



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, February 22, 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.
February 22, 2018

Board Members Present

Richard Freeman
Stephen Cobb
Sonia Burgos Crannage
Patricia Soto

Absent

Kenneth Balban
Gail Kaiser
Bernadette Koop

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 7:34 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

Letter to the Library from One America Appeal, thanking us for our generous contribution of \$2,442.18, 100% of which was distributed to the Florida Disaster Fund, the Rebuild Texas Fund, the Hurricane Harvey Relief Fund in Houston, the Juntos y Unidos por Puerto Rico, and the Fund for the Virgin Islands.

Letter to Wilma Glover-Koomson from the Major General Irene Trowell-Harris Chapter of the Tuskegee Airmen, thanking her and the Library for our donation of 5 used computers, to be used for their Red Tail Youth Flying Program.

Email to Tara Morris from Bernard Connaughton, stating how much he and his wife and daughter loved the Wee Craft program on February 6, 2018 and praising Elyse Stoller, who led the program. He also stated that he and his family love our family nights, they are a great use of tax dollars, and he hopes that they continue.

Two letters to the Library from Catholic Charities Community Services, thanking us for our donation of 5 bags of food in January and 8 bags of food in February.

V. MINUTES

Ms. Soto moved to accept the Minutes of the January 9, 2018 Board Meeting. Mr. Cobb seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. The North Rockland Central School District still owes us 10% of our tax money, we usually get the last money due us in April. We received more grant money than expected, thanks to Senator William Larkin and the construction grant. Line 1607 Standing Orders Children is almost spent. Line 1606 Standing Orders Adult is low. In the 2018-2019 we will lower line 1606 and raise line 1607. Line 1828 Training and line 1835 Conferences are high, we will raise those lines for 2018-2019. Line 1841 Accounting is high, we were overcharged for our audit. The money will be refunded, and will be credited back to that line. Mr. Cobb moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 through February 22, 2018 Report. Ms. Soto seconded. Vote unanimous.
2. Check #10199 Metropolitan Life is for the employee-funded annuity. Going forward, checks will be payable to and sent to OMNI, who will in turn send a check to Metropolitan Life. Check #10238 Findaway World, LLC is for launchpads. Check #10193 DEC Copiers is for our monthly copy machine lease. Checks #10265 and #10277 RCLS are for ANSER and teleconference fees, one for the Village Branch and one for the Main Library. Check #10298 Joanne Sininsky is for Medicare Part B reimbursement. Checks #10295, #10305, #10318, and #10335 Mad Science of the Mid Hudson are for 4 Children's programs. Each check is distributed the day of the program. Ms. Burgos Crannage moved to accept the Check Warrant January 10, 2018 through February 15, 2018, in the amount of \$271,987.04. Mr. Cobb seconded. Vote unanimous.

3. Check #10361 Orange & Rockland - Ramapo Rd. reflects our electricity cost savings due to the solar panels. Ms. Soto moved to accept the Check Warrant February 15, 2018 through February 22, 2018, in the amount of \$25,004.61. Ms. Burgos Crannage seconded. Vote unanimous.
4. Mr. Cobb moved to accept the Resolutions as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from January 10, 2018 through February 22, 2018. Ms. Soto seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of January 17, 2018, January 31, 2018, and February 14, 2018. Ms. Burgos Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Library Advocacy Day is February 28. Fourteen staff and Ms. Koop are attending. NYLA's *Real Dollars, Real People* campaign is a great way to show how library use saves you money.

A trial for fine-free children's materials starts in May. HKDPL is one of the RCLS libraries participating.

A summary of local attorneys in consideration for our legal services is included in this report for review.

We have changed our 403(b) third party plan administrator from Great GASB to OMNI. There is a large cost savings, and OMNI administers mutual funds as well as annuities. When switching administrators, you must restate your Plan Document. Board approval is required for the restated Plan Document.

Night of 1,000 Stars is April 9, starting at 6 pm, in the Village Branch. Ms. Burgos Crannage and Mr. Cobb will participate.

The Village of Haverstraw is hosting a Downtown Waterfront Development meeting on March 14, 7 pm, at the Haverstraw Center.

The automated materials handling system "the Beast" is at the end of its life. It has to be updated, replaced, or removed. We are waiting for another estimate. New systems are faster, smaller, and quieter, but expensive.

Some programs had to be cancelled due to bad weather or sickness of the presenter, but all have been rescheduled.

We have the opportunity to sign up for the Sustainable Library Certification Program offered by NYLA and the Green Business Partnership. The program covers many topics, including reducing energy and water use, waste management, and financial responsibility, with the goal of the Library being a sustainability leader in Haverstraw. Twenty seven libraries in New York State have already signed up for the program. There is an \$850 initial fee, once certified the renewal fee is approximately \$200.

Overdrive and Hoopla use has doubled, both are now easier to use than in the past.

We are buying advertising space at the New York Sport Club next door to us.

Mr. Cobb moved to accept the February 22, 2018 Director's Report. Ms. Sonia Burgos Crannage seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

The Committee met at 6:30 pm prior to the Board meeting. Recommendations were made, 2 recommendations will be brought to the Budget Committee.

Policy

Nothing to report.

Building & Grounds

The contract for the replacement of the Village windows has been signed, the deposit was paid, work will be completed by June 30, 2018.

Budget

The Budget Committee will meet at 6:30 pm on March 13, 6:30 pm, prior to the Board meeting, to work on the 2018-2019 budget. The date of the budget vote will be decided at the March or April Board Meeting.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

A motion to approve the tax cap override has been tabled until the March 13, 2018 Board Meeting, 5 Trustees must be present to vote on the motion.

Ms. Burgos Crannage moved to approve the selection of James Birnbaum, Cornell & Cornell LLP, as the Library's attorney. Ms. Soto seconded. Vote unanimous.

Ms. Soto moved to approve the adoption of the 403(b) Retirement Plan Document, restated February 22, 2018. Ms. Burgos Crannage seconded. Vote unanimous.

Mr. Cobb moved to approve the library's participation in the Sustainable Library Certification Program. Ms. Soto seconded. Vote unanimous.

Ms. Soto moved to approve the Annual Report for Public and Association Libraries 2017. Ms. Burgos Crannage seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Burgos Crannage moved to adjourn the meeting at 8:28 pm. Mr. Cobb seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, March 13, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board