



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, July 11, 2017
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. MINUTES
- V. ORGANIZATIONAL MEETING
- VI. COMMUNICATIONS
- 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 – Stephen Cobb & 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 11, 2017

Board Members Present

Richard S. Freeman
Stephen Cobb
Bernadette Koop
Kenneth Balban
Sonia Burgos Crannage
Patricia Soto

Absent

Gail Kaiser

Staff

Claudia Depkin, Director
Victor Contero, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

Prior to the start of the meeting, Mr. Freeman swore in Ms. Koop as Trustee, term effective July 1, 2017 through June 30, 2022.

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:35 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. ORGANIZATIONAL MEETING

Ms. Koop moved and cast 1 vote for the nomination of the following Slate of Officers for the 2017-2018 budget year:

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

Vote unanimous.

Mr. Cobb moved to designate the following for the 2017-2018 budget year:

- Cheryl Fellner as Clerk to the Board
- Richard S. Freeman, Gail Kaiser, and Cheryl Fellner as check signees
- Berard & Associates as accounting firm
- Keith Cornell as attorney
- TD Bank as official depository
- The 2nd Tuesday of the month as the official meeting date
- The Journal News and the Rockland County Times as official newspapers

Ms. Soto seconded. Vote unanimous.

Mr. Balban moved to designate the following Slate of Committees for the 2017-2018 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.
Ms. Koop seconded. Vote unanimous.

VI. MINUTES

Ms. Soto moved to accept the Minutes of the June 13, 2017 Board Meeting. Mr. Balban seconded. Vote unanimous.

VII. FINANCIAL REPORTS

1. Mr. Cobb moved to approve the Profit & Loss Budget vs. Actual July 1, 2016 through June 30, 2017 Report. Ms. Burgos Crannage seconded. Vote unanimous.
2. Ms. Soto moved to approve the Profit & Loss Adjusted Budget vs. Actual July 1, 2016 through June 30, 2017 Report, with budget line transfers needed to balance and close the 2016-2017 budget year. Ms. Burgos Crannage seconded. Vote unanimous.
3. Line 1841 Accounting is high, it is a quarterly payment for July, August, and September. Line 1455 Clerk Typist Spanish Spk is one employee. Line 1604 Encumbered is at 100%, bills were incorrectly posted, corrections will be made for the next report. Mr. Balban moved to approve the Profit & Loss Budget vs. Actual July 1, 2017 - July 11, 2017 Report. Mr. Cobb seconded. Vote unanimous.
4. Check #9531 AWE is for launch pads. Check #9557 On Time Contracting is for roof and stucco repairs. Check #9572 Orkin-Elmsford is for monthly pest control at the Village Branch. Ms. Burgos Crannage moved to accept the Check Warrant June 14, 2017 through July 7, 2017, in the amount of \$59,622.74. Ms. Koop seconded. Vote unanimous.
5. Check #9606 IT Savvy is for technology. Mr. Cobb moved to accept the Check Warrant July 7, 2017 through July 11, 2017, in the amount of \$19,551.80. Ms. Soto seconded. Vote unanimous.
6. Ms. Soto moved to accept the Resolutions as follows:
To approve the attached list of transfers made from TD Bank Sweep Account from June 14, 2017 to July 11, 2017. Ms. Koop seconded. Vote unanimous.
To approve the Payroll Warrants with the distribution dates of June 21, 2017 and July 5, 2017. Ms. Burgos Crannage seconded. Vote unanimous.

VIII. DIRECTOR'S REPORT

The sign Karen Weaver Children's Room, in raised letters, will be placed on the entry to the Children's Dept. In addition, Cheryl Baker will paint a sign and picture on a wall inside the storytime room. Mr. Cobb will reach out to Ms. Weaver's family to pick a date for the dedication.

Borrowing of materials is up.

Registration for the Children's Summer Reading Club started July 8. So far, 200 children have registered.

The revised "Disclosure of Library Records Consent Form" was distributed. Discussion

ensued as to whether library “records” and library “activity” are the same, and should be treated as such. Mr. Depkin will speak with Keith Cornell, the Library’s attorney.

On page 4, second to last paragraph, second to last sentence, the last word should be corrected to read “public.”

Mr. Cobb moved to accept the July 11, 2017 Director’s Report with the noted correction. Ms. Burgos Crannage seconded. Vote unanimous.

IX. COMMITTEE REPORTS

Personnel

Charlotte Von Hein is retiring.

Nine interviews have been scheduled for the Assistant Director position. Interviews start on July 14, 2017.

Policy

The Committee will resume meeting in September.

Building & Grounds

Nothing to report.

Budget

Nothing to report.

X. OLD BUSINESS

On July 25 at 7 pm at the Haverstraw Center, the Downtown Waterfront Concept Development Committee will meet. The public is encouraged to attend to voice their opinions on how the property should be developed.

XI. NEW BUSINESS

Nothing at this time.

XII. ADJOURNMENT

Mr. Balban moved to adjourn the meeting at 8:22 pm. Ms. Koop seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, August 8, 2017, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board