



**AGENDA**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
Main Library, Garnerville, N. Y.  
Tuesday, December 10, 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.  
December 10, 2019

Board Members Present

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

Absent

Staff

Claudia Depkin, 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**

Clarissa Stadnick and Randi Hertzman, from Berard & Associates CPAs PC, attended to discuss the Audit Report for the Year Ended June 30, 2019, which was distributed to Trustees. The Report gives the Library a "clean opinion". Total expenditures were less and revenue was

higher than anticipated. We have a “healthy” fund balance, recommended is a fund balance of 3 to 4 month’s revenue. Ms. Stadnick and Ms. Hertzman made the following recommendations: developing a capital reserve, whereby money is set aside to fund something in the future; have documentation of each employee’s yearly pay rate in their personnel file; have I-9s for each employee; mark all paid invoices as “paid”; after reconciling the bank statement, check to see what has not cleared; and, review all accounts prior to the audit.

**IV. COMMUNICATIONS**

Letter from Daniel Eudene, Executive Director of Catholic Charities Community Services, thanking the Library for our donation of 3 bags of food in September.

**V. MINUTES**

Ms. Koop moved to accept the Minutes of the November 12, 2019 Board Meeting. Mr. Cobb seconded. Vote unanimous.

**VI. FINANCIAL REPORTS**

1. We should be approximately 44% expended. Line 14 Copy Machine Rosman Road is high. Line 22 Commissions is low. Line 23 Passport Fees is at 0%, we haven’t started processing passports yet. Line 25 Donations is low. Line 30 Youth Bureau is at 0%, we get reimbursed in the Summer. Line 1475 Info Services Asst. I FT is low, we are appointing someone to that position. Line 1610 Audio Visual Media Teens, line 1611 Audio Media Adult, line 1612 Audio Media Children, line 1619 Visual Media Adult and line 1620 Visual Media Children are all low, but higher than last month. Line 1720 Inter Library Carrier is high, with Jessie out the custodians are travelling back and forth between the buildings more than usual. Line 1840 Legal Fees is high, we just paid a bill. Line 1820 Office Expense is high. Line 1850 Special Programs Adult, line 1851 Special Programs Children and line 1852 Special Programs Teens are all slightly high. Line 1849 Museum Passes is low, passes are being checked out, renewals occur at different times during the year. Line 1860 Miscellaneous Fees is high, the annual credit card fee has been moved into line 1707 Service Contracts. Going forward, the fire inspection fee will be the only item in line 1860. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through December 10, 2019 Report and the Profit & Loss Previous Year Comparison July 1, 2019 through December 10, 2019 Report. Ms. Soto seconded. Vote unanimous.
2. Check #12491 A & N Rappaport Lock & Alarm is for repair of the book drop lock. Check #12506 Elm USA, Inc. is processing materials. Check #12509 Foster & Foster Inc. is for GASBY report preparation. Check #12511 Gaylord Brothers is for microfilm materials. Check #12516 Kim Larkin Klassic Kreations LLC is a multi-media collage program. Check #12541 and #12543 Trane Service Group are for monthly scheduled maintenance and

quarterly water treatment. Check #12529 Overdrive is ebooks. Check #12505 Dormitory Authority of the State of New York is half of our annual fee. Ms. Kaiser moved to accept the Check Warrant November 13, 2019 through December 6, 2019, in the amount of \$120,476.90. Mr. Balban seconded. Vote unanimous.

3. Check #12556 Clarity Water Technologies LLC is for cleaning of the tower. Check #12566 Nathan Gross is children's cooking programs. Check #12602 The Guthrie Brothers LLC is a concert. Check #12607 and #12599 Suez Water New York are bills for the Village and Main Library. The water meter at the Main Library was reset but the current bill is still high. Online meter information has missing data. Ms. Depkin will be calling the PSC in an attempt to resolve the matter. Ms. Kaiser moved to accept the Check Warrant December 7, 2019 through December 10, 2019, in the amount of \$50,049.36. Ms. Burgos Crannage 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 November 13, 2019 through December 10, 2019. Ms. Soto seconded. Vote unanimous.  
To approve the Payroll Warrants with the pay dates of November 20 and December 4, 2019. Mr. Balban seconded. Vote unanimous.

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

Children had a great time at the Breakerspace program.

Children's librarian Elyse Stoller is leaving to take a position in Finkelstein Memorial Library. Mr. Balban moved to accept the December 10, 2019 Director's Report. Ms. Kaiser seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

### **Personnel**

The Librarian I list has been requested from Rockland County Dept. of Personnel.

Mr. Cobb moved to accept with regret the resignation of Elyse Stoller from the position of Librarian I, effective January 2, 2020. Ms. Kaiser seconded. Vote unanimous.

Ms. Burgos Crannage moved to appoint Sajan Thomas to the position of Information Services Assistant I, effective December 11, 2019. Ms. Koop seconded. Vote unanimous.

### **Policy**

The Committee met at 7 pm, prior to the Board Meeting. A discrepancy was found in the Personnel Manual concerning what is compensable upon termination of employment.

Section 209 states "Employees who have given proper notice of resignation will be granted a lump sum payment upon termination to include accrued vacation, **unused personal leave**, and comp time...". Section 408 states "**Personal Leave** time is not cumulative and **is not compensable upon termination** of employment." The Committee recommends removing the above noted portion of Section 408, keeping personal leave compensable upon termination of employment.

Ms. Soto moved to remove the following portion in the Personnel Manual, Section 408, last sentence: "Personal Leave time is not cumulative and is not compensable upon termination of employment."

Ms. Kaiser seconded. Vote unanimous.

The Committee will next meet January 14, 2019, 7 pm, prior to the Board Meeting.

**Building & Grounds**

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

**Budget**

At the January Board Meeting dates will be scheduled for the Personnel Committee to start work on the 2020-2021 budget.

**IX. OLD BUSINESS**

The court appearance for the small claims lawsuit filed against Ms. Depkin and Timothy Heinsman is scheduled for December 12, 2019. Ms. Kaiser moved to pay any and all legal fees associated with the lawsuit. Ms. Burgos Crannage seconded. Vote unanimous.

**X. NEW BUSINESS**

Ms. Depkin will be attending the American Library Association Congressional Fly-In on February 10-11 in Washington, DC. She requested that the February Board Meeting date be changed to February 18, the third Tuesday of the month. Mr. Balban moved to change the date of the February 2020 Board Meeting from February 11 to February 18. Mr. Cobb seconded. Vote unanimous.

Ms. Soto moved to approve the Audit Report for the Year Ended June 30, 2019. Ms. Kaiser seconded. Vote unanimous.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:45 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, January 14, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board