimous.
2. A number of checks are written to RCLS, Baker & Taylor, and Midwest Tape. These vendors allowed us to hold off paying them until we received tax monies. We now have the money. Check #9945 Bulldog Communications is for phone line work. Check #9948 Crimson Multimedia Distribution, Inc. is for video games. Check #9958 Penworthy Company is for children's books. Check #9881 Signarama Nanuet is a deposit for the

Karen Weaver room signage. Ms. Kaiser moved to accept the Check Warrant October 11, 2017 through November 9, 2017, in the amount of \$201,118.97. Mr. Cobb seconded. Vote unanimous.

3. Check #9997 Information Today Inc. is for a database. Check #9992 D & G Electrical Supply is for lightbulbs. Check #9994 Dormitory Authority of the State of New York is the semi-annual administrative fee, charged to debt service. Check #10013 Waldo is a database. Ms. Kaiser moved to accept the Check Warrant November 10, 2017 through November 14, 2017, in the amount of 79,231.92. Mr. Balban 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 11, 2017 through November 14, 2017. Ms. Soto seconded. Vote unanimous.  
To approve the Payroll Warrants with the pay dates of October 25, 2017 and November 8, 2017. Ms. Koop seconded. Vote unanimous.

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

Our website has been updated, it is now responsive to whichever device you are using. At present there is no link to RCLS, we will have it added.

The Turning Outward initiative is exciting, staff meetings for training and practice start November 20.

October fines were donated to One America Appeal, all monies going to hurricane relief in Puerto Rico, Florida, and Texas.

Ms. Kaiser moved to accept the November 14, 2017 Director's Report. Ms. Soto seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

### **Personnel**

Nothing to report.

### **Policy**

The Committee will next meet at 7 pm on December 12, 2017, prior to the Board Meeting.

### **Building & Grounds**

The Committee has not met as there have been no issues to discuss. As a general rule, ongoing maintenance does not go to Committee. Bids on projects are brought to Committee for discussion and recommendation to the Board. A meeting will be scheduled when work on the 2018-2019 budget begins.

### **Budget**

Nothing to report.

## **IX. OLD BUSINESS**

The Audit Report for the Year Ended June 30, 2017 was distributed to all present prior to the

Board Meeting. Ms. Kaiser moved to accept the Audit Report for the Year Ended June 30, 2017. Mr. Cobb seconded. Vote unanimous.

The Waterfront Development Committee met on November 13. Ms. Depkin passed around drawings of possible use of the space. Included are restaurants, offices, mixed housing, a hotel, a path around the perimeter, and an area for boating and kayak rentals. In January the Committee will bring the ideas to the public and ask for their input.

**X. NEW BUSINESS**

Ms. Kaiser moved to accept the ANSER Agreement for the period January 1, 2018 through December 31, 2022. Ms. Soto seconded. Vote unanimous.

**XI. ADJOURNMENT**

Ms. Soto moved to adjourn the meeting at 8:30 pm, in the memory of Donna Sopalsky and Ann Hanus. Seconded by the entire Board. Vote unanimous.

Next regular scheduled meeting Tuesday, December 12, 2017, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board