



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, August 9, 2016  
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 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
- IX. OLD BUSINESS
- X. NEW BUSINESS
- XI. ADJOURNMENT



MINUTES  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
BOARD MEETING  
Main Library, Garnerville, N.Y.  
August 9, 2016

Board Members Present

Richard Freeman  
Stephen Cobb  
Kenneth Balban  
Patricia Soto

Absent

Sonia Burgos Crannage  
Gail Kaiser  
Bernadette Koop

Staff

Claudia Depkin, Director  
Cheryl Fellner, Clerk to the Board

**I. CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:45 pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. RECEPTION OF VISITORS**

There were no visitors.

**IV. COMMUNICATIONS**

Letter from Lorelei Pitt, CPA, P.C., addressed to Mr. Freeman and the Board of Trustees, introducing herself and her firm and offering her accounting services to the Library. As we

have made designations for the current budget year, any changes would be made for 2017-2018. The Board will look into this firm, as well as into library attorneys, in January, prior to starting work on the 2017 budget.

**V. MINUTES**

Mr. Balban asked Ms. Fellner to register him for the RCLS Annual Legislative Breakfast & Annual Meeting on September 16. Ms. Soto moved to accept the Minutes of the July 12, 2016 Board Meeting. Mr. Cobb seconded. Vote unanimous.

**VI. FINANCIAL REPORTS**

1. We expect to receive our tax monies in October. Line 1720 Inter Library Carrier is high, \$150 was mistakenly posted to the line, it should have been posted to Line 1822 Telephone-Rosman Center. The error will be corrected. Line 1841 Accounting is high, a bill was just paid. RCLS is allowing us to delay paying their bills until we receive our tax money. Librarian Karen Romaner is retiring, her position will be filled, at a lesser salary, with a Librarian I. Librarian Terry Eagle is now head of Technical Services. Her position will also be filled with a Librarian I. Mr. Balban asked for an organization chart of employees, showing titles and names. One will be included in next month's Board packet. Ms. Soto moved to accept the Profit & Loss Budget vs. Actual Report July 1, 2015 - August 9, 2016. Mr. Cobb seconded. Vote unanimous.
2. Check #8395 AAA Cooleration is for replacement of a valve. Check #8396 Allied Barton Security Services is for the security guards. Check #8403 Heinsman Cleaning Service is for the cleaning of carpets in the Main Library. Ms. Soto moved to accept the Check Warrant July 13, 2016 through August 9, 2016 in the amount of \$59,801.76. Mr. Balban seconded. Vote unanimous.
3. Ms. Soto moved to accept the Resolutions as follows:  
To approve the attached list of transfers made from TD Bank Sweep Account from July 13, 2016 to August 9, 2016. Mr. Balban seconded. Vote unanimous.  
To approve the Payroll Warrants for July 20, 2016 and August 3, 2016. Mr. Cobb seconded. Vote unanimous.

**VII. DIRECTOR'S REPORT**

The Children's Services Summer Reading Program has been going great.

The Summer Teen Volunteers program has been great as well.

Mr. Balban moved to accept the August 9, 2016 Director's Report. Ms. Soto seconded. Vote unanimous.

## VIII. COMMITTEE REPORTS

### **Personnel**

Mr. Cobb moved to regretfully accept the retirement of Librarian II Karen Romaner, effective August 31, 2016. Ms. Soto seconded. Vote unanimous.

Mr. Cobb moved to appoint Juan Portes to the position of Custodial Worker full-time. Mr. Balban seconded. Vote unanimous.

### **Policy**

The Committee met before the Board meeting, and reviewed drafts of the Community Room Use policy, the Application for Use of Community Rooms, and the Use of the Library for Private Business policy. The Committee asks that the Board approve all three.

Ms. Soto moved that Policy 3.2 Community Room Use be approved per the recommendations of the Policy Committee. Mr. Cobb seconded. Vote unanimous.

Ms. Soto moved that Policy 3.2a Application for Use of Community Rooms be approved per the recommendations of the Policy Committee. Mr. Balban seconded. Vote unanimous.

Ms. Soto moved that Policy 3.3 Use of the Library for Private Business be approved per the recommendations of the Policy Committee. Mr. Cobb seconded. Vote unanimous.

The Committee will next meet on September 13 at 7 pm, prior to the Board meeting.

### **Building & Grounds**

With Board approval, Ms. Depkin would like to go forward with 2 construction grant applications, one for the Main Library and one for the Village Branch. 1 ½ years ago we had problems with the fire panel in the Main Library. Red Hawk Fire & Security said the panel is obsolete, you can't get parts for it, and it should be replaced. The windows in the Village Branch addition are compromised, moisture gets in and they move, they need to be replaced. We would replace them with Energy Star windows. For both projects we anticipate a 50% match from a NYS construction grant, and estimate a \$10,000 Senate grant. Net expense for the Library would be approximately \$6,296.

Mr. Cobb moved the following: The grant application and accompanying documents for a public library construction grant for the Main Library to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Haverstraw King's Daughters Public Library. Ms. Soto seconded. Vote unanimous.

Mr. Cobb moved the following: The grant application and accompanying documents for a public library construction grant for the Village Branch to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Haverstraw King's Daughters Public Library. Mr. Balban seconded. Vote unanimous.

Mr. Freeman signed a letter addressed to RCLS, stating that if awarded the grant(s) we will go forward with construction.

Ms. Depkin will send a letter to Senator Larkin, thanking him for the grant, with a copy sent to

Supervisor Howard Phillips.

Ms. Soto moved to close the Library on Saturday, September 3, for an extended Labor Day weekend. Mr. Balban seconded. Vote unanimous.

**IX. OLD BUSINESS**

Nothing at this time.

**X. NEW BUSINESS**

Ms. Soto is chair of the LARC Advocacy Committee. She asked for Trustee input for topics of discussion. Suggestions were having a demonstration of makerspaces at a local library, and viewing future library trends at libraries.

A certified therapy dog who participates in the Library's program with Camp Venture was seen unleashed, and a patron complained. Going forward, all dogs will be leashed.

**XI. ADJOURNMENT**

Mr. Balban moved to adjourn the meeting at 8:28 pm. Mr. Cobb seconded. Vote unanimous.

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

Submitted by: Cheryl Fellner, Clerk to the Board