



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, August 13, 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.
August 13, 2019

Board Members Present

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

Absent

Stephen Cobb

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 7:30 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 August 13, 2019 Board Meeting with the following correction: the addition of Bernadette Koop to Board Members Present. Mr. Balban seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Profit & Loss Budget vs. Actual July 2018 through June 2019 Adjusted

Ms. Kaiser moved to approve the Adjusted Profit & Loss Budget vs. Actual July 2018 - June 2019 Report with the budget line transfers made by the Principal Account Clerk, needed to balance and close the 2018-2019 budget year. Ms. Soto seconded. Vote unanimous

2. Profit & Loss Budget vs. Actual July 1, 2019 - August 13, 2019

Line 14 Copy Machine Rosman Road is high, we will set up a schedule for emptying the coin boxes. Line 1505 Medical Insurance is a little high, bills are due regularly. Total Salaries is slightly high, we had 3 pay periods in July, and staff worked extra hours for King Con. Line 1465 Library Clerk Typist Sub is a little high. Line 1474 Info Services Asst I PT is low, we are hiring another part time person. Line 1485 Security Aide and line 1490 Pages are high, extra hours were worked. Line 1492 Longevity is \$500 paid every other year to employees who have worked here 20 years and longer. Line 1603 Books Staff is reimbursed by staff. Line 1710 Utilities Village is high, bills are overestimated and then adjusted. Line 1820 Office Expense is high. Line 1852 Special Programs Teens and line 1855 Summer Reading Teen are high, included are expenses for the Summer Reading Club and King Con. Line 1630 ANSER and line 1632 ANSER Telecommunications are high, they are quarterly payments. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through August 13, 2019 Report and the Profit & Loss Previous Year Comparison July 1, 2019 through August 13, 2019 Report. Ms. Burgos Crannage seconded. Vote unanimous.

3. Check #12105 Allied Universal is for our security guards. Check #12113 and #12125 Orange & Rockland Haverstraw are for utilities. Check #12115 JJ Stanis and Company is for our self-funded vision insurance. Check #12118 JJ Stanis and Company is for our dental and disability insurance. Ms. Kaiser moved to accept the Check Warrant July 10, 2019 through August 8, 2019, in the amount of \$113,337.21. Ms. Soto seconded. Vote unanimous.

4. Check #274 NYS Employees' Health Insurance is for medical insurance. Check #12180 Eagle Sharpening Service is for tools and the lawn mower in the Village. Check #12185 Heinsman Cleaning Service is for carpet cleaning in the Main Library. Check #12200 Suez

Water New York is for the Village. Check #12205 Suez Water New York is for the Main Library. Ms. Kaiser moved to accept the Check Warrant August 9, 2019 through August 13, 2019, in the amount of \$76,958.28. Ms. Koop seconded. Vote unanimous.

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

To approve the attached list of transfers made from TD Bank Sweep Account from July 10, 2019 through August 13, 2019. Mr. Balban seconded. Vote unanimous.

To approve the Payroll Warrants with the pay dates of July 17, July 31, and August 14, 2019. Ms. Burgos Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin submitted a request to the North Rockland Central School District for an advance on our tax levy. The school board may charge 2.5% interest on the advance. The Board finds this unacceptable as the funds being advanced are the Library's money. Ms.

Depkin will call Mr. Michael Senno, Asst. Superintendent of Business, and will follow up with our lawyer, if need be.

Head Custodian Jessie Moore will be out of work for at least 8 weeks after sustaining an injury while on the job.

To save energy, vending machine occupancy controls are being added to the machines.

Over 700 people attended King Con, the program was featured in an article in the Rockland County Times. This year a food truck was added.

The federally-funded program Lunches at the Library was held in the Village Branch on Thursdays and was very successful. We hope to take part again next year.

Ms. Koop moved to accept the August 13, 2019 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Ms. Burgos Crannage moved to appoint Kevin Suggs to the position of Computer Network Administrator. Ms. Soto seconded. Vote unanimous.

Ms. Sonia Burgos Crannage moved to appoint Ken Eilen to the position of Librarian I Substitute. Ms. Kaiser seconded. Vote unanimous.

Ms. Burgos Crannage moved to appoint Will Dickinson to the position of Librarian I Substitute. Mr. Balban seconded. Vote unanimous.

Policy

The Committee will meet on September 10, 2019, at 7 pm, prior to the Board Meeting.

Building & Grounds

The Committee met prior to the Board Meeting to discuss contractors for the repair of the exterior steps at the Village Branch. Mr. Balban moved to accept the proposal in the amount of \$13,500 from On Time Contracting for the repair of two sets of exterior steps at the Village Library. Ms. Kaiser seconded. Vote unanimous.

Ms. Koop moved to approve construction grant applications for LED lighting conversion at both buildings. "This application completed in the proceeding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the Haverstraw King's Daughters Public Library at a legal meeting on August 13th, 2019." Mr. Balban seconded. Vote unanimous.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Mr. Balban is running for RCLS Trustee, representing Rockland County. Ms. Burgos Crannage moved to nominate Kenneth Balban as a trustee to the RCLS Board. Seconded by Board President Richard Freeman and joined by the entire Board. Vote unanimous. The Annual RCLS Legislative Breakfast and Business Meeting is on September 13. Registration ends on September 6. Ms. Burgos Crannage, Ms. Koop, and Ms. Soto are attending.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:25 pm. Ms. Burgos Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, September 10, 2019, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board