



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Tuesday, August 14, 2018
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 14, 2018

Board Members Present

Richard S. Freeman
Bernadette Koop
Kenneth Balban
Patricia Soto

Absent

Sonia Burgos Crannage
Stephen Cobb
Gail Kaiser

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 7:30 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

There were no visitors.

IV. COMMUNICATIONS

Card addressed to Casey Conlin and Cathy Campos, from Judy O’Sullivan, President of the Haverstraw Seniors, thanking them for their presentation to the group.

V. MINUTES

Mr. Balban moved to accept the Minutes of the July 10, 2018 Board Meeting. Ms. Soto seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be approximately 11.5% expended. Ms. Depkin spoke with Mike Senno, Asst. Superintendent of Business at the North Rockland Central School District, and asked to borrow \$1,000,000 as we have in past years. Mr. Senno suggested \$900,000, and said he would share the request at their Board meetings held tonight and September 4. The Standing Orders lines 1606, 1607, and 1609, are for annual databases. Line 1707 Service Contracts is a little high, some contracts are paid quarterly, some annually. Line 1827 Public Relations includes the newsletter. Line 1630 ANSER includes a quarterly bill. Line 1852 Special Programs -Teens Is high, it includes the Teen Summer programs. Mr. Balban moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through August 14, 2018 Report. Ms. Koop seconded. Vote unanimous.
2. Check #10898 and #10900 Rosman Center LLC are for the July and August bills. Check #10859 and #10860 Ramapo Catskill Library System -General are the ANSER payments for the Main Library and Village Branch. Check #10901 SENYLRC is for a workshop attended by Deborah DiBernardo. Ms. Koop moved to accept the Check Warrant July 11, 2018 through August 10, 2018, in the amount of \$133,621,18. Ms. Soto seconded. Vote unanimous.
3. Ms. Soto moved to accept the Check Warrant August 11, 2018 through August 14, 2018, in the amount of \$4,374.33. Mr. Balban seconded. Vote unanimous.
4. The Resolutions were moved as follows:
Ms. Koop moved to approve the attached list of transfers made from TD Bank Sweep Account from July 11, 2018 through August 14, 2018. Mr. Balban seconded. Vote unanimous.
Ms. Soto moved to approve the Payroll Warrants with the pay dates of July 18, 2018, August 1, 2018, and August 15, 2018. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR’S REPORT

There has been a good turnout for the Teen programs.

Mr. Balban moved to accept the August 14, 2018 Director’s Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Ms. Soto moved to establish a new position of Librarian I, Full Time, in the Adult Services Department. Ms. Koop seconded. Vote unanimous.

Policy

The Committee will next meet at 7 pm, prior to the September Board Meeting. A sexual harassment policy for the library will be discussed.

Building & Grounds

We have a few bids for the replacement of the exterior Village Branch steps, most are not detailed, one bid of \$18,000 is detailed, we are getting more bids. We would receive State construction grant money in about a year. We're eligible for a 75% match, and will request about \$14,000.

Mr. Balban moved to approve the Construction Grant application to fully repair two sets of exterior steps at the Village Library. "This application completed in the preceding 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 14th 2018." Ms. Koop seconded. Vote unanimous.

A copy of the letter sent to Haverstraw Village Mayor Michael Kohut from Mr. Freeman with regard to parking at the Village Branch was distributed to the Trustees. Mr. Conlin will bring up the issue at the next Village Board meeting he attends.

Budget

Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

The September Board Meeting, scheduled for September 11, is the second day of Rosh Hashanah. The Board Meeting is rescheduled for September 13. Policy Committee will meet at 7 pm, prior to the Board Meeting.

XI. ADJOURNMENT

Ms. Soto moved to adjourn the meeting at 7:58 pm. Balban seconded. Vote unanimous.

Next regular scheduled meeting Thursday, September 13, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board