



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Wednesday, May 11, 2016  
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 and Stephen Cobb, Co-Chairs
  - b. Policy Review – Patricia Soto, Chair
  - c. Building & Grounds – Stephen Cobb & 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.  
May 11, 2016

Board Members Present

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

Absent

Staff

Claudia Depkin, Director  
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**

There were no communications.

#### **V. MINUTES**

Ms. Koop moved to accept the Minutes of the April 12, 2016 Board Meeting. Ms. Soto seconded. Vote unanimous.

#### **VI. FINANCIAL REPORTS**

1. We have received the balance of our money from the school district. Line 13 Copy Machine Village is low, usage by patrons is down. This line is reduced in next year's budget. Line 31 Community Room is low, for-profit groups have not been reserving it. Line 1500 NYS Retirement is high, the annual bill has been paid. Line 1502 Worker Compensation is high and line 1503 Unemployment Insurance is low. Both are paid monthly and the bills fluctuate. Line 1507 Optical is low, we are self-insured and employees have not been purchasing eyewear. Line 1477 Custodial Overtime is high, we are down a custodian due to an unexpected resignation. Line 1600 Adult Books is low, we are not spending the line down, the money will be encumbered. Line 1706 Sewer Tax is high, it is paid annually, in January. Line 1715 Repair & Maintenance continues to be high. Line 1727 RCLS Membership fee is low, we haven't received a bill yet. Line 1855 Summer Reading Children is low, we haven't paid for all summer reading program materials yet. Line 1623 Internet Public is low. Line 1632 Anser Telecommunications is high, we'll check as to why. We will be losing revenue from Line 29 E-Rate Refund. The federal government is moving away from supporting telephone service and is focusing on internet service. Reimbursement for internet service is only given to libraries/schools that filter internet access, which we do not do. We'll keep this in mind for our 2017 budget. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - May 11, 2016. Ms. Soto seconded. Vote unanimous.
2. Check #8095 Amy Kanarek is for an adult program. Check #8096 Lift Tech Ltd. Is for our elevator inspection. Check #8106 Upstart and check #8120 Positive Promotions, Inc. are for summer reading materials. Check #8123 Children's Plus Inc. is for books. Check #8143 Wall Street Walks is for a bus trip. Check #8144 Weston Woods Studios is for DVDs. Ms. Kaiser moved to accept the Check Warrant April 13, 2016 through May 4, 2016 in the amount of \$43,230.01. Ms. Burgos Crannage seconded. Vote unanimous.
3. Check #8152 Deleonardis Electric is for installing new routers and replacing ballasts. Ms. Kaiser moved to accept the Check Warrant May 5, 2016 through May 11, 2016 in the amount of \$27,471.45. 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 April 13, 2016 to May 11, 2016. Ms. Koop seconded. Vote unanimous.

To approve the Payroll Warrants for April 13, 2016 and April 27, 2016. Mr. Balban seconded. Vote unanimous.

**VII. DIRECTOR'S REPORT**

A Trustee Orientation workshop is being held at the Valley Cottage Library on May 25, at 5:30 pm. Mr. Balban will attend.

After receiving a confrontational phone call from an ill-tempered patron, Ms. Fellner emailed the content of the call to the Trustees and to Ms. Depkin. Ms. Depkin forwarded the email to Mr. Keith Cornell, the Library's attorney. At Mr. Cornell's suggestion, Ms. Depkin also emailed it to the police.

Circulation statistics are down a little from a year ago.

Children's librarian Cheryl Baker has started a feature on our Facebook page titled "Dewey Have a Book for You!" The Trustees love this idea.

At this point a patron, Brenda Baez, asked if she could address the Board. She and her 3 children had just participated in the Children's program "Science in Action". Ms. Baez praised our Children's programs, saying that her children love them and learn something from each one.

Ms. Soto moved to accept the May 11, 2016 Director's Report. Ms. Kaiser seconded. Vote unanimous.

**VIII. COMMITTEE REPORTS**

**Personnel**

Mr. Cobb moved to appoint Jean Latoure as Custodial Worker I. Ms. Burgos Crannage seconded. Vote unanimous. Mr. Latoure will replace Donald White, who resigned.

Mr. Cobb moved to appoint Elyse Stoller as Librarian I, FT. Ms. Burgos Crannage seconded. Vote unanimous. Ms. Stoller will fill the position vacated by Anne Sullivan a year ago.

**Policy**

The committee will meet before the June 14 Board Meeting, at 7 pm.

**Building & Grounds**

Now that the NYS budget has passed, Ms. Depkin will be requesting funds from Assemblyman Zebrowski and Senator Larkin for the following: we need a fire panel upgrade; we would like to enclose the balcony on the main level; and we would like to purchase a 3D printer and a Microsoft touch table. The cost for all is approximately \$25,000.

Ms. Depkin will file for a NYS construction Grant in the Fall. The Village Library windows need to be replaced. Because the building is on the NYS Historical Register, we have to stay compliant with the existing windows. We would go to bid.

**Budget**

The budget vote is on June 9, we will place reminder signs up shortly.

**IX. OLD BUSINESS**

Nothing at this time.

**X. NEW BUSINESS**

The LARC Annual Meeting is on June 10 at 9 am at the New City Library. Mr. Balban and Ms. Soto will attend.

**XI. ADJOURNMENT**

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

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

Submitted by: Cheryl Fellner, Clerk to the Board