



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, December 11, 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.
December 11, 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

Letter to Casey Conlin from Kathy Galione, Program Coordinator for the Rockland Conservation and Service Corps, thanking Mr. Conlin for providing his time and expertise at the Repair Café on November 10th, at North Rockland High School.

V. MINUTES

Ms. Koop moved to accept the Minutes of the November 13, 2018 Board Meeting with the following correction: under New Business, 2nd paragraph, date of the school district Board of Education meeting corrected to November 20. Ms. Burgos Crannage seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Line 13 Copy Machine - Village is up from last month. Line 20 Fines - Village and Line 21 Fines - Rosman are low, we no longer collect fines for children's materials, and we now have automatic renewals of materials checked out that do not have holds. Line 1507 Optical is very low, we'll check into it. Line 1455 Clerk Typist Spanish Spk is low, we may decrease the line in next year's budget. Line 1465 Library Clerk/Typist Sub is high, it was increased in this year's budget. The employee in Line 1414 Librarian II FT will be off payroll effective January 22, 2019. We will hire another Librarian II or hire someone in a technology position. We are looking for a civil service title that meets our needs. Line 1471 Library Aide Children's PT is low, the employee in this line was previously full time. Line 1485 Security Aide is high, the employee works in the Village Branch and his hours have been increased so that he is available when schools let out. Lines 1606 Standing Orders - Adult, 1607 Standing Orders - Children, 1609 Standing Orders - Elec. Database, 1610 Audio-Visual Media - Teens, 1611 Audio Media - Adult, and 1612 Audio Media - Children are all low. We are paying vendors, and standing orders have different publication dates, so we are billed at different times during the year. Line 1715 Repair & Maintenance - Main and line 1716 Repair & Maintenance - Village are where they should be. Line 1718 Insurance is low, we haven't been billed yet. Line 1726 Equipment Replacement Fund is low, we will be buying a large laminator. Line 1825 Postage is low, we may decrease the line in next year's budget. Line 1843 Dues includes NYLA, LARC, and ALA dues. Line 1860 Miscellaneous Fees is high, it includes the fire inspections, which aren't always conducted the same time each year. Line 1849 Museum Passes is low, a few passes were just renewed. Line 1852 Special Programs - Teens is high, it includes Comic Con. We may increase the line in next year's budget. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through December 11, 2018 Report and the Profit & Loss Previous Year Comparison July 1, 2018 through December 11, 2018 Report. Ms. Soto seconded. Vote unanimous.

2. Check #11282 Judy Berkun is for the Adult Program *Writing Your Life Story*. Check #11291 Every Child a Reader is for a Children's poster. Check #11289 Dormitory Authority of the State of New York is half of the annual fee for the Library's bond. Check #11312 Red Hawk Fire & Security is the quarterly service contract charge for our fire inspection and smoke detector tests. Ms. Kaiser moved to accept the Check Warrant November 14, 2018 through December 7, 2018, in the amount of \$107,540.65. Mr. Cobb seconded. Vote unanimous.
3. Check #11328 Broad Reach is for Children's books. Checks numbered 11352, 11355, 11363, 11365, 11366, 11367, 11368, 11369, and 11370, all payable to Fran Roesemann, are for 2 different weekly Children's programs. Ms. Kaiser moved to accept the Check Warrant December 8, 2018 through December 11, 2018, in the amount of \$37,608.50. 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 November 13, 2018 through December 11, 2018. Ms. Soto seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of November 21, 2018 and December 5, 2018. Ms. Burgos Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

After disinfecting the cooling tower, a legionella sample was taken and it was negative. The Makey Makey Children's program was popular. Participants attach circuits from circuit kits to computers, and then make items.
Ms. Kaiser moved to accept the December 11, 2018 Director's Report. Mr. Koop seconded. Vote unanimous.

At 8:21 pm Ms. Koop moved to go into Executive Session to discuss a personnel matter. Mr. Cobb seconded. Vote unanimous.

At 8:32 pm Ms. Sonia Burgos Crannage moved to close the Executive Session. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to accept the retirement of Wilma Glover Koomson, effective January 22, 2019. Mr. Balban seconded. Vote unanimous.

Mr. Cobb moved to accept the resignation of Casey Conlin, effective January 4, 2019. Ms. Koop seconded. Vote unanimous.

Policy

The Committee met at 7 pm, prior to the Board Meeting. A draft Investment Policy was reviewed. Adding a section on fund balances and changing the name of the policy were discussed. Ms. Soto moved to approve Policy 4.7 Financial Management. Ms. Kaiser seconded. Vote unanimous. Ms. Soto moved to approve Policy 3.6 Environment Use. Ms. Kaiser seconded. Vote unanimous. The Committee will next meet on January 8, 7 pm, prior to the Board Meeting.

Building & Grounds

Nothing to report.

Budget

Meetings will start in March.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Mr. Freeman moved on behalf of the Board to thank Casey Conlin and wish him luck in his new position. Seconded by the entire Board. Vote unanimous.

Mr. Freeman moved on behalf of the Board to accept the retirement of Wilma Glover Koomson with regret, and to wish her the best in the future. Seconded by the entire Board. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:38 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, January 8, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board