



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, June 11, 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.
June 11, 2019

Board Members Present

Richard S. Freeman
Kenneth Balban
Gail Kaiser
Sonia Burgos Crannage
Patricia Soto

Absent

Stephen Cobb
Bernadette Koop

Staff

Claudia Depkin, Director
Nicola McDonald, 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 7:32 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

Mr. Balban moved to accept the Minutes of the Budget Public Information Session opened on May 13, 2019 in the Village Branch, and continued May 14, 2019 in the Main Library. Ms. Kaiser seconded. Vote unanimous.

Ms. Soto moved to accept the Minutes of the May 14, 2019 Board Meeting. Ms. Kaiser seconded. Vote unanimous.

Ms. Kaiser moved to accept the Minutes of the May 21, 2019 Board Meeting. Ms. Burgos Crannage seconded. Vote unanimous.

Ms. Soto moved to accept the Minutes of the Special Board Meeting - Annual Trustee Election & Budget Vote June 6, 2019. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We are 11 ½ months in. Line 7 Miscellaneous is low, it includes reimbursements for overpayment of retirement loans. Line 16 Grants Misc is low, we didn't receive the funding we thought we would get. Line 25 Donations and line 31 Community Room are low, the lines are reduced in the 2019-2020 budget. Line 1503 Unemployment Insurance and line 1507 Optical are low. Line 1414 Librarian II FT, line 1455 Clerk Typist Spanish Speaking, and line 1471 Library Aide Children's PT are low, the employees have retired. Line 1430 Librarian I Substitute is low. Line 1474 Info Services Asst. I PT is low, we are hiring for this position. Line 1485 Security Aide is high, the employee is working additional hours. Line 1602 Books Teens is low. Line 1606 Standing Orders Adult is high, these are materials updated and ordered annually. Line 1609 Standing Orders Electronic Database is low, we dropped a few databases that weren't being used. Line 1607 Standing Orders Children is low, the line was removed in the 2019-2020 budget. Line 1625 Periodicals is high, the cost of magazines has gone up, and the line is fully paid. Line 1700 Processing is low, the line is reduced in the 2019-2020 budget. Line 1704 Tech Logic is high, there has been mechanical problems with the automated check-in. Line 1715 Repair & Maintenance Main and line 1716 Repair & Maintenance Village are both low, which is good. Line 1726 Equipment Replacement Fund is low, we have to allow for possible breakage of equipment. Line 1825 Postage is low, the line is reduced in the 2019-2020 budget. Line 1840 Legal Fees is high. Line 1842 Election is at 87%, using paper ballots in future budget votes was discussed. The Clerk to the Board will give the current election costs breakdown to the Board at the next meeting. Line 1852 Special Programs Teens is high. Line 1856 Summer Reading Teen is low, nothing has been paid for yet. Lines 1624 Technology, 1631 Anser Equipment, and 1640 Office Equipment are low. Total Revenue is at 94.83%, we are not using money from line 27 Appropriated Fund

Balance so Total Revenue will be under 100% Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through June 11, 2019 Report and the Profit & Loss Previous Year Comparison July 1, 2018 through June 11, 2019 Report. Mr. Balban seconded. Vote unanimous.

2. Check #11948 Red Hawk Fire & Security is for quarterly testing of the alarm station and smoke detectors. Check #11954 JJ Stanis & Company is for dental insurance. Check #11990 Gillin Custom Design is for the reupholstered chairs. Ms. Kaiser moved to accept the Check Warrant May 15, 2019 through June 6, 2019, in the amount of \$58,056.04. Ms. Burgos Crannage seconded. Vote unanimous.
3. Checks #12003 Elsie Hernandez, #12007 Eliane Lubonty, #12014 April Phipps, #12016 Cynthia Settle, and #12021 Corinna Thorpe are the election officials hired for our budget vote. Ms. Kaiser moved to accept the Check Warrant June 7, 2019 through June 11, 2019, in the amount of \$17,122.96. Ms. Soto 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 May 15, 2019 through June 11, 2019. Mr. Balban seconded. Vote unanimous.
To approve the Payroll Warrants with the pay dates of May 22 and June 5, 2019. Ms. Burgos Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin is running for President of the New York Library Association, it is a 3-year term. The job entails travelling around New York State, 4 in-person meetings, and 3 conference calls. Most of the workload will be from November 2020 through October 2021. All NYLA members will get an email for voting.

At their request, part time Children's librarian Pat Parker will be working as a sub, and part time librarian Susan Alicea is off the Summer schedule and will be back in the Fall. Ms. Soto moved to accept the June 11, 2019 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Ms. Burgos Crannage moved to appoint Tiana Blair to the position of Page. Mr. Balban seconded. Vote unanimous.

Ms. Sonia Burgos Crannage moved to appoint Cenia Santana to the position of Clerk Typist Substitute. Ms. Kaiser seconded. Vote unanimous.

Ms. Burgos Crannage moved to close the Library on the Saturday of Labor Day weekend, August 31, so that staff members may enjoy the holiday weekend. Mr. Balban seconded. Vote unanimous.

Policy

Nothing to report. The Committee will meet again starting in September.

Building & Grounds

The Village Branch's back door was replaced, funded from the construction grant money. The stairs need to be repaired.

Budget

The budget passed, and Stephen Cobb was reelected to a 5-year term.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

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

Next regular scheduled meeting Tuesday, July 9, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board