



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, July 9, 2019
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 9, 2019

Board Members Present

Richard S. Freeman
Stephen Cobb
Gail Kaiser
Stephen Cobb
Kenneth Balban

Absent

Sonia Burgos Crannage
Patricia Soto

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

Letter from Tyler Hervias, thanking the Library for awarding him the Kay H. Freeman Memorial Award for Library Science scholarship. Tyler wrote he was honored and deeply appreciative.

Three letters from LuAnn Kelley, Associate Director of Catholic Charities Community Services, thanking the Library for our donation of 5 bags of food received in February, 6 bags received in April, and 6 bags received in May.

At this time, Mr. Freeman swore in Mr. Cobb as Trustee, term effective July 1, 2019 through June 30, 2024.

V. ORGANIZATIONAL MEETING

The Secretary moved and cast one vote to continue the Slate of Officers for the 2019-2020 budget year as in the previous budget year:

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

Vote unanimous.

Ms. Kaiser moved to approve the following designations for the 2019-2020 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
- 2nd Tuesday of the month - Official Meeting Date
- Journal News and Rockland County Times - Official Newspapers

Seconded by Mr. Balban. Vote unanimous.

Ms. Koop moved to approve the following Slate of Committees for the 2019-2020 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. Cobb seconded. Vote unanimous.

VI. MINUTES

Ms. Kaiser moved to accept the Minutes of the July 9, 2019 Board Meeting. Mr. Balban seconded. Vote unanimous.

VII. FINANCIAL REPORTS

1. Prelim Profit & Loss Budget vs. Actual July 2018 - June 2019

Line 27 Appropriated Fund Balance is at 0%, which is good. Line 1506 Dental Insurance is high, line 1507 Optical is low. Line 1505 Medical Insurance is a little low, we are good for the 2019-20 budget year. Line 1465 Library Clerk Typist Sub is high, it includes 14 employees and is increased in the 2019-20 budget. Line 1477 Custodial Overtime is high, it is increased in the 2019-20 budget. Line 1606 Standing Orders Adult is high, materials are being reapportioned in the 2019-20 budget. Line 1625 Periodicals is high, defaced magazines had been replaced. Line 1704 Tech Logic is high, the automated check-in will no longer be repaired. Line 1714 Custodial Supplies is high. Line 1727 RCLS Membership Fee is high. Line 1827 Public Relations is high, it includes the newsletter costs. Line 1840 Legal Fees is high, due to one legal situation. Line 1841 Accounting is high. Line 1842 Election is at 95%, discussion ensued as to whether or not we should switch to paper ballots and discontinue voting at the Village Branch in 2020. Line 1852 Special Programs Teens is high, it includes Kingcon costs. Line 1641 Furniture & Fixtures is high, it includes the upholstering of chairs. Ms. Kaiser moved to approve the Prelim Profit & Loss Budget vs. Actual July 2018 through June 2019 Report and the Prelim Profit & Loss Previous Year Comparison July 1, 2018 through June 30, 2019 Report. Mr. Cobb seconded. Vote unanimous.

2. Profit & Loss Budget vs. Actual July 2019

We should be about 3.6% expended. Disability Insurance cost, line 1504, is dictated by the State. Line 1471 Library Aide Children’s PT is high. Line 1485 Security Aide is high, it is increased in the 2019-20 budget. Line 1600 Books Adult is a little high. Line 1707 Service Contracts is high, contracts are due at different times. Line 1820 Office Expense is high. Line 1860 Miscellaneous Fees includes annual credit card fees. Line 1855 Summer Reading Children is high, purchases were made late. Line 1630 ANSER and line 1632 ANSER Telecommunications are high, they include quarterly fees. Ms. Kaiser moved to

- approve the Profit & Loss Budget vs. Actual July 2019 Report and the Profit & Loss Previous Year Comparison July 2019 Report. Mr. Balban seconded. Vote unanimous.
5. Check #12030 Gillin Custom Design is for the chair reupholstery. Check #12046 Value Line Publishing, Inc. is stock market reports. Check #12054 Thyssen Krupp Elevator Corp. is for elevator repair. Ms. Kaiser moved to accept the Check Warrant June 12, 2019 through June 30, 2019, in the amount of \$40,916.99. Ms. Koop seconded. Vote unanimous.
 6. Check #12058 Anthem EAP is the employee assistance program, paid quarterly. Check #12060 Bossy Frog Productions is a children's program. Check #12071 Lift Tech Ltd. Is for elevator inspection. Check #12077 Outragehiss Pets, Inc. is a children's program. Ms. Kaiser moved to accept the Check Warrant July 4, 2019 through July 9, 2019, in the amount of \$43,849.81. Mr. Cobb seconded. Vote unanimous.
 7. Ms. Kaiser moved to accept the Resolutions as follows:
 - To approve the attached list of transfers made from TD Bank Sweep Account from June 11, 2019 through July 9, 2019. Mr. Cobb seconded. Vote unanimous.
 - To approve the Payroll Warrants with the pay dates of June 19, 2019 and July 3, 2019. Mr. Balban seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

We received a \$15,000 grant from Senator Skoufis for lighting upgrades using energy and money saving LEDs. We can get a rebate from Orange & Rockland if we use certain vendors, D & G Electrical is one of the vendors.

Ms. Koop moved to accept the July 9, 2019 Director's Report. Mr. Cobb seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to accept, with regrets, the resignation of clerk typist Barbara Karniol, effective July 7, 2019, and to thank her for her 39 years of service. Ms. Kaiser seconded. Vote unanimous.

Policy

The Committee will meet again in September.

Building & Grounds

As reported in the Director's Report, the \$15,000 grant from Senator Skoufis will be used for lighting upgrades.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Line adjustments will be made to the Prelim Profit & Loss Budget vs. Actual July 1, 2018 - June 30, 2019 Report and will be brought to the Board for approval at the next Board Meeting.

XI. ADJOURNMENT

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

Next regular scheduled meeting Tuesday, August 13, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board