



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, April 9, 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.
April 9, 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
Nicola McDonald, Asst. Director
Victor Contero, Principal Account Clerk

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:31 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

Ms. Joan Rosen, President of HKDPL's Staff Association, Mr. Julio Morales, Vice President of HKDPL's Staff Association, and Ms. Angela Krajcar, student observer, attended.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Kaiser moved to accept the Minutes of the March 12, 2019 Board Meeting. Ms. Soto seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We are 10 ½ months in, and should be approximately 86% expended. Line 16 Grants Misc. is low. Line 25 Donations is low. Line 20 Fines - Village and line 21 Fines - Rosman Center are low, we are fine-free for young adult and children materials. Line 1503 Unemployment Insurance is low. Line 1500 NYS Retirement is low, we just received the bill and it is well below what was budgeted. Salaries are mostly on point. Line 1465 Library Clerk Typist Sub is high. Line 1471 Library Aide Children's PT is low, an employee was out in December. Line 1474 Info Services Asst. I PT is low, we are adding another part time assistant. Line 1602 Books - Teens is low, the line will be reduced in next year's budget. Line 1609 Standing Orders - Electronic Datatabase is low, renewals are rolling, we'll follow-up on what is outstanding. Line 1610 Audio Visual Media Teens is low. A look at the percentages for all categories in Library Materials shows that we are in good shape. Line 1700 Processing is low. Line 1701 Circulation is low. Line 1715 Repair & Maintenance - Main and line 1716 Repair & Maintenance - Village are in good shape. Line 1726 Equipment Replacement Fund is low, replacement is variable. Line 1704 Tech Logic is high, it includes a software renewal. Line 1840 Legal Fees is high, the line is finished for the budget year. Line 1841 Accounting is high, it includes the Annual Audit Report and Annual Update Document prepared by Berard & Associates. Line 1855 Summer Reading - Children and Line 1856 Summer Reading - Teen are low, items have been ordered and check requests are coming in. Monies raised from the Prom Dress Sale are going to the NYLA Disaster Fund. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through April 9, 2019 Report and the Profit & Loss Previous Year Comparison July 1, 2018 through April 9, 2019 Report. Mr. Balban seconded. Vote unanimous.
2. Check #11686 Findaway World LLC is audio visual material for children. Check #11709 Wilson & Co. HW is an adult standing order. Check #11731 Anthem EAP is our employee assistance program. Check #11756 Joan Rosen is a reimbursement. Ms. Kaiser moved to accept the Check Warrant March 13, 2019, through April 5, 2019, in the amount of \$89,711.53. Ms. Koop seconded. Vote unanimous.
3. Check #11771 Haverstraw Stony Point Central School District is for our retirement bill. Ms. Kaiser moved to accept the Check Warrant April 6, 2019 through April 9, 2019, in the amount of \$348,594.26. 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 March 13, 2019 through April 9, 2019. Ms. Burgos Crannage seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of March 27 and April 10, 2019. Ms. Soto seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

It is absolutely great that the Local History Room was used 29 times in March. Nelson Metals has books of train registers from the 1880s, which are being kept at Town Hall. Ms. Depkin will give them a call and ask if they would donate them to the Library. Ms. Soto moved to accept the April 9, 2019 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to appoint Lori Salotto to the position of Librarian II, Head of Adult Services, effective May 1, 2019. Ms. Burgos Crannage seconded. Vote unanimous.

Policy

Nothing to report.

Building & Grounds

We continue to have problems with the Village septic system and are looking into connecting with the municipal sewers.

Budget

The Committee met at 6:30 pm, prior to the Board meeting. We feel we have a good budget. The budget is tax cap compliant, we will be able to continue offering excellent services, and staff needs were met to some degree. We wish we could do more for staff, staff understands the budget process and appreciates what has been done for them. Ms. Kaiser moved to approve the proposed 2019-2020 Operating Budget of \$6,199,700.86, which includes a tax increase of \$113,435. Ms. Koop seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Mr. Balban moved that the 2019-2020 Budget Vote and Trustee Election be held on June 6, 2019, from 9 am to 8 pm, and that Public Information Sessions be held on Monday, May 13, 2019, 7 pm in the Village Branch and Tuesday, May 14, 2019, 7 pm in the Main Library. Ms. Burgos Crannage seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:24 pm. Ms. Burgos Crannage seconded.
Vote unanimous.

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

Submitted by: Claudia Depkin, Library Director