



**AGENDA**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
Main Library, Garnerville, N. Y.  
Tuesday, July 10, 2018  
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. COMMUNICATIONS
- V. ORGANIZATIONAL MEETING
- VI. MINUTES
- VII. FINANCIAL REPORTS
- VIII. DIRECTOR'S REPORT
- IX. COMMITTEE REPORTS
  - a. Personnel – Sonia Burgos-Crannage and Stephen Cobb, Co-Chairs
  - b. Policy Review – Patricia Soto, Chair
  - c. Building & Grounds –Kenneth Balban & Bernadette Koop, Co- Chairs
  - d. Budget - Gail Kaiser, Chair
- X. OLD BUSINESS
- XI. NEW BUSINESS
- XII. ADJOURNMENT



MINUTES  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
BOARD MEETING  
Main Library, Garnerville, N.Y.  
July 10, 2018

Board Members Present

Richard S. Freeman  
Gail Kaiser  
Bernadette Koop  
Kenneth Balban  
Patricia Soto

Absent

Sonia Burgos Crannage  
Stephen Cobb

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 7:32 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

Prior to the start of business, Mr. Freeman swore in Ms. Soto as Trustee, term effective July 1, 2018 through June 30, 2023.

**III. RECEPTION OF VISITORS**

There were no visitors.

**IV. COMMUNICATIONS**

Letter to Casey Conlin from David Hutto, President of the West Haverstraw Senior Citizen Club, thanking him and Cathy Campos for their presentation to the Club on June 21, 2018.

**V. ORGANIZATIONAL MEETING**

Ms. Soto moved to continue the Slate of Officers for the 2018-2019 budget year as in the previous budget year:

- Richard S. Freeman, President
- Stephen Cobb, Vice President
- Gail Kaiser, Financial Officer
- Bernadette Koop, Secretary

The Secretary cast one vote. Vote unanimous.

Ms. Kaiser moved to approve the following designations for the 2018-2019 budget year:

- Cheryl Fellner - Clerk to the Board
- Richard S. Freeman, Gail Kaiser & Cheryl Fellner - Check Signees
- Berard & Associates - Accounting Firm
- James Birnbaum, Reda, Composto & Birnbaum, LLP - Attorney
- TD Bank - Official Depository
- 2<sup>nd</sup> Tuesday of the month - Official Meeting Date
- Journal News and Rockland County Times - Official Newspapers

Seconded by Ms. Koop. Vote unanimous.

Ms. Soto moved to approve the following Slate of Committees for the 2018-2019 budget year:

**Personnel**

- Sonia Burgos Crannage, Co-chair
- Stephen Cobb, Co-chair
- Gail Kaiser
- Patricia Soto

**Budget**

- Gail Kaiser, Chair
- Kenneth Balban
- Bernadette Koop
- Patricia Soto

**Buildings & Grounds**

- Kenneth Balban, Co-chair
- Bernadette Koop, Co-chair
- Sonia Burgos Crannage
- Stephen Cobb

**Policy Review**

- Patricia Soto, Chair
- Kenneth Balban
- Stephen Cobb
- Gail Kaiser
- Bernadette Koop

The President of the Board is ex-officio member of all committees.

Mr. Balban seconded. Vote unanimous.

## **VI. MINUTES**

Ms. Kaiser moved to accept the Minutes of the June 12, 2018 Board Meeting. Ms. Soto seconded. Vote unanimous.

## **VII. FINANCIAL REPORTS**

### **1. Prelim Profit & Loss Budget vs. Actual July 2017 - June 2018**

Total income is good. Line 17 Grants RCLS and line 22 Commissions are high. Line 1465 Library Clerk Typist Sub is high, it includes a few employees and has been increased in this year's budget. Line 1715 Repair and Maintenance is under 100%. Line 1828 Training is high, RCLS has had numerous beneficial programs that staff has wanted to attend, the line is increased in this year's budget. Line 1714 Custodial Supplies is high. Line 1860 Miscellaneous Fees is high. Line 1827 Public Relations is high, it includes the newsletter and its mailing cost. Ms. Kaiser moved to approve the Prelim Profit & Loss Budget vs. Actual July 2017 through June 2018 Report. Mr. Balban seconded. Vote unanimous.

### **2. Adjusted Profit & Loss Budget vs. Actual July 2017 - June 2018**

Ms. Kaiser moved to approve the Adjusted Profit & Loss Budget vs. Actual July 2017 - June 2018 Report with the budget line transfers made by the Principal Account Clerk, needed to balance and close the 2017-2018 budget year. Ms. Soto seconded. Vote unanimous.

### **3. Check #10786 Omni Financial Group is the employee contribution to the annuity. Ms. Kaiser moved to accept the Check Warrant June 13, 2018 through June 30, 2018, in the amount of \$77,846.01. Ms. Koop seconded. Vote unanimous.**

### **4. Profit & Loss Budget vs. Actual July 1, 2018 through July 10, 2018**

We have no income as of yet. Line 1625 Periodicals is high, it includes annual membership renewals. Line 1476 Info Services Asst I FT is at 100%, the employee will be moved to line 1424 Librarian I FT and the line will be adjusted. Line 1828 Training is high. Line 1843 Dues includes Ms. Depkin's Rotary membership dues. Line 1630 ANSER includes equipment warranty renewal. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through July 10, 2018 Report. Mr. Balban seconded. Vote unanimous.

### **5. Check #10807 Dolan, Mary Beth is for a Teen program. Check #10800 Calabria Pizza is for the Teen volunteer pizza party. Check #10814 Heinsman Cleaning Service is for the cleaning of the Community Room carpet. Check #10816 DiBernardo, Deborah is for expenses. Check #10820 Kapco Adhesive Products Co. is for book jackets. Check #10812 Findaway World LLC is for playaways. Check #10842 Thyssen Krupp Elevator Corp. is the elevator maintenance contracts. Check #10844 Waldo is for a database. Ms. Kaiser moved to accept the Check Warrant July 1, 2018 through July 10, 2018, in the amount of \$33,579.27. Ms. Soto seconded. Vote unanimous.**

6. Ms. Kaiser moved to accept the Resolutions as follows:

To approve the attached list of transfers made from TD Bank Sweep Account from June 13, 2018 through July 10, 2018. Mr. Balban seconded. Vote unanimous.

To approve the Payroll Warrants with the pay dates of June 20, 2018 and July 3, 2018.

Ms. Koop seconded. Vote unanimous.

## **VII. DIRECTOR'S REPORT**

Due to the moving of the fire hydrant and handicapped parking spot in front of the Village Branch, there is now no regular parking next to the building. Ms. Depkin will draft a letter to the Village Mayor expressing the Board's concerns.

The Makey-Makey children's program was popular. Children take everyday items and turn them into electronic circuitry.

Ms. Depkin attended a 3D printing workshop, and said it was interesting. The Library will be purchasing a 3D printer.

We are offering teen internship and summer volunteer programs.

There has been a large increase in items checked out, due to the automatic renewal of items, which started June 1.

Ms. Soto moved to accept the July 10, 2018 Director's Report. Ms. Koop seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

### **Personnel**

Nothing to report.

### **Policy**

The Committee met at 7 pm, prior to the Board Meeting. The Gift Policy was reviewed. No changes were made to the Policy, but the wording was clarified. Ms. Soto moved to approve the Gift Policy as reworded. Ms. Kaiser seconded. Vote unanimous. The Committee will next meet August 14, 7 pm, prior to the Board Meeting.

### **Building & Grounds**

We are waiting for one more bid for repair of the Village Branch steps. We need to obtain bids for the change to the mid-level emergency exits, and will ask the Town Building Inspector for recommendations. We have the management company's approval to make the changes.

### **Budget**

Nothing to report.

## **IX. OLD BUSINESS**

Preparations for King Con on Saturday, August 18, are going well. We have many programs, vendors, authors, and illustrators scheduled during the day.

**X. NEW BUSINESS**

Mr. Freeman moved to close the Library the Saturday of Labor Day weekend, September 1, 2018, so that staff can enjoy the weekend. Seconded by entire Board.

Mr. Freeman expressed dissent with the American Library Association regarding the Association's decision to change the name of the Laura Ingalls Wilder Award to the Children's Literature Legacy Award.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:35 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, August 14, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board