



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, February 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.
February 19, 2019 (*rescheduled from February 12, 2019*)

Board Members Present

Richard S. Freeman
Stephen Cobb
Gail Kaiser
Kenneth Balban

Absent

Sonia Burgos Crannage
Bernadette Koop

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 from our accountants Berard & Associates, CPAs P.C., attended to discuss the Audit Report for the Year Ended June 30, 2018. The Report shows no deficiencies, and gives the Library a "clean opinion." Our balance sheet is good and we did well with budgeting. Ms. Stadnick stated there were no difficulties with management while assembling the report. Recommendations are to have a clear documentation of each

employee's pay rate in their personnel file, having review of payroll prior to processing, and having a cash receipt and disbursement process in place. Ms. Stadnick also stated that we do not have to file a tax return.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Mr. Cobb moved to accept the Minutes of the January 8, 2019 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be approximately 63% expended. Line 02 Taxes Received Debt Service should be zeroed out, the payment was \$5,000 less than what is on the payment schedule. We will double check on that. Line 31 Community Room is at 0%, we have had no "for-profits" use the room, and Board of Elections payment is put into Line 22 Commissions. Line 1507 Optical is still low, it is self-funding and staff has not been using the vision benefit. Line 1465 Library Clerk Typist Sub is high, we are reducing the hours. Line 1471 Library Aide Children's PT is low, the employee in this position had been full time and then had time off. Line 1485 Security Aide is high, this position is in the Village, the employee's hours were increased. The line will be increased in next year's budget. Line 1490 Pages is high, the number of pages is being reduced. Line 1619 Visual Media Adult is low, we are well-stocked, the line will probably be reduced in next year's budget. Line 1726 Equipment Replacement Fund is low. Line 1640 Office Equipment is low, it includes the new large laminator, we haven't been billed for it yet. Line 1825 Postage is low, \$2,000 was added to our account in May, 2018. Line 1840 Legal Fees is high, due to an issue recently addressed. Line 1849 Museum Passes is low, passes are renewed at different times during the year. Line 1850 Special Programs Adult is high, checks are ready prior to the programs. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through February 19, 2019 Report and the Profit & Loss Previous Year Comparison July 1, 2018 through February 19, 2019 Report. Mr. Balban seconded. Vote unanimous.
2. Check #11450 Cavendish Square is children's books. Check #11456 Foster & Foster, Inc. is the OPEB report for GASB. Check #11470 Penguin Random House LLC is audio media for children. Check #11492 Penguin Random House LLC is audio media for adults. Check #11471 Proquest is a database, ancestry.com. Check #11519 Know Buddy Resources is children's books. Ms. Kaiser moved to accept the Check Warrant January 9, 2019 through February 15, 2019, in the amount of \$159,066.48. Ms. Soto seconded. Vote unanimous.
3. Check #11544 AASLH is membership in the American Association for State & Local History.

Check #11562 Penworthy Company is children's books. Ms. Kaiser moved to accept the Check Warrant February 16, 2019 through February 19, 2019, in the amount of \$85,624.30. 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 January 8, 2019 through February 19, 2019. Ms. Soto seconded. Vote unanimous.

To approve the Payroll Warrants with the pay dates of January 16, January 30, and February 13, 2019. Mr. Balban seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Five interviews have been scheduled for the Assistant Director position, 2 are scheduled for this week. So far 3 people will be brought back for a 2nd interview.

The job announcement for Head of Adult Services has been posted, Ms. Depkin will start interviewing in March.

A title needs to be established for Wilma Glover-Koomson's position.

Joan Rosen has received 2 grants for her series of workshops entitled "Reach for 'Hired' Ground".

The Library's 125th anniversary is in 2020, we have a committee set up for the celebration. We would like a Trustee on the committee, Mr. Cobb offered. He will look for descendants of the original founders of the Library.

Ms. Soto moved to accept the February 19, 2019 Director's Report. Mr. Balban seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to establish the title of Computer Network Administrator with the Rockland County Dept. of Personnel. Ms. Kaiser seconded. Vote unanimous.

Policy

The Committee met at 7 pm, prior to the Board Meeting. Policy 1.1 The Library Bill of Rights was reviewed. Section VII was added. Ms. Soto moved to approve the revised Policy 1.1 The Library Bill of Rights. Ms. Kaiser seconded. Vote unanimous.

Building & Grounds

Nothing to report.

Budget

Ms. Kaiser moved to approve the Audit Report for the Year Ended June 30, 2018. Mr. Balban seconded. Vote unanimous.

Ms. Kaiser moved to approve the Annual Report for Public and Association Libraries 2018.

Ms. Soto seconded. Vote unanimous.

A long range strategic plan for the Library will be worked on. We may do the study ourselves or hire someone.

IX. OLD BUSINESS

There is approximately \$100 in the Mary Van Orden account.

X. NEW BUSINESS

A copy of the Personnel Manual with all revisions was handed out to the Trustees.

A retirement party for Naomi Goldberg Honor is being held at Lynch's, March 31, 12 pm to 3 pm.

A Sexual Harassment Prevention Training for Trustees workshop is being held here May 21, 5:30 pm to 8:30 pm. Dinner is included. If you want to attend let Cheryl Fellner know.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:37 pm. Mr. Cobb seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, March 12, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board